



**CENTRAL PROJECT
MANAGEMENT AGENCY**

Contracting authority: Central Project Management Agency
(www.cpva.lt)

**Social Protection and Nutrition for Sustainable Agri - Food Systems
in the Caribbean (EUCaN Facility Nourishing Futures Together)**

Guidelines
for grant applicants

Reference: 700001756-01

Deadline for submission of concept note together with the full application:
January 21st, 2026, 11AM CET/ 6AM AST

Notice

This is an open call for proposals, where all documents are submitted together (concept note and full application). After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected (including those placed on the reserve list). Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

Responding to this call for proposals you give a consent for processing your personal data to the Central Project Management Agency (CPMA). Your personal data will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The purpose for processing the data is administration of the grant award procedure and implementation of the grant contract. Data may be disclosed to the European Commission, law enforcement and auditing authorities, other authorized authorities for a legitimate purpose. Data will be processed until the end of implementation of the grant contract and 5 years after that. More information about data protection in CPMA you may find by visiting the following website: <https://www.cpva.lt/en/protection-of-personal-data/558>.

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1. SOCIAL PROTECTION AND NUTRITION FOR SUSTAINABLE AGRI - FOOD SYSTEMS IN THE CARIBBEAN (EUCaN FACILITY NOURISHING FUTURES TOGETHER)

1.1. BACKGROUND

1. The call for proposal is initiated according to the EU-financed programme named **Social Protection and Nutrition for Sustainable Agri - Food Systems in the Caribbean (EUCaN Facility Nourishing Futures Together)** (hereafter – EUCaN) which is part of the EU Regional Food Security Programme (2023–2027). It supports:
 - Expanding inclusive national social protection systems for agricultural actors.
 - Promoting equitable access to healthy, nutritionally adequate diets.

Goal: EUCaN works to make Caribbean food systems more sustainable, resilient to climate change, and better able to ensure food security and nutrition. It strengthens **social protection in agriculture** and improves **access to nutritious diets**, which is expected to enhance health outcomes and **promote circular economy**.

Approach: Increase the inclusion of all food system actors especially smallholders, small-scale processors, and producer groups while also ensuring women, youth, persons with disabilities, and other vulnerable groups are actively involved.

Priority countries are the following 6 OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica; Federation of Saint Kitts and Nevis, Grenada, Saint Lucia, and Saint Vincent and the Grenadines.**

Funding and implementation: EUCaN is funded by the European Union and jointly implemented by [the International and Ibero-American Foundation for Administration and Public Policies \(FIAP\)](#), Spain and [the Central Project Management Agency \(CPVA\)](#), Lithuania.

1.2. GLOBAL OBJECTIVES AND PRIORITIES

The global objective of this call for proposals is to engage selected eligible applicants in contributing to the overall EUCaN goal: Increase the social inclusion of all actors in the food system while enhancing equitable access to nutritionally adequate diets.

Proposals must address one or more of the following priorities:

- Priority No. 1: Increase the **inclusiveness** and shock-responsiveness of **social-protection** schemes covering smallholders, fisher-folk, and agri-food Micro-, Small, and Medium-sized Enterprises (MSMEs).
- Priority No. 2: Improve equitable access to nutritionally adequate and **healthy diets** and enhance **behavioural change**.
- Priority No. 3: Promote **social innovation** and **circular-economy** solutions so that local food systems become more sustainable and more attractive to women and youth to use them and to work in them.

The grant scheme is structured in 2 lots as follows:

Lot 1: covers proposed actions falling under **Priority No. 1** and **Priority No. 2**.

Lot 2: covers proposed actions falling under **Priority No. 3**.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 500 000**. The contracting authority reserves the right not to award all available funds or to increase the budget during the assessment stage if additional funds should become available per decision of contracting authority.

Indicative allocation of funds by lot:

Lot 1: EUR 200 000

Lot 2: EUR 300 000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to another lot, announce another open call or not to allocate the whole amount of the specific lot at all.

Size of grants

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

Lot 1:

- minimum amount: 50 000 EUR
- maximum amount: 100 000 EUR

Lot 2:

- minimum amount: 50 000 EUR
- maximum amount: 150 000 EUR

Under this call for proposals, the contracting authority will finance **100% of the total eligible costs** of the action. No co-financing by the applicant or its co-applicants is required apart from coverage of Action related indirect taxes including VAT. The amount of the grant requested must therefore be equal to the total eligible costs of the proposed action.

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 (PRAG), which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).¹

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1 – 2.1.2):

- the ‘**lead applicant**’, i.e. the entity submitting the application form;

¹ Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

- 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) the actions (2.1.3.):
- actions for which a grant may be awarded;
- (3) the eligible costs or results/conditions (2.1.4.):
- where the grant takes the form of reimbursement of costs (totally or partially): the eligible costs, the types of cost that may be taken into account in setting the amount of the grant.

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

Lead applicant

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

- be a legal person (with established legal personality) **and**
- be non-profit making such as non-governmental organisation or community-based entity² **and**
- have proven experience and be active in the field of sustainable agriculture and climate-resilient food systems, strengthening and empowering agricultural cooperatives, producer groups, and/or small-scale agro-processors, promoting access to and adoption of healthy, nutritionally adequate diets, implementing nutrition education, school feeding, or behaviour-change interventions related to food and nutrition, developing or promoting social innovation and/or circular-economy solutions that enhance the sustainability, efficiency, or attractiveness of local food systems **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary **and**
- not being in any of the situations listed in Section 2.4. of the practical guide.

Geographic focus and composition of applicants

The contracting authority strongly encourages applications led by local entities³ (single local applicants or consortiums with strong local leadership), as this call for proposals is primarily intended to support organisations effectively established in the following Eastern Caribbean countries: Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, and Saint Vincent & the Grenadines.

The lead applicant may be a local organisation or, in certain cases, an international entity (international NGO or similar eligible organisation, or international organisation⁴ established outside the Caribbean) if it operates in consortium.

² Other legal entities which are not central government ministries, municipal authorities, or formal bodies under ministries (i.e. institutions performing direct governmental functions) may also be considered eligible. This includes foundations, trusts, public-interest bodies, public education institutions, regional inter-governmental organisations, or other statutory bodies with a mandate linked to development and social action, provided that they operate on a non-profit basis.

³ 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 (or) that it has operating office (branch) in an eligible country.

⁴ For the purposes of this call, the term “international organisations” as defined in Article 159 of the EU Financial Regulation (such as UN agencies, international financial institutions, or the International Committee of the Red Cross and its affiliates)

Consortium requirements:

- Consortium can be led by local entity and consist of only local entities. Locally registered branch or affiliated body of an international entity are considered local entities for the purpose of this requirement.
- If the lead applicant is an international entity (lead applicant is HQ established outside above-listed Caribbean countries), it must apply in consortium with at least 2 eligible local co-applicants, 1 of which is locally registered branch or affiliated body of that international entity.

Applications may be submitted by a single applicant only if that applicant is:

- a local entity established in one of the listed Caribbean countries; or
- a local branch/affiliated body of an international entity.

In all cases, all applicants (lead and co-applicants) must demonstrate effective establishment and registered operational capacity (e.g. official office, branch, or affiliated body with legal registration) in one or more of the listed Caribbean countries.

Illustration of possible applicant configurations. The purpose is to clarify how local and international entities may submit as single applicants or combine in consortia under this call.

Legend

IE-HQ - International entity's headquarters (established outside the listed Caribbean countries (e.g. in EU or another jurisdiction).

IE-LB - International entity's local branch or affiliated body, effectively established and legally registered in one of the listed Caribbean countries.

LE - Local Caribbean entity without international branches (may operate in one or more of the listed Caribbean countries).

Possible formation	Lead applicant	Co-applicant(s)
IE-HQ + IE-LB + 1 or more LE	Any of entities	Remaining entities
IE-LB* + 1 or more LE	Any of entities	Remaining entities
2 or more LE	Any of entities	Remaining entities
Single IE-LB*	IE-LB	N/A
Single LE	LE	N/A

* International entity's local branch or affiliated body can rely of IE's HQ "pro bono" capacity, but related costs cannot be claimed

The lead applicant may act individually or with co-applicant(s).

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

Exclusion of applicants

Entities that are currently receiving direct EU funding from the European Commission or from the European Union Delegation to Barbados (or from any other EU Delegation) under the EU-Caribbean Regional Food Security Programme are not eligible to apply under this call for proposals. However, organisations that receive funding indirectly through these direct beneficiaries remain eligible.

For example:

funding from the EU Commission → to Organisation X, Organisation X is **not eligible**;
funding further channelled from Organisation X → to Organisation Y (e.g. an NGO), Organisation Y is **eligible**.

Co-applicant(s)

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 Part B Section 4 of 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) and in turn - be a party to the grant contract⁵.

In accordance with the provisions of the Practical Guide (PRAG), affiliated entities to the lead applicant or co-applicants may participate in this call of proposals and future action only under the same conditions as co-applicants.

2.1.2. Associates, contractors, recipients of financial support

The following entities are not applicants and do not have to sign the mandate for co-applicant(s)':

- **Associates**

Other organisations or individuals 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 2 — 'Associates participating in the action' — of the grant application form.

- **Contractors**

The beneficiaries are permitted to award contracts (subcontracting or implementation contracts). Beneficiaries, recipients of financial support or associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

Each actor should only participate in a single role in an action. This is to avoid any potential conflicts of interest and ensure clear allocation of rights and obligations as well as certainty on cost eligibility.

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

Definition

For the purposes of this call for proposals, an action is defined as a coherent set of activities, implemented over a specified period of time, designed to achieve clearly defined objectives that directly contribute to the global objective and priorities of the call. Actions must deliver tangible and measurable results within the proposed implementation period. Actions are implemented based on the content and conditions foreseen in grant contract.

Duration

The initial planned duration of an action may not be lower than 6 months nor exceed 12 months.

Cross-cutting issues

⁵ In accordance with the mandate conferred on the lead applicant, the lead applicant (coordinator) signs this contract also on behalf of the other co-applicants (beneficiaries), who, therefore, do not need to individually sign grant contract to become parties to it

In line with EU policies and the practical guide (PRAG) requirements, all actions must integrate, to the maximum extent possible, the following cross-cutting issues:

- Promotion of gender equality and the empowerment of women
- Youth engagement
- Environmental sustainability and climate change mitigation and adaptation
- Good governance, transparency, and accountability
- Respect for human rights and the participation of marginalised and vulnerable groups

Location

Actions must take place in and be addressed to one or more of the following countries: Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines.

Additional points will be awarded for actions implemented in more than one of the countries. Please see section 2.3.

Types of action

General principles

To be eligible for funding, actions must:

- Directly contribute to the global objective of this call for proposals.
- Address at least one of the thematic priorities set out in section 1.2.
- Be designed and implemented engaging final beneficiaries
- Ensure sustainability of results beyond the EU funding period, with clear strategies for continuation or scaling-up.
- Integrate cross-cutting issues listed above as much as possible.

Illustrative types of actions

The examples provided below are intended solely to guide applicants in understanding the scope and nature of interventions that may be supported under this call for proposals. Applicants may design actions based on these examples, adapt them, or propose alternative types of actions, provided that such actions are fully consistent with the global objective of this call, address at least one of the priority themes, and comply with all other eligibility, cross-cutting, and technical requirements set out in these Guidelines for Applicants. Proposed actions that diverge from the examples listed will be assessed on equal terms, based on their relevance, coherence, and potential impact in line with the evaluation criteria.

Lot 1 – Social Protection & Nutrition (Priorities 1 & 2)	Lot 2 – Social Innovation & Circular Economy (Priority 3)
Promoting farmers, fisher-folk, and agro-processors to join cooperatives or producer organisations.	Piloting circular-economy or waste-management solutions in agri-food chains.
Supporting the establishment of farmers, fisher-folk, and agro-processors focus associations and cooperatives.	Developing food-waste recovery and redistribution systems for schools, hospitals, or vulnerable groups.
Strengthening cooperatives and producer organisations through capacity-building, small grants, and/or equipment provision.	Introducing composting or bio-digester systems for organic agricultural waste.

Capacity-building targeting farmers, fisher-folk, and agro-processors, with a focus on women and youth.	Piloting upcycling initiatives that turn by-products into new products (animal feed, fertiliser, cosmetics).
Establishing farmer field schools, peer-to-peer learning, and knowledge exchange platforms.	Creating community hubs for circular innovation engaging producers, processors, and youth.
Developing community-based insurance or risk-sharing schemes for climate resilience.	Supporting social enterprises led by women and youth focused on recycling, repair, and reuse in agri-food chains.
Supporting farm-to-school and community feeding programmes using local products.	Etc.
Training on value addition, food safety, and nutrition-sensitive agriculture linking production and dietary diversity.	
Awareness campaigns on healthy diets, local production, and climate-smart agriculture.	
Etc.	

The following types of action are ineligible:

- actions of a purely commercial nature without clear social inclusion or nutrition outcomes;
- actions not aligned with the global objective and priorities of this call;
- actions focusing exclusively on infrastructure without accompanying capacity building or service delivery components;
- 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;
- actions and measures that may result in violation of human rights in partner countries or causing significant adverse effects on the environment or the climate⁶;

Indicative target groups and final beneficiaries:

Applicants must clearly distinguish between **target groups** (those directly engaged in and directly benefiting from the activities during the action) and **final beneficiaries** (those ultimately indirectly benefiting in the medium to long term after the completion of the action, and who may or may not directly participate in the implementation of activities during the action) in both the narrative and the logical framework of the proposal.

The following non-exhaustive list provides examples of possible target groups dependent on the priority chosen:

- **Small-scale primary producers in the food system** (e.g. smallholder farmers, fisher-folk and aquaculture producers)
- **Agri-food micro-, small, and medium-sized enterprises (MSMEs)** (e.g. producers' cooperatives and associations, agro-processing enterprises, traders and market vendors in local food value chains)
- **Vulnerable and marginalised populations** (e.g. low-income households, socially excluded groups, persons with disabilities)
- **Women and youth in the food system** (women entrepreneurs in agriculture, fisheries, and food processing, young farmers, young agri-food innovators, youth engaged in vocational or technical training related to food systems)

⁶ Article 29 NDICI.

- **Institutions and organisations contributing to social protection and nutrition** (local authorities responsible for social protection and food security, healthcare institutions, community-based organisations and NGOs supporting nutrition, inclusion, and sustainable food systems).
- **Stakeholders in social innovation and circular-economy solutions** (community-led initiatives for waste reduction and recycling in food systems, organisations promoting sustainable agricultural and fisheries practices, groups engaged in social innovation and circular-economy solutions).
- **Etc.**

Note to applicants who are associations, unions, and membership-based organisations:

It is recommended that the direct and indirect results and benefits of the action are **not limited exclusively to the members** of applicant's and (or) co-applicant's organization. Actions should aim to ensure broader outreach and equal treatment of all potential beneficiaries within the relevant community or sector.

If the applicant proposes an action in which the target groups are limited primarily or exclusively to members of a specific association, union, or membership-based organisation, a clear and robust justification must be provided in the application form.

The submission of such a justification does not prejudice the right of the contracting authority to reject the proposal if the proposed targeting is deemed inconsistent with the principles of non-discrimination, equal treatment, and inclusiveness underpinning this call for proposals.

Final beneficiaries in target countries may include but not limited:

- **Broader communities** whose food security, nutrition, and livelihoods are improved because of strengthened food systems and (or) who are benefiting from more inclusive and shock-responsive social protection mechanisms.
- **School, children and their families** benefiting from improved access to healthy and nutritionally adequate diets.
- **Consumers at large** gaining access to more sustainable, affordable, and locally produced food;
- **Future generations** benefiting from environmentally sustainable and climate-resilient food systems.
- **Local economies** benefiting from increased participation of women, youth, and marginalised groups in agri-food value chains.

Visibility

The applicants must take all necessary steps to ensure the visibility of the European Union as the funder or co-funder of the action, through the correct and prominent display of the EU emblem and relevant funding statement. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission.

Applicants shall ensure coherence of visibility and communication of actions and their results with the EUCaN strategic communication approach. As needed, support and guidance will be provided by the project management team. Applicants are expected to provide content and subject-matter input from their projects for EUCaN communication activities, where relevant and upon request.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission ([Communication and Visibility Requirements for EU External Actions | International Partnerships \(europa.eu\)](https://europea.eu/communication-visibility-requirements)).

Derogation from contractual visibility obligations is permitted in exceptional situations, which may be required in the framework of this action due to security issues for the staff and beneficiaries, local political sensitivities, when this is in the interest of the beneficiary or the contracting authority. In such cases, visibility tools, products, and channels to be used in promoting a given action will be determined on a case-by-case basis, in consultation and agreement with the EU prior to limiting EU visibility. Requests for derogation from contractual visibility obligations should be included in Annex A.2 – Full application form and negotiated as part of the Special Conditions of the contract.

Number of applications and grants per applicants

The lead applicant may not submit more than two applications and may not be awarded more than one grant under this call for proposals per lot.

A co-applicant may not be the co-applicant in more than 1 application under this call for proposals per lot. A co-applicant may not be awarded more than 1 grant under this call for proposals per lot.

Form of the grant

The grants awarded under this call for proposals take the form of reimbursement of eligible actual costs incurred by the beneficiary(ies).

2.1.4. Eligibility of costs and eligibility of results/conditions

Reimbursement of costs

This grant takes the form of reimbursement of costs (entirely or partially). Eligible direct costs can be reimbursed as actual costs (costs actually incurred by beneficiaries based on supporting documentation (contracts, invoices, payslips, etc.)). 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’.

Eligible direct costs

To be eligible under this 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).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, and in case of reimbursement of costs, 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 applicants' interest to provide a **realistic and cost-effective budget**.

Only costs incurred during the implementation of the action after the signature of the grant contract are eligible for financing.

Subject to this article, only the following categories of direct costs of the applicants shall be eligible:

- gross salaries including income taxes and social security charges and other remuneration-related costs (excluding bonuses) and (or) service provisions costs including income related taxes of the external experts and specialists providing tangible results to the action.
- gross salaries including income taxes and social security charges and other remuneration-related costs (excluding bonuses) and (or) service provisions costs including income related taxes of project management and administration staff in charge for the implementation of the Action, (e.g. project manager, financial manager, etc.).

- costs related to local and international travel (per diems, flight tickets, other type of transport, visas, vaccinations, etc.). International travel costs may be eligible only when directly necessary for the implementation of the action. Travel should primarily take place between the 6 target countries (Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, and Saint Vincent and the Grenadines). Travel to other regions shall not normally be accepted, except in duly justified cases where such travel is essential for the Action's objectives.
- costs of organizing and (or) participation in events (conferences, seminars, workshops, and etc.).
- costs of service contracts awarded by the beneficiary(ies) for the purposes of the action.
- costs of equipment, supplies, consumables needed for the implementation of the action (e.g. rent or procurement of equipment, acquiring of materials, supplies, etc). In case of procurement of fixed assets, costs must comply with the provisions of Article 7.5 of the general conditions to the standard grant contract (see Annex G of the guidelines). Costs of rent and purchase of equipment should not exceed 30 % of the total eligible costs.
- costs related to the implementation of visibility requirements.
- costs deriving directly from the requirements of the contract (dissemination of information, insurance, expenditure verification, etc.) including financial service costs (in particular the cost of financial guarantees).

Financial guarantee

Applicants shall be deemed as not requiring submitting the financial guarantee for the initial pre-financing payment provided by financial institutions or insurance undertakings. By derogation from the standard payment scheme applicable to actions of up to 12 months, the initial pre-financing payment may amount to up to 80% of the grant but shall not exceed EUR 60,000. Additional pre-financing instalments, up to a cumulative maximum of 80% of the total grant amount, may be made subject to the submission and approval of action status reports as specified in the grant contract.

Expenditure verification

The applicants agree that the expenditure verification(s) referred to in Article 2.8 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by external body procured by the lead applicant.

The applicants are informed that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by any external body procured by the applicants and authorised by the Contracting Authority regardless of size of the grant amount or duration of the action. The expenditure verification costs must be included in the action's budget (Annex B).

Local office

The action's budget may not include costs relating to the beneficiary's regular local office operations (such as rent, utilities, communication costs, IT equipment, furniture or similar overheads). Only office supplies which can be clearly and directly attributed to the implementation of the action may be budgeted as eligible costs.

Financial support to third parties⁷ and sub-granting

This call for proposals does not foresee the provision of financial to third parties. Support to third parties who are members of the defined target groups shall be achieved not through direct financial transfers (sub-granting, cash awards and prizes, subsidies) but through the transfer of results and benefits generated by the action (e.g. training courses and seminars, distribution of information materials, provision of equipment, assets, or other non-cash inputs).

⁷ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Contingency reserve

The budget may not include a contingency reserve.

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 (except volunteer costs and project office costs). Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, 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 are not required by this call but could be proposed voluntarily by the applicants. Applicants may indicate in-kind contributions (such as voluntary work, use of premises, or equipment made available free of charge) as part of the resources mobilised for the implementation of the action. Such contributions, while they must be described in the application and could be taken into account in the evaluation of the action's feasibility, do not constitute eligible costs and must not be included in the action's budget.

Indirect taxes

Applicants shall ensure their own contribution to the implementation of proposed Action by covering any indirect taxes (including, but not limited to, sales tax, value-added tax (VAT), excise tax, consumption tax, or tariffs) arising in connection with the implementation of the Action. In line with the PRAG rules, such indirect taxes are typically not considered eligible costs and therefore shall be financed by the grant.

Ineligible costs

Costs that do not comply with the conditions laid down in the contract are not eligible. 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 European 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 in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;
- credit to third parties;
- indirect taxes ((including, but not limited to sales tax, value-added tax (VAT), excise tax, consumption tax, or tariff)

2.1.5. Ethics and values

A code of conduct laying down ethical clauses and values that must be respected by the applicant are provided in Annex F of the guidelines. Respecting this code of conduct is considered as a contractual obligation.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the concept note and the full applications in the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Applicants must apply in English.

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

Any error or major discrepancy related to the points listed in the instructions on the concept note or any major inconsistency in the application (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.

Please note that only the grant 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.

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist (Section 5 of Part B of the grant application form).

In addition, the following documents should be submitted together with the application form:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant.
2. A completed identification form (see Annex D).
3. The declaration on honour (Annex H to these guidelines) signed by the lead applicant as well as all co-applicants certifying that they are not in one of the exclusion situations (see Section 2.4.2 of the practical guide).
4. The Declaration by the Lead Applicant (Part 4 of the Annex A).
5. Mandate for co-applicants signed by co-applicant(s) if any (Part 3 of the Annex A).
6. In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted⁸:
 - a. If available, a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed. A copy of the latest account is not required from the co-applicant(s).
 - b. Applicant must complete and submit the Financial Capacity Verification Questionnaire (Annex E). This questionnaire will provide information on the organisation's annual budget, main funding sources, past project management experience, and basic financial management procedures. Supporting documents (e.g. proof of registration, recent bank

⁸ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000, or the following categories of lead applicants: (i) natural persons in receipt of education support (ii) natural persons most in need, such as unemployed and refugees, and in receipt of direct support (iii) public bodies, including Member State organisations (iv) international organisations.

statement, and list of implemented projects) shall also be provided as specified in Annex E.

These documents must be supplied in the form of scanned/ electronic versions (i.e. showing legible stamps, signatures and dates) of the originals. Originals of these documents shall be kept on file for controls in accordance with the record keeping obligations laid down in Section 2.5.5. of the practical guide (PRAG).

Where such documents are not in English, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicant's eligibility, must be attached for the purpose of analysing the application.

If the abovementioned supporting documents are not provided by the deadline for the submission of the application form, the application may be rejected.

2.2.2. Where and how to send applications

Applications must be **submitted ONLY online via electronic system “Submittable”**. The link to the submission is [HERE](#).

To submit the application the applicant should register to the electronic system “Submittable”.

Upon submission of the application online, the lead applicant will receive an automatic confirmation of receipt and other notifications related to specific actions such as submission status changes, requested additional form, etc. ([more information could be found here](#)).

A tutorial how to use the Submittable and open an account can be found [HERE](#).

For any other uncertainties, the information can be found [HERE](#).

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

Please note that incomplete applications may be rejected. Lead applicants are advised to verify that their application is complete using the checklist.

2.2.3. Deadline for submission of applications

The deadline for the submission of applications is January 21st, 2026., 11AM CET/ 6AM AST.

Applicants are strongly advised not to wait until the last day to submit their applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The contacting authority cannot be held responsible for any delay due to such difficulties.

Any application submitted after the deadline will be rejected.

2.2.4. Further information about applications

An online information session on this call for proposals will be held on November 18 2025, at 10 AM AST via Zoom. Please find the registration form to the information session here https://docs.google.com/forms/d/e/1FAIpQLSfktFRorDKhrMgMbTEPIIsGv7uKZNDjLHhaj_OImXD48

[9P6lw/viewform](#) . In case of any issues while joining the online meeting, please address them in the following email: e.vaitekunaite@cpva.lt

Questions and requests for clarification may be sent by filling out the form https://docs.google.com/forms/d/e/1FAIpQLScW0o2a8rwP8wmc9icWu-pnnlV7J2iPnj_SNanvqiwnKnZfeA/viewform not later than December 31st, 2025. The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than January 10th, 2026.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants and co-applicants, an action or specific activities.

All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be public. It is therefore advisable to consult the abovementioned websites regularly to be informed of the questions and answers published. Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the practical guide (PRAG).

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 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.

STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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 Section 7 of Part B of the 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.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 40 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant 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. Design of the action	Sub-score	
1.1 Relevance and Problem Definition: Are the relevance and the problems to be addressed by the action clearly defined, evidence-based, and significant in the context of the country/region?	5	
1.2. Objectives and Main Activities: Are the objectives of the action and the main activities clearly defined and coherently linked?	5	

1.3. Complementarity and added value: Does the action demonstrate complementarity with other initiatives in the field/region and avoid duplication? Does the proposal explain the added value of the action compared to existing interventions?	5	
1.4. Target groups and final beneficiaries: Are the target groups and final beneficiaries clearly identified and described in sufficient detail?	5	
1.5. Intervention logic. Are the objectives and main activities clearly defined and logically linked, demonstrating a realistic and feasible pathway from inputs through activities to outputs/results?	5x2**	
1.6. Risks and assumptions. Is the design based on clear assumptions (the necessary and positive conditions that allow for a successful cause-and-effect relationship between different levels of results)? Does it take into account also risks (the factors that might hinder the achievement of results)?	5	
1.7. Regional coverage: Does the action cover the required target country(ies)? Is the defined scope proportionate to the action and feasible to implement?	5	
TOTAL SCORE		40

* 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.

**this score is multiplied by 2 because of its 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 15 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 equal to 300% 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, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead 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 lead applicants whose proposals have been pre-selected.

STEP 2: EVALUATION OF THE FULL APPLICATION

If the applications pass the opening and administrative checks along the instructions of the Step 1: they will be further evaluated on their quality, including the proposed budget and capacity of the applicant(s). 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 applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, 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
1. Financial and operational capacity	20
1.1 Do the applicants have sufficient in-house experience of project management?	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	15
2.1 Consistency with the objectives of the call: How relevant is the proposal to the objective and priorities of the call for proposals stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5
2.2 Relevance to the country/region/sector needs: How relevant is the proposal to the particular needs and constraints of the target country(ies), and/or relevant sectors? Does the action demonstrate synergies with and avoidance of duplication of other initiatives?	5
2.3 Target groups and final beneficiaries: How clearly defined and strategically chosen are the target groups and final beneficiaries? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined? Does the proposal address them appropriately? Does it refer to gender sensitive approach?	5
3. Design of the action	20
3.1 Intervention logic: Does the proposal indicate the expected results (outputs/outcomes/impacts) to be achieved by the action? Does the design and methodology of the proposed action identify explicitly the necessary sequence to achieve the desired objectives beginning with inputs, moving through activities and outputs, and culminating in outcomes and impacts? Is the indicative list of activities linked to and consistent with the expected outputs?	5
3.2 Logical Framework Matrix: Is the logical framework provided in Annex C complete? Does each result (output, outcome, impact) include an adequate number of indicators that are sufficient in scope to measure its achievement? Is each indicator RACER (Relevant, Accepted, Credible, Easy to monitor, Robust)? Does each indicator have a baseline value (with year), target value (with year), and a credible source of data? If baselines and targets are not available, this is to be justified and a study (or other relevant tools) to be foreseen and budgeted in the proposal? In the case of use of FNLC, are the FNLC results and indicators clearly marked?	5
3.3 Context analysis. Does the design of the action include a robust analysis of the needs to be addressed? Are stakeholders also embedded adequately in the intervention logic?	5
3.4 Cross-cutting issues: To which extent does the proposal integrate relevant cross-cutting elements such as gender equality and women's empowerment; youth engagement; environmental sustainability and climate change mitigation/adaptation; good	5

governance, transparency, and accountability; and human rights with the participation of marginalised and vulnerable groups and others?	
4. Implementation approach	15
4.1 Action plan: Is the action plan for implementing the action clear and feasible? Are types of activities clearly clustered by output in the Activities Matrix? Is the timeline realistic?	5
4.2 Monitoring, reporting and evaluation: Does the proposal include an effective and efficient monitoring and reporting system? Is the system in place adequate to update the values of the indicators included in the Logical Framework Matrix - thus informing regularly on progress towards the achievement of impact, outcomes and outputs? Is there an evaluation planned and budgeted (previous, during or/and at the end of the implementation)?	5
4.3 Project management (technical): Do the lead applicant and co-applicant(s) have the necessary technical skills to attain the objectives of the action? Are the co-applicant(s)'s adequately involved in the implementation (e.g. advocacy, research, capacity building, outreach related activities)? Does the proposal present a clear and appropriate organisational structure and division of roles between the team, applicants, co-applicants and stakeholders?	5
5. Sustainability of the action	20
5.1 Long-lasting benefits: Is the action likely to ensure long lasting and transformative benefits to the target groups and the final beneficiaries?	5
5.2 Multiplier effects: Is the action likely to have multiplier effects, including scope for replication, extension, cross-fertilisation of experience and knowledge sharing?	5
5.3 Sustainability How likely the effects are to last after the intervention ends? - Financial sustainability: which financial resources are available to fund the continuation of the services provided by the intervention? How long are they likely to be available and from which sources?) - Institutional sustainability: which institutional arrangements allow for maintaining the benefits achieved? Is there any measure in place to ensure local ownership? - Policy level sustainability (if applicable): is there any expected policy related effect from the action, e.g. improved legislation, codes of conduct, methods - Environmental sustainability (if applicable): will the action have a negative/positive environmental impact?	5
5.4. Risk analysis and mitigation measures: will the action be accompanied by a good risk analysis (including physical, environmental, political, economic and social risks) and relevant mitigation measures?	5
6. Budget and efficiency of the action	10
6.1 Budget: Are the activities appropriately reflected in the budget? In the case of entire or partly use of financing not linked to costs, are the results and performance indicators adequately reflected in the budget?	5
6.2 Efficiency: Is the relation between the estimated amounts as per budget and the expected results adequate?	5
Maximum total score	100

If the total score for Section 1 (financial and operational capacity) 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. 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. The contracting authority informs those lead applicants provisionally selected and those placed on the reserve list, that they will be subject to the final eligibility check.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND OTHER SUPPORTING DOCUMENTS

The eligibility verification will be performed for all applicants in parallel, based on the supporting documents requested by the contracting authority (see Section 2.2). In this case:

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) and declaration of honour on selection and exclusion criteria 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 2.1.1, including exclusion criteria.

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.

In the eventuality that the evaluation committee is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants, 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 lead applicant has to submit the application form revised accordingly.

2.4. AWARD DECISION

After verifying the supporting documents (step 3), the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

The contracting authority may decide not to award any grants and cancel the call for proposals without having the applicants any right to compensation.

The award decision shall indicate the successful applicants, the names of the applicants rejected, and a reserve list (if any).

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

The lead applicants will be informed in writing of the contracting authority's decision concerning their application. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

In case of rejection, they will be informed about the reasons for the negative decision. For the avoidance of doubt, please note that for applications rejected for reasons such as non-compliance with the admissibility requirements (for example, if the application was sent after the deadline), with the eligibility (the entity or person is not part of the predefined eligible population of entities or persons), the selection (the entity does not have financial capacity or professional or operational capacity) and the award criteria (the proposal does not comply with the predefined requirements such as quality, cost/efficiency), no prior adversarial procedure is required.

Applicants placed on the reserve list will also be informed. The applicable terms to the reserve list are laid down in Section 6.5. of the practical guide (PRAG).

The successful applicants shall also be informed, and will be requested to provide some information and documents, including (for grants exceeding EUR 60 000) the self evaluation questionnaire on SEA-H. The lead applicant as well as all co-applicants other shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedures against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 6.2.10 of the practical guide (PRAG)).

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide (PRAG).

2.6. SIGNATURE OF THE GRANT CONTRACT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard 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.

The budget proposed for the action by the successful applicants at the call for proposals stage must be corrected to remove any obvious arithmetical errors or ineligible costs prior to signing the contract. The description of the action is corrected accordingly if need be.

The contracting authority may decide that other clarifications or minor corrections may be made to the description of the action or to the budget in so far as they do not call into question the grant award decision, do not conflict with equal treatment of applicants, and:

- relate to matters clearly identified by the evaluation committee; or
- aim at taking into consideration changes that have occurred since the date of receipt of the proposal.

These amendments cannot lead to an increase in either the amount of the grant or the percentage of the European Union contribution as set in the guidelines of the call for proposals. In this respect, records of the contacts with the applicants must be kept on the file.

In no case the conditions announced in the guidelines can be altered at this stage. Apart from the above-mentioned clarifications and/or corrections, any other alteration of the initial proposal or deviation from the award conditions laid down in the guidelines is strictly prohibited.

Any other alteration to the successful applicant's proposal, or negotiation of it, is prohibited.

2.7. INDICATIVE TIMETABLE

	DATE	TIME
1. Information meeting (if any)	November 18, 2025	3 PM CET/ 10 AM AST
2. Deadline for requesting any clarifications from the contracting authority	December 31 st , 2025	11AM CET/ 6AM AST
3. Last date on which clarifications are issued by the contracting authority	January 10 th , 2026	11AM CET/ 6AM AST
4. Deadline for submission of applications	January 21 st , 2026	11AM CET/ 6AM AST
5. Deadline for notification of the contracting authority decision	July 21 st , 2026	-
6. Deadline for contract signature	October 18 th , 2026	-

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published [HERE](#).

2.8. EARLY DETECTION AND EXCLUSION SYSTEM

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, natural or legal person that assumes unlimited liability for the debts, natural or legal person who is essential for the award or for the implementation of the legal commitment, beneficial owner or any affiliate of the applicant, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form) 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.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A	Grant application form (concept note and full application) (SUBMIT APPLICATION)
Annex B	Budget (Excel format)
Annex C	Logical framework (Excel format)
Annex D	Identification form
Annex E	Financial Capacity Verification Questionnaire
Annex H	Declaration on Honour on exclusion criteria
Annex L	Self-evaluation questionnaire on SEA-H

DOCUMENTS FOR INFORMATION⁹

Annex G	Standard grant contract
Annex II	General conditions
Annex IV	Procurement rules for beneficiaries
Annex V	Standard request for payment
Annex VI	Model narrative and financial report
Annex VII-A	Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
Annex IX	Standard template for transfer of ownership of assets
Annex F	Ethics and values
Annex I	Daily allowance rates (per diem), available at the following address: https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en (as all necessary information is available via the link the publication of the annex is optional)

USEFUL LINKS

PRAG	https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG
Project Cycle Management Guidelines	https://ec.europa.eu/international-partnerships/funding/managing-project_en
The implementation of grant contracts, A Users' Guide	https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235
Financial Toolkit ¹⁰	https://ec.europa.eu/international-partnerships/financial-management-toolkit_en
Early Detection and Exclusion System (EDES)	https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en#data-protection

⁹ These documents should also be published by the contracting authority.

¹⁰ Please note that the toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.