



**Contracting Authority: Central Project Management Agency  
(Lithuania)**  
[www.cpva.lt](http://www.cpva.lt)

## **Grant Scheme to Education Service Providers**

Guidelines for grant applicants

**SUPPORT FOR ADVANCED LEARNING AND TRAINING (SALT III)**

Reference: NDICI-GEO-NEAR/2023/444-419/PC-26461

Deadline for submission of full application:

**16<sup>th</sup> March 2026 at 13:00 EET/UTC+ 2**



## List of Acronyms

<b>CPVA</b>	Central Project Management Agency, acting as a Contracting Authority
<b>CSO</b>	Civil Society Organisation
<b>EaP</b>	Eastern Partnership
<b>EC</b>	European Commission
<b>EdTech</b>	A multi-tenant e-learning platform, called the Gateway to e-learning, that host the education resources, offering both autonomous and live learning options for Belarusians in Belarus and exile. The platform is developed under the framework of SALT II programme.
<b>ENI</b>	European Neighbourhood Instrument
<b>EEA</b>	European Economic Area
<b>EU</b>	European Union
<b>EUD</b>	European Union Delegation
<b>SALT</b>	EU funded Programme implemented by CPVA under Contribution agreement No ENI/2021/423-841
<b>SALT II</b>	EU funded Programme implemented by CPVA under Contribution agreement No NDICI-GEO-NEAR/2022/434-092
<b>SALT III</b>	EU funded Programme implemented by CPVA under Contribution agreement No NDICI-GEO-NEAR/2023/444-419/PC-26461
<b>SCOs</b>	Simplified cost options
<b>STEAM</b>	Standards-based educational approaches, integrating Science, Technology, Engineering, Arts, and Mathematics into curriculum.
<b>MS</b>	European Union Member State
<b>NGO</b>	Non-governmental Organization
<b>PRAG</b>	Practical guide on contract procedures for European Union external action
<b>UK</b>	United Kingdom

## Glossary

<b>Curriculum</b>	A framework for an education or training action, defining learning objectives, content, methods, and assessment.
<b>Blended</b>	A format that incorporates a combination of physical and virtual learning methods.
<b>Education programme</b>	A coherent set or sequence of educational activities or communication designed and organized to achieve pre-determined learning objectives or accomplish a specific set of educational tasks over a sustained period. Objectives encompass improving knowledge, skills and competencies within any personal, civic, social

	and/or employment-related context. Learning objectives are typically linked to the purpose of preparing for more advanced studies and/or for an occupation, trade, or class of occupations or trades but may be related to personal development or leisure. A common characteristic of an education programme is that, upon fulfilment of learning objectives or educational tasks, successful completion is certified.
<b>Education service providers</b>	Entities that deliver educational services, programmes, or support activities aimed at improving learning, teaching, or overall educational outcomes. As a target group, they include all organizations and professionals who play an active role in planning, delivering, managing, or supporting educational processes.
<b>Formal education</b>	A structured, progressive system leading to recognized qualifications within institutions like schools and universities, (e.g., university study programme).
<b>Lifelong learning</b>	A lifelong right, which encompasses formal, non-formal, and informal learning to allow people to develop throughout their lives.
<b>Non-formal education</b>	Any organized learning outside the formal structure, such as adult literacy or life-skills programmes, that are often shorter, and not always leading to formal qualifications (e.g., workplace training).
<b>Educational resources</b>	Any materials, tools, or strategies used to support teaching and learning, often emphasizing digital and open resources, that are freely accessible, adaptable, and reusable, particularly through Open Educational Resources (OER). This includes digital materials like content, software, and open licenses that are free of legal, financial, and technical barriers for use and adaptation.
<b>Public organisation</b>	An entity within the public sector, defined by a legal framework as being part of the state, regional, or local authorities. These organizations are established to provide services for the benefit of citizens and companies, often with a public welfare motive, and are subject to public law and regulation. This includes a broad range of bodies like government departments, public service providers, and organizations governed by public law.
<b>Syllabus</b>	A document which outlines the aims, selection and sequence of contents to be covered, mode of delivery, materials to be used, learning tasks and activities, expected learning objectives or outcomes, and assessment/evaluation schemes of a specific course, unit of study or teaching subject. It is often used incorrectly as an equivalent of the term 'curriculum'.
<b>Training programme</b>	A structured set of activities designed to develop knowledge, skills, and competencies, with a key focus on technical and vocational education and training.

## NOTICE

The call for proposals and the grant contracts relates to an external action funded by the European Union (EU), represented by the European Commission and subsequently by the Central Project Management Agency (CPVA) acting as a contracting authority.

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the 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), national legislation of the state of the contracting authority and with the provisions of the respective financing agreement for the purposes of execution of recruitment and selection procedures as well as implementation of the grant contract.

If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the represented body they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the CPVA, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

Details concerning processing of your personal data by the CPVA are available on the privacy statement at: <https://www.cpva.lt/en/protection-of-personal-data/558>

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. 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.

### **Online submission via “SUBMITTABLE”**

**To apply for this call for proposals, organisations submit their application via electronic platform “Submittable” (see section 3.1.1. of the guidelines).** The aim of “Submittable” is to increase the efficiency of the management of the call for proposals and to offer a better service through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

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# 1. GRANT SCHEME TO EDUCATION SERVICE PROVIDERS

## 1.1. BACKGROUND

In December 2021 the European Commission adopted the European Union financed Programme/special measure “EU4Belarus: Reinforcing Resilience and Democratisation” with the overall objective to reinforce the resilience and capacity among the Belarusian people affected by the political crisis to achieve democratic changes in Belarus.

As part of this special measure, Support for Advanced Learning and Training (hereinafter – SALT III) aimed to supporting Belarusian students and professionals, who have faced repression and persecution, in accessing modern quality education, training and learning opportunities and focuses on creating learning opportunities for Belarusian citizens.

The grant scheme to Education service providers (hereinafter – grant scheme) is directed at extending opportunities for adults for training and retraining with an aim to promote active citizenship and employability. As such, this grant scheme will support capacity building, coordination, networking and mutual cooperation, between different EU and/or independent non state Belarusian Education Service Providers’ initiatives and stakeholders in the educational sector, including with an aim to support educational activities of the civil society in Belarus. The grant scheme is foreseen to provide support for both distance and in-person learning activities.

It is aimed at increasing the offer of opportunities for training and retraining and further development of educational services for Belarusians in Belarus and in exile, including but not limited to alternative educational and research institutions, professors, researchers and other professionals in education sector. As such it will contribute to lifelong learning opportunities for Belarusians willing to expand and/or deepen their knowledge in certain topics or professions to retrain. The grant scheme will mobilise expertise of expelled Belarusian teachers and academics in Belarus or in exile but will also widen involvement of the EU based Belarusian education institutions. The support scheme is administered by CPVA, who acts as a contracting authority, and implemented in close collaboration with the independent Belarusian civil society organisations.

## 1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to foster a resilient, networked and innovative education ecosystem that expands learning opportunities, enhances employability and promotes active citizenship among Belarusians, regardless of their place of residence.

The **specific objective** of this call for proposals is to strengthen the capacities of independent non state Belarusian education service providers, increase their professionalism and sustainability, promote their networking, cooperation and coordination, and support the development, implementation and dissemination of their high-quality and open access education services, for contributing to a common and sustainable digital ecosystem for education of Belarusians in Belarus and in exile.

The **aim** of this call for proposals is to support projects of the development of educational initiatives and educational services that would help increase employability, active citizenship, and the lifelong learning opportunities for training and retraining, meeting the educational, civic and professional needs of the Belarusians in Belarus and in exile.

## 1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 965 000. The contracting authority reserves the right not to award all available funds.

### Size of grants

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

- minimum amount: EUR 30 000
- maximum amount: EUR 96 500

The cost-based component(s) of any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: 80 % of the total eligible costs of the action.
- Maximum percentage: 95 % of the total eligible costs of the action (see also Section 2.1.4.).

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the EU or the European Development Fund<sup>1</sup>.

## 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> ).<sup>2</sup>

### 2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors (2.1.1.):

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

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

- be a legal entity **and**
- be non-profit-making **and**

<sup>1</sup> Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

<sup>2</sup> 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.

- be a type of organisations such as non-governmental organisation, civil society organisation, public organisation<sup>3</sup>, operating or having proven experience in the field of education and/or support of Belarusians. Experience in the field education for Belarussians is an advantage, **and**
- be effectively established in<sup>4</sup> the EU. Due to the legal status of international organisations, the obligation of effective establishment in the referred countries does not apply to international organisations, where the latter are eligible, **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<sup>5</sup> **and**
- include in the core project team at least one present or former citizen of Belarus<sup>6</sup>, who has proven professional experience in the field of education in Belarus and in exile. The proposed individual may reside in the EU, EEA, UK, EaP countries and must play a meaningful role in the action by creating educational content, conducting trainings, or carrying out other activities of the action.

The lead applicant may act individually or with co-applicant(s). Involving a co-applicant(s) is an advantage that provides additional evaluation points.

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.

#### **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.

In addition to the categories referred to in Section 2.1.1, the following are however also eligible: be a specific type of organisation operating in the field of information technology and distance learning.

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).

### **2.1.2. Associates, contractors, recipients of financial support**

The following entities are not applicants nor affiliated entities and do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement:

<sup>3</sup> For the avoidance of doubt, non-governmental organisation means a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union (Article 2(48) FR).

<sup>4</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

<sup>5</sup> <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

<sup>6</sup> Applicants, who lost or renounced their Belarusian citizenship after August 2020, or do not have valid Belarusian passport at the time of Application submission, must present documental evidence of valid Belarusian citizenship at the time of August 2020.



- **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 6 — ‘Associates participating in the action’ — of the grant application form.

- **Contractors**

The beneficiaries and their affiliated entities 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.

- **Recipients of financial support**

Not applicable.

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**

An action is composed of a set of at least 3 eligible activities targeted for Belarusian education purposes.

#### **Duration**

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

#### **Sectors**

The action shall relate to the field of adult lifelong learning, including formal and non-formal education and training, and may be aimed at development of innovative training materials and tools for professionals in education sector.

#### **Location**

Actions must take place in the European Union.

#### **Eligible actions**

Actions must aim to strengthen the institutional, organisational and/or technical capacity of independent, non-state educational and research institutions by developing and delivering education services and producing education outputs tailored to meet the needs of the Belarusian society in fostering active citizenship and employability among adults.

Action should be composed of at least 3 eligible types of activities where educational output development activity and production of education output(-s) are mandatory.

The online, offline, or blended education outputs and initiatives may be supported.

The education outputs shall be designed in a way that can be published on the EdTech platform<sup>7</sup>.

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<sup>7</sup> E-learning EdTech platform shall be created in the framework of EdTech4BY project under the EU4Belarus Support to Advanced Learning and Training (SALT II) programme. The platform shall be based on Moodle Workplace or equivalent. Its functionality is adapted to:

- Asynchronous learning (self-paced courses).

## **Ineligible actions**

- 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 climate<sup>8</sup>.

## **Types of activities**

Action shall be composed of a set of at least 3 types of activities:

- Educational outputs development activities: development of education and training outputs, including needs assessment, designing, programming, refining and editing phases (curriculum, syllabus, training programmes, e-learning courses, training material, methodologies, etc.). It's a mandatory activity.
- Training activities: implementation of the education and training initiatives (piloting new education outputs, training for trainers' courses, workshops, etc.).
- Dissemination activities: dissemination of the education and training outputs produced under the action (publications, promotion in media, social networks, etc.).
- Capacity building activities: strengthening institutional and human resource capacities of the applicants in the field of education, including the management and delivery of education services (trainings, consultations, mentoring, strategic planning, etc.).
- Networking activities: networking of the independent Belarusian education service providers in exchanging experience, practices, knowledge and resources and strengthening ties with the EU counter partners (workshops, seminars, meetings, etc.).

## **Expected outputs**

- Educational outputs: new curricula, training programme, training material, tools and methodologies that are innovative, adaptable, and transferable for use by other education or training providers in online, offline or blended mode. Production of educational output(s) is mandatory.
- Training outputs: training for trainers' courses, workshops and other training initiatives implemented for training target groups of Belarusians in online, offline or blended mode.
- Dissemination outputs: dissemination of project results to the Belarusian educators, teachers, other relevant stakeholders and Belarusian society at conferences, workshops, seminars, meetings, media sources, etc.
- Capacity building outputs: strengthened institutional capacities, trained staff and specialists, institutional strategic documents prepared, etc.
- Networking outputs: conferences, seminars, meetings organised, common strategic documents prepared, etc.

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- Synchronous learning (live classes).
  - Course creation and publishing functionality.
  - Engaging interactive elements (assignments, tests, forums, group projects).

The platform implements a role-based access control system (administrator, teacher, student) and complies with the principles and best practices of the OWASP TOP 10 web application security standards. The EdTech platform will launch in mid-2026.

<sup>8</sup> Article 29 NDICI.

## Recommended themes

The action activities and outputs shall relate to at least one of the recommended themes:

- Employability and professional competencies: training and retraining opportunities; training of trainers for professionals from all sectors of economy; training for managers and change agents; specialized skills such as communications; marketing; service design; etc.
- Active citizenship: political systems; laws; human rights, democratic processes; global development; sustainability; economic concepts; critical thinking; communication; participation; cooperation; values and attitudes; etc.
- Teaching competencies: materials, tools and competences of teachers and professors of secondary, vocational and higher education; digital teaching; innovative teaching; collaborative learning tools; media and information literacy; STEAM and interdisciplinary learning; teacher and lecture support and networking; toolkits and guidelines for teacher and lecturer collaboration, mentoring and continuous professional development; etc.
- Literacy and Functional Competencies: legal and civic literacy; language and symbolic literacy; academic literacy; financial and economic literacy; digital literacy; environmental literacy; interdisciplinary skills; etc.
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- Institutional and educational capacities of NGOs operating in the education and training sector: organizational and strategic development; education and training programme design, consulting, and educational quality; financial management and reporting; partnerships, resource mobilization, and networking; etc.

## Language

The action outputs must be produced in Belarusian and/or English. Other languages may be used only as auxiliary languages.

## Financial support to third parties<sup>9</sup>

Applicants may not propose financial support to third parties.

## 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.

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 \(europa.eu\)](#)).

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

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<sup>9</sup> These third parties are neither associates nor contractors.

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 one (1) application under this call for proposals.

The lead applicant may not be awarded more than one (1) grant(s) under this call for proposals.

The lead applicant may not be a co-applicant in another application at the same time.

A co-applicant may not be the co-applicant in more than one (1) application under this call for proposals.

A co-applicant may not be awarded more than one (1) grant(s) under this call for proposals.

### **Form of the grant**

The grants awarded under this call for proposals take the following forms:

- Reimbursement of eligible costs that may be based on any or a combination of the following forms as per Section 2.1.4:
  - (i) actual costs incurred by the beneficiary(ies);
  - (ii) one or more simplified cost options.

## **2.1.4. Eligibility of costs and eligibility of results/conditions**

### **Reimbursement of costs**

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 costs can be reimbursed as actual costs and as simplified cost options of the following forms:

- (i) actual costs incurred by the beneficiary(ies);
- (ii) one simplified cost option (see below):
  - **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

### 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).

Subject to this article, only the following direct costs of the Beneficiary(ies) shall be eligible:

- gross salaries including social security charges and other remuneration-related costs (excluding bonuses) of the project team members or service contracts with project team members assigned for Action outputs development (e.g., education content developer, implementation of education initiatives, IT designer, etc.);
- gross salaries including social security charges and other remuneration-related costs (excluding bonuses) of the project management and administration staff in charge for the implementation of the Action, (e.g. administrator, financial manager, technical specialist, etc.). Should not exceed 10 % of the total eligible costs.
- fee for experts for development of the Action outputs: education and training experts, IT and other technical specialists, peer-review, mentoring and etc. costs;

- costs related to training activities (e.g., piloting of the education outputs, training for trainers, etc.): costs of training events (rent of premises, equipment, catering and food services) organised by the applicant(s) and directly related to the awarded grant;
- costs related to project team members' participation in dissemination and networking events (should not exceed 15 % of the total eligible costs):
  - conferences, seminars, workshops and other fees;
  - travel and subsistence costs for staff and other persons taking part in the Action not exceeding those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;
  - costs of events (rent of premises, equipment, catering and food services, translation, etc.) organised by the applicant and directly related to the awarded grant.
- cost related to outputs and services marketing: marketing services, product design costs, etc. Should not exceed 15 % of the total eligible costs.
- costs of equipment, supplies, consumables and services needed for the implementation of the action (e.g. rent of equipment, acquiring of materials, supplies, etc.). Should not exceed 20 % of the total eligible costs.
- publishing, translation, editing, visibility fees;
- software essential for project implementation;
- cost of training and capacity building activities for applicants' staff (online/offline/blended mode). Should not exceed 10 % of the total eligible costs;
- audit verification costs;
- duties, taxes and charges, including VAT related to the purposes of the action, paid and not recoverable by the beneficiary(ies)<sup>10</sup>, unless otherwise provided in the special conditions;
- financial services (bank guarantee costs, etc.).

All the costs must be necessary for the implementation of the action.

The costs of guarantees or suretyship services for the initial pre-financing payment provided by financial institutions or insurance undertakings shall be included in the budget of the Action by applicants which are not public bodies (as identified in Legal Entity Form in Annex D). In final evaluation stage Contracting authority will decide necessity of guarantee (special payment conditions could be foreseen in cases when applicant can factually prove that applicant cannot obtain bank guarantee).

If the applicant is deemed as not requiring submitting the guarantee, the total budget amount will not be reduced, and the amount intended for the bank guarantee will be redistributed to other budget categories.

The applicants agree 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 authorised by the Contracting Authority regardless of size of the grant amount or

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<sup>10</sup> VAT that is recoverable or deductible under national VAT legislation (including through reimbursement schemes or exemption mechanisms) is **not eligible**. VAT may be considered **eligible only** if the following conditions are met:

- The applicant has taken all reasonable steps to obtain an available VAT exemption or refund under applicable national law;
- VAT paid will **not be recovered** by the beneficiary in the Member State where it is established or operating;

Applicants should provide supporting evidence on applicable criteria listed above. VAT is otherwise treated as an ineligible cost for budget and reporting purposes.

duration of the action. The expenditure verification costs must be included in the action's budget (Annex B).

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**.

#### 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 are 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 is not eligible (including voluntary work).

Other co-financing shall be based on estimates provided by the applicant.

#### 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;
- in kind contributions (including for volunteers' work);
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;
- credit to third parties.

## **2.1.5. Ethics and values**

### **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 contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in

exclusion decisions for other award procedures and/or financial penalties according to the Financial Regulation in force.

### **Respect of environmental legislation and core labour standards**

Applicants who are awarded a grant 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).

### **Respect of EU values**

Applicants who are awarded a grant must commit to and ensure the respect of basic EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

### **Zero tolerance for sexual exploitation, abuse and harassment**

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.

Successful applicants other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 6.2.10. of the practical guide.

### **Anti-corruption and anti-bribery**

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. 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 with the contracting authority.

### **Unusual commercial expenses**

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be excluded from receiving EU/EDF funds.

### **Breach of obligations, irregularities or fraud**

The contracting authority reserves 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 contracting authority may refrain from concluding the contract.

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

### 2.2.1. Application forms for Open call for proposals

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 7 of Part B of the grant application form).**

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) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)<sup>9</sup> by an authorised representative of the signatory.
4. 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 neither required from the co-applicant(s) (if any).
5. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) (see Section 2.5.6 of the PRAG<sup>10</sup>).
6. Declaration of honour on VAT eligibility from the entity concerned accompanied by an expert statement (e.g. by a lawyer, auditor etc.) (Annex J and Annex J1). *If properly justified (by the applicant) cases, documents pertaining to this requirement could be submitted after the submission of the Application form or even after the Grant Contract signing, if so decided by Contracting Authority.*
7. Declaration of lead applicant (Annex O).
8. If applicable, mandate for co-applicant(s) (Annex M) .
9. Declaration concerning receipt of operating grant (Annex P).
10. A copy of the passport of the Belarusian project team member(s).
11. Curriculum vitae (CV) of the Belarusian project team member(s) which include history related to the field of education and support of Belarusians.



These documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)<sup>9</sup> by an authorised representative of the signatory.

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

Where these documents are in an official language of the European Union other than English it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' eligibility, into English.

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”. Link to the submission is **SUBMIT APPLICATION** <https://centralprojectmanagementagencyyouthaccount.submittable.com/submit/345961/salt-iii-education-service-providers-project-grants>.

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. (<https://submittable.help/en/articles/4926006-what-notifications-should-i-expect-to-receive-from-submittable-as-a-submitter>).

A tutorial how to use the Submittable and open an account can be found **HERE** <https://www.youtube.com/watch?v=FZZz5QmcvYs>

Applications sent by any other means (e.g. 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 16<sup>th</sup> March 2026 13:00 Eastern European Time.

**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 information session on this call for proposals will be held online **3<sup>rd</sup> February 2026 13:00 Eastern European Time**. An informational webinar on this call for proposals will be recorded and published on the CPVA website on 3<sup>rd</sup> February 2026.

Questions may be sent by e-mail no later than 11 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: [salt3@cpva.it](mailto:salt3@cpva.it)

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for the submission of applications.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the website where the call was published: <https://cpva.lt/en/calls-for-proposals> and <https://eu4belarus.info/>. It is therefore advisable to consult the abovementioned website regularly in order 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.

## 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.

### 2.3.1. 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 50 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.

Each application will be evaluated by two external experts. If the total score of the experts for the same application differs more than 20 scores, the application will be assessed by the third external expert.

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

	Scores*	
1. Relevance of the action	Sub-score	20
1.1 <b>Consistency with the objectives of the call:</b> How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement 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	
1.2 <b>Relevance to the education sector needs:</b> How relevant is the proposal to the particular needs and constraints of the Belarusian education sector (including synergy with other development initiatives and avoidance of duplication)?	5	

1.3 <b>Target groups and final beneficiaries:</b> How clearly defined and strategically chosen are the target groups and final beneficiaries? Have their needs and constraints been clearly defined? Does the proposal address them appropriately?	5	
1.4 <b>Added value elements:</b> Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5	
<b>2. Design of the action</b>	Sub-score	<b>30</b>
2.1 <b>Intervention logic.</b> Does the proposal indicate the expected results (outputs/outcomes/impacts) to be achieved by the action? Does the design 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?	5	
2.2 <b>Partnership element.</b> Does the action include co-applicant(s)? Does the action ensure partnership and networking with other partners active in the field of education in Belarus?	5	
2.3 <b>Context analysis.</b> Does the design of the action include a robust analysis of the needs to be addressed, including the capacities of the relevant stakeholders? Are those also embedded adequately in the intervention logic?	5	
2.4 <b>Risks and assumptions.</b> 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 consider also risks (the factors that might hinder the achievement of results)?	5	
2.5 <b>Indicative Activities.</b> Is the indicative list of activities linked to and consistent with the expected outputs?	5	
2.6 <b>Cross-cutting issues:</b> To which extent does the proposal integrate relevant cross-cutting elements such as human rights, democracy, good governance, gender equality and equal opportunities, needs of disabled people, youth, environmental sustainability?	5	
<b>TOTAL SCORE</b>		<b>50</b>

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 an average score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 200% 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 e-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.

### 2.3.2. 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 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 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:*

Each application will be evaluated by two external experts. If the total score of the experts for the same application differs more than 30 scores, the application will be assessed by the third external expert.

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 0 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

### Evaluation grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicants have sufficient in-house experience in the field of Belarusian education in Belarus or in exile?	5
1.2 Do the applicants have sufficient in-house technical expertise in the chosen educational theme of the Action? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants have sufficient in-house project management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
<b>2. Relevance</b>	<b>20</b>
<i>Score transferred from the Concept Note evaluation</i>	
<b>3. Design of the action</b>	<b>15</b>
3.1 <b>Intervention logic:</b> Does the proposal indicate the expected results (outputs/outcomes/impacts) to be achieved by the action? Does the design 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 <b>Logical Framework Matrix:</b> 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	5

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?	
<b>3.3 Context analysis.</b> Does the design of the action include a robust analysis of the needs to be addressed, including the capacities of the relevant stakeholders? Are those also embedded adequately in the intervention logic?	5
<b>4. Implementation approach</b>	<b>15</b>
<b>4.1 Action plan:</b> 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
<b>4.2 Monitoring, reporting and evaluation:</b> 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
<b>4.3 Project management (technical):</b> Do the 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. educational outputs development, networking, capacity building, dissemination and outreach related activities)?	5
<b>5. Sustainability of the action</b>	<b>15</b>
<b>5.1 Long-lasting benefits:</b> Is the action likely to ensure long lasting and transformative benefits to the target groups and the final beneficiaries?	5
<b>5.2 Multiplier effects:</b> Is the action likely to have multiplier effects, including scope for replication, extension, cross-fertilisation of experience and knowledge sharing?	5
<b>5.3 Sustainability</b> How likely the effects are to last after the intervention ends?  <ul style="list-style-type: none"> <li>- 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?)</li> <li>- Institutional sustainability: which institutional arrangements allow for maintaining the benefits achieved? Is there any measure in place to ensure local ownership?</li> <li>- Policy level sustainability (if applicable): is there any expected policy related effect from the action, e.g. improved legislation, codes of conduct, methods</li> <li>- Environmental sustainability (if applicable): will the action have a negative/positive environmental impact?</li> <li>- 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?</li> </ul>	5
<b>6. Budget and efficiency of the action</b>	<b>15</b>
<b>6.1 Budget:</b> Are the activities appropriately reflected in the budget?	/ 5
<b>6.2 Efficiency:</b> Is the relation between the estimated amounts as per budget and the expected results adequate?	/ 10
<b>Maximum total score</b>	<b>100</b>

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.

If the lead applicant applies without co-applicants the score for point 4.3 shall not be higher than 3 as the involvement of co-applicants is an advantage according to these guidelines for applicants.

#### *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 that lead applicants provisionally selected and those placed on the reserve list, that they will be subject to the final eligibility check.

If two or more applications get the same score and are at the bottom and below of the available budget for this Call of Proposals line, the Contracting Authority may take a decision to apply additional priority criteria. If both or more applications would be equal in the light of the first criterion, the next criteria will be applied:

Criterion 1: applying with a bigger number of co-applicant(s).

Criterion 2: having a bigger number of Belarusians engaged into the project team.

Criterion 3: having earlier application submission date.

### **2.3.3. STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND OTHER SUPPORTING DOCUMENTS**

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority see Section 2.2. It will by default only be performed for the applications that have been provisionally selected (including those placed on the reserve list) according to their score and within the available budget for this call for proposals. 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.

Selected applicants are checked for EU restrictive measures on the website [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

## **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.

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 than (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies 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).

Successful applicants will also be informed if the first instalment of pre-financing is subject to the validation of a financial guarantee by the contracting authority. In this case, the applicant will be requested to send the guarantee in time to proceed to the payment of the first instalment in accordance with the payment provisions of the grant contract.

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.

## **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**

	<b>DATE</b>	<b>TIME</b>
<b>1. Information online meeting</b> (an informational webinar on this call for proposals will be recorded and published on the CPVA website on 3 <sup>rd</sup> February 2026)	3 <sup>rd</sup> February 2026	13:00 EET/UTC+ 2 More details will be provided HERE <a href="https://cpva.lt/en/calls-for-proposals">https://cpva.lt/en/calls-for-proposals</a>
<b>2. Deadline for requesting any clarifications from the contracting authority</b>	6 <sup>th</sup> March 2026	11 days before the submission deadline
<b>3. Last date on which clarifications are issued by the contracting authority</b>	10 <sup>th</sup> March 2026	Date 7 days before the submission deadline
<b>4. Deadline for submission of applications</b>	16 <sup>th</sup> March 2026	13:00 EET/UTC+ 2
<b>5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)</b>	17 <sup>th</sup> April 2026	-
<b>6. Information to lead applicants on the evaluation of the full applications (Step 2)</b>	6 <sup>th</sup> May 2026	-
<b>7. Notification of the contracting authority decision</b>	20 <sup>th</sup> May 2026	-
<b>8. Contract signature</b>	24 <sup>th</sup> June 2026	-

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

## **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, 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](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)



### 3. LIST OF ANNEXES

#### DOCUMENTS TO BE COMPLETED

Annex A	Grant application form online ( <a href="#">SUBMIT APPLICATION</a> )
Annex B	Budget (Excel format)
Annex C	Logical framework
Annex D	Identification form (legal entity form)
Annex H	Declaration on Honour on exclusion criteria
Annex J:	Information on the tax regime applicable to grant contracts
Annex J1:	Declaration of honour on VAT eligibility
Annex J2:	Confirmation of eligibility of VAT
Annex L	Self-evaluation questionnaire on SEA-H
Annex M:	Mandate for co-applicant(s)
Annex O:	Declaration of lead applicant
Annex P:	Declaration concerning receipt of operating grant

#### DOCUMENTS FOR INFORMATION

Annex G	Standard grant contract
Annex II	General conditions
Annex IV	Contract award rules
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 VIII	Model pre-financial guarantee
Annex IX	Standard template for transfer of ownership of assets
Annex XI:	VAT questionnaire <sup>11</sup>
Annex I	Daily allowance rates (per diem), available at the following address: <a href="https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en">https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en</a> (as all necessary information is available via the link the publication of the annex is optional)
Annex J	Information on the tax regime applicable to grant contracts signed under the call, available at the following address: <a href="https://wikis.ec.europa.eu/download/attachments/152798822/e3a1_guidelines_annex_J_en.docx?version=1&amp;modificationDate=1737026082701&amp;api=v2">https://wikis.ec.europa.eu/download/attachments/152798822/e3a1_guidelines_annex_J_en.docx?version=1&amp;modificationDate=1737026082701&amp;api=v2</a> (as all necessary information is available via the link the publication of the annex is optional)

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<sup>11</sup> Applicable only to the entities operating under Lithuanian.

## USEFUL LINKS

PRAG	<a href="https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG">https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG</a>
Project Cycle Management Guidelines	<a href="https://ec.europa.eu/international-partnerships/funding/managing-project_en">https://ec.europa.eu/international-partnerships/funding/managing-project_en</a>
The implementation of grant contracts, A Users' Guide	<a href="https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235">https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235</a>
Financial Toolkit <sup>12</sup>	<a href="https://ec.europa.eu/international-partnerships/financial-management-toolkit_en">https://ec.europa.eu/international-partnerships/financial-management-toolkit_en</a>
Early Detection and Exclusion System (EDES)	<a href="https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en#data-protection">https://commission.europa.eu/strategy-and-policy/eu-budget/how-it-works/annual-lifecycle/implementation/anti-fraud-measures/edes_en#data-protection</a>

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<sup>12</sup> 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.