



How to submit application

Application form (info project)

eGrants Workshop:

Friday 30 April 2021

General info

- Submitting application only possible via [the Funding and Tenders Portal](#).
- **Language:**

Proposals may be submitted in **any** [official language of the European Union](#).

For efficiency reasons, the Commission would strongly encourage applicants to submit their proposal in English. In addition applicants should be aware that the Commission will use English as a language of communication regarding the grant agreement preparation, management and monitoring.

Abbreviations

- ❑ **Action/project:** When an application/proposal is awarded a grant, this application becomes an action. Action can be also referred to as a project.
- ❑ **Applicant:** The organisation which submits the proposal is the applicant.
- ❑ **Mono-beneficiary grant agreement:** grant agreement where one single entity (beneficiary) implements the action and enters in a contractual relationship with the European Commission.
- ❑ The **LEAR** (Legal Entity Appointed Representative): Appointed representative within the beneficiary organisation.
- ❑ The Participant Identification Code (**PIC** number): 9-digit participant identification number.

Application form – Info project

- Proposals are submitted using the **application forms** available in [the Funding and Tenders Portal](#).
- Please **do not send** your proposal **by post** or **e-mail** as only submissions via the Electronic Submission System shall be considered.
- The **application form** is structured in into **2 parts: A** and **B**.
- **Part A: Administrative forms** with data on the participants and contact persons (generated while entering the data into the Submission System).
- **Part B** (the **narrative** part): **Technical description** of the project with the planned activities, work packages, costs, etc. (must be uploaded as **pdf**).

Application form: Part A

Part A comprises fields of required information, checklists and declarations to be filled in and must be completed directly via the online submission tool.

It is structured in three sections:

1. Section 1: **General information**
2. Section 2: **Administrative data**
3. Section 3: **Budget**

Part A follows a **common template** and is applicable to all Commission funding programmes, regardless of the specificities of each.

Case example – Brief description

Applicant: **Italian national competent authority**

Title: **Legal and operational framework on counterfeit currency in the European Union and south eastern Europe**

Two-day conference in Rome (Italy)
(= **work package 1**):

- 3 representatives from each of the other 26 EU Member States (78 in total) + 6 EU Institutions will participate in the conference (**21-22 Dec. 2021**), along with 8 Italian participants.

Staff exchange
(= **Work Package 2**):

- 3 experts from the applicant organisation to 5 other countries for 4 days: Albania (**11-14 Jan. 2022**), Bulgaria (**25-28 Jan. 2022**), Croatia (**8-11 Feb. 2022**) Montenegro (**22-25 Feb. 2022**) and Romania (**8-11 Feb. 2022**). 10 experts will be trained in each country

Case Example: Info for budget form

Work package 1: Conference in Rome (Italy)

- **2-day** conference on 7-8 December 2021
- **3 participants per MS** (26 x 3 = 78)+**8 local Italian participants** (incl. 3 staff members)+6 EU Institutions=**92 participants**
- Participants arrive day prior to the conference/Dinner on the first evening.
- dinner arrival day + 2 lunches + **2 dinners**
- **Travel costs** reservation for 78 participants: budgeted costs: **EUR 300/person.**
- **Hotel (accommodation) reservation** for 78 participants: budgeted costs **EUR 114 per night/per person**
- **Subsistence costs: EUR 98/per person per day**
- **Travel and accommodation costs: ACTUAL COSTS /Subsistence costs: UNIT COSTS**

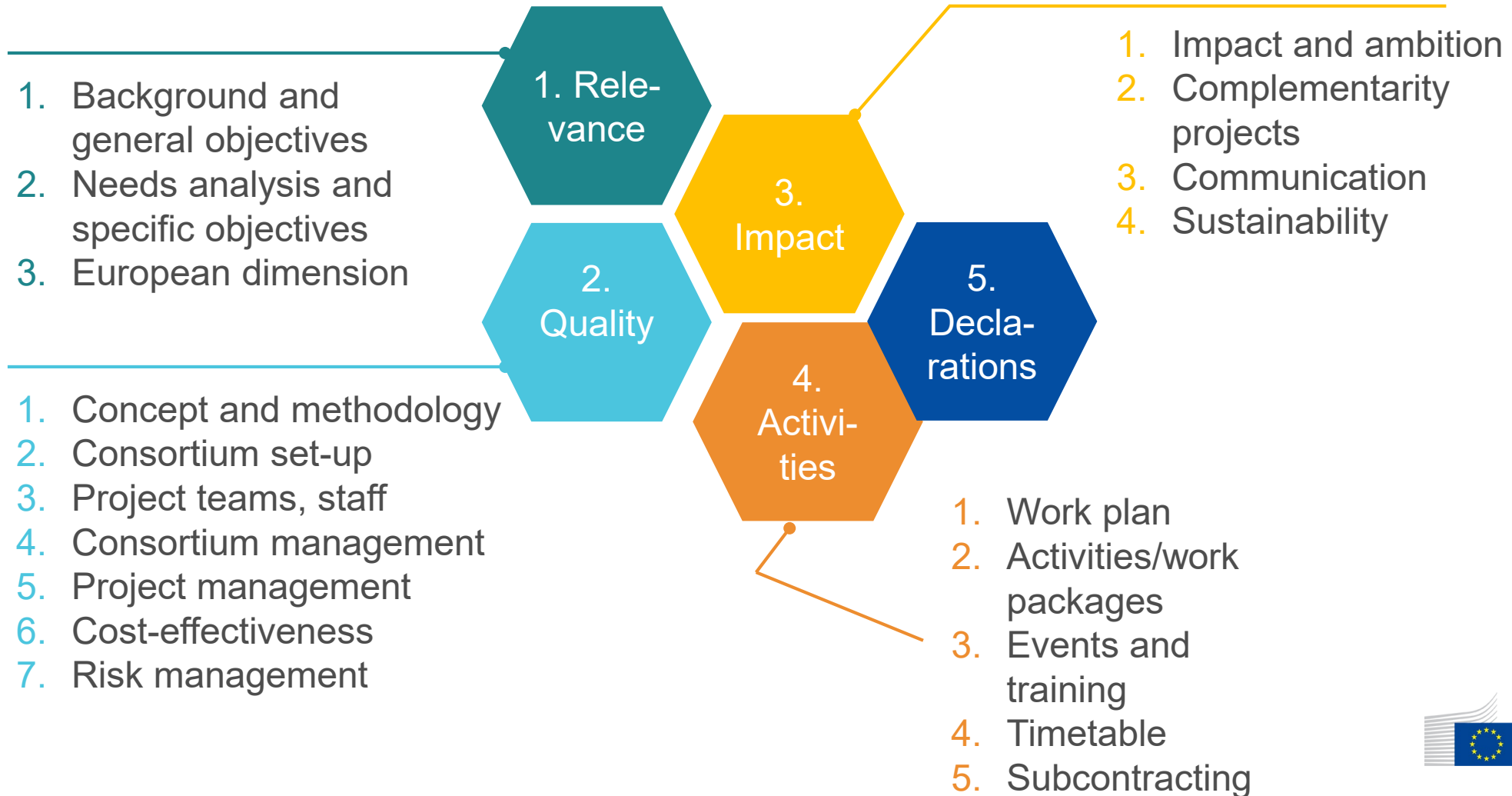
Work package 2: Staff exchange to 5 countries

- staff exchange (4 days):
- 3 participants from the beneficiary organisation to Albania, Bulgaria, Croatia, Montenegro and Romania
- **Travel and accommodation costs: ACTUAL COSTS /Subsistence costs: UNIT COSTS**
- 10 local experts per country visited receive subsistence cost for lunches = 25%

Application form: Part B

- **Part B** of the application form must be **downloaded** from [the Funding and Tenders Portal](#), complete it and then re-uploaded as **pdf** in the system.
- The **templates** to use are available in the submission system.
- Part B needs to be prepared **in advance**.
- Only the **coordinator** of the proposal can upload files in Part B.
- **Part B** will also include **annex** (detailed budget table).

Application form | Five sub themes



1. Relevance

- 1) Background and general objectives:** Describe the background and rationale of the project. How is the project compliant with the call's objectives and priorities and the level of coverage of the various target groups.
- 2) Needs analysis and specific objectives:** Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?
- 3) European Dimension:** Illustrate the European dimension of the activities, including in particular aspects that relate to cooperation with ECB and Europol.

1. Relevance

1) Background and general objectives: *Describe the background and rationale of the project. How is the project compliant with the call's objectives and priorities and the level of coverage of the various target groups.*

Example

- The rationale of the project is to maintain an efficient framework for the protection of the euro EU-wide and in South Eastern Europe, by organizing a dedicated conference as well as specific staff exchanges.
- The **objectives of the conference** are to:
 - ✓ strengthen cooperation between the authorities responsible for protecting the currency in circulation and increase the level of protection of the euro by police forces.
 - ✓ share investigative protocols to improve and increase awareness of the risks associated with this particular crime;
 - ✓ establish a more effective and closer cooperation network on operational matters, to more effectively prevent and combat currency counterfeiting

The **objectives of the staff exchange** are:

- ✓ exchanging experience and working methods in the field of combating counterfeiting and learning about investigative techniques used in different criminal and regulatory environments.
- ✓ to gain a better knowledge about the structures and operational methodologies developed in the specific field

1. Relevance

- 2) Needs analysis and specific objectives:** *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?*

Example

The Euro South East is one of the most sensitive regions in Europe with respect to euro counterfeiting. Because of their strategic geographical position close to the euro area, all countries in this region can be considered as both transit areas and potential production sites. Therefore, this conference will address this challenge.

The project will aim to further boost the exchange of expertise, working methods and legislative response relating to currency counterfeiting between the participating countries and maintain an efficient framework for the protection of the euro in South Eastern Europe, in line with the priority action point c) of the Pericles IV strategy 2021.

1. Relevance

- 3) European Dimension:** *Illustrate the European dimension of the activities, including in particular aspects that relate to cooperation with ECB and Europol.*

Example

All EU Member States are involved in the project. Speakers from ECB, Europol and the Commission will take part as speakers in the conference.

2. Quality

- 1) **Concept and methodology:** Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.
- 2) **Consortium set-up:** Describe participants in the project in case there is a consortium.
- 3) **Project teams and staff:** Describe the project teams and how they will work together to implement the project.
- 4) **Consortium management and decision making:** Explain the management structure.
- 5) **Project management and quality assurance:** Describe the methods to ensure good quality, monitoring, planning and control quality.
- 6) **Cost effectiveness and financial management:** Describe the measures adopted to ensure that the proposed results/objectives will be achieved in the most cost-effective way.
- 7) **Risk management:** Describe critical risks, uncertainties or difficulties related to the implementation of the project, and the measures/strategy for addressing them.

2. Quality

- 1) **Concept and methodology:** *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.*

Example

- ✓ The project consists of a conference part, involving all EU MS and a staff exchange to 5 countries' authorities in the Euro South East Region
- ✓ The topics for discussion have been identified based on the most recent investigative findings and in cooperation with the other EU countries involved.
- ✓ The conference will explore a number of topics related to the fight against euro counterfeiting from an operational and legal perspective in Europe.
- ✓ The staff exchange will deepen the professional contacts between the different target groups operating in the field of counterfeit currency such as police, central banks and judiciary

2. Quality

Questions consortium management (questions 2 and 4) *Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*

Example

These questions are only to be completed in case there is a consortium (= different organisations co-operating in the project)

Affiliated entity: in financial budget (i.e. staff costs) and pre-established link.

Associated partner: partner organisation helping out in the substance but no financial implications

2. Quality

- 3) Project teams and staff:** *Describe the project teams and how they will work together to implement the project. List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks*

Name function	Organisation	Role/tasks/professional profile and expertise
Project manager	Applicant	To ensure that the project proceeds within the specified time frame and under the established budget, while achieving its objectives.
Senior and junior experts	Applicant	Provide the knowledge and expertise regarding the subject to be discussed in the conference and for preparing the staff exchange.
Trainer	Applicant	Deal with the follow-up of the programme/agenda of the conference.
Administrative personnel	Applicant	Deal with e.g. set up the plan of the conference and meeting rooms, make catering arrangements, ordering and setting up audio-visual equipment and deal with activities which fall in the category of administrative duties.

2. Quality

- 5) **Project management, quality assurance:** *Describe the measures planned to ensure that the project implementation is of high quality and completed in time. Describe the methods to ensure good quality, monitoring, planning and control.*

Example

Be concise here!

The project will make use of a work plan and detailed timetable. An experienced project manager will be responsible for the final oversight over the programme. Several monitoring meetings will be planned throughout the project to check the project's advancement.

2. Quality

- 6) **Cost effectiveness and financial management:** *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way. Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*

Example

The project is cost-effective because it seeks to reach a large amount of experts in an efficient way through a conference. These experts will then be able to bring their knowledge gained back to their organisations and debrief colleagues. Furthermore, the staff exchanges will ensure that many local experts receive training in their home-base without having to travel.

Cost management will be performed by calculating how much money is needed to perform tasks in the project. The project manager will track down how much is spent on project-related activities and check compliance with the budget.

2. Quality

7) Risk management: Describe critical risks, uncertainties or difficulties related to the implementation of the project, and the measures/strategy for addressing them. Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Not enough time to prepare conference (high impact, low likelihood)	1	Foresee enough time to prepare event through a timetable
2	Date of the event clashes with other important events (medium impact, medium likelihood)	1, 2	Check carefully all possible dates and liaise with other Pericles organisers
3	Budget and staff (high impact, low likelihood)	1, 2	Check whether the budget is sufficient by receiving cost estimates and assign experienced staff
4	Unforeseen cancellations – Covid pandemic (high impact, high likelihood)	1, 2	Reflect on possible cancellation policy and hybrid format : physical and online.

3. Impact

- 1) **Impact and ambition:** Define the short, medium and long-term effects of the project and the impact and anticipated results on the attainment of the call's objectives described in the call for proposals document.
- 2) **Complementarity with previous, current or future projects:** Explain how the results of the project complements previous, current or future projects carried out or planned at national or European level in combating currency counterfeiting.
- 3) **Communication, dissemination and visibility:** Describe the communication and dissemination activities which are planned in order to maximise the impact (to whom, which format, how many, etc.).
- 4) **Sustainability:** How will the project impact be ensured and sustained?

3. Impact

1) Impact and ambition: *Define the short, medium and long-term effects of the project and the impact and anticipated results on the attainment of the call's objectives described in the call for proposals document.*

Example

- ✓ short term: enhanced knowledge of investigative techniques to protect the euro
- ✓ medium term: creating areas of cooperation between countries at regional level and of shared investigative protocols to improve and increase awareness of the risks associated with this particular criminal offence;
- ✓ long term: strengthening cooperation between the authorities responsible for protecting the currency in circulation and increasing the level of protection of the euro by police forces.

3. Impact

2) Complementarity with previous, current or future projects : *Explain how the results of the project complements previous, current or future projects carried out or planned at national or European level in combating currency counterfeiting.*

Example

The action complements the ongoing cooperation between the participating competent authorities to protect the euro against counterfeiting.

The proposed action builds on previous actions focusing on 'south eastern Europe', which is a high priority for the policy regarding euro counterfeiting.

It builds upon the successful results of previous conferences organised by the applicant on the same topic but involves another type and participants and different discussion points.

3. Impact

3) Communication, dissemination and visibility: *Describe the communication and dissemination activities which are planned in order to maximise the impact (to whom, which format, how many, etc.).*

Example

A comprehensive communication plan will be defined with clear objectives. The communication plan includes a press release and a video to be posted on our webpage. Furthermore, the conference location will have posters and roll up's which publicize the conference.

3. Impact

4) **Sustainability:** *How will the project impact be ensured and sustained?*

Example

Once the project implementation is completed, the feedback provided by the participants will be carefully evaluated (using the appropriate evaluation forms) in order to produce an overall evaluation of the action.

An evaluation will be carried out to show which parts of the project are achieving results and those that were less successful. This will be helpful to organise future events in the future. As part of this evaluation, we will be contacting several stakeholders and experts at a later stage to see how the best practices discussed have been applied in practice and how it has benefitted cooperation.

4. Work plan, work packages, timing and subcontracting

- 1) **Work plan:** Provide a brief description of the overall structure of the work plan.
- 2) **Work packages and activities:** Work package means a major sub-division of the project (e.g. conference, staff exchange). For each work package, enter an objective (expected outcome) and list the activities, milestones & deliverables that belong to it. **Milestones (e.g. date of the conference)** are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. **Deliverables** (activity reports) are project outputs which are submitted to show project progress
- 3) **Events and trainings:** Give more details on the type, location, number of persons attending, etc. Indicate the targeted stakeholder groups and countries.
- 4) **Timetable:** A timetable is to be completed to show the duration of activities.
- 5) **Subcontracting:** Give details on subcontracted project tasks (if any) and explain the reasons why.

4. Work plan, work packages, timing and subcontracting

1) **Work plan:** *Provide a brief description of the overall structure of the work plan.*

Example

The structure of the conference and staff exchange will be set and assessed using the SMART approach. The objects will match the topic on which the conference is seeking to focus, allowing them to be evaluated at the conclusion of the conference. Moreover, the objectives of the conference will be SMART (specific, measurable, acceptable for the target group, realistic, and time-bound). The work plan will also identify elements of the evaluation plan and measurement, including indicators and performance measures.

4. Work plan, work packages, timing and subcontracting

- 2) **Work packages and activities:** *Work package means a major sub-division of the project (e.g. conference, staff exchange). For each work package, enter an objective (expected outcome) and list the activities, milestones & deliverables that belong to it. **Milestones** (e.g. **date of the conference**) are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. **Deliverables** (activity reports) are project outputs which are submitted to show project progress*

Example

Deliverables: agenda, participant lists, presentations, Final report of the organisation of the event, evaluation forms.

Work Package 1: Conference

Ensure consistence with the detailed budget table (if applicable).

Duration:	12 months preparation 2 day conference	Lead Beneficiary:	Italian competent authority
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Objectives

List the specific objectives to which this work package is linked.

- ✓ strengthen cooperation between the authorities responsible for protecting the currency in circulation and increase the level of protection of the euro by police forces.
- ✓ share investigative protocols to improve and increase awareness of the risks associated with this particular crime;
- ✓ establish a more effective and closer cooperation network on operational matters, to more effectively prevent and combat currency counterfeiting

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Identifying the speakers and trainers		Italian Competent authority	COO	No
T1.2	Managing the logistics of the conference		Italian Competent authority	COO	Yes, subcontractor will help
T1.3	Managing the documentation of the conference		Italian Competent authority	COO	

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.


Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	agenda to the conference	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.2	signed presence lists (every day)	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.3	Presentations	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.4	Evaluation forms	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.5 30	Final technical report	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	

Work Package 2: Staff exchanges

Ensure consistence with the detailed budget table (if applicable).

Duration:	12 months preparation 2 day conference	Lead Beneficiary:	Italian competent authority
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Objectives

List the specific objectives to which this work package is linked.

- ✓ exchanging experience and working methods in the field of combating counterfeiting and learning about investigative techniques used in different criminal and regulatory environments.
- ✓ to gain a better knowledge about the structures and operational methodologies developed in the specific field

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Identifying the visits and trainees		Italian Competent authority	COO	No
T1.2	Managing the logistics of the staff exchanges		Italian Competent authority	COO	No
T1.3	Managing the documentation of the conference		Italian Competent authority	COO	No

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	agendas to the staff exchanges	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.2	signed participants' lists (every day)	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.3	Presentations	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.4	Evaluation forms	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	
D1.5	Final technical report	1	Italian competent authority	[R — Document, report]	[PU — Public] [SEN — Sensitive]	12	

Events and trainings

Events and trainings

This table is to be completed for events that have been mentioned as part of the activities in the work packages above

Give more details on the type, location, number of persons attending, etc. Indicate the targeted stakeholder groups and countries.

For the duration, do not include days with exclusively social events (e.g. welcome dinner in the evening, etc).

Event No (continuous numbering linked to WP)	Participant	Description					Attendees		
		Name	Type	Area	Location	Duration (days)	Targeted stakeholder groups	Targeted countries	Number
E1.1	Italian competent authority	Conference name	Conference	Fight against euro counterfeiting	Rome	2	[police, justice, central banks, customs,	All EU Member States	78 (3 persons from each of the other 26 EU Member States along with 8 Italian participants and 6 EU Institution participants
E1.2	Italian competent authority	Staff exchanges name	Staff exchange	Fight against euro counterfeiting	Albania (11-14 Jan. 2022), Bulgaria (25-28 Jan. 2022), Croatia (8-11 Feb. 2022) Montenegro (22-25 Feb. 2022) and Romania (8-11 Feb. 2022).	4 days each	[police, justice, central banks, customs,	Albania Bulgaria Croatia Montenegro Romania	3 experts from the applicant organisation to 5 other countries for 4 days They will meet and train approximately 10 people per country

4. Work plan, work packages, timing and subcontracting

4) Subcontracting: *Give details on subcontracted project tasks (if any) and explain the reasons why. Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*

Example

A limited part of the project will be subcontracted for a professional conference by an events organisation company **List what is subcontracted + tasks (limited).**

They will assist in the logistical organisation of the event (e.g. booking the hotel rooms, flights, transports and organising the lunches & dinners)

Other

Request for higher funding rate if any: **90 % instead of 75%** - conditions defined in the call for proposals

Request for higher pre-financing rate if any: **70% instead of 50%** - conditions defined in the call for proposals.

Info concerning other EU grants for the project

Info VAT

- Is the type of action for which funding is requested related to activities of bodies governed by public law acting as a public authority of your Member State within the meaning of Article 13(1) of the EU VAT Directive 2006/112. **The nature of the activities to be taken into account.**

Other

Request for higher funding rate if any: 90 % instead of 75% for duly justified cases - conditions defined in the call for proposals

- Conferences, seminars and workshops taking place in third countries identified in priority action point b. of the Pericles IV 2021 strategy and Turkey, as referred to in priority action c. of the Pericles IV 2021 strategy;
- Actions addressing priority action point d.II of the Pericles IV 2021 strategy;
- Actions introduced by competent national authorities that did not apply for Pericles funding in the calendar years 2018, 2019 and 2020 in order to encourage greater participation of the competent national authorities as underlined in the Mid-Term Evaluation of the 'Pericles 2020' programme (SWD(2017)443);
- Conferences, seminars and workshops inviting at least 70 participants from at least 10 countries in order to encourage greater participation of the competent national authorities as underlined in the Mid-Term Evaluation of the 'Pericles 2020' programme (SWD(2017)443).

Other

Request for higher pre-financing rate if any: 70% instead of 50% - conditions defined in the call for proposals.

- At the applicant's request, the Commission can decide to increase this pre-financing payment to a maximum of 70% of the approved grant, when at least one of the following conditions applies :
 - the applicant does not have its own specific budget available to advance payments; and
 - the effective implementation of the action is at risk without an increased advance payment.

Other

Info concerning other EU grants for the project

- EU grants, procurement contracts or loans obtained directly or indirectly during the last 3 years from a European institution or agency.
- Grant applications submitted (or due to be submitted) to European institutions in the current year.

Other

Info VAT

- The eligibility of VAT is regulated by art. 186(4) (c) of the Financial Regulation.
- Is the type of action for which funding is requested related to activities of bodies governed by public law acting as a public authority of your Member State within the meaning of Article 13(1) of the EU VAT Directive 2006/112? **The nature of the activities to be taken into account.**
- VAT is eligible when reply to this question is NO.

Further questions

Should you have further questions, the following options are at your disposal:

- [Frequently Asked Questions \(FAQ\)](#) can be found under the relevant call for proposals including **financial background info**.
- For info on how to register or related enquiries (IT support), please check [the Support section](#).

Advice

- Please read carefully the **call for proposals document**.
- Relevance: check that the intended proposal addresses a **priority/objective** indicated in the call for proposal text (not mandatory but highly suggested).
- **Completeness**: Check that your proposal includes all relevant info, as it will be evaluated only on the basis of the content submitted.
- Be **Concise!**

Thank you

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