



EUROPEAN COMMISSION

Budget

Central Financial Service

Procurements, contracts, and grants

CALL FOR PROPOSALS — MARE/2014/04

Support measures for small-scale fishing

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1. INTRODUCTION — BACKGROUND

This call for proposals is a pilot project within the meaning of Article 54(2) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council¹.

It is published under Commission decision C(2014) 6313 final², which approved funding for this and a number of other pilot projects.

2. OBJECTIVES, THEMES AND PRIORITIES

This pilot project finances support measures designed to:

1. identify and reinforce the degree of involvement of the small-scale fishing sector in industry organisations, including private initiatives (e.g. the group Low Impact Fishers of Europe) or in publicly established bodies (e.g. Advisory Councils set up under the Common Fisheries Policy), and in other fora and platforms pursuing the objective of sustainable management of fisheries;
2. facilitate the involvement of the small-scale fishing sector in setting up new Advisory Councils³; and
3. promote the exchange of good practices that will further increase the participation of the small-scale fishing sector in the advisory and decision-making processes being carried out under the new regionalised Common Fisheries Policy.

3. TIMETABLE

| | Stage ⁴ | Timing |
|----|--------------------------------------|-----------------------------|
| a) | Publication of the call | July 2015 |
| b) | Deadline for submitting applications | 30 September 2015, 17:00 |
| c) | Evaluation period | October 2015 |

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1)

² Commission decision C(2014) 6313 final of 12 September 2014 concerning the adoption of a financing decision for 2014 in the framework of the general budget of the European Commission for the financial year 2014 for a pilot project ‘Marine protected areas: network(s) for enhancement of sustainable fisheries in the EU Mediterranean waters’, a pilot project ‘support measures for small-scale fishing’ and a Preparatory Action ‘Guardians of the Sea’.

³ In accordance with Article 43(2) of Regulation 1380/2013 of the European Parliament and of the Council Regulation (EU) No 1380/2013 of the European Parliament and of the Council of 11 December 2013 on the common fisheries policy, amending Council Regulations (EC) No 1954/2003 and (EC) No 1224/2009 and repealing Council Regulations (EC) No 2371/2002 and (EC) No 639/2004 and Council Decision 2004/585/EC (OJ L 354, 28.12.2013, p. 22).

⁴ Stages b), c), d) (or equivalent) and e) are to be repeated in the case of two-stage submission procedures.

| | | |
|----|---|------------------------|
| d) | Information sent to applicants | November 2015 |
| e) | Signature of the grant agreement | November 2015 |
| f) | Starting date of the action or work programme | November-December 2015 |

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 1 500 000. It is allocated to three areas as follows:

- EUR 500 000 for the south-western waters (ICES zones VIII, IX and X (waters around the Azores), and CECAF zones 34.1.1, 34.1.2 and 34.2.0 (waters around Madeira and the Canary Islands)), the north-western waters (ICES zones V (excluding Va and only the part of Vb that is EU waters), VI and VII) and the outermost regions (EU waters around the outermost regions as referred to in the first paragraph of Article 349 of the Treaty);
- EUR 500 000 for the Mediterranean (maritime waters of the Mediterranean to the east of line 5°36' west) and the Black Sea (GFCM geographical sub-area as defined in Resolution GFCM/33/2009/2); and
- EUR 500 000 for the Baltic Sea (ICES zones IIIb, IIIc and IIId) and the North Sea (ICES zones IV and IIIa).

The minimum grant will be EUR 100 000 and the maximum EUR 300 000.

The Commission expects to fund between six and eight proposals.

The Commission reserves the right to reallocate funds initially allotted to one area to another, if it receives insufficient or poor quality proposals in this first area, with the result that it cannot distribute the full EUR 500 000 initially allocated.

The Commission reserves the right not to distribute all the funds available.

5. REQUIREMENTS FOR SUBMITTING APPLICATIONS

- Applications must be sent by 30 September 2015, 17:00.
- Applications must be submitted in writing (see Section 14), using the application form provided in Annex 1.
- Applications must be written in one of the official EU languages.

Any application not complying with these requirements will be rejected.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

The following are eligible to apply for grants under this call:

- profit and not-for-profit private organisations;
- other interested associations, including the existing Advisory Councils; and
- natural persons (i.e. individuals), where appropriate given the nature of the actions described in the proposal submitted.

Applicants must have the status of a legal entity established in an EU Member State.

The actions set out in the proposal may be implemented by several entities working together, i.e. a consortium of two or more entities, if this is necessary to ensure a wider geographical representation.

For the purpose of declaring eligible costs, as specified in Section 11.2, the entities constituting the consortium will be treated as affiliated entities.

Applicants are requested to provide the following supporting documents, in order that their eligibility can be assessed:

- **for private profit-making entities:** extract from the official journal and/or from the trade register, value added tax (VAT) registration certificate (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required) or VAT exemption certificate;
- **for private non-profit-making organisations:** extract from the relevant national register and a copy of the Statutes of the Association, constitution or equivalent document setting out the aims and rules of the organisation;
- **for entities without legal personality:** documents providing evidence that their representative(s) has the capacity to undertake legal obligations on their behalf;
- **for consortia:** in addition to the supporting documents demonstrating their legal status, consortium members are required to each submit a letter confirming their participation in the project;
- **for natural persons:** photocopy of identity card and/or passport.

All applicants and consortium members (partners) must fill in the *Legal entity form* if they are not already registered as service providers to the Commission. The applicants (or the single point of contact in the case of a consortium, i.e. the coordinator or lead partner) must also fill in and submit the *Financial identification form*.

The forms are available online on the following pages:

Legal entity form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial identification form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

6.2. Eligible activities

The following types of activity are eligible under this call for proposals:

- i) mapping of existing organisations and bodies that represent the EU's small-scale fisheries at local, national or EU level, and of the presence of these organisations in industry bodies at national and European level;
- ii) studies to identify and catalogue the degree of representation and involvement of the small-scale fishing sector in Advisory Councils;
- iii) actions related to the setting up and/or further strengthening of organisations ensuring appropriate representation of the small-scale fishing sector in the advisory and decision-making process both nationally and at European level;

- iv) the creation and improvement of networks of small-scale fishermen; the development of methods and actions to encourage exchange of good practices; and cross-border, regional and local cooperation projects promoting the exchange of good practices, with the aim of helping the small-scale fishing sector to become more involved in the advisory and decision-making process;
- v) strengthening the small-scale fishing sector's involvement in stakeholders organisations, notably the Advisory Councils (including those in the process of being set up);
- vi) awareness-raising and communication in connection with the actions listed under points ii) to iv) above;
- vii) organisation of seminars and meetings in support of the actions listed under points i) to v) above; and
- viii) providing training in support of the actions listed under points iii) to v) of this section.

The maximum duration of projects is 24 months.

Applications for projects scheduled to run for a longer period will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if any of the following apply:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning these matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a Member State's competent authority that has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including decisions taken by the European Investment Bank and by international organisations;
- (d) they have not complied with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, those of the country where the Research Administration Office is established, or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment that has the force of *res judicata* relating to fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the EU's financial interests; or
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

7.2. Exclusion from the awarding of financial assistance

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure, or fail to supply this information; or
- (c) find themselves in one of the situations of exclusion referred to in Section 7.1.

In the case of a consortium, the same exclusion criteria apply to all affiliated entities.

Administrative and financial penalties may be imposed on applicants and/or affiliated entities found guilty of misrepresentation.

7.3. Supporting documents

Applicants must sign a declaration of honour certifying that they are not in one of the situations referred to in Article 106(1) and Articles 107 to 109 of the Financial Regulation. The declaration to be signed is attached to the application form accompanying the call for proposals (Form 5 *Declaration of honour by the applicant*).

8. SELECTION CRITERIA

The application must state the legal status of the applicant, and must demonstrate that the applicant has the economic, financial, technical and professional capacities and means needed to implement the proposed project.

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding. Specifically, the other sources of funding for the project or action in question must be such as to ensure that the organisation will be able to continue implementing the proposed project. The applicants' financial capacity will be assessed on the basis of the following supporting documents, which are to be submitted with the application:

1. a declaration of honour;⁵ and
2. a) the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed; or
b) *for newly created entities*: their business plan;

Where an application is submitted by a consortium, as specified in Section 6.1, all consortium members must submit the documents as detailed above.

If the Commission considers, on the basis of the documents submitted, that the applicant's financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing (the beneficiary does not receive any of the grant until the whole project has been completed);

⁵ Form 5 *Declaration of honour by the Applicant*, attached to the application form accompanying the call for proposals.

- propose a grant agreement where the grant is paid in instalments (the beneficiary receives a percentage of the grant before starting work on the project, and then receives the remainder in a number of instalments, with the payment of each instalment being subject to a certain percentage of the previous instalment having been used);
- propose a grant agreement with pre-financing covered by a bank guarantee (a percentage of the grant is paid to the beneficiary at the start of the project, with an approved bank or financial institution providing a guarantee for this amount) (see Section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries (thus making any one of the beneficiaries liable to pay back the entirety of the grant); or
- reject the application.

8.2. Operational capacity

Applicants must have the professional competences and qualifications needed to carry out the proposed action or work programme. To demonstrate this, applicants are required to submit:

1. a declaration of honour⁶;
2. a summary of the skills and experience of each of the people primarily responsible for managing and implementing the operation;
3. the organisation's activity reports, where relevant;
4. a list of any previous projects and activities carried out by the applicant that are relevant to the proposed project;
5. a description of the technical equipment and facilities at the applicant's disposal;
6. a list of the other sources of financing for the project, and the amounts being provided; and
7. information on staffing of the project (e.g. number of staff, roles and responsibilities within the project, amount of time they will be devoting to the project).

9. AWARD CRITERIA

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

- the relevance of the project and its expected results to the objectives of the call (*minimum required score: 10 out of a maximum of 20 points*);
- the number of Member States involved and the resulting geographical coverage (*minimum required score: 10 out of a maximum of 20 points*);
- the degree of regional and sub-regional integration (*minimum required score: 10 out of a maximum of 20 points*);

⁶ Form 5 *Declaration of honour by the applicant*, attached to the application form accompanying the call for proposals.

- the European dimension of the project (*minimum required score: 10 out of a maximum of 20 points*);
- the appropriateness and expected effectiveness of the methods and resources proposed for carrying out the project, given the stated objectives (*minimum required score: 5 out of a maximum of 10 points*); and
- the significance and reach of the effects of the expected results of the project (*minimum required score: 5 out of a maximum of 10 points*).

Each application will also be assessed on the basis of qualitative criteria. The minimum required score for this part of the assessment is 60 %.

Any applications scoring below the required minimums (either for any of the award criteria listed above, or in the qualitative evaluation) will be rejected.

10. LEGAL COMMITMENTS

If the Commission decides to award a grant, it will send a grant agreement to the beneficiary. This will specify:

1. the amount awarded in euros;
2. the conditions attached to the funding; and
3. the procedure for formally accepting the agreement.

The beneficiary will receive *two* copies of the grant agreement. Both original copies must be signed by the beneficiary (on behalf of the consortium, where appropriate) and returned to the Commission immediately. The Commission will then sign both copies.

Please note that the awarding of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General principles

a) Non-cumulative award

No action or project can receive more than one grant from the EU budget.

Under no circumstances will the same costs be financed twice by the EU budget. Applicants must therefore indicate the sources and amounts of EU funding received or applied for in relation to the same action or any part of the same action, or for the operation of the organisation during the same financial year. They must also provide information on any other funding received or applied for in relation to the same action.

b) Non-retroactivity

A grant cannot be awarded retrospectively for actions already completed.

A grant will only be awarded for an action which has already begun if the applicant can demonstrate that it was necessary to start the action before the grant agreement was signed or before applicants were notified of the results of their applications.

In such cases, costs incurred prior to the date of submitting the grant application will not be eligible for financing.

c) Co-financing

An action or work programme can never be financed solely by the EU grant being applied for, i.e. applicants should only ever be applying for *part*-funding.

The other sources of financing for the action or work programme can include:

- the beneficiary’s own resources;
- income generated by the action or work programme; and/or
- funding from third parties (i.e. grants from other sources).

Co-financing may also take the form of contributions in kind from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The costs associated with this are not eligible for EU funding.

d) Balanced budget

Applicants must submit the estimated budget for the action or work programme together with the application form. The revenue and expenditure shown must balance.

The budget must be drawn up in euros.

Where costs are going to be incurred in a currency other than euros, applicants are have to use the exchange rate published on the Infor-euro website http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Awarding of contracts for work involved in the proposed project (subcontracting)

Where the beneficiary needs to award contracts to other organisations or companies for work to be done as part of the project, contracts must be awarded in each case to the bid representing the best value for money or offering the lowest price (as appropriate), whilst also avoiding conflicts of interest. The beneficiary must keep the documentation relating to the contract, as it would be required in the event of an audit being carried out.

Where a contract is awarded for a value of over EUR 60 000, the beneficiary must observe the special rules referred to in the grant agreement annexed to the call. The beneficiary is required to clearly document the tendering procedure and must keep copies of the documentation.

Subcontracting — i.e. commissioning another body or organisation to carry out specific tasks or activities that form part of the action or work programme, as described in the proposal — must satisfy the same conditions as are applicable to the beneficiary itself (as specified above) and must, in addition:

- not account for more than 30% of the total cost of implementing the project;
- be justified, in view of the nature of the action and the work involved in its implementation; and
- be clearly mentioned in the proposal.

f) Financial support to third parties

Beneficiaries may not use funding from EU grants to give financial support to third parties. Giving financial support to a third party cannot form part of the proposed action.

11.2. Funding form

The Commission decides the total grant to be awarded to a project on the basis of a detailed estimated budget for the action, identifying among the specific costs set out in the budget those that are eligible for EU funding. The total grant amount cannot exceed either the total eligible costs or the amount requested. All amounts are given in euros.

➤ **Maximum amount requested**

The maximum grant that can be awarded is 90% of the **eligible costs**.

Part of the total eligible expenses entered in the estimated budget must therefore be financed from other sources (see Section 11.1c).

➤ **Contributions in kind**

Funding from other sources can include contributions in kind, where these provide other resources necessary for carrying out the project. Such contributions must not exceed:

- the costs actually incurred, as shown in accounting documents, or
- where such documents are not available, the generally accepted market price for the services or resources in question.

In-kind contributions must be presented separately in the estimated budget, in order to reflect as accurately as possible the total resources allocated to the action. Their unit value is evaluated in the provisional budget and cannot subsequently be changed.

In-kind contributions must comply with national tax and social security rules.

➤ **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant, and which meet all the following criteria:

- ✓ They are incurred during the action or work programme, with the exception of costs relating to final reports and audit certificates.
The period of eligibility of costs will start on the date specified in the grant agreement or grant decision. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date on which the grant application is submitted (see Section 11.1b).
- ✓ They are indicated in the estimated budget for the action or work programme.
- ✓ They are necessary for implementing the action or work programme being part-financed by the grant.
- ✓ They are identifiable and verifiable. In particular, they are shown in the beneficiary's accounts and determined in accordance with the applicable accounting standards of the country where the beneficiary is established, and the beneficiary's usual accounting practices.
- ✓ They comply with the requirements of applicable tax and social legislation.
- ✓ They are reasonable and justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must allow the costs and revenue declared in respect of the action to be directly reconciled with the corresponding accounting statements and supporting documents.

Eligible direct costs

The eligible direct costs of the action or work programme are those costs that **fulfil the conditions of eligibility set out above**, and are identifiable as specific costs directly linked to the action or work programme. They include:

- the cost of staff assigned to the action. These members of staff must be appointed to their roles and be employed on the basis of an employment contract. Salaries and also social security contributions and other statutory costs paid by the employer in respect of staff working on the project are eligible, provided that these costs are in line with the applicant's usual policy on remuneration. The cost of additional remuneration, including when paid on the basis of supplementary contracts, regardless of their nature, may also be eligible, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required, and irrespective of the source of funding used;
- subsistence allowances (for meetings, including kick-off meetings, where applicable, and conferences) provided that these costs are in line with the beneficiary's usual practices;
- travel costs (for meetings, including kick-off meetings, where applicable, and conferences), provided that these costs are in line with the beneficiary's usual practices;
- cost of depreciation of equipment (new or second-hand). Only depreciation attributed to the period during which the action or project is running, and resulting from use for the purpose of the action is considered eligible;
- cost of consumables and supplies, provided that they are identifiable and assigned to the action or project;
- the cost of contracts awarded by the beneficiary to third parties for the purpose of carrying out the action or project, provided that the conditions laid down in the grant agreement or grant decision are met;
- costs arising directly from the implementation of the action or project such as the cost of holding meetings, of disseminating information (including setting up and maintaining a website), of evaluating the action, of translation and interpretation services and of reproducing documents;
- costs related to setting up an association under the national law of the relevant Member State (e.g. legal advice and support, registration costs and publication of the rules of procedure);
- costs incurred by the beneficiary in obtaining a pre-financing guarantee, where required;
- costs relating to external audits, where required in order to request the payment of the instalments of the grant; and
- VAT paid on the cost of the activities mentioned above, where it has been paid by the beneficiary and cannot be recovered.⁷

⁷ Article 126 FR.

Eligible indirect costs (overheads)⁸

Eligible indirect costs are calculated at a flat rate of 7% of the total eligible direct costs of the action. This is intended to cover the general administrative costs incurred by the beneficiary in connection with the action or project.

Indirect costs cannot include any costs already entered under another budget heading.

➤ **Ineligible costs**

Ineligible costs include:

- return on capital;
- debt service (cost of repayment of interest and principal on debts due during the period in question) and any other charges relating to debts;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- losses incurred due to movements in exchange rates;
- fees charged by the beneficiary's bank for receiving transfers from the Commission;
- costs declared by a beneficiary and covered by another action receiving an EU grant. In particular, if a beneficiary is already receiving an operating grant from the EU (covering the period during which the action is to take place), their indirect costs are not eligible under the grant for this action;
- contributions in kind;
- excessive or reckless expenditure;
- deductible VAT.

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after the action or work programme has been completed, upon approval of the request for payment. The request for payment must contain the following documents:

- a final report detailing how the action or work programme has been implemented and specifying its results; and
- the final financial statement showing the costs actually incurred.

The funding made available through EU grants may not be used with the intention of generating a profit from the action or work programme, and may not, whether intentionally or otherwise, have the effect of generating a profit. **Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, at the point when the request is made for payment of the balance. If a profit has been made, the Commission is therefore entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary in carrying out the action or work programme.

11.3. Payment arrangements

The beneficiary will receive 30 % of the grant amount (by bank transfer) within 30 days of the date on which the last of the two parties signs the agreement, provided that the Commission has received all guarantees requested.

⁸ Indirect costs do not apply to operating grants.

The beneficiary will then receive a second payment, of a further 40% of the grant amount, within 60 days of the Commission receiving the progress report on the action's implementation. This second payment is not made until at least 70% of the previous payment (the first 30% of the grant) has been used. If less than 70% of the first payment has been used, the second payment will be reduced by the amount of the previous payment not yet spent.

The Commission will calculate the amount to be paid to the beneficiary in the final payment on the basis of the final total grant amount (decided as described in Section 11.2 above). If the total of earlier payments is already higher than the final grant amount, the beneficiary will be required to reimburse the excess amount paid by the Commission through a recovery order.

11.4. Pre-financing guarantee

If an applicant's financial capacity is not deemed satisfactory, they may be asked to provide a guarantee for the part of the grant to be paid to them in advance (the amount paid as pre-financing). This limits the financial risk taken on by the Commission in making the pre-financing payment.

The financial guarantee must be provided in euros, by an approved bank or financial institution established in the EU. Amounts blocked in bank accounts will not be accepted as financial guarantees.

Alternatively, the guarantee could take the form of a joint and several guarantee from a third party or a joint and several guarantee from the beneficiaries of an action, where they are parties to the same grant agreement

The guarantee will be released gradually. As the beneficiary uses the money paid to it (in advance or as interim payments) in implementing the action or project, a corresponding proportion of the guarantee will be released, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the EU's contribution to the financing of their project in all publications related to activities for which the grant is used.

Beneficiaries are specifically required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products produced as part of the project co-financed by the EU.

12.2. By the Commission

All information relating to grants awarded in the course of a financial year will be published on the EU institutions' website no later than 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- the name of the beneficiary;
- the address of the beneficiary, if the beneficiary is a legal person (e.g. an organisation or consortium of organisations); the region (NUTS level 2⁹ if domiciled in the EU or equivalent if outside the EU) if the beneficiary is a natural person (i.e. an individual);

⁹ European Union Official Journal L 39, of 10 February 2007.

- the action or project financed by the grant; and
- the amount awarded.

The beneficiary can make a request to the Commission for the above information not to be published, if doing so would put at risk 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. DATA PROTECTION

Handling the grant applications received in response to a call for proposals necessarily involves the recording and processing of personal data (such as names, addresses and CVs). This data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council¹⁰. Unless indicated otherwise, the questions asked in the application form and any personal data that the applicant is required to provide are needed by the Commission in order to evaluate the application in accordance with the criteria of the call for proposals and will be processed solely for that purpose. Details concerning the processing of personal data are available in the privacy statement for public procurement

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

The Commission's accounting officer has the right to register personal data in the Early Warning System and/or in the Central Exclusion Database, if the beneficiary is in one of the situations mentioned, respectively, in:

- Commission Decision 2008/969/EC, Euratom¹¹ on the Early Warning System (for further information see the privacy statement

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- Commission Regulation (EC, Euratom) No 2008/1302¹² on the Central Exclusion Database (for further information see the privacy statement

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline specified in Section 5 (30 September 2015).

No modification to the application is allowed once the deadline for submission has elapsed. The Commission may, however, contact the applicant during the evaluation process if specific aspects of a proposal need to be clarified or clerical mistakes corrected.

Applicants will be informed in writing of the results of the selection process.

➤ Submission on paper

Applications must be submitted using the correct form, completed as required and dated. The form must show a balanced budget (i.e. revenue and expenditure must balance). Three

¹⁰ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001, p. 1).

¹¹ Commission Decision 2008/969/EC, Euratom of 16 December 2008 on the Early Warning System for the use of authorising officers of the Commission and the executive agencies (OJ L 344, 20.12.2008, p. 125).

¹² Commission Regulation (EC, Euratom) No 1302/2008 of 17 December 2008 on the central exclusion database (OJ L 344, 20.12.2008, p. 12).

copies of the form should be sent — the original, clearly identified as such, plus two copies. All three copies of the form must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications must be submitted in one of the following ways:

1. Sent by post (registered mail) or by courier service no later than 30 September 2015, 17:00, to the following address:

Post:

European Commission
Directorate-General for Maritime Affairs and Fisheries
Unit MARE-A-2, Common fisheries policy and aquaculture
Ref. MARE/2014/04
Office: J-99 01/07
B — 1049 BRUSSELS

Courier service:

European Commission
Directorate-General for Maritime Affairs and Fisheries
Unit MARE-A-2, Common fisheries policy and aquaculture
Ref. MARE/2014/04
Office: J-99 01/07
Avenue du Bourget 1
B — 1140 BRUSSELS (Evere)

The postmark (registered mail) or the date of dispatch on the deposit slip (courier service) will serve as evidence of the date and time of dispatch.

2. delivered by hand (by the tenderer in person or by an agent) **no later than 30 September 2015, 17:00**, to the following address:

European Commission
Directorate-General for Maritime Affairs and Fisheries
Unit MARE/A-2, Common fisheries policy and aquaculture
Ref. MARE/2014/04
Office: J-99 01/07
Avenue du Bourget 1
B — 1140 BRUSSELS (Evere)

The tenderer or their agent should request a receipt on delivery, signed and dated by the official on duty in the Commission's central post department. This will serve as proof of submission of the application.

The department is open from 8:00 to 17:00 from Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

Applications sent by fax or email will not be accepted.

➤ Contacts

All questions related to this call for proposals may be sent by email to:

MARE-A2@ec.europa.eu, with the subject title ‘Support measures for small-scale fishing’.

The Commission may choose to publish any questions submitted that it deems to be of general interest, together with the answer provided, on the website for the call for proposals

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/index_en.htm

Information for applicants may also, if necessary, be published on this website. Applicants are therefore strongly recommended to consult the website regularly.

In order to ensure equal treatment, questions will only be answered if submitted no later than fifteen calendar days before the deadline for submitting applications.

➤ Annexes:

- 1- Application form (including *Declaration of honour by the applicant*)
- 2- Model grant agreement
- 3- Estimated budget form
- 4- Template for interim and final technical reports

NB. The Annexes are only available in English. If you want to have them in another EU language, please submit a request at: MARE-A2@ec.europa.eu.