



# **Union Civil Protection Mechanism (UCPM)**

Call for proposals

**Knowledge for Action in Prevention and Preparedness (KAPP)**

(UCPM-2024-KAPP-EX)

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**DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)**

**ECHO.B – Disaster Preparedness and Prevention**  
**Prevention and Disaster Risk Management | Knowledge Network and Evidence-Based Policy**

**CALL FOR PROPOSALS**

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of prevention and preparedness projects on civil protection and full-scale exercises under the **Union Civil Protection Mechanism (UCPM)**.

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

- Regulation (EU, EURATOM) 2018/1046 ([EU Financial Regulation](#))
- the basic act ([UCPM Decision 1313/2013](#)<sup>1</sup>).

The call is launched in accordance with the 2021-2026 Multi-Annual Work Programme<sup>2</sup> 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 **topics**:

- Prevention projects (**UCPM-2024-KAPP-PV**)
- Preparedness projects (**UCPM-2024-KAPP-PP**)
- Full-scale exercise projects (**UCPM-2024-KAPP-EX**).

Projects funded under the prevention (UCPM-2024-KAPP-PV) and preparedness (UCPM-2024-KAPP-PP) topics of this call will follow the same application, evaluation and administrative procedure, but will focus on different objectives, outcomes and outputs. Proposals pursuing funding under the Full-scale exercise projects (**UCPM-2024-KAPP-EX**) topic are subject to the conditions specified in the Full-scale exercise projects topic document.

Each project application under the call must commit to one or several priorities within the topics. Applicants wishing to apply for more than one topic must submit a separate proposal under each one.

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 frequently asked questions section (FAQ) 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 (sections 1 and 2)
  - available budget and timetable (sections 3 and 4)
  - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7)

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<sup>1</sup> 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).

<sup>2</sup> [Commission Implementing Decision C\(2023\) 6621 final of 6.10.2023](#), on the financing of the Union Civil Protection Mechanism and adopting a multiannual work programme for 2021-2026 repealing and replacing Implementing Decision C(2022) 9290 final.

- 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 Technical Guide for UCPM full-scale exercise<sup>3</sup> outlines the:
  - Minimum requirements for the different activities that form a UCPM full-scale exercise.
- the Online Manual outlines the:
  - 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 Programme webpage](#)) and the [Union Civil Protection Knowledge Network platform](#) to consult [projects funded previously](#).

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<sup>3</sup> You can find it on Funding & tenders (europa.eu)/Reference Documents/Guidance.

## 1. Background

The Union Civil Protection Mechanism (UCPM) was established by the European Parliament and the Council in the Decision No 1313/2013/EU<sup>4</sup>. Since then, the UCPM has become a comprehensive framework for European Union cooperation in disaster prevention, preparedness and response.

Currently, 37 states - the 27 EU Member States and Republic of Albania, Bosnia and Herzegovina, Iceland, Republic of Moldova, Montenegro, North Macedonia, Kingdom of Norway, Republic of Serbia, Republic of Türkiye and Ukraine - are participating in the UCPM.

The overall objective of the UCPM is to strengthen the cooperation among Member States<sup>5</sup> in the field of civil protection to facilitate coordination to improve the effectiveness of system for preventing, preparing for, and responding to natural and human-induced 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 resilient societies.

The co-financing of projects and exercises has been used by the UCPM as a key instrument for supporting Member States' disaster risk management (DRM) efforts<sup>6</sup>.

Starting in 2023, the Knowledge for Action in Prevention and Preparedness (KAPP) call combined three previously separate calls for proposals into a single call. The unified approach, which is continued in the 2024 KAPP call, is intended to streamline project funding within the UCPM. Prevention, Preparedness, and Full-Scale Exercises make up the three complementary "topics" of the KAPP call, while network building as part of the Knowledge Network is remains a core element across the entire call.

The KAPP call is one of the flagship activities of the Union Civil Protection Knowledge Network (UCPKN). The Network was initiated to strengthen the connection between all relevant initiatives and stakeholders in the UCPM<sup>7</sup>. It brings together organisations and experts from civil protection and DRM by creating a space in which innovation for more efficient and effective civil protection systems is fostered. The UCPKN also ensures that relevant knowledge becomes accessible to all stakeholders. With its online [platform](#), it also contributes to an increased degree of sustainability for projects by providing a central source of information on UCPM projects and a knowledge hub that exists independently of project cycles.

The UCPM legislation also calls for the establishment and development of Union disaster resilience goals in the area of civil protection. These goals are meant to guide actions that can be taken by the UCPM and by civil protection authorities in the Member States with a view to strengthening prevention, preparedness and response. A recommendation setting out Union disaster resilience goals<sup>8</sup> in the area of civil protection was published in February 2023<sup>9</sup>. The Recommendation identifies a number of areas where further efforts are needed, including improving risk assessment,

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<sup>4</sup> [OJ L 347, 20.12.2013, p. 924](#)

<sup>5</sup> 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.

<sup>6</sup> Article 21 of the [UCPM Decision 1313/2013/EU](#).

<sup>7</sup> [Commission Implementing Decision \(EU\) 2021/1956 of 10 November 2021](#) on the establishment and organisation of the Union Civil Protection Knowledge Network.

<sup>8</sup> In accordance with Article 6(5) of the [UCPM Decision 1313/2013/EU](#)

<sup>9</sup> [UCP Knowledge Network: Knowledge Action for Prevention and Preparedness](#)

anticipation and DRM planning; increasing risk awareness and preparedness of the population; enhancing early warning; and ensuring a robust civil protection system.

The overall aim of this call for proposals is to identify and co-finance projects aimed at strengthening cooperation among Member States on disaster prevention and preparedness<sup>10</sup>, as well as providing a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions, through full-scale field exercises. This call also aims to contribute to the implementation of the Union disaster resilience goals. Proposals should follow, to the extent possible, a multi-hazard approach, in line with the guiding principles of the Sendai Framework for disaster risk reduction 2015-2030. This general approach should also be reflected in cases of proposals with a focus on a single hazard.

## **2. Objectives – themes – priorities – Activities that can be funded - expected impact**

Within each topic, priorities and possible outcomes are defined in this call for proposals. Each proposal must define work packages, outputs and deliverables that contribute to the call's outcomes, specific and general objectives. Furthermore, specific objectives, outcomes, work packages, outputs and deliverables described in the proposals should be linked in a logical and result-driven manner and should demonstrate how the proposed project will contribute to achieving the objectives/priorities set out under the respective topic it is aiming for.

General objectives of this call are:

1. To achieve a higher level of protection against disasters with cross-border impacts or that may affect several Member States by preventing or reducing their potential effects, by fostering a culture of prevention and preparedness, and by improving cooperation and coordination between the civil protection and other relevant stakeholders, their complementarity and interoperability.
2. To contribute to building new and developing further existing competencies, skills, knowledge and expertise in civil protection and DRM at individual, organisational and institutional levels, including through dedicated learning and training opportunities.
3. To strengthen knowledge partnerships between civil protection and DRM actors, and to support the uptake of scientific outcomes by operational stakeholders.
4. 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.
5. To further contribute to raising preparedness and awareness of citizens, local and regional public entities, businesses and other relevant stakeholders on the risks they face and options for reducing their vulnerability.

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<sup>10</sup> Actions falling under Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency are not covered by this call.



## **2.1 TOPIC 1: UCPM-2024-KAPP-PV – PREVENTION**

Prevention shall be understood as any action aimed at reducing risks or mitigating adverse consequences of a disaster for people, the environment and property, including cultural heritage. The general objective of the projects under the Prevention topic is to contribute to strengthening the cooperation among the Member States and between the UCPM and third countries for the prevention of natural and human-induced disasters. While cross-border cooperation is relatively well-established in the area of emergency response, cross-border and multi-country cooperation during the prevention phase can be further enhanced.

In order to contribute to achieving the above general objective, applicants are invited to select **one or several of the following topic priorities**.

Priority 1: Risk assessments, anticipation, and risk management planning.

Priority 2: Risk awareness.

Priority 3: Early warning.

Priority 4: Wildfire risk management

The objectives, outcomes and outputs, as well as eligibility and evaluation criteria specific to proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission.

## **2.2 TOPIC 2: UCPM-2024-KAPP-PP – PREPAREDNESS**

This topic aims to **increase the overall preparedness of the UCPM and its stakeholders through activities that address ongoing and emerging issues of systemic relevance**. Preparedness, as defined in Decision No 1313/2013/EU, is understood as “a state of readiness and capability of human and material means, structures, communities and organisations enabling them to ensure an effective rapid response to a disaster, obtained as a result of action taken in advance”<sup>11</sup> and is a key area in which the UCPM can support Member States’ DRM activities. In order to contribute to achieving the above general objective, applicants are invited to select **one or several of the following topic priorities**:

Priority 1: Institutional preparedness.

Priority 2: Individual capacity strengthening.

The objectives, outcomes and outputs, as well as eligibility and evaluation criteria specific to proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission.

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<sup>11</sup> Art. 4 of the [UCPM Decision 1313/2013/EU](#).

## 2.3 TOPIC 3 : UCPM-2024-KAPP-EX – FULL SCALE EXERCISES

### Objectives

The general objective of this topic is to improve civil protection preparedness and response to all kinds of disasters inside the Member States by providing a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions through a full-scale field exercise at several levels.

### Themes (scope)

The scenario for the exercises should build on risk assessments.

Examples can be, **but not exclusively**, extreme weather, wildfires, floods, earthquakes, tsunamis, industrial risk, critical infrastructure disruption, marine pollution, epidemic/health risk, CBRN and multi-sectorial emergencies.

In addition to the main theme, cross cutting issues such as gender, age, persons with disabilities, human rights, environmental sustainability, green economic practices, digitalisation, resilience in infrastructure, the protection of cultural heritage, etc. are encouraged to be considered and included as relevant.

### Activities that can be funded (Minimum requirements)

The beneficiaries will design, plan, conduct and self-evaluate one full-scale exercise project in Member States.

The full-scale exercise project must include the following elements and activities:

- **Activation of the Mechanism:** The UCPM must be activated, whereby all the procedures involved are tested, developed and/or used as learning and exploring opportunity.
- **EU Civil Protection Team:** A EUCP Team must be deployed at least during the full-scale field exercise and its dimension and composition should be adapted to the features of the exercise (minimum four members). The EUCP Team shall be composed as for real deployment and taking into account the function profiles i.e. a team leader, deputy team leader, ERCC liaison officer (ERCC LO) and coordination and assessment experts as team members that shall work closely with the Technical Assistant Support Team (TAST).

The exercises in the project shall contain injects dedicated to the EUCP Team including meetings with relevant authorities, assessments in the field and activities to facilitate coordination of the European assistance.

- **Deployment of Modules and/or other response capacities** (full team or skeleton teams depending on the scenario and objectives).
- **CECIS or CECIS Marine Pollution:** The Common Emergency Communication and Information System (CECIS) shall be used, as a minimum, during the request, offer and acceptance of assistance by the Member States.

During marine pollution related exercise, CECIS Marine Pollution shall be used.

- **National operational structures:** The national operational structure of each applicant's national civil protection or marine pollution competent authority, as necessary depending on the exercise scenario, must take part in the exercise as exercising audience. As a minimum, the involvement must be in the form of participation by the 24/7 national contact point in the exercise. The involvement

of the decision-making bodies (e.g. for declaring national emergency / disaster and activating the UCPM) as exercise audience is highly encouraged.

The above mentioned is not applicable for international organisations.

- **EU Host Nation Support Guidelines:** During the exercises, the EU Host Nation support (HNS) guidelines shall be implemented and tested. The established cell or liaison officers responsible for HNS in case of emergency shall be involved as exercise audience. Other relevant line ministries and administrations involved in national emergency management and host nation support shall also be involved. A topic on HNS is encouraged in a Table-top and/or a Command Post exercise.
- **EU Observers programme:** minimum 10 observers trained in the UCPM (minimum MBC, CMI, TEC or equivalent) will be part of the EU Observers Programme during the full-scale field exercise. The coordinator shall invite observers from each Member State and from each eligible third countries <sup>12</sup>. In case of duly justified reason, the number of observers can be increased upon approval of the European Commission.

Once received the invitation, the competent authority in every country will designate the observers providing a letter of motivation and a CV of the candidate. Based on these documents, the coordinator will make a selection of minimum 10 observers. The person designated shall agree to take part in the activities organised for the programme.

The observers' travel and subsistence costs from the port of departure must be included in the budget.

Guidelines for the EU Observers Programme:

- Observers should be engaged in the exercise rather than acting only as merely observers.
  - In this regard, observers can be assigned roles in the exercise play.
  - The consortium will provide the observers a standardised form to collect information and observers' views on the exercise. The EU Observers programme shall include in its agenda a final workshop prior to the hot wash-up session. In this workshop, the observers' views on the exercise will be gathered and common conclusions will be made. These conclusions are to be presented during the hot wash-up session by a spokesperson designated by the group.
- **Evaluation:** A proper evaluation must be implemented for the whole full-scale exercise project, from the starting date to the end of the project, namely the preparatory actions, the different exercises, and the after-action activities.

At least one person will be appointed for the evaluation of the preparatory and after-actions activities. For the evaluation of the exercises, a team of evaluators will be created aiming at covering the different locations, sites or levels of the exercise.

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<sup>12</sup> Eligible third countries: IPA Beneficiaries: Kosovo (*this designation is without prejudice to positions on the status, and in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence*); Eastern Neighbourhood countries: Armenia, Azerbaijan and Georgia; Southern Neighbourhood countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

An evaluation report including the lessons identified will be delivered at the end of the project and disseminated through the Union Civil Protection Knowledge Network.

The implementation plan of the lessons identified shall be presented in the way forward meeting.

- **Other activities:** This full-scale exercise project must comprise the following activities (unless specified as optional):
  - **Preparatory actions:**
    - Kick-off meeting.
    - 1<sup>st</sup> planning conference.
    - 2<sup>nd</sup> planning conference.
    - 3<sup>rd</sup> planning conference.
    - Workshops, trainings, seminars, etc.
    - Other meetings/conferences as appropriate.
  - **Exercises:** A mandatory **full-scale field exercise** along with a minimum of one previous exercise in a progressive approach. This previous exercise can be either a table-top, a command post or both.
    - Table-top exercise with a minimum duration of 8 hours.
    - Command post exercise with a minimum duration of 8 hours.
    - Full-scale field exercise with a minimum duration of 36 hours.
  - **After-action activities:**
    - Workshops and seminars.
    - Way forwards meeting focusing on the implementation of the lessons identified.

The characteristics and guidelines for each activity are explained in the Technical guide<sup>13</sup> for UCPM full-scale exercises.

Projects must clearly demonstrate that they are complementary to the preparedness efforts already made in their countries. The complementarities must be described in the project proposal (Part B of the Proposal Template).

Projects should seek contact with other relevant ongoing projects, to achieve possible synergies and take into account the results of projects supported by other EU funding programmes.

Project deliverables such as reports, papers and publications shall be made available through the UCPKN online platform, which is the virtual hub for the Knowledge Network community to find and share information, showcase good practices, make contacts and new connections, and work together on areas of common interest.

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<sup>13</sup> You can find it on Funding & tenders (europa.eu)/Reference Documents/Guidance.

When relevant, activities should be complementary to activities financed through the European Neighbourhood Instrument and the Instrument for Pre-Accession instrument.

### Non-eligible activities

The following activities are not considered as eligible for funding under the Full-scale exercise topic:

- Online platforms: To avoid duplication with the UCPKN online platform, proposed projects should make use of the existing features and tools available on the platform for their project activities. If relevant, outputs and activities should be linked to the UCPKN platform and shall not replicate or foresee the development of similar online platforms. It is possible that several project outputs may be selected to become integrated into the UCPKN online platform.
- Full-scale exercises in Eastern and Southern Neighbourhood countries that can be funded under other UCPM programmes (i.e.: PPRD EAST, IPA CARE).
- Financial support to third parties is not allowed.

### 3. Available budget

The available call budget is **EUR 14 000 000**.

Indicative allocation of funds by priority distribution:

A) Prevention topic: **EUR 6 000 000** (proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission).

B) Preparedness topic: **EUR 4 000 000** (proposals pursuing funding under this topic are to be viewed in the separate document available on the Funding & Tenders Portal of the European Commission).

C) Full-scale field exercises topic: **EUR 4 000 000** for projects targeting EU Member States and UCPM Participating States.

The Commission reserves the right not to award all available funds or to redistribute them between the topics, depending on the proposals received and the results of the evaluation.

Funding from this call can constitute up to 90% of any budget proposal and is capped at EUR 1 000 000 per project regardless of the overall budget proposal.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	01 February 2024
<u>Deadline for submission:</u>	25 April 2024 – 17:00 CET (Brussels)
Evaluation:	May-July 2024
Information on evaluation results:	July 2024
GA signature:	October-November 2024

## 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 [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms 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*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system*)
- mandatory annexes and supporting documents (*to be uploaded as PDF files/included in Part B*):
  - Detailed budget table (*mandatory excel template available in the Submission System*)
  - CVs (standard) of core project team
  - Activity reports of last year (all participants) (not applicable to public bodies, Member State authorities, international organisations, private higher education institutions that have been established for more than 5 years)
  - List of previous projects (key projects for the last 4 years) (*dedicated section included in Part B*)
  - Letter of support from the national civil protection authority of **each country part of the consortium that will benefit directly from the action's results** (except for participants which themselves are the national authority). Only letters submitted from the competent authority acting at **national** level will be accepted. Guidance on the information to be provided to the national authority when seeking endorsement is available [here](#) (*specific word template available in the Submission System*).

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.

Proposals requesting more than EUR 1 000 000 as an EU contribution are not admissible.

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 the 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). Proposals without full support will be rejected.

Your application must be **readable, well written, accessible and printable**.

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

You may be asked at a later stage for further documents (*ie. 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)

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - UCPM Participating States: Albania, Bosnia and Herzegovina, Iceland, Moldova, Montenegro, North Macedonia, Norway, Serbia, Türkiye and Ukraine.
  - European Neighbourhood Policy countries and IPA Beneficiaries are not eligible as member of the consortium but, if an agreement with the project's consortium is reached, they may participate with teams and capacities in the field exercise. There are separate specific EU funding programmes that accommodate the needs of these countries<sup>14</sup>.

**For KAPP-PV and KAPP-PP topics, please refer to the eligibility conditions in the separate call document.**

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, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).

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<sup>14</sup> i.e.: PPRD EAST, IPA CARE.


### *Specific cases*

**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 eligible. The rules on eligible countries do not apply to them.

**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 persons<sup>15</sup>.

**EU bodies** — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

**Associations and interest groupings** — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>16</sup>.  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).

**Countries currently negotiating association agreements** — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

**EU restrictive measures** — Special rules apply for certain entities (*e.g. 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)*<sup>17</sup>). 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).

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

### *Consortium composition*

Proposals must be submitted by a consortium consisting of **at least three beneficiaries** from a **minimum of three different eligible states**.

One applicant will be acting as coordinator. This role should be covered by the host country for the exercise. The coordinator will be responsible for managing the action, submitting reports and deliverables and acting as intermediary for all contacts with the Commission.

The coordinator should be a civil protection public entity.

International organisations may participate in the consortium only in addition to the minimum three eligible applicants and cannot act as the coordinator.

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<sup>15</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>16</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>17</sup> 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](#).



Affiliated entities are not counted towards the minimum consortium requirements.

Reminder: Only entities from Member States and International Organisations<sup>18</sup> are eligible. International organisations may work in cooperation with entities from EU Member States and UCPM Participating States but cannot act as lead consortium partner nor does their participation count for the “minimum number of entities” above-mentioned.

The proposal needs to show that a meaningful contribution to the project is made by all of the beneficiaries participating in the consortium, which ensure that the minimum eligibility criteria are met, and to demonstrate that activities and results will be developed jointly in partnership. All the proposals, regardless of the composition of the consortium, must demonstrate relevance and added value for the UCPM.

### Eligible activities

Eligible activities are the ones set out in section 2 above. In addition, projects must comply with EU policy interests and priorities (*such as environment<sup>19</sup>, social, security, industrial and trade policy, etc*).

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*). The need to conduct activities in an eligible country other than a country of a consortium participant must be duly justified.

The areas/countries targeted by an action submitted must be clearly identified in the application form under section 1.3 *European added value & impact on non-EU countries* of Part B *Technical Description of the action (if applicable)*.

## **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 these 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.

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<sup>18</sup> International Organisations are invited to pay attention to the general conditions of the Model Grant Agreement (MGA), in particular Article 43.1 on applicable law. The clause that will appear in the grant agreement is generated automatically by the system based on the option selected by the beneficiary under the Beneficiary-Specific Legal Information Tab ('do not accept any applicable law', OR 'would accept an applicable law clause but not the standard clause').

<sup>19</sup> Proposals shall include measures to reduce their greenhouse gas emissions and/or to contribute to climate change adaptation efforts (for instance, reducing the number of travels, paper-free conferences, etc.).

- 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
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years).

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 participate<sup>20</sup>:

- 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 misconduct<sup>21</sup> (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).
- 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 Regulation No [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).

Applicants will also be rejected if it turns out that<sup>22</sup>:

- 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).

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<sup>20</sup> See Articles 136 and 141 of the [EU Financial Regulation 2018/1046](#)

<sup>21</sup> Professional misconduct includes : violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>22</sup> See Article 141 of the [EU Financial Regulation 2018/1046](#)

## 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 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 total scores.

For proposals with the same score (within a budget envelope) 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:

- 1) The *ex aequo* proposals within the same action budget envelope 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'.
- 2) 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.
- 3) After that, the remainder of the available call budget will be used to fund projects across the different action budget envelopes in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent 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. 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 are 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 (40 points):**

These criteria will assess the clarity and consistency of project, objectives and planning; (extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of EU countries; possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation)

#### ➤ Aim, objectives and expected results (min 10 points):

– To what extent are the aim, objectives and expected results of the proposed exercise(s) contributing to improve the involved Member States' preparedness and in line with the objectives and expected results for UCPM exercises stated in the Annual Work Programme 2023?

- To what extent are the project objectives defined according to SMART criteria (specific, measurable, assignable, realistic and time-related)?
- To what extent cross cutting issues such as gender, age, persons with disabilities, human rights, environmental sustainability, green economic practices, digitalisation, resilience in infrastructure, the protection of cultural heritage, etc. are included as relevant in the scenario?

#### ➤ Scenario consistency and complexity (min 5 points):

- To what extent is the proposed scenario consistent with national risk assessment and/or other reliable and relevant data?
- To what extent does the scenario address and provide an opportunity to test, improve or establish procedures, tools and structures relevant for a civil protection response in the Member States, at the European Union level?

#### ➤ Exercising participants (min 5 points):

- To what extent does the proposed exercise project involve a wide range of emergency responders and relevant actors, and does it represent a wider international presence in contrast to national exercises (civil protection, police, health and other intervention support or, if appropriate, humanitarian aid experts and relevant NGOs and volunteers)?
- To what extent does the scenario provide for the involvement of local, regional, national, EU and other international actors and teams?

#### ➤ UCPM elements (min 5 points):

- To what extent is the ERCC role properly stated in the exercises?
- To what extent is considered the use of CECIS for the request and acceptance of assistance? In case CECIS is not available or not appropriate is there an alternative considered?

- To what extent are the EU Host Nation Support guidelines implemented in the exercises?
- Are relevant international modules and capacities foreseen to participate during the exercises conduct?

➤ EUCP Team (min 5 points):

- To what extent is the composition of the EUCP Team, its Terms of Reference (ToR) clearly stated, and reflecting what would be expected in a real emergency response scenario?

– **Quality (30 points):**

Technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept & methodology, management, procedures, timetable, risks & risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation, best value for money).

➤ Organisation and planning (min 10 points):

- To what extent is the proposed timeline realistic given the available resources?
- To what extent are the relevant bodies (Project Management Team/Steering Group/Planning Group and/or other structures) and procedures in place well-structured to secure monitoring, decision making, and control of the progress of the project?
- To what extent have the members of the Project Management Team been identified, and their roles and responsibilities been specified?
- To what extent have all the necessary work packages and activities that would guarantee sound planning of the exercise project been identified?
- To what extent has a risk analysis of the exercise project and mitigation measures been considered?
- To what extent is there a quality control procedure considered?

➤ Exercises (min 10 points):

- To what extent are the various activities (meetings and conferences) properly scheduled and aligned with the exercises conduct given the deliverables from each one of them?
- To what extent is there a dedicated Exercise Control foreseen for the exercises?
- To what extent are the exercises envisaged to help reaching the aim and objectives of the project?

– **Impact (30 points):**

Ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends.

➤ Evaluation and Lessons learned dissemination (min 20 points):

- To what extent does the proposal include an appropriate evaluation programme from the start of the exercise project in order to present findings and an evaluation report?
- To what extent does the proposal include a way forward programme in order to implement the lessons learned?
- To what extent is the proposed team for the evaluation well-structured and appropriate to the dimension of the exercises?

Award criteria	Minimum pass score	Maximum score
Relevance	30	40
Quality	20	30
Impact	20	30
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: that is 30/40 and 20/30 points respectively.

Overall threshold: 70%, that is 70/100 points.

Proposals that pass the individual thresholds AND the overall threshold 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 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](#).

### 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.

Project duration: the initial duration of the project cannot exceed 24 months (extensions will be possible only exceptionally, for duly justified reasons 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:

- 1 Progress report: at mid-term (i.e.: month 12 for a 24-months-duration project).
- Invitations to EUCPT experts and Observers programmes: at the latest two months prior to the field exercise (word templates will be provided by the PO)

The project activities must be organised in the following work packages:

WP 1 – Project management (mandatory)

WP 2 – Planning (mandatory)

WP 3 – Exercise conduct (mandatory)

WP 4 – Dissemination and visibility (mandatory)

WP 5 – Evaluation and Way forward (mandatory)

WP 6 – Workshops, training, seminars and fairs (optional).

Additional work packages may be added. For more information see Technical guide<sup>23</sup> for UCPM full-scale exercises.

Please note that only the dissemination levels 'public' and 'sensitive' can be used under this call for proposals for deliverables, and projects are expected to make the majority of their deliverables public.

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<sup>23</sup> You can find it on Funding & tenders (europa.eu)/Reference Documents/Guidance.



### 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*).

EU contribution: **Up to EUR 1 000 000** per project co-financed under all call topics. The grant awarded may be lower than the amount requested, with a minimum of EUR 500 000.

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 (90%).

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
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost: Yes
  - volunteers unit cost: No

- travel and subsistence unit cost: Yes<sup>24</sup>
- 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
- 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 consortium are eligible (travel and subsistence costs) for two representatives from the Coordinating Beneficiary and one representative from each of the other Consortium Partners). In order to be eligible for funding, the meeting must take place after the project starting date set out in the Grant Agreement. The meeting should be at DG ECHO in Brussels and should not last more than one day.
  - project websites: communication costs for presenting the project on the participants' websites, social media accounts, and the UCPKN platform project's space 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 periodic report.


In addition, you will be expected to submit two 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).

All payments will be made to the coordinator.

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<sup>24</sup> See AGA ARTICLE 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, amended by Commission Decision C(2023)4928, the actual costs may be used.

 Please be aware that payments will be automatically lowered if 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.

Together with your **final report**, you will be expected to provide the following annexes:

- A minimum of five high quality photographs or visuals, which the Commission may publish to illustrate the project's results.
- A snapshot of the project's results uploaded by the consortium on the UCPKN platform,
- A Layman report (publishable summary) summarizing 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.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation, and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### 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

n/a

#### 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 EULogin 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 [Search Funding & Tenders](#) 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 (technical 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 files.

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 might 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](#)
- FAQs on the Topic page (for call-specific questions)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic 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-KAPP@ec.europa.eu](mailto:ECHO-CP-KAPP@ec.europa.eu).

Questions on submission must:

- be sent 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).
- **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 mandatory 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).

- **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 double funding** — There is a strict prohibition of double 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 to two different EU actions.
- **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).
- **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 Model 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 a 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 one of them (or it 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*).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).