



European Commission

EUROMED HERITAGE IV

Guidelines
for grant applicants

Restricted Call for Proposals

Budget line: 19.080101
European Neighbourhood and Partnership (ENP)
financial co-operation with Mediterranean countries

Reference: EuropeAid/126266/C/ACT/Multi

**Deadline for submission of the Concept Notes:
15/02/2008, 16:00 CET**

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1. EUROMED HERITAGE PROGRAMME IV

1.1 BACKGROUND

In 1995, Foreign Ministers from the European Union and 12 prospective Partners from the Mediterranean's southern and eastern shores met in Barcelona. The declaration they signed launched a new Euro-Mediterranean Partnership between the EU and its southern neighbours. The Barcelona Declaration states at the beginning of its third chapter on partnership in social, cultural and human affairs:

“The participants recognise that the traditions of culture and civilisation throughout the Mediterranean region, dialogue between these cultures and the exchanges at human, scientific and technological level are an essential factor in bringing their peoples closer, promoting understanding between them and improving their perception of each other.”

Consequently three regional programmes were launched: Euromed Youth, Euromed Audiovisual and Euromed Heritage.

The Euromed Heritage I was launched in September 1998 when ministers of culture from the Euro-Mediterranean Partners met in Rhodes. They decided to finance 16 projects to be funded under the MEDA programme, with a total budget of 17 €million. Their priorities were to :

- 1 Highlight the Mediterranean heritage
- 2 Exchange of know-how
- 3 Promote knowledge about heritage.
- 4 Offer training

Five new contracts were signed in December 2002 for a maximum duration of 18 months. A final evaluation¹ was carried out in 2004 after completion of the projects.

Based on the success of the first phase, a second phase was launched in 2001. As a result of the call for proposals 15 projects were selected for a total of 40 M € The main priorities of the call for proposals were :
Knowledge : development of research, dissemination communication and inventories of material and immaterial heritage;

Human resources : development of innovative training systems, circulation of know-how;

Promotion : promotion of integrated heritage management, of heritage in related economic sectors (tourism etc.), and of public and private investment in order to encourage sustainable development.

An evaluation of the second phase has taken place in 2006².

¹ Final evaluation Heritage I: http://www.euromedheritage.net/resources/evaluation_eh1.pdf

² Evaluation Heritage II : <http://www.euromedheritage.net/en/rmsu/evaluation.htm>

1.2 OBJECTIVES OF THE PROGRAMME AND EXPECTED RESULTS

The Euromed Heritage IV Programme will mainly pursue the strategy defined by the Mediterranean partners in the following **strategy paper**³ "*Strategy for the development of Euro-Mediterranean cultural Heritage : priorities from Mediterranean countries (2007-2013)*".

1.2.1 General objective

The general objective is to strengthen and consolidate mutual understanding and dialogue between cultures by the promotion of Mediterranean cultural heritage and public awareness-raising. The Euromed Heritage Programme IV is centred on the appropriation of cultural heritage by the population themselves and on education and access to knowledge of cultural heritage.

1.2.2 Specific objectives

- (1) Contribute to **awareness-raising** in the Mediterranean partner Countries in particular to the importance of cultural heritage and its diversity; encourage the **accessibility** to and the knowledge of cultural heritage, and promote an effective **and integrated management** of this heritage;
- (2) Encourage the **social and economic repercussions** at regional and local levels;
- (3) Provide technical assistance to Mediterranean authorities in order to improve the legislative and institutional framework in this sector.

The **first two objectives are addressed through the present call for proposals**, while the third one is managed by the technical assistance through a service contract.

1.2.3 Expected results (for the first two specific objectives)

(1) Public awareness-raising and education

During the previous phases, projects contributed in a substantial way to identification and understanding of a common heritage, in particular through the projects targeted on the knowledge of this heritage. It is now necessary to improve the awareness and information of the general public, more particularly youth in order to encourage the appropriation of cultural heritage by the people themselves. The general public is not, or insufficiently aware of the role of tangible/non tangible cultural heritage – as a social and economic development factor; at educational level, in particular, few tools (publications/media) are available and translation of these materials into national languages is insufficient.

Expected results :

1.1 The public and above all youth visit the cultural sites and participate in activities promoting tangible and non-tangible heritage and thereby appropriate their own heritage.

1.2. All cultural sites – in particular the less known and less developed sites - architectural heritage, museums become places of life for the local people; synergies exist between the heritage of the past and contemporary creations, live arts and the craft industry; between the various types of cultural heritage, between the various generations and finally between cultures.

(2) Social and economic impact

³ <http://www.euromedheritage.net/en/strategy/index.htm>

Although social and economic development was already promoted in the 2001 call for proposals, this aspect was slightly developed in the projects. The Euromed Heritage IV Programme being focused on appropriation, the social and economic impact is essential.

Local actors are not sufficiently consulted and involved in the projects aiming at the promotion of their heritage either in a cultural or tourism perspective.

There is a lack of cultural tourism initiatives respectful at the same time of tourists, local population and the environment; regional synergies are missing.

There are few mechanisms of synergies and constructive dialogues between public, private and associative sectors.

Expected results

2.1 Management plans (conservation and promotion) of cultural sites and assets are developed and applied in co-operation with the public and private sectors and civil society.

2.2 The management of cultural sites and assets, the safeguard, the conservation and the promotion of heritage (tangible and non-tangible) generate new initiatives for tourism of quality which respect the populations and their environment in all the aspects of their life; enable tourists and the local people to dialogue in mutual respect aiming to achieve local, national and regional long-term development.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 13.500.000**. The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- **minimum amount: EUR 500.000**
- **maximum amount: EUR 1.500.000**

No grant may exceed **80 % of the total eligible costs of the action** (see also section 2.1.4). **The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.**

In addition, the applicant has the obligation to spend **at least 40 % of the total project costs** for activities to be carried out **in the Mediterranean partner countries and territories**. This has to be reflected in the submitted project budget.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply ?

(1) In order to be eligible for a grant, applicants **must** :

- be legal persons **and**
- be non profit making **and**
- be organisations such as: non-governmental organisations, cultural associations, private or public sector operators, research institutes, universities, relevant local or regional public administrations, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation⁴ **and**
- work in the field of culture **and**
- be nationals⁵ of:
 - a Member State of the European Union⁶, or
 - a country or a territory that is a beneficiary of the European Neighbourhood and Partnership instrument⁷, or
 - a country that is a beneficiary of an Instrument for Pre-Accession Assistance⁸, or
 - a Member State of the European Economic Area⁹, or
 - any other country than those referred to above, where the reciprocal access to external assistance has been established; **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

⁴ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

⁵ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered as an eligible local organisation, even if they are registered locally or accompanied by a "Memorandum of Understanding". This obligation does not apply to international organisations

⁶ Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

⁷ Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Russian Federation, Syria, Tunisia, Ukraine

⁸ Albania, Bosnia, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, including Kosovo, Turkey

⁹ Iceland, Lichtenstein, Norway

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/index_en.htm);

In part A, section III of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

2.1.2 Partnerships and eligibility of partners

Applicants must act with partner organisations as specified hereafter.

Partnerships must be composed of at least one organisation from a EU Member State and at least one organisation from a Mediterranean partner country or territory¹⁰.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. They must therefore satisfy the same eligibility criteria as applicants.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not be lower than 24 months and not exceed 48 months.

Sectors or themes

Project proposals must fall within the first two objectives (see above 1.2.2) and target **tangible and/or non tangible** cultural heritage.

Location

The majority of project activities must take place **in at least two of the Mediterranean partner countries and territories** (corresponding to minimum 40% of the budgeted costs).

10 The Mediterranean partner countries and territories: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, and West Bank and Gaza

Types of action

The types of actions which may be financed under this call are the following:

- Strategic information, education and awareness-raising campaigns at different levels on cultural heritage: e.g. organisation of "Heritage Days";
- Promotional / educational activities through publications, dissemination strategies and other cultural productions (didactic manuals, guides, catalogues, publications, targeted trainings, etc.) in national languages; training in areas including conservation, promotion, documentation of tangible / non tangible cultural heritage for professionals from public and private sectors, as part of comprehensive projects;
- Development of management plans (preservation and promotion) in coordination and consultation with the various ministries and stakeholders: organisation of Euro-Mediterranean meetings and workshops;
- Innovative approaches aiming at safeguarding, preserving and promoting the tangible / non tangible cultural heritage (adaptation of sites to new uses, museology, exhibitions, tours, cultural events) incorporating the social and economic development concepts and implementing innovative models of public-private partnerships in concrete case studies;
- Activities of twinning (N-S / S-S) to foster synergies in the field of creative and productive activities promoting local development;
- Support for the creation / design / management of decentralised museums and support for training actions aiming at professional upgrading (marketing and communication activities, etc.);
- Cultural tourism initiatives aiming at increasing awareness on the significant role of local craft industries in the promotion of tourism and, reciprocally, on the importance of tourism to ensure protection and maintenance of crafts and craftsmen, production methods and cultural traditions as well as to guarantee diversity and local economy.

Project structure

In order to efficiently manage the project, it is recommended to avoid consortia with more than 6 partners. Horizontal partnerships incorporating institutional, associations, and private partners are encouraged in order to ensure the viability of the project.

Projects can be divided into separate sub-projects. Sub-projects should develop a specific function or a specific theme. The **respective roles and responsibilities of the stakeholders involved** would have to be described, in addition to the mechanisms through which the activities anticipated will be discussed, adhered to, executed and monitored. Sub-projects must be integrated into the logical framework **that must be** annexed to the application form.

It is recommended to maintain a balanced number of Euro-Mediterranean actors in each sub-project. Proposals must contain a concise description of the operational structure to be set up for the project duration and include an **organisational chart**.

The project partners from Mediterranean partner countries must play an active role in the development of the projects.

Methodology

Proposals shall be the results of **systematic needs assessment** of the proposed sector to determine critical needs and project opportunities.

Internal monitoring and evaluation: proposals shall include a detailed monitoring methodology with a dedicated budget.

The actions implemented will have to be consistent and coordinated with the actions undertaken with other donors and stakeholders at national and regional levels (UNESCO, World Bank, etc.).

Project's appropriation by the final beneficiaries – a major concern for the programme – is an essential factor of sustainability. Therefore, the applicants must prove the active participation of the local populations (including local administrations) in the planning and the development of the projects.

Important issues to be taken into consideration when designing the projects :

- Education components (particularly children's education) are essential to all project activities
- Promoting synergies between cultural heritage and contemporary creation, live arts and craft industry
- Strengthening the involvement of the public sector in the development of the projects
- Promoting innovative public-private partnerships for the conservation and promotion of cultural heritage. Museums play an important role in promoting inter-cultural understanding and improving standards of exhibition design, object conservation, childrens' education and other museological issues.
- Active involvement of economic and social actors
- Promoting local development and dynamic cultural activities around cultural sites thus involving local stakeholders
- Promoting cultural heritage as a mean for creating employment opportunities
- Experimental projects whose multiplier effect can be demonstrated. These mechanisms must be clearly explained and must be verifiable both at the initial stage and during the implementation period.

Crosscutting issues

Human rights, equality of men and women, environmental viability

- Cultural diversity can be regarded as one of the human rights, along with education; human dignity is achieved through recognition by oneself and by others of cultural identity. The Convention of UNESCO states that "cultural diversity is as necessary for mankind as biodiversity is for survival".
- Gender equality: projects will have to demonstrate their capacity to set up balanced teams in terms of gender and of generations. The taking into account of gender equality in the analysis of problems, in the activities encouraging access to culture, the participation of women in the exchange activities will be promoted.
- Moreover, all actions related to the development of cultural heritage will be made in accordance with the principles of environmental viability. The ministries dealing with environmental questions and issues related to equality will have to be incorporated into the various stages of the programme on the questions concerning cultural heritage. Projects will have to conform with the definition of sustainable tourism by the World Tourism Organization (UNWTO).
- Lastly, concerning these crosscutting aspects, indicators will have to be incorporated within the logical framework.

Communication and visibility

Proposals **shall include a detailed communication strategy and visibility** linked to a specific budget and expertise. Particular attention will be devoted to communication in Mediterranean partner countries and territories. These may include information days, brochures, and announcements via local media. The dissemination strategy is key to project success and sustainability, and proposals must therefore foresee mechanisms for using all available information relays (newspapers, media, internet etc.) to promote the project and its deliverables.

Web site management: the applicant will indicate how the web site will be managed and how the available information may be consulted after the end of the project (website sustainability and/or handover).

Dissemination and exploitation of results

In addition, according to the needs assessment, the applicant will prepare a **dissemination strategy** for all projects deliverables, in particular for publications, indicating how and to whom they will be distributed.

As far as publications are concerned, it is recommended to sub-contract to thematic editors in order to ensure proper dissemination. Publications and dissemination of publications shall be achieved within the duration of the project.

In order to secure the sustainability, promote the transfer of results and improve the impact of the project, the applicant shall describe how the results and other deliverables will be further exploited.

Re-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants.

In case where the Applicant foresees to award sub-grants, it has to specify in its proposal the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount which may be paid to third parties and the criteria for determining the exact amount for the sub-grant.

The maximum amount is limited to EUR 10.000 per third party of the sub-grant while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

The list containing the types of activities which may be eligible for sub-grants under this Call for proposal have to be submitted by the Applicant together with the submission of its proposal.

The applicant / Beneficiary shall remain the only counterpart of the European Commission regarding the management of the sub-granted funds, particularly as far as the eligibility of expenditure occurred by third parties is concerned.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses.

Number of proposals and grants per applicant

An applicant may not submit more than one proposal under this call for proposals, either as leader of a consortium or as a partner.

An applicant may not be awarded more than one grant under this call for proposals, either as leader of a consortium or as a partner.

2.1.4 <i>Eligibility of costs: costs which may be taken into consideration for the grant</i>

Only "eligible costs" can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F).

Contingency reserve

A contingency reserve **not exceeding 5%** of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at **not more than 7%** of the total eligible direct costs, save where the beneficiary is in receipt of an operating grant financed from the Community budget.

Contributions in kind

Any contributions in kind, which must be listed separately at Annex III, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR¹¹ for applicants for this Call for proposal is not obligatory. However the applicant can register its organisation data, and upload supporting documents in PADOR.

2.2.1 *Concept Note content*

Applications must be submitted with the guidance **on the Concept Note in the Grant Application Form annexed to these Guidelines (Annex A)**.

The standard application form is also available on the EuropeAid website:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

Applicants must apply in English or in French.

In the Concept note, the applicants must provide an estimate only of the probable total cost of the action and of the requested amount of the EC contribution. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget. Please provide budget with round figures. This detailed budget may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the guidance on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be transmitted to the assessors. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No supplementary annexes should be sent.

2.2.2 *Where and how to send concept notes*

Concept Notes must be submitted in a **sealed envelope** by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

European Commission
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
EUROMED HERITAGE IV
Office: J-54 – 01/230
B-1049 Brussels, Belgium

¹¹ <http://ec.europa.eu/europeaid/onlineservices/pador>

Address for hand delivery or by private courier service
European Commission
Service du Courier Central
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
EUROMED HERITAGE IV
Office: J-54 – 01/230
Avenue de Bourget, 3
B-1140 Brussels-Evere, Belgium
Tel.: +32.2.295.76.43

N.B.: This department is open from 08:00 to 17:00 from Monday to Thursday and from 08:00 to 16:00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in **one original and three copies** in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The outer envelope must bear the **reference number and the title of the call for proposals** the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 Deadline for submission of the Concept Notes

The deadline for the **receipt** of Concept Note is **Friday 15 February 2008** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at **16:00 CET** as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

2.2.4 Further information for Concept Note

Information sessions on this call for proposals will be held in December 2007 in Brussels (Belgium), and in January 2008 in Rabat (Morocco) and Damascus (Syria).

Further information on the exact dates and venues of these meetings will be published in November 2007 on EuropeAid website at the following address:

<http://ec.europa.eu/europeaid/cgi/frame12.pl>

Questions may in addition be sent by e-mail or by fax no later than 26 January 2008 (21 days before the deadline for the receipt of concept notes) to the address below, indicating clearly the reference of the call for proposals:

Dedicated E-mail address: EuropeAid-euromedheritage@ec.europa.eu

Fax: +32 2 29 21 002

Ref: "EUROMED HERITAGE IV"

Replies will be given no later than 11 days before the deadline for the submission of concept notes.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid web site <http://ec.europa.eu/europeaid/cgi/frame12.pl>

It is therefore highly recommended to regularly consult the above-mentioned website in order to be informed of all questions and answers published.

2.2.5 *Full Application form*

Applicants invited to submit a full application form following shortlisting must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget with round figures) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section V of Part B of the grant application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

Applications must be submitted in a **sealed envelope** by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

European Commission

EuropeAid Co-operation Office, Unit EuropeAid A/5

Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East

EUROMED HERITAGE IV

Office: J-54 – 01/230

B-1049 Brussels, Belgium

Address for hand delivery and by private courier service

European Commission
Service du Courier Central
EuropeAid Co-operation Office, Unit EuropeAid A/5
Audits, Contracts and Finance Unit for Europe, Southern Mediterranean and Middle East
EUROMED HERITAGE IV
Office: J-54 – 01/230
Avenue de Bourget, 3
B-1140 Brussels-Evere, Belgium
Tel.: +32.2.295.76.43

N.B.: This department is open from 08:00 to 17:00 from Monday to Thursday and from 08:00 to 16:00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in **one original and three copies** in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version.

The Checklist (Section V of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications will be indicated by the European Commission to pre-selected Applicants in the letter of invitation to submit a Full Application Form.

2.2.8 *Further information for the Full Application form*

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

Dedicated E-mail address: EuropeAid-euromedheritage@ec.europa.eu
Fax: +32 2 29 21 002
Ref: "EUROMED HERITAGE IV"

Replies will be given no later than 11 days before the deadline for the submission of proposals.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid web site <http://ec.europa.eu/europeaid/cgi/frame12.pl>

It is therefore highly recommended to regularly consult the above-mentioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected (see above 2.2.3).
- The Concept Note satisfies all the criteria mentioned in the Checklist (section II of part A of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the criteria mentioned in the checklist and whether their Concept Note has been recommended for evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to directly send invitations to submit a full proposal.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines	5(x2)*	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis	5	

2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.		
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for proposals. The preselected applicants will subsequently be invited to submit full proposals.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected, the proposal will automatically be rejected.
- The application form satisfies all the criteria mentioned in the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the checklist and whether their application has been recommended for evaluation.

EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

If the examination of the proposal reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ? In particular, the experience of the applicant and its partners in managing activities/projects similar to the ones included in these Guidelines (cf. 2.1.3) during the past five years (2002-2006) will be assessed.	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the expected results of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one expected result . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1.	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5

4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners.

1. **The statutes or articles of association** of the applicant organisation¹² **and** of each partner organisation. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm

2. **An external audit** report produced by an approved auditor, certifying the accounts for the last financial year available.

This obligation does not apply to international organisations.

This obligation does not apply to public bodies.

3. **Copy of the applicant's latest accounts** (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed).¹³

4. **A legal entity sheet** (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

5. **A financial identification form** conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

The supporting documents requested must be supplied **in the form of originals or photocopies of the said originals**. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a **translation into English or French** of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than English or French, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English or French.

If these documents are not provided before the deadline set in the letter sent by the European Commission, the application may be rejected. It is therefore highly recommended to the applicants to gather and prepare the above-mentioned documents before being requested to do so by the European Commission.

¹² Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided.

¹³ This obligation does not apply to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

The applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

2.5.2 Indicative time table

	DATE	TIME*
Information meetings in Brussels, Rabat and Damascus (see article 2.2.4)	December 2007 and January 2008 Exact dates and venues to be specified later on http://ec.europa.eu/europeaid/cgi/frame12.pl	
Deadline for request for any clarifications to the Contracting Authority	26/01/2008	16:00 CET
Last date on which clarifications are issued by the Contracting Authority	04/02/2008	-
Deadline for submission of Concept Notes	15/02/2008	16:00 CET
Information to applicants on the opening & administrative check	February 2008*	-
Information to applicants on the evaluation of the Concept Notes	March 2008*	-
Invitations for submission of Full Application Form	March 2008*	-
Deadline for submission of Full Application Form	May 2008*	-
Information to applicants on the evaluation of the Full Application Form	June 2008*	-
Notification of award (after the eligibility check)	June 2008*	-
Contract signature	August 2008*	-

*Provisional date. All times are in the time zone of the country of the Contracting Authority

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F). By signing the Application form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

3. LIST OF ANNEXES

DOCUMENTS TO FILL IN, available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT),
INCLUDING THE CONCEPT NOTE to be submitted during the first phase of the restricted procedure

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an International organisation, is available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/annexes_standard_documents/index_en.htm