<Logo of the beneficiary> <Logo of the programme and EU flag>

**Project beneficiary**: <enter name>

<Title of the project>

Financed by <name of the ENI CBC programme>

Guidelines  
for sub-grant applicants

for <enter name of the call>

Reference: <call for sub-grant proposals number #>

Deadline for submission of application: <date>

NOTICE

*How to adapt these standard guidelines for sub-grant applicants:*

Where you see < ... >, enter the information relevant to the call for proposals in question.

The phrases in square brackets [ ] should only be included if appropriate, while the paragraphs shaded in grey should only be amended in exceptional cases, dictated by the requirements of a specific call for proposals.

Please remember to delete this page, any other text with yellow highlighting and all square brackets in the final version.

1. Introduction
   1. Background

<Enter description of the background of the project. Maximum length: ½ page.>

* 1. Objectives of the call for sub-grants

<Enter short description of the project objectives covered by this call for sub-grant proposals. >

The **objective** of this call for sub-grant proposals is: <…>

* 1. Financial allocation

The overall indicative amount made available under this call for sub-grant proposals is EUR <…>. The beneficiary reserves the right not to award all available funds.

Size of sub-grants

Any grant requested under this call for proposals must fall between the following [minimum and] maximum amounts:

* [minimum amount: EUR < amount>]
* maximum amount: EUR <amount>

The sub-grant shall take the forms of [reimbursement of costs] [lump sum] [unit rate][[1]](#footnote-2).

1. Rules FOR thIS call for sub-grant proposalS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the programme rules of the <name of the ENI CBC programme>, which is applicable to the present call (available on the internet at this address <url of programme’s web site>).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:

* The ‘**lead 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 lead applicant and its co-applicant(s) are hereinafter jointly referred as ‘applicant(s)’**) (2.1.1),

1. the activities:

* Type of activities for which the sub-grant may be awarded (2.1.2);

1. the costs:

* Forms of financing and types of cost that may be taken into account in setting the amount of the grant (2.1.3).
  + 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

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

Indicate the relevant criteria with due regard for the objectives of this call for sub-grant proposals, complying with the principles of transparency and non-discrimination.

* [be a legal person] [or a natural person] **and**]
* [be non-profit-making **and**]

[be a specific type of organisation such as: non-governmental organisation, public sector operator, local authority, international (inter-governmental)]

* be established in <specify the eligible countries and regions as stipulated in the project and programme>[[2]](#footnote-3) **[and]**
* be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary **[and]**
* [<other eligibility criteria as appropriate (these criteria should be criteria that can be measured)>].

(2) Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules[[3]](#footnote-4), 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the lead applicant must declare that himself and the co-applicant(s) are not in any of these situations.

The lead applicant [may act individually or with co-applicant(s)] or, if co-applicants are obligatory under the action: [must act with co-applicant(s) as specified hereafter].

If awarded the sub-grant contract, the lead applicant will become the sub-grant lead beneficiary or coordinator. The coordinator is the main interlocutor of the project beneficiary awarding the sub-grant. 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)]**

Where co-applicants are obligatory, specify any minimum requirements for the type and/or the minimum/ maximum recommended number of co-applicants to be involved in the action]

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

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator)

* + 1. 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 <…> months nor] exceed <…> months.

Sectors or themes

<Specific sectors or themes to which the actions must relate>

Location

Actions must take place in [one or more of] the following [country(ies)] [region(s)]: <…>.

Types of action

<Types of action which may be financed under this call>

The following types of action are ineligible: <…specify any type of ineligible action>.

Types of activity

<Types of activity which may be financed under this call>

Visibility

The applicants must take all necessary steps to publicise the fact that the <name of the programme> 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.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for <name of the programme> at <url with communication and visibility manual>).

Number of applications and grants per applicants / affiliated entities

* The lead applicant [may] [may not] submit more than <…> application(s) under this call for proposals.
* The lead applicant [may] [may not] be awarded more than <…> sub-grant(s) under this call for proposals.
* The lead applicant [may] [may not] be a co-applicant in another application at the same time.
* A co-applicant [may] [may not] be the co-applicant in more than <…> application(s) under this call for proposals.
* A co-applicant [may] [may not] be awarded more than <…> sub-grant(s) under this call for proposals.
  + 1. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of [reimbursement of costs] [simplified cost options].

[**Reimbursement of costs**][[4]](#footnote-5)

Only eligible costs can be covered by the sub-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.

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article <enter number of relevant article> of the sub-grant contract.

The applicants agree that the expenditure verification(s) referred to in <enter number of relevant article> of the sub-grant contract will be carried out by the auditor contracted by the project beneficiary.

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 sub-grant contract. The lead applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

If any of the applicants 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

Contributions in kind mean the provision of goods or services to beneficiaries free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries, they are not eligible costs and cannot be included in the budget.

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 applicants and financed by another action or work programme receiving a European Union grant;
* purchases of land or buildings;
* currency exchange losses;
* duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation[[5]](#footnote-6)
* loans to third parties,
* fines, penalties and expenses of litigation
* contributions in kind,
* <any other category>.

[**Simplified cost options**][[6]](#footnote-7)

They 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.

Simplified costs options for the sub-grants financed by this call must be **output-based**. They include costs linked to outputs, activities or deliverables (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity).

The evaluation committee and the project beneficiary shall decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions.

<Specify if additional conditions as foreseen >

|  |
| --- |
| The sub-grant may take the form of a single lump-sum covering the entire eligible costs of an action.  Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the sub-grant application.  When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including the achievement of outputs. |

When authorising lump sums or unit costs, the applicant(s) shall comply with the conditions applicable to output-based simplified costs, that is:

* justification concerning the appropriateness of such form of financing with regard to the nature of the action as well as the risks of irregularities and fraud and costs of control,
* identification of the costs or categories of costs covered by lump susms and unit costs, which shall exclude ineligible cost categories,
* description of the methods for determining lump sums or unit costs financing, and of the conditions for reasonably ensuring that [co-financing] and double financing is avoided

Once the amounts have been assessed and approved by the project beneficiary, they will not be challenged by ex post controls.

* + 1. Ethic clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project beneficiary during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project beneficiary and the programme bodies reserve the right to suspend or cancel the sub-project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a sub-grant contract. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

d) Breach of obligations, irregularities or fraud

The project beneficiary and the programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

* 1. How to apply and the procedures to follow
     1. Applications

Lead applicants are invited to submit an application by the sub-grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the sub-grant application form and fill in the paragraphs and pages in order. Applicants must apply in <enter the language>.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the sub-grant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when 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 transmitted to the evaluators. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

With the application the lead applicant also has to submit completed organisation data forms (Annex F) for the lead applicant and each (if any) co-applicant[[7]](#footnote-8).

No additional annexes should be sent.

* + 1. Where and how to send applications

Applications (i.e. the application form, the budget and the declaration by the lead applicant) 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) to the address below:

Postal address: <Address of the project beneficiary>

Address for hand delivery: <Address of the project beneficiary>

Applications sent by any other means[[8]](#footnote-9) (e.g. by fax or only by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and <X (in view of environmental considerations, as few copies as possible should be requested)> copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format to the following e-mail address < >. The electronic file must contain exactly the same application as the paper version.

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot, the full name and address of the lead applicant, and the words ‘Not to be opened before the opening session’ and <‘*local language* *equivalent’*>.

**Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.**

* + 1. Deadline for submission of full applications

The applicants' attention is drawn to the fact that there are two different systems for sending applications: one is by post or private courier service, the other is by hand delivery.

In the first case, the application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.

The project beneficiary may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the project beneficiary's control, after the effective date of approval of the application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure (for instance when applications are received after the evaluation committee has finished its works and evaluating them would imply re-calling the evaluation committee) or jeopardise decisions already taken and notified.

* + 1. Further information about full applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the following e-mail address <xx@xx.xx >, indicating clearly the reference of the call for proposals.

The project beneficiary 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 full applications.

To ensure equal treatment of applicants, the project beneficiary cannot give a prior opinion on the eligibility of lead applicants, co-applicants, or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <relevant page at the web-site of the project beneficiary> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

* 1. Evaluation and selection of applications

Applications will be examined and evaluated by an evaluation committee of the project beneficiary with the possible assistance of external assessors. All applications 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 Section 2.1, the application will be rejected on this sole basis.

1. **STEP 1: OPENING & ADMINISTRATIVE CHECKS**

During the opening and administrative check, the following will be assessed:

* If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the application satisfies all the criteria specified in the checklist in the sub-grant application form. This includes also an assessment of the eligibility of the action. 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.

1. **STEP 2: EVALUATION OF THE APPLICATION**

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They 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 operational capacity and the lead applicant's financial capacity and are used to verify 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 (this only applies to lead applicants);
* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants to sub-projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the project beneficiary 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** |
| **1. Financial and operational capacity** | **20** |
| 1.1 Do the applicants have sufficient in-house experience of projectmanagement? | 5 |
| 1.2 Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed) | 5 |
| 1.3 Do the applicants have sufficient in-house 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 |
| **2. Relevance** | **20** |
| 1.1 How relevant is the proposal to the objectives of the call for proposals and the project? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants? | 5 |
| 1.2 How relevant is the proposal to the particular common needs and constraintsof the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)? | 5 |
| 1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately? | 5 |
| 1.4 Does the proposal have a real cross-border added value? Does it contain particular added-value elements (e.g. innovation, best practices)? | 5 |
| **3. Design of the action** | **15** |
| 3.1 How coherent is the design of the action? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? | 5 |
| 3.2 Are the outputs consistent with the needs of the target groups? | 5 |
| 3.3 Are the outputs likely to contribute to the expected results? | 5 |
| **4. Implementation approach** | **15** |
| 4.1 Is the action plan for implementing the action clear and feasible? | 5 |
| 4.2 Is the timeline realistic? | 5 |
| 4.3 Is the co-applicant(s)'s level of involvement and participation in the action satisfactory? | 5 |
| **5. Sustainability of the action** | **15** |
| 5.1 Is the action likely to have a tangible impact on its target groups? | 5 |
| 5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing? | 5 |
| 5.3 Are the expected results of the proposed action sustainable?  - Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)*  - Institutionally *(will structures allow the results of the action to be sustained at the end of the action? Will there be local ‘ownership’ of the results of the action?)*  - At policy level (where applicable) *(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)*  - Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)* | 5 |
| **6. Budget and cost-effectiveness of the action** | **15** |
| 6.1 Are the activities appropriately reflected in the budget? | 5 |
| 6.2 Is the ratio between the estimated costs and the results satisfactory? | 10 |
| **Maximum total score** | **100** |

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

1. **STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS**

The eligibility verification will be performed on the basis of the supporting documents requested by the project beneficiary. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

* The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants will be verified according to the criteria set out in Section 2.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

* 1. Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the project beneficiary. It will be requested to supply the following documents:

The statutes or articles of association of the lead applicant, (if any) of each co-applicant[[9]](#footnote-10).

[Legal entity sheet (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), 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.]

[A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as 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 lead applicant is established.]

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead 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.

* 1. Notification of the Contracting Authority’s decision
     1. Content of the decision

The lead applicants will be informed in writing of the project beneficiary’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.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | [<Date>] [Not applicable] | [<Time>] [Not applicable] |
| **2. Deadline for requesting any clarifications from the project beneficiary** | <Date 21 days before the submission deadline> | < Time > |
| **3. Last date on which clarifications are issued by the project beneficiary** | < Date 11 days before the submission deadline> | - |
| **4. Deadline for submission of applications** | < Date > | < Time > |
| **5. Information to lead applicants on opening and administrative (Step 1)** | < Date > | - |
| **6. Information to lead applicants on the evaluation of the applications (Step 2)** | < Date > | - |
| **7. Notification of award (after the eligibility check) (Step 3)** | < Date > | - |
| **8. Contract signature** | < Date > | - |

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the project beneficiary during the procedure. In such cases, the updated timetable will be published on the project web site <url of project websites>.

* 1. Conditions for implementation after the contracting authority’s decision to award a grant

Following the decision to award a sub-grant, the sub-grantee will be offered a contract based on the standard sub-grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a sub-grant, to accept the contractual conditions of the standard sub-grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

1. LIST OF annexes

**Note that all annexes must be adapted as foreseen to the call and published together with the guidelines**

**Documents to be completed[[10]](#footnote-11)**

Annex A: Sub-grant application form (Word format)

Annex B: Budget (Excel format)

[Annex C: Legal entity sheet]

[Annex D: Financial identification form]

**Document for information**

Annex G: Standard grant contract

1. Lump sums and unit rates are type of the so-called “simplified costs” [↑](#footnote-ref-2)
2. In case of Israel being eligible please insert: With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9). [↑](#footnote-ref-3)
3. EC Regulation 897/2014 [↑](#footnote-ref-4)
4. Include either this section or the one on “simplified costs” [↑](#footnote-ref-5)
5. Recoverable VAT is only eligible for applicants located in the EU Member States [↑](#footnote-ref-6)
6. Include either the section or the one on “reimbursement of costs” [↑](#footnote-ref-7)
7. Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient. [↑](#footnote-ref-8)
8. Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals [↑](#footnote-ref-9)
9. Where the lead 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. [↑](#footnote-ref-10)
10. You can use the templates in PRAG e3e1\_lefin\_en.pdf, e3e2\_lefcompany\_en.pdf and e3e3\_lefpublic\_en.pdf for the legal entity sheet and e3f\_fif\_en.pfd for the financial identification form [↑](#footnote-ref-11)