



Economic Community of West
African States



European Development
Fund



West African Economic
and Monetary Union

Contracting Authority: West African Economic and Monetary Union (WAEMU)



**Regional Fund for the Promotion of Cooperation and Cultural
Exchange in West Africa**

Guidelines for grant applicants

Restricted call for proposal

9th European Development Fund

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1. REGIONAL FUND FOR THE PROMOTION OF COOPERATION AND CULTURAL EXCHANGE IN WEST AFRICA

1.1 BACKGROUND

The ECOWAS and WAEMU Commissions have a financing agreement with European Union to support the cultural sector entitled "Regional Fund for the Promotion of Cooperation and Cultural Exchange in West Africa". The project concerns the ECOWAS countries and Mauritania.

In terms of community strategy, the action falls within the framework of Article 27 of the Cotonou Agreement, which aims at promoting cultural development in the ACP countries. It is particularly in line with the process of this Agreement by favouring civil society actors.

The regional co-operation strategy document and the Regional Indicative Programme (RIP) of the 9th EDF foresee in their orientations "the valorisation of achievements through the sharing of experiences, dissemination and networking especially in the field of culture". The strategy document clearly states that "the regional dimension of culture will be encouraged through the facilitation of exchanges and the promotion of regional initiatives".

The project is placed under the joint responsibility of the ECOWAS and WAEMU Commissions. It will be based on two main components, the development of exchange and the organisation and professionalization of the cultural sector in the west African region. It will be based on its main components to fund the projects in west African countries such as: Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

The present guidelines are applicable to the 1st call for proposals launched within this program, in 2008.

1.2 Objectives of the programme and priority issues for the years 2008- 2010

1.2.1 Objectives of the Fund

The overall objective of the project is to support the development of exchange, networks and co-operation between the cultural actors of the region in the perspective of building a common cultural space.

In this regard, the project aims at the following specific objectives:

- development of synergies, complementarities, collaboration and partnerships between cultural actors in the region.
- enhancement of the movement and the valorisation of actors, works and cultural information within the region.

The **expected results** of the project are as follows:

- The capacities of public cultural organizations, civil society organizations, private institutions, professional organizations, regional networks, which contribute to the stimulation and facilitation of cultural exchange and co-operation in the region, are developed and strengthened.

- Specific cultural actions, with a regional added value and multiplier effects on the development of exchange and cooperation are carried out

1.2.2 Orientations / Priorities for the period 2008-2010

a) General priorities

Priority will be given to the actions, which through the exchange and the cooperation will pursue one or more of the following objectives:

- access and participation of the biggest number of West African citizens to cultural activities;
- strengthening, valorisation and sharing of expertise in the region (artistic, technical and management skills);
- development of creation, by emphasizing both the revitalization of traditional techniques and knowledge (contemporary approach to tradition) and the development of new forms of expression (notably linked to new technologies);
- valorisation of the cultural heritage of the region, its variety and the common inheritance;
- promotion of the inclusion of culture in development and integration policies, promotion of the rights of artists, improvement of the legislative and legal environment.

b) Geographic priorities

Priority will be given to activities which:

- concern countries that are particularly isolated or weakened by conflicts and will by nature improve their integration in the regional space;
- contribute to the development of exchange between countries that have little contact, particularly between French , English and Portuguese speaking countries.

At equal quality, the Fund will ensure a balance between the countries in which the activities are based, in the perspective of a better meshing of the territory in a regional scale. Finally, at equal quality, priority will be given to the actions which interest the largest number of countries in the region.

c) Sector-based priorities

During the years 2008-2010, the Fund will intervene in 6 areas of arts and cultural action: multidisciplinary actions or of transversal interest; visual and applied arts; music and scene arts; literature; cultural heritage; cinema.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 2,280,000. The Contracting Authority reserves the right not to award all available funds.

The global indicative amount made available for the present call for proposals is broken up into two lots according to the action types.

LOT 1 = € 1,500,000 for the actions related to result A: actions running over several years and integrated actions aiming at the development of poles.

LOT 2 = € 780,000 for the actions related to the result B: specific actions with multiplier effects.

In the case where the minimum percentage foreseen for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

1.3.1 Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

Action related to result A: minimum € 150,000 - maximum € 300,000 for the duration of the action (13 to 24 months)

Action related to result B: minimum € 100,000 - maximum € 150,000 for the duration of the action.

A grant may not be for less than 50 % of the total eligible costs of the action.

1.3.2 Co financing

In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address:

http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- belong to one of the following categories: public cultural organisations from civil society or the private sector legally recognised and intervening mainly in cultural domain
- be nationals¹ of a Member State of the European Union and ACP **and**
- be directly in charge of the preparation and management of the action with their partners, not acting as an intermediary. Organizations having the nationality of a country of the European Union must prove at least two experiences of partnership related to the implementation of cultural projects in the region with one or more public or private agency or civil society association from one or more of the 16 States. Public cultural organisations must benefit from a level of autonomy in management which is sufficient to guarantee their capacity to carry through the proposed action until its end without interference of the regulatory authorities **and**
- have a minimum of five years of legal existence and at least three years of specific experience in the area for which the grant is demanded.

¹ Such nationality being determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a "Memorandum of Understanding".

(2) **exclusion criteria :**

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm), especially:

In part A, section III] of the grant application form ("Declaration by the applicant"), applicants must declare that they do not fall into any of the situations.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations; organisations that are nationals of a member state of the European Union must act with partner organisations in accordance with prescriptions in sections 2.1.1 (eligibility of applicants) and 2.1.3 (sector and type of actions).

Partners

Applicants' partners participate in the definition and the implementation of the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the same eligibility criteria as applicants. However, specifically to the section 2.1.1 the partners must at least have three years of legal existence and two years of specific experience in the area in which the grant is requested.

The following are not partners and must not sign the "partnership statement":

Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem and travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - "Associates of the Applicant participating in the Action" of the Grant Application Form.

Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be presented

Definition

An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not exceed 24 months. All actions has to be completed by the deadline of December 31st, 2010.

Sectors or themes

For the year 2008, the Fund will focus on six intervention areas:

1. cross cutting or multidisciplinary action; this area includes the development of professional multidisciplinary organizations, cultural information, training for culture related professions, development of multidisciplinary cultural centres and the promotion of cultural tourism;
2. visual and applied arts;
3. music and the scene arts;
4. literature;
5. cultural heritage;
6. films (production and distribution of documentary films related to arts and West African Culture)

The distribution of the funding between the different areas is not pre-established. It will depend on the quality of the projects. At equivalent quality, the project will ensure a balance between the intervention areas.

Location

Action must involve actors of at least 3 countries of the West African region (15 countries of ECOWAS and Mauritania).

Types of action

In 2008, the Fund will support two types of actions:

Actions related to result A: actions running over several years and integrated actions aiming at the development of poles.

These actions can be presented by all cultural organisations (public, civil society or private) involved in a permanent manner or with regular in actions which concern actors of several countries and contribute to the development of exchange. Planned on a pluriannual basis, these actions should permit the reinforcement of this structure as a pole of exchange and cooperation. To this end, they must integrate components aiming one or more of the following results:

- extension of the regional reach of the activities of the pole;
- development of the complementarities and synergies with others structures operating in the region in the considered intervention area;
- development of collaboration and partnerships with counterparts in other countries of the region;

- capacity building of the concerned structures.

Actions of the result B: specific actions with multiplier effects.

The focus here is specific actions that have an innovating, experimental or exemplary character and from which one can expect multiplier effects on the development of the exchange and cooperation in the region. They can be proposed by public cultural organisations, civil society or private sector.

The following types of **actions** are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions that are implemented outside the countries of ECOWAS and Mauritania,
- actions benefiting from another EDF grant,
- actions concerning only or mainly the production of types of films other than those mentioned in (2.1.3, themes or sector) films, publishing and infrastructure construction.

Number of proposals and grants per applicant

An applicant may not submit more than two proposals under this call for proposals.

An applicant may not be awarded more than one grant under this call for proposals.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding apply).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Any contributions in kind, which must be listed separately in Annex B, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary. The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

The Contracting Authority may accept co-financing in kind, if considered necessary or appropriate. In such cases, the value of such contributions must not exceed:

- a) either the costs actually borne and duly supported by accounting documents;
- b) or the costs generally accepted on the concerned market of reference.

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 *Concept Note content*

Applications must be submitted with the guidance on the Concept Note in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English or French.

In the Concept note, the applicants must provide an estimate only of the probable total cost of the action and of the requested amount of the EC contribution. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget. Please provide budget with round figures. This detailed budget may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the guidance on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be transmitted to the assessors. It is therefore of utmost importance that this document contain ALL relevant information concerning the action.

2.2.2 *Where and how to send concept notes*

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

“Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l’Ouest » - Unité de Gestion du Projet 11 P.O Box 104 Ouagadougou CMS 11 – Burkina Faso

Address for hand delivery or by private courier service

“Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l’Ouest » -Unité de Gestion du Projet -Commission de l'UEMOA 380 Avenue du Pr Ki Zerbo –Ouagadougou 01 – Burkina Faso. Tél: (226) 50 30 81 88

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in one original and 3 copy in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the lot number and title the full name and address of the applicant, and the words "Not to be opened before the opening session" and "<local language equivalent">.

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is August 15th, 2008 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 6h00 pm local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

Any Concept Note submitted after the **last** deadline will automatically be rejected.

2.2.4 *Further information for Concept Note*

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of concept notes, this is July 25th, 2008 to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: <culture@uemoa.int>; <dcesareo@uemoa.int>; <ktoure@uemoa.int>; fregionalculture16p@yahoo.fr

Replies will be given no later than 11 days before the deadline for the submission of concept notes this is August 4th, 2008.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action. Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the following web sites:

- UEMOA: <http://www.uemoa.int/index.htm>
- ECOWAS: <http://www.ecowas.int/>

2.2.5 *Full Application form*

Applicants invited to submit a full application form following shortlisting must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (please provide budget with round figures) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section V of Part B of the grant application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

“Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l’Ouest » - Unité de Gestion du Projet 11 P.O Box 104 –Ouagadougou CMS 11 – Burkina Faso

Address for hand delivery or by private mailing service

“Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l’Ouest » -Unité de Gestion du Projet S/C UEMOA,

380 Avenue du Pr Ki Zerbo –Ouagadougou 01 – Burkina Faso. Tél: (226) 50 30 81 88

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and 3 copy in A4 size, each bound.

The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version.

The Checklist (Section V of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different proposals (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the number and title of the lot the full name and address of the applicant, and the words "Not to be opened before the opening session" and <"*local language equivalent*">.

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications is November 14th, 2008 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 6h00 pm local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

2.2.8 *Further information for the Full Application form*

Questions may be sent by e-mail no later than 21 days, meaning October 24th, 2008, before the deadline for the submission of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: <culture@uemoa.int>; <dcesareo@uemoa.int>; <ktoure@uemoa.int>;
<regionalculture16p@yahoo.fr>

Replies will be given no later than 11 days, meaning November 3rd, 2008, before the deadline for the submission of proposals.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the following web sites:

- UEMOA: <http://www.uemoa.int/index.htm>
- ECOWAS: <http://www.ecowas.int/>

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected
- The Concept Note meets all the criteria mentioned in the Checklist ([section II of part A of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the criteria mentioned in the checklist and whether their Concept Note has been recommended for evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to directly send invitations to submit a full proposal.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5	
	5(x2)*	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines		
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.		
	TOTAL SCORE	50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to € 3,000,000 for the first lot and € 1,560,000 for the second lot. The pre-selected applicants will subsequently be invited to submit full proposals.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

OPENING SESSION AND ADMINISTRATIVE CHECK OF THE FULL APPLICATION

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.

- The application form satisfies all the criteria mentioned in the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the checklist and whether their application has been recommended for evaluation.

EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EDF financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

If the examination of the proposal reveals that the proposed action does not meet the **eligibility criteria** stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1.	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	5

5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:²

1. The statutes or articles of association of the applicant organisation³ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.⁴

2. Where the grant requested is for an operating grant, an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. This obligation does not apply to public bodies. This obligation does not apply to secondary and higher education establishments.

3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁵.

4. Legal entity sheet (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

5. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

6. The reports of activity of the applicant for the years 2006-2007.

The supporting documents requested must be supplied in the form of originals or photocopies of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the call for proposals of the relevant parts of these

² No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

³ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁴ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

⁵ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than one of the languages of the call for proposals it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into one of the languages of the call for proposals.

If the supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent by the Contracting Authority), the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

Where the European Commission is informed of such a complaint, it must communicate its opinion to the Contracting Authority and do all it can to facilitate an amicable solution between the complainant (applicant) and the Contracting Authority. If this procedure fails, the applicant may have recourse to procedures established under the recipient's national legislation.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	< Date / Not applicable >	< Time / Not applicable >
Deadline for request for any clarifications from the Contracting Authority	July 25th, 2008	6h00 pm
Last date on which clarifications are issued by the Contracting Authority	August 04th, 2008	6h00 pm
Deadline for submission of Concept Notes	August 15th, 2008	6h00 pm
Information to applicants on the opening & administrative check	August 29th, 2008	6h00 pm
Information to applicants on the evaluation of the Concept Notes	September 30th, 2008	6h00 pm
Invitations for submission of Full Application Form	October 1st, 2008	6h00 pm
Deadline for submission of Full Application Form]	November 14th, 2008	6h00 pm
Information to applicants on the evaluation of the Full Application Form	December 15th, 2008	6h00 pm
Notification of award (after the eligibility check)	December 31st, 2008	6h00 pm
Contract signature	January 1st, to February 28th, 2009	6h00 pm

Provisional date. All times are in the time zone of the country of the Contracting Authority

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F). By signing the Application form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tendered offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

3. LIST OF ANNEXES

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

[ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)⁶]

[ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)⁷]

http://ec.europa.eu/europeaid/work/procedures/index_en.htm

[ANNEX E: FINANCIAL IDENTIFICATION FORM]

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/index_en.htm

⁶ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

⁷ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.