



Education, Audiovisual and Culture Executive Agency

EU Aid Volunteers initiative

CALL FOR PROPOSALS

GUIDELINES – EACEA 13/2019

Technical Assistance for sending organisations
Capacity Building for humanitarian aid of hosting organisations

EU Aid Volunteers
We Care, We Act



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1. INTRODUCTION – BACKGROUND

The EU Aid Volunteers initiative is a programme established by the EU, as envisaged by the Treaty of Lisbon¹. It aims to strengthen the EU's ability to provide needs-based humanitarian aid and to strengthen the capacity and resilience of vulnerable or disaster affected communities in non-EU countries. At the same time, it allows European citizens to show solidarity with people in need by taking part in humanitarian actions in these countries.

This Call for Proposals is written in accordance with legal documents listed under point 14.5 and the Annual Work Programme for the EU Aid Volunteers initiative 2019, which was adopted by the European Commission on 14 January 2019 (PE/2018/9650).

2. OBJECTIVES

2.1. General objectives of the initiative

The EU Aid Volunteers initiative aims to contribute to strengthening the Union's capacity to provide needs-based humanitarian aid aimed at preserving life, preventing and alleviating human suffering and maintaining human dignity and to strengthening the capacity and resilience of vulnerable or disaster-affected communities in third countries, particularly by means of disaster preparedness, disaster risk reduction and by enhancing the link between relief, rehabilitation and development.

2.2. Principles

The actions under the EU Aid Volunteers initiative have to be conducted in compliance with the humanitarian aid principles of humanity, neutrality, impartiality and independence and with the European Consensus on Humanitarian Aid. The actions are based on the humanitarian needs of local communities, promote transnational partnerships of organisations and have as a priority the safety and security of the EU Aid volunteers.

2.2.1. What is supported under the EU Aid Volunteers initiative

The EU Aid Volunteers initiative supports the following actions: Deployment of EU Aid Volunteers to countries outside of the European Union; certification of sending and

¹ Article 214 (5) of the Treaty on the Functioning of the European Union: 'In order to establish a framework for joint contributions from young Europeans to the humanitarian aid operations of the Union, a European Voluntary Humanitarian Aid Corps shall be set up. The European Parliament and the Council, acting by means of regulations in accordance with the ordinary legislative procedure, shall determine the rules and procedures for the operation of the Corps.'

hosting organisations²; Capacity Building for hosting organisations and Technical Assistance for sending organisations; training programme for candidate volunteers and insurance scheme for EU Aid Volunteers; the EU Aid Volunteers Platform³ and communication actions promoting the opportunities and the results of the initiative.

2.2.2. Who implements the EU Aid Volunteers initiative

The EU Aid Volunteers initiative is implemented by the Education, Audiovisual and Culture Executive Agency (EACEA) in cooperation with the Commission.

EACEA is responsible for the publication of the calls for proposals, calls for tender, grant agreements, contract management and execution of the budget appropriations in line with the annual work programmes adopted by the Commission. In terms of managing operations, the Commission remains directly responsible for creating and maintaining the network of organisations and volunteers, the EU Aid Volunteers Platform and communication.

2.3. General objectives of the Call for Proposals

2.3.1. Objectives

The objective of this call is to contribute to strengthening the Union's capacity to provide needs-based humanitarian aid and to strengthening the capacity and resilience of vulnerable or disaster-affected communities in third countries, particularly by means of disaster preparedness, disaster risk reduction and by enhancing the link between relief, rehabilitation and development. It also seeks to contribute to increasing and improving the capacity of the Union to provide humanitarian aid through enhancing the coherence and consistency of volunteering across Member States in order to improve opportunities for Union citizens to participate in humanitarian aid activities and operations.

This call aims to support organisations in complying with the Certification's standards and procedures of the EU Aid Volunteers initiative. This shall contribute to increase the number of certified organisations which are available to take part in Deployment projects.

In this framework, the present call for proposals will provide funding through support for actions aimed at strengthening:

- **the hosting organisations' capacity for humanitarian aid** in order to enhance local preparedness and response to humanitarian crises and to ensure effective and sustainable impact of the EU Aid Volunteers' work on the ground (art. 15 of Regulation 375/2014).

² Certification mechanism for sending and hosting organisations: https://eacea.ec.europa.eu/eu-aid-volunteers/funding/certification-mechanism-for-sending-and-hosting-organisations_en

³ EU Aid Volunteers Platform: https://webgate.ec.europa.eu/echo/eu-aid-volunteers_en/

- **the capacity of sending organisations** to participate in the EU Aid Volunteers initiative and to ensure compliance with the standards and procedures of the initiative (art. 10 (6) of Regulation 375/2014).

2.3.2. Expected results

With this call, the European Commission and EACEA expect to achieve the following results:

a) Capacities of around 70 sending and hosting organisations are strengthened in areas such as :

- disaster risk management, preparedness and response,
- linking relief, rehabilitation and development (LRRD)
- strengthening local volunteering in third countries,
- capacities to undergo certification including administrative capacity.

b) On-line volunteering opportunities to support projects.

3. TIMETABLE

	Steps	Date and time or indicative period
a)	Publication of the call	22 May 2019
b)	Deadline for submitting applications	4 July 2019 12.00 noon Brussels time
c)	Evaluation period	July-October 2019
d)	Information to applicants	October 2019
e)	Signature of grant agreement	October/November 2019
f)	Starting date of the action	November 2019

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at EUR 4 600 000.

The maximum grant will be EUR 700 000. Each grant will amount between EUR 100 000 and EUR 700 000. Grant requests below EUR 100 000 will not be considered for funding. EACEA expects to fund 8 proposals.

EACEA reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the electronic submission system available at https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en and
- drafted in one of the EU official languages.

Failure to comply with those requirements will lead to rejection of the application.

In order to submit an application, the lead applicant, the co-applicants (including affiliated entities and associated partners) must provide their Participant Identification Code (PIC) in the application form (point 14.2). The PIC can be obtained by registering the organisation in the Participant's Register hosted in the Funding & Tender opportunities Portal. The Participant Register is a tool shared by other services of the European Commission. If an applicant [or co-applicant] already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Funding & Tender Portal allows applicants and co-applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents.

6. ELIGIBILITY CRITERIA

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1(a) of the grant agreement.

Applications which comply with the following criteria will be subject of an in-depth evaluation.

6.1 Consortium requirements

Projects shall be designed and implemented by transnational partnerships.

The call for proposals is open to:

Sending organisations:

- non-governmental not-for-profit organisations formed in accordance with the law of a Member State and whose headquarters are located within the Union,

- public law bodies of a civilian character governed by the law of a Member State,
- the International Federation of National Red Cross and Red Crescent Societies.

Hosting organisations:

- non-governmental not-for-profit organisations operating or established in a third country under the laws in force in that country,
- public law bodies of a civilian character governed by the law of a third country,
- international agencies and organisations.

6.1.1. Technical Assistance for sending organisations

Technical assistance projects for sending organisations shall be designed and implemented by transnational partnerships involving:

- **at least three** sending organisations from **at least three** different Member States
or
- **at least two** sending organisations from **two** different Member States and the International Federation of National Red Cross and Red Crescent Societies.

Already certified sending organisations can be part of the consortium to support non-certified organisations to achieve certification provided that the number of non-certified organisations exceeds the number of already certified organisations in the consortium.

- The lead applicant in each project must be active **in the field of humanitarian aid** as defined in article 3(d) of Regulation (EU) 375/2014 for at least 3 years.
- At least the lead applicant or one partner in each project must have been active **in the field of volunteer management** for at least 3 years.

6.1.2. Capacity Building for hosting organisations

Capacity building projects shall be designed and implemented by transnational partnerships involving

- **at least two** sending organisations from **at least two EU Member States**
or
 - **at least one** sending organisations from **one EU Member State and the International Federation of National Red Cross and Red Crescent Societies.**
- and**
- **at least two** hosting organisations from **at least two third countries** in which humanitarian aid activities and operations as per article (3)(d) take place and which belong to the categories mentioned above.
 - In each project, the lead applicant (sending organisation) and at least one additional sending organisation must have been active in the field of humanitarian aid as defined in Article 3(d) of the Regulation for at least 3 years.

- In each project, at least one co-applicant from third countries in which humanitarian aid activities and operations take place must be active in the field of humanitarian aid as defined in Article 3(d) of the Regulation.
- At least the lead applicant (sending organisation) or one of the other sending organisations must have been active in the field of volunteer management for at least 3 years.

6.1.3 Eligible applicants

Lead Applicant: this term refers to the legal entity that submits the project application on behalf of all the applicants. If the application is selected and the project receives a grant, the lead applicant will sign a multi-beneficiary grant agreement on behalf of all the applicants. The lead applicant will be legally responsible for the Consortium in its contractual relationship with EACEA.

Its coordinating role covers, amongst others, the following duties:

- it represents and acts on behalf of the applicants vis-à-vis the Commission and EACEA;
- it coordinates the project in cooperation with all other project applicants.

Co-Applicants: this term refers to all organisations and bodies participating in the application. It therefore includes the lead applicant and all the other applicants (except Associated Partners). When the grant is awarded and the Grant Agreement is signed, they will become the beneficiaries.

Affiliated entities: this term refers to entities having a legal or capital link with sending organisations (e.g. third country offices) which is neither limited to the action nor established for the sole purpose of its implementation. They might act as hosting organisations. They shall take part in the action as co-applicants in order to declare eligible costs. If the application is selected for funding, **affiliated entities** will receive a portion of the grant through the sending organisation they have a legal/capital link with. They will be mentioned in the Grant Agreement.

All organisations involved in the project will be referred to hereafter as the "**Consortium**".

The legal entities composing the "Consortium" should comply with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action.

The application identifies the said entities.

All applicants and affiliated entities involved in applying within this call, are acting as either sending or hosting organisations.

Associated partners: additionally, the project may benefit from the involvement of associated partners. These organisations contribute to the implementation of specific

tasks/activities and/or support the dissemination and sustainability of the project. They have no contractual relationship with the EACEA and do not have to meet the eligibility criteria referred to in this section. If the application is selected for funding, associates will not receive a portion of the grant through the lead applicant. They may be for example for-profit organisations; other organisations specialised in any areas relevant to the objectives or the actions of the projects in order to contribute with their specific expertise. The associated partners have to obtain their PIC and be mentioned in the application form (eForm).

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested to be uploaded **before the submission of the application**:

In the participant portal:

- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required),
- **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity.

In the electronic application form (e-form):

- **consortium**: in addition to the supporting documents referring to their legal status, the lead applicant must attach mandates from co-applicants to be signed by the persons authorised to enter into legally binding commitments, thereby enabling the lead-applicant to act on behalf of them. Affiliated entities do not need to sign mandates.

6.2 Eligible activities

Applicants are invited to take into account the results of previous EU Aid Volunteers Capacity Building and Technical Assistance projects and activities. In particular, they should not duplicate projects currently or previously financed under the EU Aid Volunteers initiative. For an overview of completed or on-going European projects and activities the following websites can be consulted:

- https://eacea.ec.europa.eu/eu-aid-volunteers/library_en
- https://eacea.ec.europa.eu/eu-aid-volunteers/funding/Technical-Assistance-and-capacity-building_en
- https://webgate.ec.europa.eu/echo/eu-aid-volunteers_en/
- http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection-europe/selected-projects_en
- https://ec.europa.eu/echo/what-we-do/humanitarian-aid/capacity-building_en

6.2.1 Technical Assistance

On the basis of a prior assessment of needs, sending organisations to be certified may benefit from Technical Assistance aimed at strengthening their capacity to participate in the EU Aid Volunteers initiative and to ensure compliance with the standards and procedures of the EU Aid Volunteers initiative as provided by Regulation (EU) No 375/2014, Delegated Regulation (EU) No 1398/2014 and Implementing Regulation (EU) No 1244/2014.

Eligible activities include:

- ✓ Study / scoping visits to refine and finalise needs assessment of the action;
- ✓ Activities to build / strengthen capacities;
- ✓ Training courses for third country trainers/coaches/mentors/ multipliers;
- ✓ Seminars and workshops;
- ✓ Job shadowing;
- ✓ Twinning arrangements and exchange of staff;
- ✓ Exchange of knowledge, organisational learning and good practices;
- ✓ Study visits;
- ✓ Activities to foster partnership building;
- ✓ Activities to assist organisations in meeting the Core Humanitarian Standards;
- ✓ Activities to strengthen regional cooperation;
- ✓ Administrative costs for the development of, and managing online volunteer opportunities that support the activities;
- ✓ Coaching/mentoring of key sending organisation paid staff and volunteers;
- ✓ Making use of online volunteers to support project activities.

The themes covered by these activities can include:

- ✓ EU humanitarian aid: Functioning and principles
- ✓ Monitoring and evaluation;
- ✓ Leadership development;
- ✓ Organisational development/strategic planning/change management;
- ✓ Administration/financial management/accounting;
- ✓ Improving accountability/governance/participation;
- ✓ Communication/visibility/stakeholder relations;
- ✓ Advocacy;
- ✓ Research/producing evidence;
- ✓ Programme and project management;
- ✓ (Local) volunteering development;
- ✓ Funding/fundraising;
- ✓ Networking/partnership and alliance building (including for future EU Aid projects);
- ✓ Standards and procedures of the EU Aid Volunteers Initiative.

6.2.2. Capacity Building

On the basis of a prior assessment of needs in third countries by sending and hosting organisations or other relevant actors, Capacity Building supports actions aimed at strengthening the hosting organisations' capacity for humanitarian aid in order to enhance local preparedness and response to humanitarian crises and to ensure effective and sustainable impact of the EU Aid Volunteers' work on the ground, including:

- (a) disaster risk management, preparedness and response, coaching, training in volunteer management, and other relevant areas for staff and volunteers from hosting organisations;
- (b) exchange of best practices, Technical Assistance, twinning programmes and exchange of staff and volunteers, creation of networks and other relevant actions.

Eligible activities include:

- ✓ Study / scoping visits to refine and finalise needs assessment of the action;
- ✓ Activities to build / strengthen capacities;
- ✓ Training courses for third country trainers/coaches/mentors/ multipliers;
- ✓ Seminars and workshops;
- ✓ Job shadowing;
- ✓ Twinning arrangements and exchange of staff;
- ✓ Exchange of knowledge, organisational learning and good practices;
- ✓ Study visits;
- ✓ Activities to foster partnership building;
- ✓ Activities to assist organisations in meeting the Core Humanitarian Standards;
- ✓ Activities to strengthen regional cooperation;
- ✓ Administrative costs for the development of, and managing online volunteer opportunities that support the activities;
- ✓ Study visits of up to 3 months for key paid staff or volunteers from third countries to be based in EU applicant/partner organisations.

The themes covered by these activities can include:

- ✓ EU humanitarian aid: Functioning and principles
- ✓ Monitoring and evaluation;
- ✓ Leadership development;
- ✓ Organisational development/strategic planning/change management;
- ✓ Administration/financial management/accounting;
- ✓ Improving accountability/governance/participation;
- ✓ Communication/visibility/stakeholder relations;
- ✓ Advocacy;
- ✓ Research/producing evidence;
- ✓ Programme and project management;
- ✓ (Local) volunteering development;
- ✓ Funding/fundraising;

- ✓ Networking/partnership and alliance building (including for future EU Aid projects);
- ✓ Standards and procedures of the EU Aid Volunteers Initiative.

6.3 Implementation period

Projects start at the earliest when the last party signs the grant agreement and can last for a minimum of 12 months and a maximum duration of 24 months.

Applications for projects scheduled to run for longer periods than that specified in this call for proposals will not be accepted.

No extension to the eligibility period beyond the maximum duration will be granted.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent electronically to the applicant.

6.4 Venue of the activities

Activities are expected to take place in the countries covered by the partnership. Specific project activities can take place beyond the countries covered by the partnership as long as the countries concerned have a direct link with the partners such as offices. In such cases a justification of the choice(s) will need to be given as part of the grant application, and the expected added value to achieving the project objectives must be stated.

6.5 Meetings in Brussels

The EACEA/Commission will convene a Kick-Off meeting at the start of the action and a mid-term review meeting in the course of the action, both in Brussels, to share action work-plans, to report on activities carried out, to facilitate networking between sending organisations, and familiarise the organisations with project management responsibilities. A maximum of two participants per sending organisation may attend those meetings. Travel and subsistence costs related to those two meetings of two-days in Brussels are eligible costs and need to be taken into account in budget planning.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the EACEA during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

- (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or

- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants, [or affiliated entities where applicable], if any of the declarations or information provided as a condition for participating in this procedure proves to be false.

7.4. Supporting documents

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en

This obligation may be fulfilled by the lead applicant of a consortium who will sign a declaration on behalf of all applicants and their affiliated entities.

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.

8.1. Financial capacity

The Lead applicant must have stable and sufficient sources of funding to maintain its activity throughout the duration of the grant and to participate in its funding. The lead applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application that will be requested from selected applicants by Research Executive Agency Validation Services:

- a declaration on their honour, and
- the profit and loss account as well as the balance sheet for the last two financial years for which the accounts were closed; for newly created entities: the business plan might replace these documents;

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In the course of the procedure applicants shall be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour. All applicants including affiliated entities and associated partners must fill the specific part in the e-form available on the website: https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en

For Technical Assistance:

- the lead applicant must have a relevant track record in providing Technical Assistance to other organisations in the fields related to the EU Aid Volunteers initiative.

For Capacity Building:

- all applicants must have the operational capacity, professional qualifications and experience to carry out a project according to the proposed objectives and deliverables;

- at least the lead applicant or one of the sending organisation must have a relevant track record in providing Capacity Building in the field of humanitarian aid to organisations in third countries in the fields related to the EU Aid Volunteers initiative.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

9.1 *Relevance of the action to the objectives of the call (maximum 30 points):*

- ✓ The relevance of the proposal to the objectives and the priorities of the call for proposals.
- ✓ The extent to which:
 - the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;
 - projects demonstrate that they are based on a thorough needs assessment concerning the overall needs for Capacity Building and Technical Assistance addressed by the project.

9.2 *Quality of the project design and implementation (maximum 30 points):*

- ✓ The clarity, completeness and quality of the action, including appropriate phases for preparation, implementation, monitoring, evaluation and (as appropriate) dissemination;
- ✓ The appropriateness and quality of the methodology proposed: Consistency between project objectives and activities proposed; logical links between the

identified problems, needs and solutions proposed (e.g. Logical Frame Concept); feasibility of the project within the proposed time frame;

- ✓ The existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget;
- ✓ Cost effectiveness: the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money.

9.3 *Quality and relevance of the partnership and cooperation arrangements (maximum 20 points):*

- ✓ The partnership targets a number of non-certified organisations. The number of certified organisation in a consortium must not exceed the number of non-certified organisations;
- ✓ The extent to which the project involves an appropriate mix of complementary participating organisations with the necessary profiles and experience to successfully deliver all aspects of the project;
- ✓ The existence of effective mechanisms for coordination and communication between the participating organisations;
- ✓ For Technical Assistance projects, the extent to which the project proposal aims at supporting the certification of non-certified organisations during the duration of the project;
- ✓ For Technical Assistance projects, the extent to which the project proposed benefits organisations from countries that joined the EU in 2004 or thereafter or organisations from other countries participating in the programme that are underrepresented in humanitarian aid;
- ✓ For Capacity Building projects, the extent to which the number of Sending organisations do not exceed the number of Hosting organisations;
- ✓ For Capacity Building projects, the extent to which the project proposed involves genuine local actors and/or local volunteers.

9.4 *Impact and dissemination (maximum 20 points):*

- ✓ The quality of measures for evaluating the impact of the project and for assuring the sustainability of the project
- ✓ The potential impact of the project on participants and partner organisations, during and after the project lifetime;
- ✓ The quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project within and outside the participating organisations;

- ✓ European dimension: the expected results display the understanding and capacity of the applicant and partners to communicate the Union's humanitarian aid principles agreed in the European Consensus on Humanitarian Aid and raise awareness levels and visibility of its humanitarian aid;
- ✓ The expected results serve the interest of a large number of countries participating in the programme and could be efficiently reproduced and/or transferred to other participating states, regions or organisations.

Projects scoring less than 60 overall points will not be considered for funding.

All projects, regardless whether they cover Capacity Building or Technical Assistance will be ranked according to the number of points they reach.

10. LEGAL COMMITMENTS

In the event of a grant awarded by EACEA, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary coordinator on behalf of the consortium and returned to EACEA immediately. EACEA will sign them last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant agreement.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 85 % to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred,

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”:

https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf

The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement or grant decision to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision, the final grant will be reduced accordingly.

For details on eligibility of costs, please refer to section 11.2.

11.1.2 Reimbursement of eligible costs declared on the basis of flat-rate(s)

The grant will be defined by applying a maximum co-financing rate of 85 % to the eligible costs declared by the beneficiary on the basis of:

- a flat rate of maximum 7% of the eligible direct costs (‘reimbursement of flat-rate costs’)

The flat rate will be paid following acceptance of the costs to which the flat rate is to be applied.

11.1.3 Payment conditions, checks and audits for flat-rate(s)

Contribution based on flat-rate will be paid in full provided the action is implemented properly (with the required quality, fully and on time. If the action is not properly implemented the amount of the grant will be reduced proportionately. See also step 4 of section 11.5.

The fulfilment of the above conditions and/or results triggering the payment of the flat rate as specified in section 11.1.2, including where required the achievement of outputs and/or results will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.

For this purpose, in case of verifications, checks and audits, the beneficiary will be required to provide the requested contribution to which the flat rate applies.

The amount of flat rates as specified in section 11.1.2 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.

Payment of the grant on the basis of flat-rates as specified in section 11.1.2 does not affect the right of access to the statutory records of the beneficiaries for the purpose of:

- reviewing them for future grants, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary;
- they are incurred during the duration of the action with the exception of costs relating to final reports and audit certificates;
 - ✓ the period of eligibility of costs will start as specified in the grant agreement;
 - ✓ If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application;
- they are indicated in the estimated budget of the action.
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which **with due regard to the conditions of eligibility set out above (section 6)**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

1. Human Resources costs

These are the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

Costs of human resources to manage activities related to online volunteering are also eligible.

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

2. Activities costs

- travel costs
- subsistence costs
- visa and vaccination costs
- depreciation cost of equipment
- rental costs

Costs of **travel and related subsistence allowances**, provided that these costs are in line with the beneficiary's usual practices on travel;

The depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:

- (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
- (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

Costs of consumables and supplies provided that they:

- (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and
- (ii) are directly assigned to the action;

3. Communication and Dissemination costs

- Visibility costs and dissemination tools
- Publication including IT services costs
- Interpretation and translation costs

Costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, translations, reproduction), provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement.

Cost related to communication activities **shall not exceed 7% of the total eligible direct costs**.

4. Subcontracting costs

Costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met (see point 11.7.c).

5. Other costs

- Travel and subsistence costs for two meetings of two-days in Brussels for maximum two representatives per sending organisations involved in the project provided that they are in line with the beneficiary's usual practices on travel;
- Costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- Costs relating to external audits where required in support of the requests for payments;
- Duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount, up to a maximum of 7% of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
- b. *record separately*:
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action).

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from EACEA charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than EACEA for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT;
- l) cost of replacing persons involved in the project;
- m) expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by EACEA.

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance. The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by EACEA at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by EACEA.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by EACEA may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs approved by EACEA minus the amount of volunteers' work approved by EACEA.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by EACEA. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by EACEA.

Step 4 — Reduction due to improper implementation or breach of other obligations

EACEA may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

11.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 40% or 75% of the maximum grant amount.	financial guarantee (see section 11.6.2) if applicable
In case of a pre-financing payment corresponding to 40%, a second pre-financing payment corresponding to 35% of the maximum grant amount;	(a) technical report on progress (b) statement on the use of the previous pre-financing instalment (c) financial guarantee (see section 11.6.2) if applicable
Payment of the balance EACEA will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying account

In case of a weak financial capacity, section 8.1 above applies.

11.6.2 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, EACEA may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

- a joint and several guarantee by a third party or,
- a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, EACEA may decide to split the payment of pre-financing into several instalments.

11.7. Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU⁴ or contracting entities within the meaning of Directive 2014/25/EU⁵ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by EACEA. EACEA may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

⁴ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

⁵ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union in all their publications, posters, programmes and other products realised under the co-financed project.

Partner organisations must raise awareness of the EU Aid Volunteers programme as an example of European solidarity and in line with the EU Aid Volunteers communication plan:

https://eacea.ec.europa.eu/eu-aid-volunteers/library/eu-aid-volunteers-communication-plan_en

The communication plan outlines the communication objectives and key communication messages to be used at all levels.

All communication and dissemination material and activities must use the EU Aid Volunteers visual identity to raise awareness about its European dimension. Guidance on how to apply the EU Aid Volunteers visual identity can be found in the EUAV visibility guidelines: http://eacea.ec.europa.eu/eu-aid-volunteers/library_en.

Furthermore, the following text acknowledging the EU's contribution to projects must be used in all material: 'with the support of the EU Aid Volunteers initiative of the European Union'.

In addition to the relevant text and the EU Aid Volunteers visual identity, EACEA will provide beneficiaries with a disclaimer stating that the EU is not responsible for the views displayed in the publications and/or in conjunction with the activities for which the grant is used.

If these requirements are not entirely fulfilled with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By EACEA and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

EACEA and/or the Commission will publish the following information:

- name of the beneficiary;

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁶ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- nature and amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on:

https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is published on the Internet site of the EACEA at the following address:

https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en

⁶ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

14.2 Registration in the Participant Portal/ Funding & Tender Portal

Before submitting an electronic application, applicants and co-applicants will have to register their organisation in the Participant hosted in the Funding & Tender opportunities Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Funding & Tender Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting document that need to be uploaded in the portal can be found on the following link: https://eacea.ec.europa.eu/eu-aid-volunteers/funding_en

14.3 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, EACEA may contact the applicant during the evaluation process.

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT> and follow the procedure for submitting an application. Applications sent by fax or e-mail will not be accepted.

14.4 Notification and publication of the evaluation results

Applicants should be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as registered document to the legal Representative through the Funding & Tender Portal⁷ at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on EACEA website:

⁷ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

https://eacea.ec.europa.eu/eu-aid-volunteers/selection-results_en.

The legal beneficiary will receive an email with the details of how to access the notification letter.

Normally the letter notifying the results will be accessible via the Funding & Tenders Portal. If the formal notification in the Portal is not opened for a period of more than 10 days (for projects) EACEA will consider the formal notification acknowledged.

14.5 Rules applicable

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).

[Regulation \(EU\) No 375/2014](#) of the European Parliament and of the Council of 3 April 2014 establishing the European Voluntary Humanitarian Aid Corps ('EU Aid Volunteers initiative') (OJ L 122, 24.4.2014, p. 1)

[Commission Delegated Regulation \(EU\) No 1398/2014](#) of 24 October 2014 laying down standards regarding candidate volunteers and EU Aid Volunteers (OJ L 373, 31.12.2014, p. 8)

[Commission Implementing Regulation \(EU\) No 1244/2014](#) of 20 November 2014 laying down rules for the implementation of Regulation (EU) No 375/2014 of the European Parliament and of the Council of 3 April 2014 establishing the European Voluntary Humanitarian Aid Corps ('EU Aid Volunteers initiative') (OJ L 334, 21.11.2014, p. 52).

14.6 Contacts

In case of questions, please contact: EACEA-EUAID-VOLUNTEERS@ec.europa.eu

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

EACEA may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

Monthly rate for the person multiplied by number of actual months worked on the action.

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

annual personnel costs for the person divided by 12 using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) **If the person is assigned to the action at a fixed pro-rata of their working time:**

monthly rate for the person multiplied by pro-rata assigned to the action multiplied by number of actual months worked on the action

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) **In other cases:**

hourly rate for the person multiplied by number of actual hours worked on the action
or

daily rate for the person multiplied by number of actual days worked on the action
(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum numbers of hours/days that can be declared for the grant are:

number of annual productive hours/days for the year (see below) minus total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants.

The '**hourly/daily rate**' is calculated as follows:

annual personnel costs for the person divided by number of individual annual productive hours/days using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The 'number of individual annual productive hours/days' is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, EACEA may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.