



# Internal Security Fund (ISF)

## Call for proposals

on the fight against corruption

(ISF-2024-TF2-AG-CORRUPT)

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## **CALL FOR PROPOSALS**

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of organised crime under the **Internal Security Fund (ISF)**.

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

- Regulation 2018/1046 ([EU Financial Regulation](#))
- The basic act (ISF Regulation (EU) 2021/1149<sup>1</sup>).

The call is launched in accordance with the 2023-2025 Thematic Facility Work Programme<sup>2</sup> and will be managed by the **European Commission, Directorate-General for Migration and Home Affairs (DG HOME)**.

The call covers the topic: **ISF-2024-TF2-AG-CORRUPT**.

Each project application under the call must address this topic.

We invite you to read the **call documentation** 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](#).

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

- the [Call Document](#) outlines the:
  - background, objectives, themes and priorities, scope, activities that can be funded and outcomes, the expected results and impact (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)
- 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:

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<sup>1</sup> REGULATION (EU) 2021/1147 of the European Parliament and of the Council of 7 July 2021 establishing the Internal Security Fund (OJ L 251, 15.7.2021, p. 94).

<sup>2</sup> Commission Implementing Decision C(2022) 8334 final of 23 November 2022 on the financing of components of the Thematic Facility under the Internal Security Fund and adoption of the Work Programme for 2023, 2024 and 2025. [https://home-affairs.ec.europa.eu/funding/internal-security-funds/internal-security-fund-2021-2027\\_en](https://home-affairs.ec.europa.eu/funding/internal-security-funds/internal-security-fund-2021-2027_en).

- 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*).

## 1. Background

Corruption is highly damaging to society, to our democracies, to the economy and to individuals. It undermines the institutions on which we depend, diluting their credibility as well as their ability to deliver public policies and quality public services. It acts as an enabler for organised crime and hostile foreign interference. Successfully preventing and fighting against corruption is essential both to safeguard EU values and the effectiveness of EU policies, and to maintain the rule of law and trust in those who govern and public institutions.

Corruption is an impediment to sustainable economic growth, diverting resources from productive outcomes, undermining the efficiency of public spending and deepening social inequalities. It hampers the effective and smooth functioning of the single market, creates uncertainties in doing business, and holds back investment. Corruption is by its nature difficult to quantify, but even conservative estimates suggest that it costs the EU economy at least EUR 120 billion per year. The negative effects of corruption are felt worldwide, undercutting efforts to bring good governance and prosperity, and to meet the United Nations Sustainable Development Goals.

On 3 May 2023, the European Commission and High Representative presented a **Joint Communication on the fight against corruption**<sup>3</sup>, bringing together existing work and developing new directions and new tools at both EU and Member State level, also feeding into a clear commitment to tackling corruption at the global level. The Commission will **identify common areas where corruption risks are high across the EU**. This will feed into a possible **EU anti-corruption strategy**.

Likewise, in May 2023, the European Commission proposed a new **Directive on combating corruption**<sup>4</sup>. The proposal modernises the existing EU anti-corruption legal framework by ensuring the **prevention of corruption and fostering a culture of integrity, the creation of one legal act for all corruption offences and sanctions and through ensuring effective investigations and prosecutions of corruption**. The Directive remains under negotiations with the co-legislators.

The fight against corruption is a priority under the **EU Security Union Strategy** (2020-2025)<sup>5</sup>. The link between corruption and organised crime is increasingly coming into focus, as highlighted in Europol's recent threat assessment of serious and organised crime in the EU (EU SOCTA 2021)<sup>6</sup>. The assessment reveals that criminal networks in Europe easily adapt their criminal operations to the crime environment in addition to progressively using corruption and abusing legal business structures to pursue their criminal activities. Therefore, fighting corruption is also a priority when combating organised crime and maintaining a level of security across the EU.

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<sup>3</sup> Joint Communication to The European Parliament, The Council and The European Economic And Social Committee on the fight against corruption. Brussels, 3.5.2023 JOIN(2023) 12 final. [https://commission.europa.eu/publications/joint-communication-fight-against-corruption\\_en](https://commission.europa.eu/publications/joint-communication-fight-against-corruption_en)

<sup>4</sup> Proposal for a DIRECTIVE OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on combating corruption, replacing Council Framework Decision 2003/568/JHA and the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and amending Directive (EU) 2017/1371 of the European Parliament and of the Council. COM/2023/234 final. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2023:234:FIN>

<sup>5</sup> Communication from the Commission to the European Parliament, the European Council, the Council, the European Economic and Social Committee and the Committee of the Regions on the EU Security Union Strategy. COM/2020/605 final. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020DC0605>

<sup>6</sup> <https://www.europol.europa.eu/publications-events/main-reports/socta-report>

In April 2021, the Commission adopted an **EU Strategy to tackle Organised Crime**<sup>7</sup> with dedicated section and actions on corruption as enabler of organised crime<sup>5</sup>. The strategy points out key priorities for the fight against corruption where the European Union will focus its activities for the coming years:

- A stronger focus on the link between corruption and organised crime to better understand corruption risks before they materialise in crimes. This is key to support criminal investigations at national level and reinforce the important work of the European Police (Europol);
- Work on stronger anti-corruption frameworks and zero impunity for high-level corruption.

On 18 October 2023 the Commission adopted an **EU Roadmap to step up the fight against drug trafficking**<sup>8</sup>, building on the legislative and operational initiatives put forward so far. The drugs trade is one of the most significant security threats faced by the EU today and the corruption angle is significant.

One of the priority areas of the EU Roadmap is the **European Ports Alliance**, launched on 24 January 2024, aiming at increasing the resilience of ports against criminal infiltration by reinforcing the work of customs authorities, law enforcement, public and private actors in the ports across the EU. The public private partnership (PPP) with ports authorities covers four clusters, including the fighting infiltration of organised criminal groups and corruption in ports.

As a key action of the EU Roadmap, Europol launched on 5 April 2024 a report on **'Decoding the EU's most threatening criminal networks in the EU'**<sup>9</sup>. This gives a valuable insight of the criminal networks and corruption stating i.a. that about 71% of the networks use some form of corruption within which about 28% uses corruption proactively and systematically both in public and private sectors. Anti-corruption is also a key pillar to uphold the Rule of Law. As announced in the "Political Guidelines for the next European Commission 2019-2024"<sup>10</sup> of President von der Leyen, the Commission has set up a comprehensive European rule of law mechanism covering all Member States, including an annual dialogue between EU institutions, Member States, national parliaments and other stakeholders on the rule of law. In the context of this Mechanism, the Commission has adopted four Rule of Law Reports<sup>11</sup>, providing a synthesis of significant developments - both positive and negative - in the Member States and at EU level, including the case law of the European Court of Justice, and other relevant information. Since the 2022 edition, the report includes specific recommendations for the EU Member States. The progress made in addressing these recommendations is also being assessed since the 2023 edition.

Since 2015, the Commission is also organizing an anti-corruption experience-sharing programme and regularly publishes Eurobarometer attitudes and experiences related

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<sup>7</sup> Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on the EU Strategy to tackle organised crime 2021-2025. COM/2021/170 final. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52021DC0170>

<sup>8</sup> COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT AND THE COUNCIL on the EU roadmap to fight drug trafficking and organised crime. COM/2023/641 final. <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52023DC0641>

<sup>9</sup> Europol (2024), Decoding the EU's most threatening criminal networks, Publications Office of the European Union, Luxembourg. <https://www.europol.europa.eu/publication-events/main-reports/decoding-eus-most-threatening-criminal-networks>

<sup>10</sup> European Commission, Directorate-General for Communication, Leyen, U., Political guidelines for the next European Commission 2019-2024 – Opening statement in the European Parliament plenary session 16 July 2019 ; Speech in the European Parliament plenary session 27 November 2019, Publications Office of the European Union, 2020, <https://data.europa.eu/doi/10.2775/101756>

<sup>11</sup> [https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/upholding-rule-law/rule-law/rule-law-mechanism\\_en](https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/upholding-rule-law/rule-law/rule-law-mechanism_en)

to corruption across the EU<sup>12</sup>. This work was upgraded by the establishment of the EU Network Against Corruption in 2023, which brings together all relevant stakeholders on anti-corruption in the EU: law enforcement, public authorities, practitioners, civil society and other stakeholders.

The Commission is also driving the European Union to have a stronger role in the international fight against corruption, by actively participating in international *fora*. The Commission collaborates closely with international bodies that have a high impact in addressing anti-corruption policies, including the Financial Action Task Force (FATF), the Council of Europe Group of States against Corruption (GRECO), the G20, the OECD and the United Nations.

The European Institutions aim at maintaining high standards of transparency and democracy themselves, to be a leading force in the fight against corruption while setting the example for others. In June 2021, at the UN General Assembly Special Session (UNGASS) on corruption, the EU launched its review under the United Nations Convention against Corruption (UNCAC)<sup>13</sup>. The first round review of the EU under UNCAC is nearing completion. This is a tangible way to show that the EU as a whole remains fully committed to uphold the highest standards on anti-corruption.

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

### Objectives

In line with the European Commission's policies, as set-out above, the objective of this call is (i) to enhance EU-level actions against corruption to address the current and evolving security threats that corruption poses to citizens and the licit economy and (ii) to support the work carried out by Member States' competent authorities and other stakeholders in the prevention of and fight against corruption.

### Themes and priorities

Project applications submitted under the present call for proposals must address at least one of the **following priorities**:

- Structural and/or operational obstacles in the detection, investigation, prosecution and adjudication and sanctioning of corruption, in particular high-level corruption;
- The implementation of recommendations to Member States highlighted in the annual Rule of Law reports, as well as the objectives of the Commission outlined in the Communication on the fight against corruption and the proposed Directive on combating corruption;
- Integrity and anti-corruption in law enforcement and judicial authorities, and the enabling of corruption by financial and professional services;
- Areas with a high risk of corruption, including, but not limited to corruption in public procurement, sports, health, construction and infrastructure, logistical and financial sectors;
- Corruption as an enabler of organised crime and as a means to infiltrate the licit economy and the society, including in ports;

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<sup>12</sup> <https://europa.eu/eurobarometer/surveys/detail/2969>  
<https://europa.eu/eurobarometer/surveys/detail/2968>

<sup>13</sup> UN General Assembly, United Nations Convention Against Corruption, A/58/422, 31 October 2003. [https://www.unodc.org/documents/brussels/UN\\_Convention\\_Against\\_Corruption.pdf](https://www.unodc.org/documents/brussels/UN_Convention_Against_Corruption.pdf)



- Challenges linked to corruption-prevention in the public sector and transparency of decision-making, including, but not limited to, management of conflicts of interest, asset disclosure, rules on post-employment (revolving doors), codes of conduct or ethics, transparency of lobbying;
- Challenges linked to corruption-prevention in the private sector including, but not limited to, rules on post-employment (revolving doors), codes of conduct or ethics, corporate compliance programs, transparency of lobbying;
- Supporting civil society, journalists and citizens to expose and report corruption;
- Supporting the inclusion and progress of anti-corruption, ethics and integrity education at all educational levels, including by engaging and empowering young people with non-formal educational approaches;
- The promotion of evidence-based policy making in the anti-corruption field, including but not limited to the collection of appropriate statistics and building of robust databases.

Proposals, which match most closely these priorities, will be evaluated as particularly relevant and will have a higher chance of being selected. Applicants are therefore invited to consider very carefully the links between their proposal and the priorities of the call.

#### *Scope - Activities and outcomes*

Project applications submitted under the present call for proposals should provide for **activities supporting the prevention of and the fight against corruption**, in line with the objectives described above, including one or more of the following activities (non-exhaustive list):

- Activities supporting the repression of corruption, including strengthening the digitalisation of law enforcement as well as police's investigative capacities;
- Activities that further the implementation of recommendations to Member States highlighted in the annual Rule of Law reports, as well as the objectives of the Commission outlined in the Communication on the fight against corruption and the proposed Directive on combating corruption;
- Measures improving integrity and anti-corruption in law enforcement and judicial authorities;
- Measures to reduce corruption in areas with a high risk of corruption;
- Identification of challenges to corruption-prevention in the private sector and public sector, as well as measures to mitigate these;
- Activities supporting the monitoring of the application and effectiveness of preventive anti-corruption measures, such as on transparency registers, declarations of asset and interests, others in line with the activities of the Commission's annual Rule of Law Report;
- The promotion of evidence-based policy making in the anti-corruption field, including but not limited to the collection of appropriate statistics and building of robust databases;
- Analysis of enablers and the modus operandi of corruption to expand corruption-specific research, knowledge and understanding in law enforcement, prosecution

services and/or the wider public, including, but not limited to, new methods used by criminals and criminal networks;

- Development and dissemination of good practices in the prevention of, or fight against, corruption across the EU, in particular good practices of measures to mitigate corruption in areas at high risk of corruption;
- Supporting the anti-corruption action targeted at youth and the wider public by, for example, reinforcing the work of civil society, citizens and journalists in exposing corruption, and reinforcing the role of young people in fostering a culture of integrity.
- Promoting the development and implementation of good practices and data exchange in the area of anti-corruption at EU level.

Projects must be aiming to achieve one or more of the **following outcomes**:

- Structural and/or operational solutions in the detection, investigation, prosecution and adjudication and sanctioning of corruption, in particular high-level corruption;
- Structural and/or operational solutions in the prevention of corruption in the public and private sector;
- Increased understanding of the challenges and good practices in the areas mentioned as priorities, including on new forms of corruption and new methods used by criminals and criminal networks, and/or risks of infiltration of organised crime through corruption into MS economies, politics and societies at large;
- Increased implementation of recommendations to Member States highlighted in the annual Rule of Law reports, as well as the objectives of the Communication on the fight against corruption and the proposed Directive on combating corruption.
- Data and risk management tools that enable mitigation or oversight in areas with high corruption risks;
- Practical tools that aid in preventing or investigating/prosecuting corruption and measuring the impact of corruption and anti-corruption measures;
- Better cooperation between all relevant stakeholders, including government authorities, law enforcement, judiciary, civil society and journalists.

#### Target groups

The projects of this call should ensure they reach the relevant targets involved in the prevention of and fight against corruption, including:

- Civil society, journalists and academics;
- Private Sector (e.g. SMEs, large companies and non-profit organisations);
- National authorities, in particular:
  - Specialised anti-corruption authorities both as regards prevention and/or repression of corruption: anti-corruption coordination body, specialised anti-corruption law enforcement or prosecution, audit institutions, tax and competition authorities, FIUs, financial institutions, etc.;
  - Authorities with competences in the field such as Ministries;

- Authorities operating in or linked to areas of high risk of corruption (healthcare, construction, public procurement, etc.).
- Authorities at European level, in particular Europol, Eurojust, EPPO and OLAF.

#### Target countries

- EU Member States.
- The following non-EU countries (i.e. candidates and potential candidates for EU membership, except Türkiye): Albania, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, Montenegro, North Macedonia, Serbia and Ukraine.

#### Expected impact

Projects should aim to achieve one or more of the following impacts.

In the short-term, the funding is expected to:

- Increase understanding of the challenges and good practices in the areas mentioned as priorities, including on new forms of corruption and new methods used by criminals and criminal networks, and/or risks of infiltration of organised crime through corruption into MS economies, politics and societies at large;
- Enhance communication, coordination and cooperation between enforcement authorities in Member States with other relevant authorities at national (*inter alia* audit institutions, tax and competition authorities, FIUs, financial institutions) and international level (e.g. Europol, Eurojust, EPPO, OLAF); and/or between citizens, civil society, public authorities and the private sector;
- Improve the measurement of corruption. Where applicable, the proposals should demonstrate how they will effectively build on the relevant previous or on-going EU funded projects and existing corruption measurement frameworks.

In the long-term, the funding is expected to:

- improve the prevention of or fight against corruption;
- foster a culture of integrity across the EU.

#### Additional considerations applicable to this call

Project applications including both national authorities, civil society and/or research institutions as co-applicants in the proposed consortium will be considered as particularly relevant.

The European Commission welcomes proposals with broad geographical scope engaging applicants from diverse regions across the EU as well as candidate countries and potential candidates for EU membership.

The European Commission welcomes proposals involving applicants from more Member States than the minimum number identified in the eligibility criteria, as long as they are relevant for the design of the action.

Projects that do not focus on the priorities covered by this call will be assessed as non-relevant but can still be eligible, if they address an evidence-based, currently topical corruption issue of significant relevance to the EU.

The European Commission manages the "EU Network Against Corruption"<sup>14</sup>, which brings together all types of stakeholders. The creation of any *networks* or groupings of various actors is thus not encouraged under this call for proposals. However, applicants are welcome to link their activities to those of the EU Network Against Corruption.

Projects are expected to demonstrate concrete links with priorities in these areas – including, but not limited to, the annual Rule of Law report, the Communication in the fight against corruption and the Directive on combating corruption. They should contribute an added value in the EU as a whole, and not only focus on one specific Member State. Projects should involve a suitable number of EU Member States and ensure alignment of objectives and outcomes. Projects can be implemented at local, regional or national level and should support the work carried out by Member States' competent authorities and/or stakeholders.

Applicants should ensure that results of the projects are accurately and effectively disseminated and sustainable for the achievement of the objectives of the action. Projects should include a clear, targeted and accurate dissemination strategy, sustainable and with results that can guarantee a long-term impact on the target groups and/or general public.

Project proposals should provide key performance indicators (KPIs), both qualitative and quantitative, with baseline and targets to be used to monitor the implementation and to assess the result of the project, as well as measure the outputs and results of the project against programme performance indicators included in Annex VIII, regulation 2021/1147, in particular as regards the Specific Objectives in Article 3.

Any action under this call for proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies. In addition, any action under this call for proposals should comply with all relevant ethical principles and all applicable international, EU and national law on ethical issues while carrying out the project.

### 3. Available budget

The available call budget is **EUR 3 000 000**. Specific budget information per topic can be found in the table below.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	30 May 2024
<u>Deadline for submission:</u>	<u>26 September 2024 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	October – December 2024

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<sup>14</sup> EU network against corruption: [https://home-affairs.ec.europa.eu/networks/eu-network-against-corruption\\_en](https://home-affairs.ec.europa.eu/networks/eu-network-against-corruption_en)

Information on evaluation results:	January 2025 <sup>15</sup>
GA signature:	March/April 2025

## 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*)
- Application Form Part C — contains additional project data and the project's contribution to EU programme key performance indicators (*to be filled in directly online*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - list of previous projects (key projects for the last 4 years, not limited to EU-funded projects): template available in Part B but to be **submitted as a separate annex**<sup>16</sup>.
  - detailed budget table: **not applicable**
  - CVs of core project team: **not applicable**
  - activity reports of last year: **not applicable**

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, accessible and printable**.


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<sup>15</sup> In the interest of equal treatment of applicants, the Commission cannot provide any information on the outcome of the call for proposals before the official announcement of the results.

<sup>16</sup> The list of previous projects is a mandatory annex. In case this annex is not uploaded, the application will be considered inadmissible and will not be assessed.

Proposals are limited to maximum **50 pages** (Part B without annexes). Evaluators will not consider any additional pages.

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

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

## 6. Eligibility

### *Eligible participants (eligible countries)*

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

- be legal entities:
  - public bodies or, by the competent authority's mandate, a public or non-public implementing agency or body of a Member State participating in the ISF
  - non-profit-making public/private entities
  - profit-making entities
  - International organisations
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs)), excluding Denmark<sup>17</sup>,
  - non-EU countries<sup>18</sup>:
    - legal entities established in the following third countries can participate only as part of a consortium composed of at least 2 independent legal entities, at least 1 of which is established in an EU Member State: Albania, Bosnia and Herzegovina, Georgia, Kosovo, Moldova, Montenegro, North Macedonia, Serbia and Ukraine<sup>19</sup>.

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*).

### *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).

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<sup>17</sup> In accordance with Articles 1 and 2 of Protocol No 22 on the position of Denmark, annexed to the TEU and to the TFEU, Denmark is not taking part in the adoption of Regulation (EU) 2021/1149 and is not bound by it or subject to its application.

<sup>18</sup> A non-EU country is a country, which is not an EU Member State.

<sup>19</sup> These countries were selected as they are candidate countries (except Türkiye) and potential candidates and the fight against corruption is a key element of the EU enlargement process.

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them. International organisations can participate as co-beneficiaries regardless of their geographical location. However, being based in an eligible country does not contribute to the fulfilment of the minimum number of eligible countries required in the eligibility criteria related to the consortium composition.

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>20</sup>.

EU bodies — EU bodies 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>21</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>22</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>23</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).

Impact of the Council Implementing Decision (EU) 2022/2506 of 15 December 2022 on measures for the protection of the Union Budget against breaches of the principles of the rule of law in Hungary.

Following the Council Implementing Decision (EU) 2022/2506, as of 16th December 2022, no legal commitments (including the grant agreement itself as well as subcontracts, purchase contracts, financial support to third parties etc.) can be signed with Hungarian public interest trusts established under Hungarian Act IX of 2021<sup>24</sup> or any entity they maintain.

Affected entities may continue to apply to calls for proposals. However, in case the Council measures are not lifted, such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties). In this case, co-applicants will be invited to remove or replace that entity and/or to change its status into associated partner. Tasks and budget may be redistributed accordingly.

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

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<sup>20</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>21</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>22</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](#).

<sup>23</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

<sup>24</sup> As Act IX of 2021 can be amended, the applicants should always refer to the latest update of the relevant Hungarian Act, available in the national legal database NJT.hu (<https://njt.hu>).

### Consortium composition

Proposals must be submitted by:

- minimum 2 applicants (beneficiaries; not affiliated entities) from 2 different eligible countries;
- the following entities can NOT apply as coordinator:
  - international organisations<sup>25</sup> irrespective of their country of establishment;
  - entities established in non-EU countries.

### Eligible activities

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

Financial support to third parties is not allowed.

### Other important considerations

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects should comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

### Duration

Projects must have a duration of 24 months (extensions are possible, if duly justified and through an amendment).

### Maximum EU Grant amount

Requested EU contribution to the project's budget ("maximum EU grant amount" per project) must range between EUR 500 000 and EUR 2 000 000.

A beneficiary must bear a budget.

### Ethics

Projects must comply with:

- highest ethical standards
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law.

Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, and indicate the measures taken to limit or remedy such effects.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

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<sup>25</sup> The term "international organisations" is used as defined in Article 156 of the FR (Euratom 2018/1046);



Projects involving ethics issues may be made subject to specific ethics rules.

### Security

Projects involving EU classified information must undergo security scrutiny to authorise funding and may be made subject to specific security rules (detailed in a security aspects letter (SAL) which is annexed to the Grant Agreement).

These rules (governed by Decision [2015/444](#)<sup>26</sup> and its implementing rules and/or national rules) provide for instance that:

- projects involving information classified TRES SECRET UE/EU TOP SECRET (or equivalent) can NOT be funded
- classified information must be marked in accordance with the applicable security instructions in the SAL
- information with classification levels CONFIDENTIEL UE/EU CONFIDENTIAL or above (and RESTREINT UE/ EU RESTRICTED, if required by national rules) may be:
  - created or accessed only on premises with facility security clearing (FSC) from the competent national security authority (NSA), in accordance with the national rules
  - handled only in a secured area accredited by the competent NSA
  - accessed and handled only by persons with valid personnel security clearance (PSC) and a need-to-know
- at the end of the grant, the classified information must either be returned or continue to be protected in accordance with the applicable rules
- action tasks involving EU classified information (EUCI) may be subcontracted only with prior written approval from the granting authority and only to entities established in an EU Member State or in a non-EU country with a security of information agreement with the EU (or an administrative arrangement with the Commission)
- disclosure of EUCI to third parties is subject to prior written approval from the granting authority.

Please note that, depending on the type of activity, facility security clearing may have to be provided before grant signature. The granting authority will assess the need for clearing in each case and will establish their delivery date during grant preparation. Please note that in no circumstances can we sign any grant agreement until at least one of the beneficiaries in a consortium has facility security clearing.

Beneficiaries must ensure that their projects are not subject to national/third-country security requirements that could affect implementation or put into question the award of the grant (*e.g. technology restrictions, national security classification, etc*). The granting authority must be notified immediately of any potential security issues.

### Overview table of Eligibility conditions

<b>Consortium composition – minimum number of</b>
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<sup>26</sup> See Commission Decision 2015/544/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

Entities	2
Member States participating in ISF (*)	1
<b>Consortium composition – participation of public bodies (**) is always eligible as coordinator or beneficiary</b>	
<b>Consortium composition – participation of non-profit public entities as</b>	
Coordinators	YES
Beneficiaries	YES
<b>Consortium composition – participation of non-profit private entities as</b>	
Coordinators	YES
Beneficiaries	YES
<b>Consortium composition – International Organisations can participate as</b>	
Coordinators	NO
Beneficiaries	YES
<b>Consortium composition – participation of profit making entities as</b>	
Coordinators	YES
Beneficiaries	YES
<b>Consortium composition – participation of legal entities established in third countries (***)</b>	
Coordinators	NO
Beneficiaries	YES (limited to EU candidate countries and potential candidates, except Türkiye)
<b>Duration of projects (in months)</b>	
	24
<b>EU Grant amount per project (Requested EU contribution)</b>	
Minimum (EUR)	500 000
Maximum (EUR)	2 000 000

(\*) The rules on eligible countries do not apply to International organisations. International organisations can participate as beneficiaries regardless of their geographical location. However, being based in an eligible country does not contribute to the fulfilment of the minimum number of eligible countries required in the eligibility criteria related to the consortium composition.

(\*\*) public bodies or, by the competent authority's mandate, a public or non-public implementing agency or body of a Member State participating in the ISF.

(\*\*\*) legal entities established in third countries can participate only as part of a consortium composed of at least 2 independent legal entities, at least 1 of which is established in an EU Member State.

## 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
- 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
- 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>27</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>28</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).

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<sup>27</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>28</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.

Applicants will also be refused if it turns out that<sup>29</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).

## 8. Evaluation and award procedure

The proposals will have to follow a **two-step evaluation procedure**.

For all eligible applications, in the first step, there will be a pre-selection on the basis of the Relevance award criterion only. In the second step, the successful proposals will be assessed against the full set of award criteria.


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

For proposals with the same score (within a topic or 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 topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 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.
- 3) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum 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.

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<sup>29</sup> See Article 141 EU Financial Regulation [2018/1046](#).

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** for this call are as follows:

- **Relevance:** clarity and consistency of the objectives and scope of the project seen against the objectives and expected impact/outcomes (if applicable) as identified in section 2; contribution to the relevant EU strategic documents and/or action plans and legislative context; previous results in the field; European/trans-national dimension (30 points)
- **Quality:** logical links between the identified problems, needs and solutions proposed; methodology for implementing the project (concept and methodology, timetable, monitoring and evaluation); expertise and quality of the consortium and project teams; management structures and procedures; risks and risk management; feasibility of the project within the proposed time frame; cost effectiveness and best value for money (50 points)
- **Impact:** expected short-term and long-term impact of results on target groups/general public; degree of ambition and innovation; appropriate communication strategy, including visibility of EU funding; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends; replicability/usability/potential for amplification of the results (20 points).

Award criteria	Minimum pass score	Maximum score
Relevance	21	30
Quality	n/a	50
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds for the criterion 'Relevance': 21/30 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' 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. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 24 months (extensions are possible, if duly justified and through an amendment).

### KPIs, milestones and deliverables

Project proposals should provide key performance indicators (KPIs), both qualitative and quantitative, with baseline and targets to be used to monitor the implementation and to assess the result of the project, as well as measure the outputs and results of the project against programme performance indicators, relevant to the action, included in Annex VIII of Regulation (EU) ISF: 2021/1149, in particular as regards the Specific Objectives stated in Article 3.

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 will be mandatory for all projects:

- A mid-term progress report,
- A final project report.

### Form of grant, funding rate and maximum EU grant amount

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

Maximum EU Grant amount per project (Requested EU contribution): *see section 6 above*. The grant awarded may be lower than the amount requested.

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

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

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

### Budget categories and cost eligibility rules

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

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories (*not applicable*)
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>30</sup>: Yes
  - volunteers unit cost<sup>31</sup>: Yes (without indirect costs)
- travel and subsistence unit cost<sup>32</sup>: Yes
- equipment costs: depreciation + full cost for listed equipment
- other cost categories:
  - costs for financial support to third parties: not allowed; maximum amount per third party EUR 60 000, unless a higher amount is required because the objective of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- divers:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost.



Volunteers costs — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a pre-fixed unit cost (per volunteer) and thus allow you to benefit

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<sup>30</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>31</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>32</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).



from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA – Annotated Grant Agreement, art 6.2.A.5](#).

Equipment and other goods, works and/or services related to 5G/6G mobile network communication equipment, and other technologies linked to the evolution of European communication network must:

- not be subject to security requirements by third country/ non-associated third country that could affect the implementation of the action (e.g. technology restrictions, national security classification limiting the use of the equipment, etc.);
- comply with (cyber-)security guidance issued by the Commission, in particular communications on the 5G toolbox<sup>33</sup>;
- apply (cyber-)security requirements throughout the life cycle, including the selection and award procedure and criteria for purchases, the use, and also the related services, including installation, upgrading or maintenance;
- ensure (cyber-)security by adequately protecting the availability, authenticity, integrity, and confidentiality of stored or transmitted or processed data or the functions or services offered by, or accessible via, that equipment.

### 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** to start working on the project (float of normally **80%** of the maximum grant amount; 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 **interim payments**.

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

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

All payments will be made to the coordinator.

 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.

### Prefinancing guarantees

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<sup>33</sup> See: <https://digital-strategy.ec.europa.eu/en/library/cybersecurity-5g-networks-eu-toolbox-risk-mitigating-measures> and <https://digital-strategy.ec.europa.eu/en/library/eu-toolbox-5g-security> and <https://digital-strategy.ec.europa.eu/en/library/communication-commission-implementation-5g-cybersecurity-toolbox>

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*).

### 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 limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*.

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)*

Ethics rules: *see Model Grant Agreement (art 14 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: No

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- EU restrictive measures: Yes

- durability: Yes
- specific rules for humanitarian actions: No
- specific rules for blending operations: No

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

### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [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 (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

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

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal 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 in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Questions **received later than 7 calendar days before the deadline** for submitting applications will not be answered. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of applicants or actions.

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### 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: [HOME-ISF@ec.europa.eu](mailto:HOME-ISF@ec.europa.eu)

Please 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 recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **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 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](#).

