

Main features of a call for proposal

EBSO MED , Cagliari 8th -9th November 2018



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ENHANCING BUSINESS SUPPORT ORGANISATIONS

Topics covered:

- The call for proposal documents;
- Practical example of ENI I call for standard project ;
- Eligibility criteria (ENI I call for standard project)
- The relevance of the partnership, how to find partners, structure, roles;
- The budget in the AF, eligible costs, costs' categories

THE CALL FOR PROPOSAL

- A synthesis on the main features of the call and on the main characteristic that projects should have:
- Priorities and axis;
- Eligible actions and type of projects;
- Characteristic of the projects;
- Eligible beneficiaries, composition of the partnership;
- Available budget;
- Project duration;
- Submission of project proposals;
- National contact point;
- Evaluation criteria and timetable of the evaluation process;
- I.e.: I call for standard project ENI CBC MED

GUIDELINES FOR APPLICANT

- It describes the submission requirements, with specific focus on Electronic submission and the use of specific E-platforms (ECAS, other platforms);
- Technical requirements for online platforms;
- It explains session by session how to fill in the Application Form;
- It specifies in a more detailed way, the call text requirements (es. Financial requirements, eligible costs, example of projects, partnership requirements);
- Other additional information (eligible costs for cost category, Logical Framework approach, evaluation criteria, rules of communication and visibility)

Eligibility criteria / admission requirements in the Guidelines

Admission requirements Chap. 4 Guidelines for Applicants (GfA)

- ✓ Eligible territories
- ✓ Financial dimension
- ✓ Specific requirements
- ✓ Eligibility of Applicant and Partners
- ✓ Eligibility of budget costs

Administrative checklist (5.3.1 GfA)

Eligibility of territories (par. 4.1 GfA)

Countries participating in the Programme:

- **EUMCs:** Cyprus, France, Greece, Italy, Malta, Portugal, Spain.
- **MPCs:** Egypt, Jordan, Israel, Lebanon, Palestine, Tunisia.

General rules (par. 4.3.1):

- ✓ Applicants and Partners **must be located in eligible territories** of these countries ONLY (max. 3 from the same country)
- ✓ Partners **may** come also from adjoining regions listed in par. 4.1 but 20% direct costs maximum allocation of budget (see par. 4.3.1)

Eligibility of territories (par. 4.1 GfA): activities

General Rule: project activities **should be implemented** in eligible territories of the countries represented in the partnership

Exceptions for geographical activities implementation:

- ✓ Only if partners coming from adjoining territories are involved, project activities **may** take place in these areas
- ✓ Activities outside the eligible **area allowed on a case by case basis** by considering their added value to be clearly justified in the Application Form

Specific rules geographical eligibility
(par. 4.3.1 GfA)

Participation is allowed with limitations for:

International Organisations



only if having operational offices in eligible area (do not count for min. and max. geographical criteria par. 4.4)

**Ministries and national PAs outside eligible territories
participating countries**



if added value is demonstrated and activities are implemented through local offices, if available

Specific rules of geographical eligibility (par. 4.3.1 GfA)

Headquarters out of eligible area but decentralized registered office or structure in the eligible regions



1) if established **at least 2 years before the deadline** for submission Application Form;

and

2) **proved capacity** to undertake legal obligations and assume financial responsibility.



Eligibility of Applicants and Partners (4.3.2)

Participation allowed for entities with legal status of:

- ✓ **Public body** (national and local administrations, other public bodies)
- ✓ **Body governed by public law** as defined by art. 2(4) of Directive 2014/24/EU (in MPCs those obliged to follow national rules check with NCP)
- ✓ **Private Body** (enterprises, NGOs, associations and other no profit organisations, etc.)
- ✓ **International Organisation** with limitations (see above and par. 4.4) set up by intergovernmental agreements and accepting specific programme obligations through a **specific declaration to be submitted.**

Participation out of the partnership (4.3.2)

Entities not acting as Applicants and Partners (third parties):

- ✓ **Associates** → organisations involved in the project but **they cannot receive project funding** (travel and subsistence paid by the Applicant or PP) or participate in procurement procedures launched by the project (ex. as subcontractors). No geographical requirements but a specific form to be submitted for proving their involvement.
- ✓ **Subcontractors** → some activities can be outsourced by Applicant and Partners **but not the whole project implementation** (bulk of the project). Applicant and Partners **cannot be sub-contracted** by themselves. →
- ✓ **Sub-grantees** recipients of the sub-grants as **natural or legal persons** resident or established in participating countries applicant and partners (max. 60.000 each)

Specific Financial Requirements

At least 50% of the total direct costs shall be dedicated to activities to be implemented in MPCs territories either through



- a) allocating at least 50% of the budgeted direct costs to **MPCs Partners**
or
 - b) allocating less than 50% of direct costs to MPCs partners but the EU partners shall justify the difference to reach the said 50% by using their direct costs to implement activities in MPCs
- Max 35% of the total direct costs can be allocated to an organisation

Example: TOTAL DIRECT COSTS OF THE PROJECT = € 2.000.000

- a) At least € 1.200.000 (60%) directly allocated to MPCs
- b) € 800.000 (40%) allocated to MPCs and € 400.000 (20%) managed by EU PPs to implement activities in MPCs (neither travel nor staff costs allowed!).

The Work Packages structure in the AF

- **Management:** activities linked to the administrative and financial management of the project (included the partners management and activities management). Definition of a Steering Committee and decision making process – The Applicant ensures an efficient and timely implementation of the planned activities. It makes sure that partners put at the project's disposal all the means needed in terms of the human resources, budget and knowledge in order to ensure: Overall management, coordination, reporting; Financial management Communication, visibility and dissemination of results
- **Implementation:** activities linked to the project technical development (i.e. Creation of a platform, training courses, studies and analysis, pilot projects);
- **Communication:** dedicated to the external communication of the project and to dissemination of results (capitalization activities). It is important to define specific target groups and communication instruments that the project will create. Communication manager, responsible for the overall publicity and dissemination activities of the project, as well as capitalization. He/she elaborates the project communication plan in cooperation with the project partners and takes care of its implementation at all levels (e.g.: local, regional, national, transnational). The communication manager should have experience in the field of communication, public relations, information, media and social media.

Work Package WP Management

Type of WP	Project management		Compulsory	
WP Nr	WP Title		WP budget	
1	Management		Automatically filled in	
WP coordinator: <i>Drop-down list</i>				
Involved partners: <i>Drop-down list</i>				
Description of key management tools: Describe the coordination methodology and the monitoring and evaluation arrangements, and in particular: <ul style="list-style-type: none"> - Structure, responsibilities and procedures for the day-to-day management and coordination; - Internal organization within the partnership and decision making system; - Role of each member of the partnership; - Reporting and evaluation procedures focusing on selected results and outputs indicators. 				
[Max 2000 characters]				
Output 1.1	Output title [Max 100 characters]	Target value [number]	Semester of delivery [number]	Budget [EUR]
	Output description [Max 500 characters]			
Activity 1.1.1 (A 1.1.1)	Activity title [Max 100 characters]	Starting Month [month number]	Ending Month [month number]	
	Activity description [Max 500 characters]			

Operational evaluation

Operational and Financial Capacity

- Demonstrate that **each** partner has a stable and sufficient financial capacity (FC) to ensure a positive cash-flow. Partners with insufficient financial capacity affect project evaluation; evidence of financial capacity is a self-statement do be uploaded in the “Document section” of the e-Form.
- Provide information on how partners complement each other, and what kind of working relations will be established (**who does what**)

Effectiveness

Poor project design means worse project management

- Focus on **technical AND financial management** of your partners. Who is in charge for timely reporting?

Golden rule: no timely reporting = no money!

- Identify **staff in charge of procurement procedures**. Limited attention to this task may severely delay project implementation
- Describe the **internal monitoring arrangements** foreseen, who is in charge of it and how the monitoring influences the decision making system

Work Package

WP Communication

Type of WP	Project Communication		Compulsory	
WP Nr	WP Title		WP budget	
2	Communication		Automatically filled in	
WP coordinator: <i>Drop-down list</i>				
Involved partners: <i>Drop-down list</i>				
Description of key communication tools:				
Include a detailed description of your information and communication plan. A capitalization plan may also be planned as output.				
[Max 2000 characters]				
Output 2.1	Output title [Max 100 characters]	Target value [number]	Semester of delivery [month number]	Budget [EUR]
	Output description [Max 500 characters]			
Target groups	Who will use the main outputs delivered in this work package? [Max 100 characters]			
Target groups involvement	How you will involve the target groups (and other stakeholders)? [Max 100 characters]			
Activity 2.1.1 (A 2.1.1)	Activity title [Max 100 characters]	Starting Month [month number]	Ending Month [month number]	
	Activity description [Max 500 characters].			

Operational evaluation

Effectiveness

- Identify the **PPs/staff in charge of ALL WPs** and able to support all reporting tasks (i.e. draft of the intermediate/final reports), up to the end of the project implementation period (WP1)
- Details the structure of the **communication strategy**, bearing in mind the new functionalities of the ENI CBC Med web site, cost effectiveness, the network of journalists you will involve, and the evaluation tools that you will apply to the communication strategy (WP2)
- Explain the communication plan and **capitalization of results** in concrete terms: e.g. the launch of an association, membership to existing networks, the transfer of the management of infrastructures to local authorities, etc. (WP2)

WP Implementation / Technical WP

Type of WP		Project Implementation		Compulsory
WP Nr		WP Title		WP budget
3		[Max 100 characters] Max 100 characters. Max 100 characters. Max 100 characters. Max 100 characters. Max 100 characters.		Automatically filled in
WP coordinator: <i>Drop-down list</i>				
Involved partners: <i>Drop-down list</i>				
Contribution to the selected Programme Expected result(s) <i>Automatically filled in</i>				
Description of tasks and role of each partner Describe precisely the objective of the WP. explaining contents and methodology to be implemented, as well as how partners will be involved in its development, highlighting their role and interactions within the other content-related WP.				
[Max 2000 characters]				
Final beneficiaries		Who will benefit from this WP? How? [Max 200 characters]		
Output 3.1* <i>*Indicative outputs are listed in the JOP for the Priority addressed</i>		Output title	Target value	Semester of delivery
		[Max 100 characters]	[number] + measurement unit	[month number]
		Budget [EUR]		
		Output description [Max 500 characters]		
Target groups		Who will use the main outputs delivered in this work package? [Max 100 characters]		
Target groups involvement		How you will involve the target groups (and other stakeholders)? [Max 100 characters]		
Activity 3.1.1 (A 3.1.1)		Activity title	Starting Month	Ending Month
		[Max 100 characters] Max 100 characters.	[month number]	[month number]
		Activity description [Max 500 characters]		

Important tips for a good EU/international project

Transnationality / EU added value

- the project fosters the geographical mobility?
- does the project has a strong partnership and a clear definition of partner's roles? dimension?
- Actions and objectives of the project can be better reached at EU / international level rather than at national or local level?
- “Does the proposal have a real cross-border added value? Why cooperation is needed to achieve it in all concerned territories? How relevant from a cross-border point of view is the proposal to the common challenges and particular needs in all involved territories?”

Cross cutting issues

gender equality; democracy and human rights; environmental sustainability

Strategic evaluation

Relevance

This award criterion is a key to success

- Explain the “**Cross-Border Cooperation**” (CBC) added value: **ENI is a CBC Programme**, not a development cooperation initiative. Therefore, rather than clarifying only “why the project is needed” in a given area, **focus on common needs and how to share ideas and solutions**
- Identify your **final beneficiaries** and explain how their needs are detected, instead of including general statements (i.e. search for reliable source of information and include quantitative data)

Innovation and originality

- How is my project innovative?
- “Does the proposal demonstrate valuable, new and/or innovative solutions that go beyond the existing practice in the sector and/or in the concerned territories?”
- It creates new solutions and methods?
- It defines new objectives? Does the project changes already existing systems?
- It introduces new approaches?
- It introduces new methodologies or strategies in the area?
→ (state of the art analysis and of already founded projects)

<http://www.enpicbcmed.eu/projects/running-projects>

Sustainability – tips

- Projects tend to approach the sustainability process at the implementation phase rather than during the design
- Describe the **multiplier effect at both at EU and MPC level**, rather than only on one side of the Mediterranean basin;
- Explain the **practical arrangements** you envisage to implement, instead of making general statements without tangible evidences
- Answer following questions:
 - Is the proposal likely to have multiplier effects? At what scale? In addition, does the project foresee effective actions and strategies to ensure the transfer and capitalization of its results?
 - Are the expected results of the proposed project sustainable: - financially (how will the results be financed after the end of the project?) - institutionally (will structures, allowing the results to continue, be in place at the end of the project) - at policy level (where applicable) (what will be the structural impact of the project — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)? - environmentally (where applicable) (will the project have environmental externalities?)

Operational evaluation Sustainability – Max score 15 points

Multiplier effects

Scale of multiplier effects (local, regional national, Mediterranean).
Effective actions to **transfer and capitalize** on the results

Sustainability

At financial, institutional, policy and environmental level



This criterion counts double !

Some tips for a good EU / international project

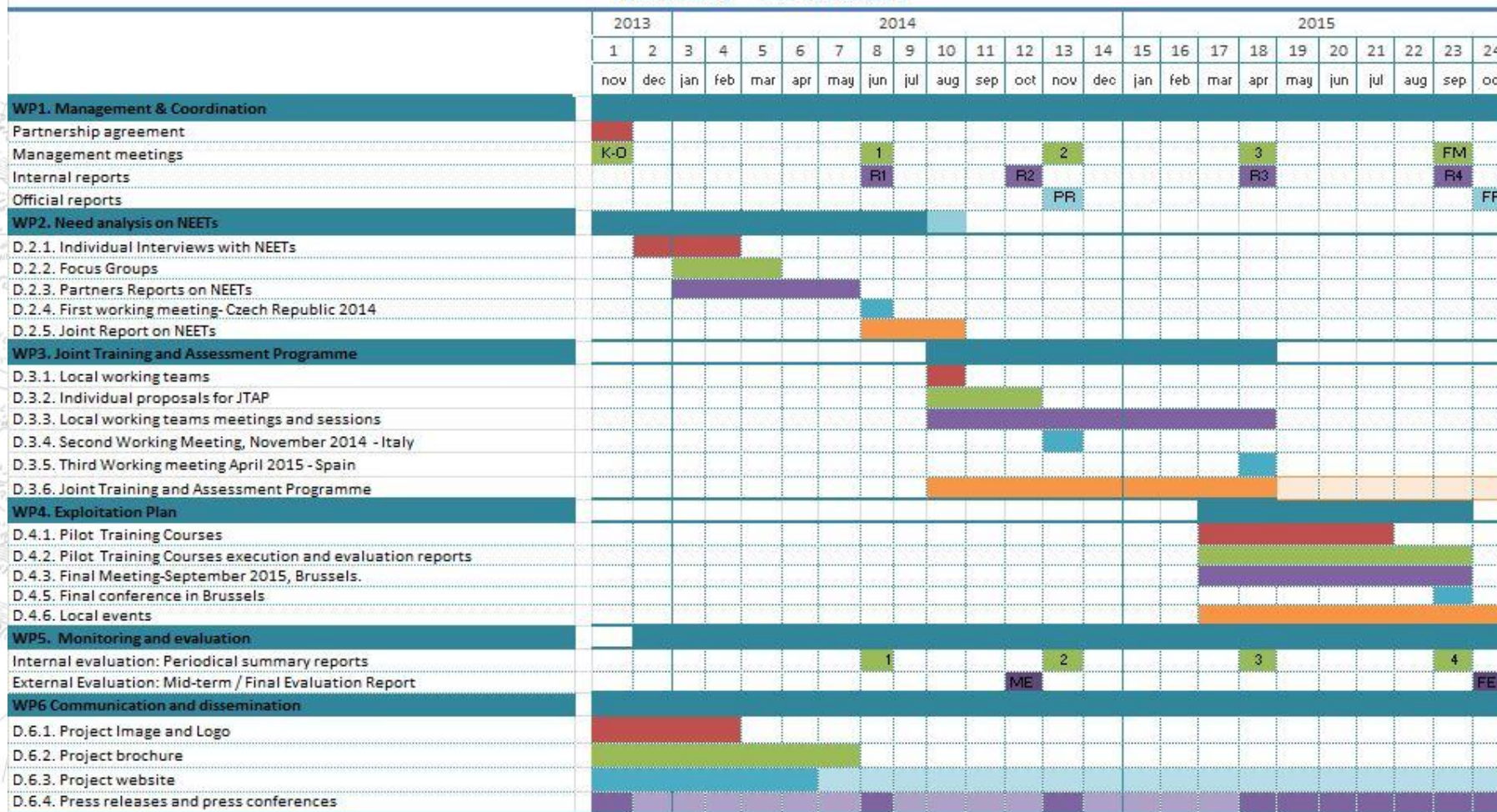
- Describe and quantify your target groups, answer following questions: how clearly defined and strategically chosen are the involved target groups? Does the proposal define their needs appropriately? Are the project outputs consistent with the needs of the target groups?
- Describe and **quantify your target groups** and select their needs
- Explain the **operational synergies with other projects** *e.g.: the survey carried out by project "X" will be helpful for ..., since ...* instead of providing a list of project names

Target Groups

Target Group	Description	Amount
local public authority	Municipalities in AT, SI, D, IT, FR, LIE potentially interested to capitalize on strategies, use toolbox and/or transnational marketplace platform or benefit from knowledge platform.	60
regional public authority	Regional/national authorities in AT, SI, D, IT, FR, LIE potentially interested to capitalize on strategies, use toolbox and/or transnational marketplace platform or benefit from knowledge platform.	6
infrastructure and (public) service provider	Municipal public service providers from the field of environmental protection, circular economy, waste, energy, water, etc...	6
SME	Private enterprises interested in circular economy (cross-sectorial interests)	60
General public	Firstly citizens of the partner cities (Maribor, Freiburg, Götzis (Amkumma community), Pays Viennois, Trento), secondly citizens from broader regions and Alpine Space. Informed by media.	1.200
sectoral agency	Various environmental and developmental agencies	12
interest groups including NGOs	Interest groups and environmental NGOs	24
higher education and research	Higher education and research institutes	6
education/training centre and school	Education centres and schools	12
enterprise, excluding SME	Larger enterprises interested in circular economy (eco-product design production, larger suppliers of energy, transport enterprises, etc..)	6

GANTT

NoNEETs - Gantt chart



The Partnership in the EU / international project

- The **consortium or partnerships** is the group of partners that carry out the project activities, following clear tasks and budget breakdown;
- The partnership structure:
- **« Applicant »** or coordinator (the body responsible for the preparation and submission of the proposal and responsible for the management and implementation of the project in case the proposal is admitted to receive funds)
- **"partners"** cooperate actively to the implementation of the project activities and results. It is important to define clear roles and responsibilities from the beginning
- Refer to Grant Contract and Partnership Agreement Model for understanding Applicant and partners' obligations, duties and responsibilities

Structure of the partnership

The **partnership**:

- should be composed by partners that have different competences and know how;
 - Partners come from public or private bodies (it is suggested to have public partners in order to guarantee the future sustainability of the project);
 - Fair budget distribution (most of the time partners have to co-finance the project and therefore they need a good financial capacity);
 - Partners with experience in EU projects are an added value;
- Technical partners, partners in charge of communication, partner in charge of the management of the project



Partner search

- Participation to **infodays** (organized by the EU commission or by the MA); partner search session within these infodays
- Programme website partner search tool:
<http://www.enpicbcmmed.eu/enicbcmmed-2014-2020/project-ideas-and-partner-search>
- Ad hoc platform: territorial cooperation, ENI and IPA
<https://www.keep.eu/keep/>; Partner Search Research and Innovation topics:
https://ec.europa.eu/research/participants/portal/desktop/en/organisations/partner_search.html
- The applicant should draft a project idea to be used for contacting partners and institutions;
- Contact “National Contact Points”;
- Social media;
- Contact partners that have already participated in previous or similar call for proposal;
- Other ideas?

The budget of the project

- The budget is the sum of costs necessary for the implementation of the project activities described in the AF;
- It is necessary, before to start the filling in of the budget, to read the text of the call, the financial guidelines, EU specific regulations and the Grant Agreement model;

The budget of the project

- ***How to start***

The budget calculation needs to take into consideration the following elements:

- Foreseen outputs and activities;
- Partner own resources (number of partners)
- Distribution of tasks among partners;
- Project duration; Maximum EU contribution; co-financing rates;

The budget of the project

- ***How to proceed***

In project preparation phase the financial manager should:

- Define the activities together with the project manager (with clear indications of each partner role) ;
- Ask partners specific indication on their financial resources;
- Collect information on staff gross salary calculation;
- Define the number of travels within the project and the number of participants for each partner;
- To make sure that partners have the necessary financial capacity for co-funding and for anticipating costs;
- Prepare draft budget for each partner;

What is the budget of the project

- **Eligible costs:** They are incurred during the implementation of the action; They are indicated in the estimated overall budget for the action; They are necessary for the implementation of the action; They are reasonable, justified and comply with the requirement of sound financial management, in particular regarding economy and efficiency.
- **Direct costs:** costs directly connected to the project and linked to the implementation of actions necessary for the project; as, for instance, cost of staff assigned to the action, travel and subsistence costs for staff and other persons taking part of the action, purchase costs for equipment (new and/or used) and supplies, cost of consumables etc.
- **Indirect costs:** costs not directly linked to the project actions but that can be identified and justified from the beneficiary as incurred for the project (i.e.: overhead or administrative costs) normally corresponding to a flat-rate not exceeding 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading.
- **Non eligible costs:** costs that can not be charged on the project and cannot be co-financed by the EU Commission (i.e. debts and debt service charges /interest; provisions for losses or liabilities; costs declared by the beneficiaries and already financed by the European Union budget; exchange-rate losses etc)
- pp.25 ENI guidelines

ELIGIBLE COSTS – ENI FIRST CALL FOR STANDARD PROJECT

DIRECT COSTS (to be filled in in the WP and Budget part 1):

0. Preparatory costs (max € 10.000 for travel/subsistence from call launch)
1. Human resources (simplified: senior and junior)
2. Travel / subsistence (simplified: indicative n. and average cost)
3. *Infrastructures (env. Impact assessment >1 MI)*
4. Equipment and supplies
5. Subcontracted Services
6. Other costs (Subgrants up to € 60.000 each and max 30% total direct costs)

INDIRECT COSTS (Budget Part 2):

- Contingency reserve (3% optional)
- Administrative costs (up to 7% and *justified in a specific form*)

ELIGIBLE COSTS: 0. Preparatory costs

Eligibility conditions:

- a) They are incurred **after** the publication of the call for proposals and **before the deadline** for the submission of the proposal;
- b) They **cannot exceed** the amount of 10.000 euro at project level;
- c) Travel and subsistence costs **only for staff employed** by the Applicant and/or the Partners according to its rules and regulations or the rates published by the Commission at the time of the mission;
- c) They are proven by supporting documents;
- d) They will need to be reported in the first interim report.

ELIGIBLE COSTS: 1. HUMAN RESOURCES

Eligibility conditions:

- a) related to the **actual time** worked for the implementation of the project by the permanent or temporary (*ad hoc recruited*) employees of the Lead Beneficiary and partners organisations.
- b) they shall correspond to actual gross salaries including social security charges and other components (cfr. national legislation);
- c) Overtime only for full time staff;
- d) Staff costs from non-partner organisations are not eligible.

2. TRAVEL AND SUBSISTENCE

Eligibility conditions:

- a) related to staff and other persons involved in the Project such as speakers or participants, including those of associated partners. (only for travels linked and necessary for the project in the eligible area)
- b) They cannot exceed those normally borne by the organisation according to its internal rules and regulations nor the rates published by the Commission at the time of the mission if reimbursed on the basis of flat rate allowances.

3. INFRASTRUCTURES

Eligibility conditions:

- a) basic facilities, and installations providing services needed for project implementation (including also Public works for restoring/adapting existing infrastructures. No feasibility studies since considered as external services).
- b) If they **exceed 1 MI euro** checklist C to be filled in (Similar infrastructures - composed by several units in different territories - are not considered as a “one component”).
- c) They must be purchased following specific procurement procedures according to the thresholds indicated in art. 52, 55 and to 56 of the ENI Implementing Regulation 897/2014.

4. EQUIPMENT AND SUPPLIES

Eligibility conditions:

- a) purchasing or leasing costs for equipment and durables (new or used) specifically identified and exclusively devoted for the purpose of the project including their installation and transportation costs;
- b) Supplies are purchased following specific procurement procedures according to the thresholds indicated in art. 52, 54 and to 56 of the ENI Implementing Regulation 897/2014 and the **rule of origine** if above 100.000 euro (see art. 9 of Regulation (EU) No 236/2014);
- c) equipment and vehicles whose cost is more than EUR 5.000 per item, **must be transferred** by the end of the project to the MPCs beneficiaries.



5. SUBCONTRACTED SERVICES

Eligibility conditions:

- a) support technical and financial project management, external expenditures verification (max. 3% total direct costs) , information and dissemination activities, evaluations, translation, etc. and financial services costs, in line with market prices;
- b) Services are purchased following specific procurement procedures according to the thresholds indicated in art. 52, 54 and to 56 of the ENI Implementing Regulation 897/2014 and the **rule of nationality** (see art. 8-9 of Regulation (EU) No 236/2014); public tender (best value for money principle)
- c) It is not possible to subcontract the bulk of the project to any third parties *including in-house organisations*.

Some examples:

- Studies and analysis; training course, translation; promotion and communication activities; events organization; specific consultancy services etc.

6. OTHER COSTS

Eligibility conditions:

- a) Any cost not falling in the scope of the previous budget lines should be validated under the “Other costs” budget line.
- b) **Sub-grants:** financial support to third parties (also physical persons) to be involved in the implementation of some project activities proposal (for example the need for involving Start-up companies to carry out a pilot project etc.).
- c) Max. 60.000 euro per sub-grantee located in **the countries involved in the partnership**. These costs will need to be reported to the organisation which granted the amount according to the same eligibility rules of the cost category.

Budget for cost category

Partner	Preparatory Costs	Human Resources	Travel and Subsistence	Infrastructures	Equipment and Supplies	Subcontracted Services	Other	Subtotal direct costs	Administrative Costs	Total direct eligible costs	Contingency reserve	Total eligible costs
Subtotal direct costs												
Subtotal direct costs %												

Budget per work package

Partner	WP0	WP1	WP2	WP4	WP6	Subtotal direct costs	Administrative Costs	Total direct eligible costs	Contingency reserve	Total eligible costs
Subtotal direct costs										
Subtotal direct costs %										

Pre-financing in brief

MA sets up the quotas of pre-financing in the Grant Contract

A first pre-financing up to 40% of the Grant right its signature;

Further pre-financing will be given on the basis of the said quotas:

- a. In the event the used funds reported and certified by the MA through annual reports (each 12 months), are at least 70% of the previous payment (and at 100% of any previous payments) the MA will transfer the corresponding **whole further pre-financing quota**.
- b. In the event the used funds reported and certified by the MA are less than the said percentages, the MA **will deduct the unused ENI funds** from the further pre-financing quota.

Main budget info to be provided to the Applicant

Applicants may circulate budget files to collect input

Part 1:

- ✓ Estimated costs per WP according to the cost categories (some requiring justifications on how the PP calculated the cost);
- ✓ Estimated semester of project implementation when the cost will incur (paid out).

Part 2:

- ✓ Co-financing type of source of funding (Human Resources; Own funds etc.);
- ✓ Details on the 50% rule for EU PP only (to implement activities in MPCs).

