



Union Civil Protection Mechanism (UCPM)

Call for proposals

Technical Assistance for Disaster Risk Management (Track 1)
(UCPM-2026-TRACK 1)

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Prevention and Preparedness Capacity Building

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of disaster risk management under the **Union Civil Protection Mechanism (UCPM)**. This call addresses only **single-country projects**, meaning that all partners should be registered in the same country where the main activities will be carried out.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))¹
- the basic act (UCPM Decision [1313/2013](#))².

The call is launched in accordance with the 2021-2027 Multi-Annual Work Programme³ and will be managed by the **European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)**.

The call covers the following **topic**:

UCPM-2026-Track 1 – Technical Assistance for Disaster Risk Management

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#). The Topic Questions and Answers (Q&As) will also provide useful information and will be updated regularly.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results, and horizontal principles (sections 1 and 2)
 - Available budget and timetable (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents, sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism (OJ L 347, 20.12.2013, p. 924).

³ Commission Implementing Decision C(2025) 6902 final of 17.10.2025 on the financing of the Union Civil Protection Mechanism and adopting a multiannual work programme for 2021-2027, repealing and replacing Implementing Decision C(2024) 7235.

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
- recommendations for the preparation of the application.
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the DG ECHO website ([Prevention and Preparedness Projects in Civil Protection webpage](#)) and [the Union Civil Protection Knowledge Network platform](#) to consult projects funded previously.

1. Background

The Union Civil Protection Mechanism (UCPM) was established by the European Parliament and the Council through the Decision No 1313/2013/EU. Since then, the UCPM has become a comprehensive framework for European cooperation in disaster prevention, preparedness, and response.

Currently, 37 states - the 27 EU Member States and Albania, Bosnia and Herzegovina, Iceland, the Republic of Moldova, Montenegro, North Macedonia, Norway, Serbia, Türkiye and Ukraine are participating in the UCPM. In addition, Kosovo⁴ is also eligible to apply under this call, in line with the Financing Decision.

The overall objective of the UCPM is to strengthen the cooperation among Member States⁵ in the field of civil protection to facilitate coordination to improve the effectiveness of systems for preventing, preparing for, and responding to disasters. Any country in the world overwhelmed by a disaster can call on the UCPM for support. By pooling the civil protection capabilities of the Member States, the UCPM can ensure better protection primarily of people, but also of the natural and cultural environment and of property, thereby contributing to more resilient societies.

A recommendation setting out Union disaster resilience goals⁶ in the area of civil protection was adopted by the European Commission in February 2023⁷. The Recommendation identifies a number of areas where further efforts are needed, including improving risk assessment, anticipation and foresight; increasing risk awareness and preparedness of the population; enhancing early warning; and ensuring a robust civil protection system.

In 2025, the **Preparedness Union Strategy (PUS)**⁸ was put forward by the European Commission and the European External Action Service. The PUS is based on an integrated all-hazard, whole-of-society and whole-of-government approach, and it aims to boost the EU's ability to anticipate, prevent, and respond to natural, technological, hybrid and human-made risks. The PUS aims to enhance the EU's civilian and military preparedness and readiness for future crises so that all actors are ready and capable to respond quickly and effectively if needed. Key actions of the PUS include foresight and anticipation, resilience of vital societal functions, population preparedness, public-

⁴ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence.

⁵ In light of Article 28(1a) of Decision No 1313/2013/EU, where reference is made to Member States, it shall be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

⁶ In accordance with article 6(5) of the [UCPM Decision 1313/2013/EU](#).

⁷ [Commission Recommendation of 8 February 2023 on Union disaster resilience goals 2023/C 56/01](#).

⁸ Joint Communication to the European Parliament, the European Council, the Council, the European Economic and Social Committee and the Committee of the Regions on the European Preparedness Union Strategy, 26.03.2025

private cooperation, civil-military cooperation, crisis response coordination and resilience through external partnerships.

As one of the key actions of the Preparedness Union Strategy the “EU stockpiling strategy: boosting the EU’s material preparedness for crises” was adopted in July 2025. It aims to ensure that during any crises, anywhere in Europe, Member States have enough goods to keep vital societal functions running. It adopts a comprehensive approach to stockpiling and addresses its entire cycle, from anticipation to monitoring of supply chains, measures to strengthen supply security, management of stockpiling and deployment.

In October 2025, the Commission published the [Apply AI Strategy](#)⁹ as the EU’s overarching AI sectoral strategy and marks another step towards making the EU an AI Continent. The Apply AI Strategy is designed to enhance the competitiveness of strategic sectors (such as climate and environment, defense, security and space) and strengthen the EU’s technological sovereignty. In line with this strategy, the European Commission published its Contribution to the 3rd meeting of the Global Initiative on Resilience to Natural Hazards through AI Solutions on 12 December 2025. This outlines key actions on the future of AI for disaster risk management. Supporting the uptake of AI by relevant actors involved in DRM activities is part of these actions.

Other relevant UCPM developments or reports include:

- The [Commission proposal for a new regulation of the UCPM](#), integrating support for health emergency preparedness and response, published on 17 July 2025¹⁰. This proposal aims to improve coordination, efficiency and effectiveness in preventing, preparing for, and responding to complex, cross-sectoral crises. It also promotes closer civil-military cooperation and better links between civil protection, health, environment and security, reflecting the all-hazards, whole-of-government and whole-of-society approach set out in the PUS.
- The European Commission’s report on [advancing risk management and resilience-building in Europe](#), published on 29 September 2025. It includes the first report on the implementation of the Union disaster resilience goals and the second update on preventing and managing disaster risk in Europe. This report highlights areas for further advancement.
- The European Commission’s [Capacity Progress Report on the Response Capacities of the Union Civil Protection Mechanism](#), published on 6 June 2025. This report outlined a series of recommendations to further increase the effectiveness of the UCPM’s response capacities
- [2024 Report on the implementation of the EU emergency number 112](#): the Commission adopted the 2024 report on the effectiveness of the implementation of the European emergency number 112 in December 2024. The report shows that progress in the implementation of the 112 number increased significantly compared to 2021, but efforts are still ongoing in many MSs to implement the 112 provisions.

The 2026 Track 1 call for proposals has been designed in line with these policy developments.

⁹ Communication from the Commission to the European Parliament and the Council – Apply AI Strategy; COM(2025)723 final.

¹⁰ Proposal for a REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the Union Civil Protection Mechanism and Union support for health emergency preparedness and response, and repealing Decision No 1313/2013/EU (Union Civil Protection Mechanism) COM/2025/548 final

The co-financing of projects has been used by the UCPM as a key instrument for supporting Member States' efforts to improve DRM governance and capabilities.

First introduced in the UCPM Annual Work Programme of 2019, "Track 1" grants help national civil protection and other disaster risk management authorities prepare investment projects and strengthen their institutional and policy framework. Between 2019 and 2025, 25 Member States have received funding for 74 grants, for a total value of over EUR 33 million.

In 2025, 41 proposals were submitted, with a total of over EUR 21 million of requested EU funding. Out of those proposals, 13 projects were awarded for EUR 6.3 million.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

The action "Technical Assistance for Disaster Risk Management" (hereinafter: "Track 1") provides national disaster risk management authorities of eligible countries with financial support for the development of **strategic disaster risk management actions**. National disaster risk management authorities are best placed to identify priorities and gaps that the UCPM and other programmes (national, EU, international) can help address in their countries.

This call aims to improve disaster risk management and crisis management at national/sub-national level, while promoting coherence between national and European programmes and policies, with due consideration of climate risks and other hazards and threats.

Activities eligible for funding under this call are presented in this section. Applications will need to clearly explain how proposed activities contribute to achieving general and specific objectives mentioned below. Please also see section 6 for activities not considered as eligible for funding under this call.

This may include, inter alia: multi-risk or risk-specific disaster risk management plans, investment plans, databases, feasibility studies, IT tools and platforms, early warning systems, population preparedness activities and tools, measures to enhance business continuity and preliminary studies for financing of structural and non-structural prevention and preparedness measures, etc.

2.1. General Objectives of Track 1 (according to the Financing Decision)

- To support Member States' actions in implementing the EU Preparedness Union Strategy and the Union disaster resilience goals.
- To support Member States in enhancing their institutional and technical capacity for preparing, implementing, monitoring, evaluating and improving strategic disaster risk management and crisis management activities, possibly with a multi-hazard approach and taking into account climate adaptation.
- To sustain Member States' efforts to anticipate future systemic shocks, by fostering a culture of prevention and preparedness and by implementing a "whole-of-society" and a "whole-of-government" approach.
- To support the preparation and the implementation of disaster risk management investments, strategies and reforms.
- To support the new and future Participating States in fulfilling their responsibilities under the Mechanism.

- To further develop plans, tools, procedures or arrangements aimed at ensuring effective cross-sectoral or cross-border disaster prevention, crisis and disaster preparedness and response, while ensuring the integration with the overall UCPM efforts.
- To support civil protection organisations and disaster risk management actors in integrating climate adaptation and resilience in their risk assessments, strategies and plans, investments, and overall activities.

To support the greening of civil protection and disaster risk management activities.

2.2. Priorities (scope)

In order to contribute to achieving the above general objectives, applicants can select **one or several of the following priorities**, which comprise the specific objectives below:

Priority 1. Strategic frameworks for disaster risk management

- a) Develop a multi-risk or risk-specific disaster risk management plan and/or strategy;
- b) Carry out studies and assessments required to develop policies, legislation, institutions, measures, and/or reforms for improved disaster risk management, preparedness and climate resilience;
- c) Develop a strategic framework and activities for public awareness raising, preparation of the population to deal with disasters and crises, and for improved training programmes for disaster risk management and preparedness;
- d) Develop or enhance national multi-hazard disaster loss databases and/or tools;
- e) Develop green transition plans and/or instruments for disaster risk management authorities;
- f) Strengthen national approaches to apply a whole-of-government and whole-of-society approach to disaster risk and crisis management;
- g) Contribute to the implementation of the Union disaster resilience goals and Preparedness Union Strategy.

Priority 2. Investments for disaster risk management

- a) Conduct feasibility studies and/or assessments required for the preparation or upgrade of investments for disaster risk and crisis management and climate resilience (infrastructure and/or other investment projects), such as design, cost-benefit analyses, impact assessments, etc.;
- b) Develop proposals for investment projects addressing preparedness and disaster and climate resilience that would be submitted for funding to national budget or to various Union funds;
- c) Develop national/sub-national investment plan(s) for implementing prevention, preparedness, and/or recovery measures;
- d) Develop guidelines on “preparedness by design” applied to key economic sectors or critical infrastructure.

Priority 3. Investments to improve crisis management capabilities

- a) Support effective crisis management capabilities in a Member State, e.g. processes aimed at ensuring effective scenario-building, foresight and horizon-scanning for the purposes of detecting, identifying and assessing potential future crisis situations;
- b) Develop or improve existing plans, procedures and/or arrangements, including business continuity planning, aimed at ensuring effective cross-sectoral and cross-border crisis preparedness and responses, including ones with a UCPM component;
- c) Develop or enhance existing plans, procedures, tools and/or skills for producing improved operational situational awareness and advice (with a particular focus on wildfire behaviour analysis capabilities), and sharing information, including early warning information, on a cross-sectoral and cross-border basis;
- d) Support the further implementation of the European Electronic Communications Code (for instance, related to mobile-based public warning and 112), as well as establish and improve multi-channel public warning arrangements.

2.3. Activities that can be funded (scope)

Under **Priority 1. Strategic frameworks for disaster risk management** – outputs could include:

- New or improved multi-risk or risk-specific disaster risk management and preparedness plans or strategies;
- Improved risk assessment analyses, methodologies or tools;
- Compilation of good practices and knowledge in the field of disaster risk management and preparedness;
- Development and implementation of strategies and measures aimed at increasing risk awareness and preparedness of the population,
- Digital awareness raising products, such as media campaigns, including social media, open-source platforms, other visuals;
- Development of training and educational modules, methodologies, campaigns, workshops, for the general public or specific groups, including vulnerable groups and persons with disabilities;
- New or improved action plans for disaster risk prevention;
- New or improved guidelines on disaster risk recovery, taking into account “build-back better” principles;
- Studies and analyses aimed at developing/upgrading policies, legislation, governance arrangements, and / or implementing the relevant Union disaster resilience goals;
- Green transition plans and/or tools for disaster risk management authorities;
- Establishment of stakeholder’ consultation platforms on disaster risk management;
- Relevant databases and/or IT tools and platforms;

- New or improved national multi-hazard disaster loss databases and procedures.

Under **Priority 2. Investments for disaster risk management** – outputs could include:

- Studies for the preparation or upgrade of investments for disaster risk management and climate resilience (e.g. feasibility assessment, economic analyses, impact assessment, design options, etc.);
- Proposals for investment projects addressing disaster risk management and climate resilience that would be submitted for funding under the national budget or other funding instruments (including EU), including technical specifications/terms of reference;
- Guidelines, reports, training material or information packages on the implementation of the “preparedness by design” principle in various sectors;
- Studies, analyses, guidelines, or procedures aimed at implementing the Union disaster resilience goals or the Preparedness Union Strategy.

Under **Priority 3. Investments to improve crisis management capabilities** – outputs could include:

- Plans and standard operating procedures;
- Development of training modules and corresponding training materials to build relevant skills in DRM;
- Guidance material for translating lessons learnt into existing learning initiatives;
- Scenario frameworks, manuals, guidelines and planning tools, action plans, evaluation reports and trainings on their use and adaptation;
- Improved methodologies and applications for impact-based forecasting, detection and monitoring;
- Specific agreements between public administration and relevant organisations with a role in preparing early warnings (i.e. institutes for meteorological, hydrological, seismic risk or other types of risk forecasting) coupled by protocols for early action;
- Improved multi-channel tools for public warning, taking into account specific needs of the population (for instance, multi-lingual communities, vulnerable groups and persons with disabilities, etc.) and reports on their reach and availability;
- Reports, analysis or feasibility studies on the further implementation of the 112 number as well as of cell broadcast or location-based SMS alerting;
- Guidance, tools and training material on wildfire behaviour analysis (both for experts and beginners) for use at national/sub-national level;
- Studies, analyses, guidelines, or procedures aimed at implementing the relevant Union Disaster Resilience Goal(s).

2.4. Expected Results– outcomes

Priority 1. Strategic framework for disaster risk management – possible outcomes:

- Improved Member States' disaster risk management capabilities and governance;
- Enhanced institutional and technical capacity of Member States disaster risk management authorities to develop and implement prevention and preparedness investments projects and action plans;
- Improved data and analysis for developing new disaster risk management policies, plans, legislation, etc.;
- Increased evidence-based public risk awareness and population preparedness;
- Increased population preparedness and awareness of risks and actions to take to minimise risk and deal with emergency situations;
- Strengthened capabilities and understanding of disaster risk among the general public or specific groups, including vulnerable groups and persons with disabilities;
- Improved multi-hazard disaster loss data;
- Stronger links between relevant stakeholders and EU policy objectives (cohesion policy, climate change adaptation policy, biodiversity strategy, sustainable finance, private sector etc.) throughout the disaster management cycle (prevention, preparedness, response, recovery);
- Reduced environmental impact of civil protection and disaster risk management activities;
- Progress made in the implementation of the Disaster Resilience Goals.

Priority 2. Investments for disaster risk management – possible outcomes:

- Increased quality of disaster risk management and preparedness investment plans and projects;
- Improved disaster risk management and preparedness budgeting with a view to implement disaster resilience goals;
- More investments in disaster risk management and preparedness;
- Increased synergies with other funding instruments;
- Integration of "preparedness by design" principles in various sectors.

Priority 3. Investments to improve crisis management capabilities – possible outcomes

- Improved cross-sectoral crisis prevention, preparedness and response assessments, plans, procedures and/or arrangements;
- Strengthened early warning systems, public warning and information systems;
- Better forecasting and scenario-building capacities;
- Integration of early warning systems in decision making;
- Integration of wildfire behaviour analysis in operational decision making at various levels.

2.5. Horizontal principles

Proposals are invited to highlight their contribution to the Commission's horizontal commitments as appropriate to the proposal's particular focus and structure. Horizontal issues include: the reduction of climate impacts associated with project implementation as well as the broader concept of greening in civil protection; the promotion of gender balance and equality in project implementation and output; as well as the consideration of needs and perspectives of vulnerable groups and persons with disabilities. The integration of AI tools in the work of DRM authorities and organisations is also recommended.

3. Available budget

The estimated available call budget is **EUR 6 000 000**.

We reserve the right not to award all available funds (depending on the proposals received and the results of the evaluation) or to lower the available funding in case of overriding public interests that necessitate a change of UCPM priorities.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	20 January 2026
<u>Deadline for submission:</u>	21 April 2026 – 17:00:00 CET (Brussels)
Evaluation:	April-May-June 2026
Information on evaluation results:	July 2026
Grant Agreement signature:	September - October 2026

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms/templates provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*). **Important:** Please note that in 'Section 1: General Information', under 'Free Keywords,' applicants are encouraged to use keywords from the 'List of Keywords for the UCPM 2026 Calls for Proposals' (available in the [UCP Knowledge Network](#)

[platform](#)) where possible. Additional keywords reflecting the proposal's specific characteristics may also be included.

- Application Form Part B — contains the technical description of the project (*template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*)
- mandatory annexes and supporting documents (*templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table (*template available in the Submission System*)
 - **One Letter of Support per project from the competent national civil protection authority for the cases in which the national civil protection authority is not part of the proposal.** Guidance on the information to be provided to the national authority when seeking endorsement is available [here](#) under 'Recommendation for minimum project description to be submitted to the national civil protection authority' (specific Word template available in the Submission System).
 - **(Important!)** Annex of key performance indicators (KPIs). To help measure outputs and impacts of the Commission's intervention through this Call for proposals, a set of common project indicators have been defined. The set of KPIs is available in the [UCP Knowledge Network platform](#). Applicants are requested to provide their targets to those indicators relevant for the proposal and submit the filled in form with the application. The chosen indicators must be coherent with the description provided in sections 1.2 and 2.5 of the application form. Data on realised indicator values will be collected from beneficiaries as part of one deliverable in the last month of the project execution.

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.


At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (*especially eligibility, financial and operational capacity, exclusion, etc*). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH).

Your application must be **readable, accessible and printable** (please check carefully the layout of the documents uploaded).

Proposals are limited to maximum **50 pages** (Part B). Evaluators will not consider any additional pages.

Proposals requesting more than EUR 750 000 as the EU contribution are **not** admissible.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

-  For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries) and consortium composition

This call is targeting both single and multiple applicants (consortia) established in one of the eligible countries, i.e.:

- EU Member States (including overseas countries and territories (OCTs));
- UCPM Participating States¹¹: Albania, Bosnia and Herzegovina, Iceland, the Republic of Moldova, Montenegro, Norway, North Macedonia, Serbia, Türkiye, Ukraine ([list of participating countries](#));
- Other countries: Kosovo¹², in view of the ongoing efforts to join the UCPM.

In both types of proposals (with single applicants and with multiple applicants), in order to be eligible, the main applicant (beneficiary) must:

- be legal entities (public bodies);
- be national authorities;
- be established in one of the eligible countries.

Apart from the conditions listed above, they must hold competences in civil protection or disaster risk and crisis management. **Whenever the main applicant is a national authority different than the national civil protection authority**, it is recommended **that the application includes references to the relevant legal basis showing their competences in disaster risk and crisis management**. This will allow a better understanding of the proposal during the evaluation process.

Only **single-country projects are eligible under this call**, meaning that the main applicant should be registered in the same country where the main activities will be carried out.

Regarding the rest of the partners, in case of proposals with multiple applicants (namely, beneficiaries and affiliated entities), they must be legal entities and be established in the same country as the lead partner.

Due to the technical nature of the activities and the administrative structure in case of decentralised administrations, a legal entity having a legal or capital link with the main applicant, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as an affiliated entity.

Affiliated entities may declare eligible costs. It is therefore important that applicants correctly identify the Affiliated Entity(-ies) in the application form.

Beneficiaries and affiliated entities must register in the [Participant Register](#) – before submitting the proposal – and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners (i.e. partner organisations which participate in the action but without the right to get

¹¹ See Articles 28(1) and 4(12) of the UCPM Decision 1313/2013.

¹² This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo Declaration of Independence.

grant money, therefore do not need to be validated), subcontractors, third parties giving in-kind contributions, etc (see section 13).

Where an action, due to its nature, should require sub-contracting (e.g. to make available a specific/technical expertise), the applicant will still need to keep the “steering” of the action and ownership of its outputs. Under this call for proposals, the entire action may be sub-contracted, except for the tasks of reporting and submitting of the deliverables to the Commission.

In all cases, the eligible applicant takes the responsibility for the oversight and execution of the activities and for the final deliverables to the Commission.

During the evaluation phase, the Commission reserves the right to assess the qualification of an entity other than the beneficiary identified in the application form, according to Article 187 of the Financial Regulation.

Specific cases and definitions

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are only eligible as associated partners.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons¹³.

EU bodies — EU bodies can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as ‘beneficiaries without legal personality’¹⁴. ⚠️ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)¹⁵. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092¹⁶ Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc.). Currently such measures are in place for Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see Council Implementing Decision (EU) 2022/2506, as of 16 December 2022).

¹³ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

¹⁴ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

¹⁵ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹⁶ Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*). Projects must also respect EU values and European Commission policy regarding reputational matters (*e.g. activities involving capacity building, policy support, awareness raising, communication, dissemination, etc*).

The following activities are not considered as eligible for funding under this call:

- Purchase of equipment;
- Works;
- Activities on Prevention and Preparedness in the field of Disaster Risk Management being funded by other EU funds, including funds made available to implement Decision No 1313/2013/EU.

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- **public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations**
- **if the individual requested grant amount is not more than EUR 60 000.**

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below*,

section 10)

- prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants.

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹⁷:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁸ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

¹⁷ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

¹⁸ 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- intentionally and without proper justification resisted¹⁹ an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that²⁰:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:


making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

¹⁹ 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

²⁰ See Article 143 EU Financial Regulation [2024/2509](#).

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum extent possible the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding – Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Full compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The award criteria facilitate the evaluation of proposals in relation to the set objectives and priorities. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities.

The **award criteria** for this call are as follows:

Relevance (min. 20. / max. 40 points):

- Extent to which the proposal contributes to the achievement of the general and specific objectives of the Action, including implementing the Disaster Resilience Goals and the Preparedness Union Strategy (section 2 of this document) [**box 1.1 Background and general objectives in Part B – Technical description of the action**] (max. 10 points);
- Extent to which the needs for the proposal are justified by existing strategies/plans or are demonstrated with a clear and sound rationale (i.e.

peer review recommendations, evaluations, lessons learnt, previous studies, etc) **[box 1.2 Needs analysis and specific objectives in Part B – Technical description of the action]** (max. 10 points);

- Extent to which the outcomes, outputs and indicators provided are appropriate and meaningful for the purposes of the project and related to the specific objectives chosen **[box 1.2 Needs analysis and specific objectives in Part B – Technical description of the action]** (max. 5 points);
- Extent to which the proposal builds on the results of past activities carried out in the field and describes its innovative aspects **[box 1.3 Complementarity with other actions and innovation in Part B – Technical description of the action]**²¹ (max. 10 points).

Quality (min. 15 / max. 30 points):

- Extent to which the proposal describes the approach and methodology for the work packages in the project with relation to the timeframe proposed **[box 2.1 Concept and methodology in Part B – Technical description of the action]** (max. 5 points);
- Extent to which the proposal describes the project teams and the way they will work together **[box 2.3 Project teams, staff and experts in Part B – Technical description of the action]**. In case of a consortium, in addition, extent to which the proposal describes how the different participants will work together and how each of them will contribute to the project **[box 2.2 Consortium set-up in Part B – Technical description of the action]** (max. 5 points);
- Extent to which the proposal describes the project implementation, including project management, quality assurance and monitoring and evaluation strategy **[box 2.5 Project management, quality assurance and monitoring and evaluation strategy in Part B – Technical description of the action]**. In case of a consortium, in addition, explain management structures and decision-making mechanisms within the consortium **[box 2.4 Consortium management and decision-making in Part B – Technical description of the action]** (max. 5 points);
- Extent to which the proposal's budget is designed in a cost-effective way, it is clear and is justified for the purposes of the project **[box 2.6 Cost effectiveness and financial management in Part B – Technical description of the action and Part B - Detailed Budget Table]** (max. 5 points);
- Extent to which the proposal includes measures to contribute to climate change mitigation and adaptation efforts (e.g., reducing the number of travels, green procurement, etc.) **[box 2.6 Cost effectiveness and financial management in Part B – Technical description of the action]** (max. 5 points);
- Extent to which the proposal describes critical risks, uncertainties or difficulties related to the implementation of the project, and the measures/strategies for addressing them **[box 2.7 Risk management in Part B – Technical description of the action]** (max. 5 points).

Impact (min. 15 / max. 30 points):

- Extent to which the proposal put forward a tangible and realistic impact and defines short, medium and long-term effects of the project on target

²¹ The box 1.3 - Geographic focus — European added value — Impact on non-EU countries is not applicable to this call [not to be filled]

groups [**box 3.1 Impact and ambition in Part B – Technical description of the action**] (max. 9 points);

- Extent to which the proposal contributes to leveraging investments (i.e. funding from the EU Investment and Structural Funds, national funds) [**box 3.1 Impact and ambition in Part B – Technical description of the action**] (max. 9 points);
- Extent to which the dissemination strategy is clear, and adequate to communicate on the project results and to share results with other Participating States [**box 3.2 Communication, dissemination and visibility in Part B – Technical description of the action**] (max. 6 points);
- Extent to which the proposal put forward a convincing sustainability plan and demonstrates commitment to build on the proposal results [**box 3.3 Sustainability and continuation in Part B – Technical description of the action**] (max. 6 points).

Award criteria	Minimum pass score	Maximum score
Relevance	20	40
Quality	15	30
Impact	15	30
Overall (pass) scores	65	100

Maximum points: 100 points.

Individual thresholds per criterion: 20/40, 15/30 and 15/30 points.

Overall threshold: 65 points²².

Proposals should simultaneously meet two requirements: (1) to reach the minimum pass score per award criteria, AND (2) to reach at least 65 points in total for the three award criteria. Only proposals passing both thresholds will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass the evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

²² The overall threshold is not the result of the addition of the minimum pass scores per award criteria.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date. A fixed starting date may be proposed for duly justified reasons. The fixed starting date cannot be later than 1 March 2027 in any case.

Project duration: the initial duration of the project cannot exceed 24 months.

Extensions are possible, if duly justified and through an amendment.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables are mandatory for all projects:

- Progress reports: all projects at month 9, for projects of 20 months or over an additional report at month 17;
- Deliverable on key performance indicators. It shall contain the data on realised indicator values. This deliverable shall be submitted in the last month of the project duration. A template is available in the [UCP Knowledge Network platform](#).
- An executive summary in English of core deliverables²³, except where duly justified.
- A minimum of five high quality visuals, which the Commission may publish to illustrate the project's results;
- A snapshot of the project's results uploaded by the beneficiary on the Union Civil Protection Knowledge Network platform;
- Layman report (publishable summary) summarising the work of the project for a general audience. Layman's reports clearly and concisely outline the achievements of the project and its long-term benefits, thereby being more likely to attract the interest of journalists and policymakers, along with those experts and stakeholders focusing on similar issues to those addressed by the project.

The project activities must be organised with the following mandatory work packages:

- WP 1 – Project management
- WP 2 – Dissemination and visibility

Additional work packages should be added according to activities and expected results.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

²³ This is particularly the case for those deliverables considered "sensitive" and whose circulation will be restricted.

Project budget (maximum grant amount): EUR 750 000 per project. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**95%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
 - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Civil protection intervention unit costs
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - average personnel costs (unit cost according to usual cost accounting practices)²⁴: Yes
 - SME owner/natural person unit cost: Yes
 - volunteers cost: No

²⁴ [Decision](#) of 19 March 2025 authorising the use of unit costs based on usual cost accounting practices for actions under the Union Civil Protection Mechanism Programme.

- travel and subsistence unit cost: Yes²⁵
- equipment costs: depreciation
- other cost categories:
 - costs for translation of the reports and summaries of the deliverables: eligible
 - costs for financial support to third parties: not allowed
- civil protection intervention unit costs (unit cost according to usual cost accounting practices)²⁶: No
 - indirect cost flat-rate: 7% of the eligible direct costs (categories A-C, except volunteers costs, and exempted specific cost categories, if any)
 - VAT: VAT is NOT eligible
 - other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - Kick-off meeting: the costs incurred to attend the kick-off meeting (introductory meeting) organised by the granting authority are eligible as travel and subsistence costs (for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** corresponding to **70%** of the maximum grant amount to start working on the project (exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be no additional **prefinancing payments** linked to a prefinancing report.


In addition, you will be expected to submit one or more progress reports not linked to payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

²⁵ See [EU Grants AGA — Annotated Grant Agreement](#), art 6 on eligible costs: travel and subsistence costs must be declared using the unit cost according to Annex 2a of the grant agreement. If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35 the actual costs may be used.

²⁶ [Decision](#) of 19 March 2025 authorising the use of unit costs based on usual cost accounting practices for actions under the Union Civil Protection Mechanism Programme.

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if you or one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (see art 22).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees – not applicable.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

A Certificate on the Financial Statements (CFS) must be provided for each beneficiary and affiliated entity when the requested EU contribution at interim or final payment is EUR 325 000 or more.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet, point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Security rules: *see Model Grant Agreement (art 13 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- additional communication and dissemination activities: Yes
- limited communication and visibility to protect persons involved: Yes
- visibility in field operations outside the EU: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex*

5):

- zero tolerance: Yes
- transfer of assets at the end of the action: NO
- EU restrictive measures: Yes

Other specificities

Consortium agreement: Yes

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

 For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see *section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- Q&As on the call page (for call-specific questions)
- [Portal FAQ](#) (for general questions).

Please also consult the call page regularly, since we will use it to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: ECHO-CP-P&P@ec.europa.eu

 Please:

- send your questions at the latest 7 days before the submission deadline (see *section 4*)
- indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget**— Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).