



**Contracting Authority: European Union**

**CALL OF PROPOSALS**

**European Instrument for Democracy and Human Rights (EIDHR)  
Country-Based Support Scheme (CBSS) - Budgets 2014 & 2015**

**Palestine<sup>1</sup>**

**OPEN CALL FOR PROPOSALS**

Guidelines  
for grant applicants

Budget lines: BGUE-B2014-21.040100-C1-DEVCO <sup>2</sup>

Reference: [EuropeAid/NEAR-TS/137-020/L/ACT/PS](#)

**Deadline for submission of full application forms:** (both concept note and full application form):

**Wednesday 15 July, 2015 at 16:00**

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<sup>1</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

<sup>2</sup> European Instrument for Democracy and Human Rights (EIDHR)

## **NOTICE**

**This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed ‘Declaration by the Applicant’ sent together with the application.**

**GLOSSARY OF TERMS:**

<b>Call for Proposals</b>	<b>CfP</b>
<b>Civil Society Organizations</b>	<b>CSOs</b>
<b>Community Based-Organizations</b>	<b>CBOs</b>
<b>Country-Based Support Scheme</b>	<b>CBSS</b>
<b>EU Member States</b>	<b>EU MS</b>
<b>European Instrument for Democracy and Human Rights</b>	<b>EIDHR</b>
<b>European Union</b>	<b>EU</b>
<b>European Neighbourhood Policy</b>	<b>ENP</b>
<b>Human Rights Defenders</b>	<b>HRDs</b>
<b>Non-Governmental Organization</b>	<b>NGO</b>

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# 1. EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS

## 1.1. BACKGROUND

The **European Instrument for Democracy and Human Rights (EIDHR)**<sup>3</sup> was adopted by the European Parliament and the Council in March 2014 for the period 2014-2020 - replacing and building upon the EIDHR (2006-2013). This thematic instrument is the successor to the European Initiative for Democracy and Human Rights, established upon the initiative of the European Parliament in 1994. The instrument, reflects the high political profile and specific Treaty mandates relating to the development and consolidation of democracy, the rule of law, respect for human rights and fundamental freedoms, and will bring financial support worldwide to activities in this area.

For the period 2007-2013 the EIDHR had a total budget of 1.104 billion EUR and will have a similar financial envelope for 2014-2020. Part of these allocations has been made available for country allocations through the "**Country-Based Support Scheme (CBSS)**" in order to support specific initiatives at local level. In Palestine, the country allocations made available through the EIDHR-CBSS are of a total of 11, 4 million EUR for the period of 2001-2013. Several local calls for proposals (CfPs) have been launched to commit these funds. A total of approximately 65 projects have been financed in the West Bank, East Jerusalem and the Gaza Strip.

The EU global focus on human rights and good governance as well as its determination to strengthen the civil society organizations (CSOs) so as to effectively act as a watchdog and partner in dialogue with national governments, is further emphasized in the context of the Neighbourhood region. The guiding principles of the EIDHR-CBSS in Palestine stem from the recent policy documents approved by the EU like the Agenda for Change<sup>4</sup> as well as from the conclusions and recommendations of consultation processes launched at global level -Structured Dialogue for an Efficient Partnership in Development<sup>5</sup>, studies undertaken including the Mapping Study on local civil society organisations in Palestine<sup>6</sup>, the EU Local Country Human Strategy and the EU Communication on Europe's engagement with civil society in external relations<sup>7</sup>.

In line with the EU-Palestinian Authority Action Plan, and taking stock on the situation on the ground, support provided by the EIDHR-CBSS will complement the EU bilateral cooperation to Palestine as indicated in the Single Support Framework 2014-2016, contributing to the development of the governance at national and local levels.

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

**The global objective** of the European Instrument for Democracy and Human Rights (EIDHR) 2014-2017 Program is to enhance the respect for implementation and observance of human rights and fundamental freedoms in line with international and regional human rights standards, conventions and instruments, and to strengthen their protection, promotion and monitoring, mainly through support to relevant CSOs, human rights defenders (HRDs) and victims of repression and abuse. It also aims at supporting, developing and

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<sup>3</sup> Regulation (EU) No 235/2014 of the European Parliament and the Council of 11 March 2014 (OJ L 77, Vol. 57 15 March 2014), establishing a financing instrument for democracy and human rights worldwide. Available at: (<http://www.eidhr.eu/files/dmfile/EIDHR.2014-2020.pdf>).

<sup>4</sup> [http://ec.europa.eu/europeaid/what/development-policies/documents/agenda\\_for\\_change\\_en.pdf](http://ec.europa.eu/europeaid/what/development-policies/documents/agenda_for_change_en.pdf)

<sup>5</sup> [http://ec.europa.eu/europeaid/who/partners/civil-society/structured-dialogue\\_en.htm](http://ec.europa.eu/europeaid/who/partners/civil-society/structured-dialogue_en.htm)

<sup>6</sup> This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

<sup>7</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2012:0492:FIN:EN:PDF>

consolidating democracy in third countries by enhancing participatory and representative democracy, strengthening the overall democratic cycle, in particular by reinforcing an active role for civil society within this cycle, the rule of law and improving the reliability of electoral processes through means of election observation missions<sup>8</sup>.

**In Palestine**, the global objective of the **Country-Based Support Scheme (CBSS)** allocation is to specifically **strengthen the role of Palestinian civil society (CS)** in the promotion and monitoring of human rights **to increase the ownership of the local NGOs and support their own initiatives as to build their project management capacities as well as their capacities in promoting human rights and democracy** to address mainly objectives 2 and 3 of the EIDHR Strategy Paper. Therefore, the country programme in Palestine will be limited to Palestinian entities as lead applicants only and will be focused in particular on the following **priorities**:

### **Objective 1: Support to other EU Human Rights Priorities**

- Promote and protect the rights of the vulnerable groups (in particular children, women victims of violence, disabled and the elderly) and the principle of non-discrimination.
- Promote respect for international human rights and humanitarian law (IHL) through observance, monitoring and advocacy actions.

### **Objective 2: Support to Democracy**

- Ensure respect for human rights fundamental freedoms (Freedoms of Association/Assembly and expression).
- Promote effective reporting and implementation of international agreements, instruments and commitments to which Palestine has acceded, including inclusive capacity building initiatives.

Given the sensitivity of the implementation of some actions and to guarantee the security of local partners/applicants, confidentiality and security would be granted, if needed.

### **Added Value Elements**

**Added-value elements** will be considered for actions that:

- Include the **Gaza Strip and Area C** as part of their focus.
- Include **Financial Support to Third Parties** which will allow reaching **grassroots organisations, community based-organizations (CBOs) and marginalised communities**.
- Promote **partnerships and networks** in view of strengthening common approaches and agendas amongst civil society actors in particular to **promoting effective reporting and implementation of human rights international agreements and commitments** and responding to **the needs of CBOs** and most marginalized communities.
- Promote **innovative approaches**.

*The above and other cross-cutting issues including human rights-based approach, mainstreaming gender equality<sup>9</sup>, good governance and environment, measurable and sustainable results beyond the project*

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<sup>8</sup> EU Election Observation (Objective 4) of the EIDHR Programme is addressed by an Annual Action Program (AAP) that is exclusively dedicated to EU Election Observation Mission. Based on this, the Country Based-Support Scheme under which this call is launched does not deliver on this objective.

<sup>9</sup> Gender equality is one of the common values and principles that underpin the dialogue and partnerships between the EU and third countries. See EU Guidelines on violence against women and girls and combating all forms of discrimination against them (2008) and EC Communication on Gender. Equality and Women's Empowerment in Development Cooperation (2007) reinforced by the Council Conclusions (15 May 2007).

*lifetime, are highly encouraged in all actions design, implementation and monitoring. These elements as well as adherence to the Code of Conduct (CoC) by the organisations including internal good governance and transparency practices are considered in the assessment of concept notes and full applications.*

### **1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this Call for Proposals is **EUR 3 million (2014 & 2015 Budgets)**. The Contracting Authority reserves the right not to award all available funds.

***The 2015 Budget amounting to € 1.5 million funds indicatively available under this call are subject to the adoption of the relevant financing decision.***

#### Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: **EUR 400,000**
- maximum amount: **EUR 750,000**

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: **60 %** of the total eligible costs of the action.
- Maximum percentage: **95 %** of the total estimated eligible costs (see also Section 2.1.5)

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund<sup>10</sup>.

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify full financing in Section 2.1 of Part B of the grant application form.

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<sup>10</sup> Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en> ).

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **applicant**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (**where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

<b>2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))</b>
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#### Applicant

(1) In order to be eligible for a grant, the applicant must:

- be a legal person **and**
- be non-profit-making **and**
- be a specific type of organisation such as civil society organisations, including non-governmental non-profit organisations, community-based organizations or private sector non-profit agencies, institutions and organisations or public sector non-profit agencies, institutions and organizations or networks thereof at local, national, regional and international level; **and**
- be an in-country local CSO, with Headquarters in **Palestine** and officially registered with the competent authorities and established<sup>11</sup> at least **2 years** before the launching date of this Call<sup>12</sup>; **and**

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<sup>11</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.



- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.
- (2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide;

In Part B, section 8 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant **may act** individually or with co-applicant(s) as specified hereafter.

If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the Action.

### **Co-applicant(s)**

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

Notwithstanding, please note that no **nationality restrictions apply to co-applicants**<sup>1314</sup>.

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

If awarded the Grant contract, the co-applicant(s)(if any) will become beneficiaries in the Action (together with the Coordinator).

## **2.1.2. Affiliated entities**

### **Affiliated entity(ies)**

The applicant and its co-applicant(s) may act with affiliated entity(ies)

**Only the following entities may be considered as affiliated entities to the applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants, in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

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<sup>12</sup> The eligibility criteria formulated in Commission Notice Nr. 2013/C-205/05 (OJEU C-205 of 19.07.2013) shall apply to this call for proposals

<sup>13</sup> This is in line with the provision set in CIR regulation Article 11.1 of the Regulation EC N° 236/2014 of common rules and procedures for the implementation of the Union's instruments for external action (Please see Annex A2A of the Practical Guide: <http://ec.europa.eu/europeaid/prag/annexes.do?group=A>). However, "The eligibility criteria formulated in Commission Notice Nr. 2013/C-205/05 (OJEU C-205 of 19.07.2013) shall apply to this call for proposals.

<sup>14</sup> The eligibility criteria formulated in Commission Notice Nr. 2013/C-205/05 (OJEU C-205 of 19.07.2013) shall apply to this call for proposals

Entities affiliated to a beneficiary may hence be:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
  - Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
  - Entities under the same direct or indirect control as the beneficiary (sister companies).
- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to a beneficiary even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is an entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

#### What is not an affiliated entity?

The following are not considered entities affiliated to a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

#### How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the beneficiary constitutes or in which the beneficiary participates.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

### ***2.1.3. Associates and Contractors***

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' 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. Associates must be mentioned in Part B section 6 — 'Associates of the Applicant participating in the Action' — of the Grant Application Form.

- Contractors

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

### ***2.1.4. Eligible actions: actions for which an application may be made***

Definition:

An action is composed of a set of activities.

#### Duration

The initial planned duration of an action may not be lower than **24 months** nor exceed **36 months**.

Sectors or themes

See Section 1.2.

#### Location

Actions must take place in **Palestine (West Bank, Gaza Strip and East Jerusalem)**. If duly justified by the nature of the Action, certain activities may take place in other countries, provided that these activities constitute a minor part of the Action and that they contribute directly to the objectives of the present Call. To this end, Applicants must provide evidence that such activities add value to the results of the Action.

#### Types of action

For types of action which may be financed under this call please refer to Section 1.2.

The following types of actions are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";

- actions which consist exclusively or primarily in capital expenditure, e.g. land, buildings, except in special circumstances;
- actions to support micro-finance or similar cash schemes;
- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions supporting political parties;
- actions including proselytism.

### Types of activity

Activities that will meet the objectives of the call as stated above under Section 1.2. Examples of these activities (non-exhaustive list) include training, education, seminars, workshops, conferences, advocacy and lobbying, legal work, awareness raising activities, empowerment, elaboration of publications and of written and visual support material, meetings, monitoring and reporting, activities of coordination and outreach, evaluation.

### Financial support to third parties<sup>15</sup>

Applicants **may** propose financial support to **third parties** in order to help **achieving the objectives of the action**.

The **maximum amount** of financial support per third party is **EUR 60 000**.

Under this Call, financial support to third parties **may not** be the main purpose of the action.

*In compliance with the present guidelines and notably of any conditions or restrictions in this section, applicants should define mandatorily in section 2.1.1 of the grant application form:*

- (i) the objectives and results to be obtained with the financial support*
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list*
- (iii) the types of persons or categories of persons which may receive financial support*
- (iv) the criteria for selecting these entities and giving the financial support<sup>16</sup>*
- (v) the criteria for determining the exact amount of financial support for each third entity, and*
- (vi) the maximum amount which may be given.*

In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the contract as to avoid any exercise of discretion.

Local community-based organizations (CBOs), marginalized communities, community initiatives or any other relevant bodies that comply with the objectives and the priorities of the call may receive financial support. Eligible activities of financial support are those that help **achieving the objectives of the action**.

For ineligible financial support activities, please see 2.1.4 (Types of ineligible actions/ activities).

### Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

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<sup>15</sup> These third parties are neither affiliated entity(ies) nor associates nor contractors.

<sup>16</sup> The eligibility criteria formulated in Commission Notice Nr. 2013/C-205/05 (OJEU C-205 of 19.07.2013) shall apply to this call for proposals

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at [http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions\\_en](http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en) ).

#### Number of applications and grants per applicants

The applicant **may not** submit more than one application under this Call for Proposals.

The applicant **may not** be awarded more than one grant under this Call for Proposals.

The applicant **may not** be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity **may not** submit more than one application under this Call for Proposals.

A co-applicant/affiliated entity **may not** be awarded more than one grant under this Call for Proposals.

A co-applicant/affiliated entity **may not** be the applicant or an affiliated entity in another application at the same time.

#### ***2.1.5. Eligibility of costs: costs that can be included***

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the Beneficiary(ies) and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
- clearly explain the formulas for calculation of the final eligible amount<sup>17</sup>
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and 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. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

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 comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines).

#### Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the Contracting Authority.

#### Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

#### Contributions in kind

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17 Examples:- for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc.

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

#### Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a Union (including through EDF) grant;
- 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 Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties;
- Salary costs for the personnel of national administrations.

## **2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

Prior registration in PADOR for this Call for Proposals is **obligatory**.

Registration is **obligatory for all applicants, co-applicant(s) and affiliated entity(ies)**.

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: <http://ec.europa.eu/europeaid/pador>.

Before starting to register your organisation in PADOR, please read the ‘Quick guide’ on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and ‘sign’ certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicant and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form’<sup>18</sup> attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the

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18 Which corresponds to Sections 3 and 4 of Part B of the application form.



European Commission service in charge of the Call for Proposals. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at: <mailto:EuropeAid-IT-support@ec.europa.eu>.

### 2.2.1. Application forms

Applications must be submitted in accordance with the instructions on **the Concept Note and the Full Application form** in the Grant Application Form annexes to these Guidelines (Annex A).

Applicants must apply in **English**.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to **the rejection** of the application.

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

Hand-written applications will **not be accepted**.

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

### 2.2.2. Where and how to send Applications

Applications must be submitted in one original and **two** copies in A4 size, each bound. The complete application form (**Part A: concept note and Part B: full application form**), **budget and logical framework must also be supplied in electronic format (CD-ROM) in a separate and single file** (i.e. the application form must not be split into several different files). The electronic file **must** contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 7 of Part B the grant application form) and the Declaration by the applicant (Section 8 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 full name and address of the applicant, and the words 'Not to be opened before the opening session' and 'لا تفتح المغلفات قبل موعد الجلسة الافتتاحية'.

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:

To the attention of

Mr. John Gatt-Rutter  
Head of Representation  
*European Union Representative Office (West Bank, Gaza Strip, UNRWA)*

**Postal address**

**Address for hand delivery or by private courier service**

**Gaza Strip**

**Gaza Strip**

Al - Mashtal Hotel, 1st Floor,  
Salah Khalaf Street, Gaza City  
**Gaza Strip**

**West Bank**  
P.O. Box 22207  
Mount of Olives  
**Jerusalem**

Al - Mashtal Hotel, 1st Floor,  
Salah Khalaf Street, Gaza City  
**Gaza Strip**

**West Bank**  
5, George Adam Smith Street  
Sheikh Jarrah  
**Jerusalem**

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

**Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

#### **2.2.3. Deadline for submission of Applications**

The deadline for the submission of applications is **Wednesday 15 July 2015** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **16:00 hours Jerusalem time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under Section 2.5.2)

#### **2.2.4. Further information about Applications**

Information sessions on this Call for Proposals will be held in **May-June 2015 in the West Bank and Gaza Strip**. *A schedule with the exact dates and locations will be published in local dailies and posted on the Delegation Website:* <http://eeas.europa.eu/delegations/westbank/>

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: [DELEGATION-WEST-BANK-GAZA-CBSS@eeas.europa.eu](mailto:DELEGATION-WEST-BANK-GAZA-CBSS@eeas.europa.eu)

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and on the Delegation website: <http://eeas.europa.eu/delegations/westbank/> . It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk:

<mailto:EuropeAid-IT-support@ec.europa.eu>

### **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.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

## (1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

### Scores

1. Relevance of the action		Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**		
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2*		
1.3 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		
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices <i>and the other additional elements indicated under section 1.2 of these Guidelines?</i>	5		
2. Design of the action		Sub-score	20
2.1 How coherent is the overall design of the action?	5x2**		
In particular, does it reflect the analysis of the problems involved, take into account			

external factors and relevant stakeholders?		
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

**TOTAL SCORE**

**50**

\* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (Objectives of the programme) of these guidelines.

\*\*these scores are multiplied by 2 because of their importance

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

Firstly, only the Concept Notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is no less than **200% (two times)** of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. **The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.**

## **(2) STEP 2: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 of Part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the applicant's financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action 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 affiliated entity(ies) of the applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

### Evaluation Grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance of the action</b>	<b>30</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Effectiveness and feasibility of the action</b>	<b>20</b>
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
<b>4. Sustainability of the action</b>	<b>15</b>
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, extension and information sharing.)	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> )	5

<ul style="list-style-type: none"> <li>- 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>)</li> <li>- 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>)</li> <li>- environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)</li> </ul>	
<b>5. Budget and cost-effectiveness of the action</b>	<b>15</b>
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
<b>Maximum total score</b>	<b>100</b>

*Note on section 1. Financial and operational capacity*

If the total score for section 1 is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

### **(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)**

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

- The Declaration by the applicant (Section 8 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 application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

## 2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):

Supporting documents **must** be provided through PADOR, see Section 2.2.

1. **The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies)**<sup>19</sup>. Where the Contracting Authority has recognised the applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former Call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime<sup>20</sup>. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. **An external audit report** produced by an approved auditor, certifying **the applicant's accounts** for the last financial year available where the total amount of the grant exceeds EUR 750 000 (EUR 100 000 for an operating grant). **The external audit report is not required from (if any) the co-applicant(s)**.
3. **A copy of the applicant's latest accounts** (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)<sup>21</sup>. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
4. **Legal entity sheet** (see annex D of these Guidelines) duly completed and signed by each of the applicants (**i.e by the applicant and (if any) by each co-applicant(s)**), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. **A financial identification form of the applicant** (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

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19 Where the applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

20 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

21 This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and 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.



6. **The most recent annual narrative report** with a **summary** in **English** (not more than 7 pages) attached with the full version of the report.
7. The recent **Administrative Organigram** of both the **Board of Directors Management and the Executive Management** attached with the report of the recent election of **the applicant**, where available, **(if any) of each co-applicant(s) and (if any) of each affiliated entity(ies).**

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) 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 or *Arabic*, a translation into **English** of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached for the purpose of analysing the application.

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

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The applicant has to submit the application form revised accordingly.

## 2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1. Content of the decision

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

### 2.5.2. Indicative timetable

	DATE	TIME*
<b>Information meeting (if any)</b>	May-June 2015	Dates and Venues to be confirmed on  <a href="http://eeas.europa.eu/delegations/westbank/index_e">http://eeas.europa.eu/delegations/westbank/index_e</a>



		n.htm and in Local Press
<b>Deadline for requesting any clarifications from the Contracting Authority</b>	24 June 2015	
<b>Last date on which clarifications are issued by the Contracting Authority</b>	04 July 2015	-
<b>Deadline for submission of Application Form</b>	<b>Wednesday 15 July, 2015</b>	<b>16:00 (Jerusalem time)</b>
<b>Information to applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	20 August, 2015*	-
<b>Information to applicants on the evaluation of the Full Application Form (Step 2)<sup>22</sup></b>	25 September, 2015*	-
<b>Notification of award (after the eligibility check) (Step 3)</b>	12 October, 2015*	-
<b>Contract signature<sup>23</sup></b>	15 December 2015*	-

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

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site

<http://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

and at the Delegation's website

[http://eeas.europa.eu/delegations/westbank/funding\\_opportunities/grants/index\\_en.htm](http://eeas.europa.eu/delegations/westbank/funding_opportunities/grants/index_en.htm).

## **2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT**

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's grant contract (see Annex G of these Guidelines<sup>24</sup>). By signing the application form

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22 **Note that according to the financial regulation**, in direct management, applicants must be notified the outcome of the evaluation of their applications within 6 months following the submission deadline of the full application. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including Multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants.

23 **Note that according to the financial regulation**, in direct management the grant contract must be signed within 3 months following the notification of the award decision. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including Multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants

(Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

### Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

## **2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE**

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

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<sup>24</sup> Complemented by the provisions in Annex e3h11 where at least one of the beneficiaries is an international organisation.

## 2. LIST OF ANNEXES

### DOCUMENTS TO BE COMPLETED

ALL THE NECESSARY DOCUMENTS TO APPLY ARE AVAILABLE ON THE DELEGATION'S WEB SITE AND EUROPEAID'S WEBSITE:

[http://eeas.europa.eu/delegations/westbank/index\\_en.htm](http://eeas.europa.eu/delegations/westbank/index_en.htm)

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)<sup>25</sup>

Annex D: Legal Entity Sheet<sup>26</sup>

Annex E: Financial identification form

Annex F: PADOR offline Form<sup>27</sup>

### DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

- Annex II: General conditions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets.

Annex H: Daily allowance rates (Per diem), available at the following address:

[http://ec.europa.eu/europeaid/perdiem\\_en](http://ec.europa.eu/europeaid/perdiem_en)

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

ANNEX J: Information on the tax regime applicable to grant contracts signed under the call.

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<sup>25</sup> Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

<sup>26</sup> Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

<sup>27</sup> [http://ec.europa.eu/europeaid/pador-line-form-0\\_en](http://ec.europa.eu/europeaid/pador-line-form-0_en) . Only applicable in calls under direct management where PADOR is used.

**Useful links:**

**Project Cycle Management Guidelines**

[http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\\_en](http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en)

**The implementation of grant contracts**

**A Users' Guide**

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

**Financial Toolkit**

[http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit\\_en](http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en)

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