



**Contracting Authority:**

Delegation of the European Union to Syria

# **Local and Regional Cultural Activities**

Guidelines for grant applicants

**Budget Line: BGUE-B2009-19.080101-C8-AIDCO**

**Open Call for Proposals 2010**

**Reference: EuropeAid/129-892/L/ACT/SY**

Deadline for submission of proposals: **15.06.2010, 17h00 Damascus time**

## **NOTICE**

This is an open Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority, the signed "Declaration by the Applicant" sent together with the Concept Note and the second Declaration sent together with the Full Application.

All Internet links in the present document are valid at the time of publication of this Call for Proposals. Nevertheless, they may be subject to changes at a later stage.

# Table of contents

<b>1. LOCAL AND REGIONAL CULTURAL ACTIVITIES</b>	<b>4</b>
1.1 Background.....	4
1.2 Objectives of the programme and priority issues .....	4
1.3 Financial allocation provided by the contracting authority .....	5
<b>2. RULES FOR THIS CALL FOR PROPOSALS</b>	<b>6</b>
2.1 Eligibility criteria.....	6
2.1.1 Eligibility of applicants: who may apply?.....	6
2.1.2 Partnerships and eligibility of partners.....	7
2.1.3 Eligible actions: actions for which an application may be made.....	8
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant .....	10
2.2 how to apply and the procedures to follow .....	11
2.2.1 Application form .....	11
2.2.2 Where and how to send the Applications .....	12
2.2.3 Deadline for submission of Applications .....	12
2.2.4 Further information for the Application.....	13
2.3 Evaluation and selection of applications .....	14
2.4 Submission of supporting documents for provisionally selected applications .....	18
2.5 Notification of the Contracting Authority's decision .....	20
2.5.1 Content of the decision .....	20
2.5.2 Indicative time table .....	20
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant .....	21
<b>3. LIST OF ANNEXES</b>	<b>22</b>
Project Cycle Management Guidelines .....	22

# 1. LOCAL AND REGIONAL CULTURAL ACTIVITIES

## 1.1 BACKGROUND

Since 1996 and following the signature of the Barcelona Declaration on the Euro-Mediterranean Partnership (1995), the European Union has funded local and regional cultural activities in the Mediterranean Countries.

In the conviction that culture plays a key role in human, social and economic development, the aim of local and regional cultural activities is to strengthen access, mutual knowledge and understanding, cultural diversity and richness.

In this framework, the Delegation of the European Union to Syria has awarded 26 grants since 2004 for a total amount of funds of EUR 1.087.775 (average of each grant EUR 40.000).

This year, 2010, the Delegation of the European Union to Syria launches its 7<sup>th</sup> Call for Proposals on Cultural Activities.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

In the present Call for Proposals, **culture** is broadly defined as scientific, literary and artistic pursuits of society, which contribute to human, social and economic development, while promoting education, research and policy debate.

In accordance with the social, cultural and human chapter of the Barcelona Declaration on the Euro-Mediterranean Partnership, the **global objective** of this Call for Proposals on cultural activities is:

- Contribution to human, social and economic development of the Syrian Arab Republic through cultural activities and related media activities.

The **specific objectives** of this Call for Proposals are:

- Encouragement and awareness-raising of the importance of dialogue among cultures, with emphasis on intercultural respect and a culture of peace, with a view to building bridges among peoples;
- Promotion of participation in cultural life and a better access to culture for all;
- Support to artistic expression, creativity and innovation, through cultural and media tools;
- Promotion of cultural awareness through targeted media activities.

In order to realise the mentioned objectives, **priority** will be given to local and regional project proposals that:

1. Strengthen active contributions to society by Syrian citizens, in particular young people;
2. Target marginal and underprivileged populations;
3. Enhance capacity building of cultural promoters as well as of media (i.e. young journalists, communication experts).

The Delegation of the European Union to Syria provides funding for:

**1. Local cultural activities:** these are activities that involve Syrian organisations and organisations at least from:

- Two EU Member States, or
- One EU Member State and either a Candidate country (Turkey, Croatia, and F.Y.R of Macedonia) or one from the European Economic Area (Iceland, Norway, Lichtenstein)

**2. Regional cultural activities:** these activities involve Syrian organisations and organisations at least from

- One country of the European Neighbourhood Policy (please, visit [http://ec.europa.eu/world/enp/index\\_en.htm](http://ec.europa.eu/world/enp/index_en.htm)) and
- Two EU Member States, or
- One EU Member State and either a Candidate country (Turkey, Croatia, and F.Y.R of Macedonia) or one from the European Economic Area (Iceland, Norway, Lichtenstein)

All activities should result in **visible products**, for display, diffusion and dissemination.

### **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is **EUR 130.000**.

The Contracting Authority reserves the right not to award all available funds.

#### Size of grants

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: **EUR 25.000**
- maximum amount: **EUR 40.000**

A grant may not be for **less than 20%** of the total eligible costs of the action.

In addition, **no grant may exceed 80%** 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 Union 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/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)).

The following definitions apply to the present guidelines:

<b>Partnership</b>	Grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
<b>Applicant</b>	Lead organisation within the partnership, responsible for submitting the application
<b>Partner</b>	Member organisation of the partnership other than the applicant
<b>Associate</b>	Organisation that plays an active role in the action but which cannot benefit from funding under the grant
<b>Subcontractor</b>	Organisation identified and contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
<b>Sub-granting</b>	Financial support that can be given to third parties by the beneficiary of the Community grant under specific conditions defined in the Article 120 of the Financial Regulation applicable to the general budget of the European Communities and the Article 184a of the Rules for the implementation of the Financial Regulation.

### 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:
  - non-governmental organisations;
  - public or private institutions specialised in cultural activities, development or media activities;
  - public sector operators such as universities, research centres and training centres;
  - media;

- economic and social partners such as artists' associations, **and**
- be nationals<sup>1</sup> of a member State of the European Union or of a member State of the European Economic Area (Iceland, Liechtenstein and Norway), which must be registered **in conformity with the legislation in force in its country of origin** and **for at least three years** at the time of the submission of an application, **or**
- be nationals of the Syrian Arab Republic, which must be **registered in conformity with the legislation in force in the Syrian Arab Republic** and **for at least two years** at the time of the submission of an application;
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) 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/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm));

In open: part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

### 2.1.2 Partnerships and eligibility of partners

Syrian applicants may act individually or with partner organisations. Applicants from the EU or other countries different from Syria **must act in partnership**<sup>2</sup> with one or more partners from the Syrian Arab Republic.

#### **Partners**

Partnership with relevant stakeholders **is highly encouraged** (see sub-section 2.3 of the Concept Note evaluation grid and sub-section 3.3 of the Full Application Form evaluation grid).

Attention must be paid to the quality of partnership. Indeed partners should have a clear role, either of coordination, input or direct implementation, to the action. The role of partners must be effectively organised to realise the activities and work towards the fulfilment of the objectives of the proposed action.

Partners participate in designing and implementing 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, except for the nationality.**

There is **no maximum number of partners** but please keep in mind that all partners must be carefully chosen and play an active role in the actions proposed. It is highly recommended not to involve more partners than is needed.

<sup>1</sup> 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 national 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 the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

<sup>2</sup> This arrangement brings together several actors, which have a shared interest in the outcome and demonstrate some degree of ownership, in order to address a particular issue. This does not imply necessarily a legal or contractual agreement but rather an identifiable form of governance.

**The following are not partners and do not have to 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 or 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").

<b>2.1.3</b> <i>Eligible actions: actions for which an application may be made</i>
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Definition: An action (or project) is composed of a set of activities.

An action (i.e. project) is composed of a coherent set of activities aiming at achieving clearly defined objectives, targeting specific groups, with planned tangible outcomes reached in a limited timeframe and with a limited budget. The actions should meet in a concrete way the specific needs of the target groups.

Actions may cover a wide range of activities, such as:

- Institutional support (through dialogue platforms, group discussions, set up of networks, capacity building, etc.);
- Promotion and raise-awareness activities in the cultural field (conferences, seminars, workshops, media advertisements and programmes, etc);
- Production of artistic performances;
- Training for media on culture and development issues.

Duration

The initial planned duration of an action may **not be lower than 6 nor exceed 12 months**.

Sectors or themes

Specific sectors or themes to which the actions must relate are:

1. Active participation in society by Syrian citizens, with emphasis on young people and people living marginal and underprivileged areas, through dialogue among cultures in favour of intercultural respect and a culture of peace;
2. Better access to culture for all, in particular to combat social exclusion;
3. Encouragement of artistic expression, creativity and innovation.
4. Enhancement of capacity building of cultural promoters and media, through transfer of know-how.

## Location

Actions must take place in one or more of the following countries: **Syrian Arab Republic**.

## Types of action

An action can be composed by one or several activities.

The following types of action 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.

## Types of activity

All types of culture activities (such as visual arts, theatre, music, art and craft, science, innovation, literature, etc.), all types of activities supporting cultural creation and diffusion, (such as training, networking, capacity building, etc.) as well as media participation in culture and development (raising-awareness campaigns, training) are envisaged under this Call for Proposals.

The activities should be defined in a clear, coherent and consistent way. Foreseen activities should also address well-defined target beneficiaries in relation with expected results, and pursue a specific objective.

Activities should result in visible products, for display, diffusion and dissemination.

The activities should finally respond to analysis of the context proposed by the organisations and to the needs of beneficiaries.

The inclusion in the proposal of measurable and verifiable indicators of performance will be an asset.

## Sub-granting

In order to **support the achievement of the objectives of the Action**, and in particular where the **implementation of the Action proposed by the Applicant requires financial support to be given to third parties**, the Applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant a list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10.000 per third party.

The following types of action 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.

## Number of applications and grants per applicant

**An applicant may submit more than 1 proposal under this Call for Proposals. However, only 1 grant can be awarded per applicant.**

An applicant may not at the same time be partner in another application

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is 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 applies).

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.

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 comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

#### 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 EU budget no indirect costs may be claimed within the proposed budget for the action.

#### Contributions in kind

**Contributions in kind are not allowed:** Contributions in kind are not considered 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.

#### 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;
- credit to third parties.

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

Prior registration in PADOR for this Call for proposal is obligatory.

Registration is obligatory **for all applicants and their partners.**

PADOR is an on-line database in which organisations register themselves and update regularly their data, through the Europeaid website: [http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate on the paper version of the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

Notwithstanding the above, the applicant can submit a request for derogation concerning its registration in PADOR. A reasoned request for derogation should be sent to the Contracting Authority at the address as indicated in these Guidelines 21 days before the deadline for submission at the latest. The Contracting Authority needs to reply at the latest 11 days before the deadline for the submission. The justification for a derogation must be based on the objective impossibility of the applicant to have access to the technology required to register in PADOR. This objective impossibility should go beyond the control of the applicant and, in principle, be of a general nature (i.e. not attributable to the specific circumstances of the applicant itself). The applicant should provide, where possible, supporting documents substantiating its request. The Contracting Authority shall reason its reply. The derogation applies to the applicant requesting the derogation and only in the context of a specific call for proposals, unless the Contracting Authority see grounds for a general derogation for that call for proposals. In this case, data will be introduced in PADOR by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request is needed.

<h3><i>2.2.1 Application form</i></h3>
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Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in **English or French.**

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

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 application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

### 2.2.2 *Where and how to send the Applications*

Applications must be submitted in one original and 3 copies in A4 size, each bound. The complete application form (part A: concept note and part B: 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 application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B 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 applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number - EuropeAid/129-892/L/ACT/SY - and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session" and in Arabic "الرجاء عدم الفتح قبل الجلسة".

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

#### **Delegation of the European Union to Syria**

**Attn Finance and Contracts Section** - Reference Number: EuropeAid/129-892/L/ACT/SY  
**Najeeb Al Rayyes Street, Bldg. No 3**  
**Abou Roumaneh**  
**PO Box 11269 Damascus, SAR**

#### Address for hand delivery or by private courier service

#### **Delegation of the European Union to Syria**

**Attn Finance and Contracts Section** - Reference Number: EuropeAid/129-892/L/ACT/SY  
**Najeeb Al Rayyes Street, Bldg. No 3**  
**Abou Roumaneh**  
**PO Box 11269 Damascus, SAR**

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

**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.**

### 2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is **15 June 2010** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **at 17h00 at Damascus time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

#### 2.2.4 *Further information for the Application*

An information session on this call for proposals might be held on **3 May 2010**. Please consult the Contracting Authority's website for more details on the information session: [www.delsyr.ec.europa.eu](http://www.delsyr.ec.europa.eu)

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications (**no later than 25.05.2010**) to the below addresse(s), indicating clearly the reference of the call for proposals: **EuropeAid/129-892/L/ACT/SY**.

E-mail address: **[delegation-syria@ec.europa.eu](mailto:delegation-syria@ec.europa.eu)**

Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days (**no later than 04.06.2010**) before the deadline for the submission of applications.

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

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, or at the Delegation of the European Union to Syria: [www.delsyr.ec.europa.eu](http://www.delsyr.ec.europa.eu)

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: [europeaid-on-line-registration-hd@ec.europa.eu](mailto:europeaid-on-line-registration-hd@ec.europa.eu)

## **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:

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

### **(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist section V of part B of the grant application form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application 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 and whether they have been recommended for further 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 not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

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.

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.

	<b>Scores</b>	
<b>1. Relevance of the action</b>	Sub-score	15
1.1 Relevance of the action 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	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5(x2)*	
<b>2. Effectiveness and Feasibility of the action</b>	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, if applicable, proposed partners.	5(x2)*	
<b>3. Sustainability of the action</b>	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	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
<b>TOTAL SCORE</b>		<b>50</b>

\*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.

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.

### (3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its 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 applications 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 applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)). 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.

*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
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> . 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 <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2
<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> 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 <b>evaluation</b> ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (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 <b>sustainable</b> : - 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,</i>	5

<i>etc?)?</i> - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

*Note on Section 1. Financial and operational capacity*

If the total average score is less than 12 points for section 1, the application will be rejected.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, the application will be rejected.

*Provisional selection*

Following the evaluation, a table listing the applications 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 applications 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 application 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 application will be replaced by the next best placed application 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 APPLICATIONS**

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:<sup>3</sup>

1. The statutes or articles of association of the applicant organisation<sup>4</sup> 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.<sup>5</sup>
2. 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)<sup>6</sup>.
3. Legal entity sheet (see annex D of these Guidelines) 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.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, 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.

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<sup>3</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>4</sup> 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

<sup>5</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>6</sup> 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.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) 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 English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English or French, 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 English or French.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant 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, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

### 2.5.2 Indicative time table

	<b>DATE*</b>	<b>TIME</b>
<b>Information meeting (if any)</b>	03.05.2010	<b>TBC</b> Please consult the website for more details: <a href="http://www.delsyr.ec.europa.eu">www.delsyr.ec.europa.eu</a>
<b>Deadline for request for any clarifications from the Contracting Authority</b>	25.05.2010	
<b>Last date on which clarifications are issued by the Contracting Authority</b>	04.06.2010	-
<b>Deadline for submission of Application Form</b>	<b>15.06.2010</b>	<b>17h00 Damascus time for hand-delivery</b>
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	30.06.2010*	
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	07.07.2010*	
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	21.07.2010*	
<b>Notification of award (after the eligibility check) (step 4)</b>	11.08.2010*	
<b>Contract signature</b>	30.09.2010*	

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

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 of these Guidelines). By signing the Application form (Annex A of these Guidelines), 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 tenderer 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 BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)<sup>7</sup>

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)<sup>8</sup>

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

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<sup>7</sup> Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

<sup>8</sup> Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.