



Contracting Authority: The Secretariat of the African, Caribbean and  
Pacific Group of States  
(ACP Secretariat)

## **EU-ACP Support Programme to cultural industries in ACP countries**

### **Guidelines for grant applicants**

ACP - 9ACP RPR 62 - 9<sup>th</sup> European Development Fund - EDF

Reference: **EuropeAid/127205/D/ACT/ACP/Multi**

Deadline for submission of proposals: **28th November 2008**

## Notice

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.

The translation in English is based on the French original. In case of discrepancies, the French original is the only legally binding document.

During their evaluation, proposals must pass a four-step process:

1. Opening session and Administrative check
2. Evaluation of the Concept note
3. Full evaluation of applications forms
4. Eligibility check of the applicants and partners

Please note that the Full evaluation of your application will only take place if your Concept note is provisionally selected. The eligibility check will only be performed for the proposals that have been provisionally selected according to the score obtained after the Full evaluation, on the basis of the supporting documents requested by the Contracting Authority and the Declaration by the applicant signed and sent together with the application.

It is recommended that you consult the "Manual for applicants" in addition to these Guidelines. It is published in English and French on the Programme website (<http://www.acpcultures.eu>).

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# 1. EU-ACP SUPPORT PROGRAMME TO CULTURAL INDUSTRIES IN ACP COUNTRIES

## 1.1 BACKGROUND

The EU-ACP Support programme to cultural industries in ACP countries derives from article 27 of the EU-ACP Partnership Agreement (The Cotonou Agreement)<sup>1</sup>, which aims at promoting the cultural development of ACP States. It also constitutes an approach aiming at achieving the objectives of the Dakar Declaration and Plan of action<sup>2</sup> for the promotion of ACP cultures and cultural industries (2003) and the Santo Domingo Resolution<sup>3</sup> (2006), adopted by the ACP ministers of culture.

The programme is managed and implemented by the Secretariat of the African, Caribbean and Pacific Group of States (ACP Secretariat), assisted by a Programme Management Unit (PMU). It is funded under the « Intra-ACP Funds » of the 9<sup>th</sup> European Development Fund (EDF), more precisely the Financing Convention n° 9567/REG.

With a total budget of 6.3 million euros for the period 2007 - 2012, the Programme is structured around three complementary components:

- the establishment of an ACP Cultural Observatory as a mechanism for providing technical advice and information in order to improve the policy, legal and institutional frameworks of the cultural sector in ACP States ;
- a joint ACP/ILO/UNCTAD/UNESCO project to strengthen the creative industries in 5 selected ACP countries (Fiji, Mozambique, Senegal, Trinidad and Tobago and Zambia), implemented by the UN agencies ;
- a grant scheme to support the intra-ACP cultural sector.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The overall objective of the EU-ACP Support programme to cultural industries in ACP countries is to contribute to poverty reduction and sustainable development through the promotion of an enabling environment for creativity, cooperation and exchanges, independence and viability of the cultural sector in the ACP States, as well as the safeguarding of cultural diversity and fundamental cultural values.

In order to meet these objectives, the grant scheme seeks to reinforce the technical, financial and managerial capacities of ACP cultural operators and cultural industries.

### Specific objectives of this call for proposals

The specific objectives set out in this call for proposals are the following:

- Contribute to economic structuring of the ACP cultural sector, by professionalizing cultural actors/operators and the different areas of the cultural industry sector in ACP States.

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<sup>1</sup> <http://www.acp.int/en/conventions/cotonou/accord1.htm>

<sup>2</sup> [www.acp.int/acpfestival/acp8300603\\_Dakar\\_Declaration\\_e.pdf](http://www.acp.int/acpfestival/acp8300603_Dakar_Declaration_e.pdf)

<sup>3</sup> [www.acp.int/acpfestival/ACP8304606\\_Santo\\_Domingo\\_Dec\\_e.pdf](http://www.acp.int/acpfestival/ACP8304606_Santo_Domingo_Dec_e.pdf)

- Support and consolidate exchanges, develop cooperation and economic linkages between ACP cultural actors/operators.
- Quality improvement of ACP cultural goods and services for their insertion in the national, regional and international markets.

This call for proposals aims to award grants to two types of actions: Multi-annual cooperation projects (Lot 1) and Cooperation measures (Lot 2).

The expected results are:

- The ACP cultural sector attains an optimal, professional structure at intra-ACP level and its funding possibilities are reinforced.
- ACP cultural operators become increasingly professional, develop intra-ACP cultural and economic linkages and the quality of ACP cultural goods and services is improved.

### Priorities

Support will be provided for projects which, by the objectives, methodology and nature of the cooperation pursued, demonstrate an outlook that goes beyond local and national interests to develop synergies at intra-ACP wide level.

Therefore, particular attention will be paid to actions involving the three ACP geographical zones (Africa, Caribbean and Pacific).

A particular attention will also be paid to actions taking place entirely in ACP States (other than Cuba and South Africa - see point 2.1).

A particular attention will be paid to actions carried out in partnerships where the applicant and the **majority** of its partners are from ACP States (with the exception of applicants from Cuba - see point 2.1).

Furthermore, a particular attention will be paid to actions containing specific added-value elements as promotion of gender equality and equal opportunities.

Please note that these priorities are integrated in the breakdown provided in the Evaluation Grid under point 2.3 of the chapter concerning the relevance of the action.

### 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is 2.3 million euros. The Contracting Authority reserves the right not to award all available funds.

#### Indicative allocation of funds by lot

The overall indicative amounts made available by Lot are:

Multi-annual cooperation projects (Lot 1): 1.610.000 €  
Cooperation measures (Lot 2): 690.000 €

In the case where the allocation 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.

## Size of grants

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

### For Multi-annual cooperation projects (Lot 1):

- minimum amount : 200.000 €
- maximum amount : 400.000 €

### For Cooperation measures (Lot 2):

- minimum amount : 100.000 €
- maximum amount : 200.000 €

A grant may not be for less than 55 % 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 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/implementation/practical\\_guide/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm)), and in compliance with the specific contractual terms for this Call for proposals (see Annex G).

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EC external actions, available at:

[http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/annexes\\_standards\\_documents/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/annexes_standards_documents/index_en.htm)

In addition to the Glossary, the following definitions apply:

<b>Partnership</b>	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
<b>Applicant</b>	the organisation responsible for submitting the application
<b>Beneficiary</b>	applicant with whom a grant contract will be signed
<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, with the exception of travel and subsistence allowances
<b>Subcontractor</b>	organisation 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>Region</b>	a geographical entity comprising more than one country (under this call)
<b>Target groups</b>	the groups/entities that will be directly positively affected by the project at the Project Purpose level.
<b>Final beneficiaries</b>	those who will benefit from the project in the long term at the level of the society or sector at large.

### 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 directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and** ;
- be legal persons who have been registered for a minimum period of **two years and** ;

- belong to one of the following categories: non-governmental organisations or private sector operators<sup>4</sup> and ;
- have a legal status, whose principal activity is in the cultural sphere and ;
- be nationals<sup>5</sup> (place of legal seat) of a Member State of the European Union or an eligible ACP State.

#### The EU Member States:

Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France	Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta	Netherlands Poland Portugal Romania Slovak Republic Slovenia Spain Sweden United Kingdom
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#### The 78 eligible ACP States:

Eastern Africa	Central Africa	Western Africa
Burundi Comoros Djibouti Eritrea Ethiopia Kenya Madagascar Mauritius Rwanda Seychelles Somalia Sudan Tanzania Uganda	Cameroon Central African Republic Chad Congo Democratic Republic of Congo Equatorial Guinea Gabon Sao Tome & Principe	Benin Burkina-Faso Cape Verde Gambia Ghana Guinea Guinea Bissau Ivory Coast Liberia Mali Mauritania Niger Nigeria Senegal Sierra Leone Togo
Southern Africa	Caribbean	Pacific
Angola Botswana Lesotho Malawi Mozambique Namibia South Africa Swaziland Zambia Zimbabwe	Antigua & Barbuda Bahamas Barbados Belize Commonwealth of Dominica Dominican Republic Grenada Guyana Haiti Jamaica Saint Lucia Saint Kitts & Nevis	Cook Islands East Timor Fiji Kiribati Marshall Islands Micronesia Nauru Niue Palau Papua New Guinea Samoa Solomon Islands

<sup>4</sup> This call for proposals is open to non-governmental organisations, cultural enterprises, private education or research institutions and other private entities, provided that the project is non-profit making and they meet all the eligibility criteria.

<sup>5</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 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".

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	Saint Vincent & Grenadines Suriname Trinidad & Tobago	Tonga Tuvalu Vanuatu
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The 6 ACP regions:

East Africa	Central Africa	West Africa
Southern Africa	Caribbean	Pacific

The 3 ACP geographical zones:

Africa	Caribbean	Pacific
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Operators from South Africa<sup>6</sup> may participate in projects as applicants or partners.

Operators from Cuba - country for which the participation to the Cotonou Agreement is not yet concretised - may not participate in the projects in the quality of applicants but only as partners, and may not be awarded grants.

The final beneficiaries of the activities implemented by South African or Cuban operators have to be the population from ACP countries other than South Africa or Cuba.

Operators from Overseas Countries and Territories (OCTs) can participate as applicants or partners and activities taking place in the OCTs can be eligible as long as the beneficiaries of these actions are the ACP States. Where the proposal includes a component benefiting an OCT, the activities and the budget related to this component budget must be clearly identified and quantified. The costs of these activities are not eligible and cannot be financed under the present Programme.

(2) Are NOT eligible as applicants or as partners:

- Natural persons.
- Operators from Cuba (in the quality of applicants).
- International organisations (intergovernmental).
- Public bodies<sup>7</sup> or public-owned corporations<sup>8</sup>.
- Local authorities.

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<sup>6</sup> Article 4, paragraph 3 of the 3rd Protocol of Cotonou Agreement about South Africa: "Legal persons from South Africa are eligible for contracts financed by financial resources provided under the present Agreement."

<sup>7</sup> In the context of this call for proposals a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government.

<sup>8</sup> A public-owned corporation is a legal entity created by a government to exercise some of the powers of the government. Publicly owned corporations differ from direct administration in that they have greater commercial freedoms and are expected to operate according to commercial 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/implementation/practical\\_guide/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm)

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

### 2.1.2 Partnerships and eligibility of partners

#### Partners

Applicants' 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.

Applicants **must** act with partner organisations as specified hereafter.

- Partners can be **nationals** from an eligible EU or ACP State.
- There is no upper limit to the **number** of partners involved in the project.
- The participation of partners from Member States of the **EU is not imperative**.
- The number of partners from the **ACP States (place of legal seat)** must always be **greater** than the number of partners from EU Member States.
- **Applicants from ACP States must always** act in a partnership composed of ACP organisations from at least **three (3)** different **ACP States**, from at least **two (2)** different **ACP regions**. This partnership can be enlarged with further ACP organisations or organisations from the EU.
- **Applicants from a Member State of the EU must always** enter into a partnership of at least **three (3)** **ACP organisations** situated in **different ACP regions** from at least **two (2)** **distinct ACP geographical zones** within the three beneficiary zones (Africa, Caribbean and Pacific). This partnership can be enlarged with further ACP organisations or organisations from the EU.
- Organisation that have **branch offices** in different countries are considered as one entity and cannot use their branch offices as partners, but must create a partnership with other independent organisations.

Each member of a partnership must have a precise and clearly identified role in the planning and implementation of the project. The applicant and its partners must draw up a **Cooperation Agreement** defining the technical and financial rights and obligations of each partnership member. A clear written allocation of responsibilities and a balanced distribution of costs will contribute to the partnership's success.

Applications should include the necessary activities and resources to assure an optimal **coordination** among members of the partnership during the duration of the project (i.e. missions, committees, internal coordination meetings...).

The Agreement will be an internal document of the partnership and will be submitted to the Contracting authority for information, for proposals that have been provisionally selected.

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.

Please note that the entities mentioned as non eligible in paragraph 2.1.1 (2) or countries that are not included in the list of eligible States, can participate in the project as « associates ».

### 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 costs for subcontracted services (maximum 10% of total eligible costs) must be listed under item 5 (Other costs, services) in the table “Budget for the Action” (Annex B of the application form). In addition, details concerning the subcontracted activities must be developed as necessary in section 1.8 of the application form concerning the proposed methodology for the implementation of the project.

Proposals, which fail to comply with these principles, will be rejected by the Evaluation Committee.

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 made*

#### **Definition: An action (or project) is composed of a set of activities.**

The strategic target is to strengthen the ACP cultural industries domain by supporting cultural actions that demonstrate the following core characteristics:

- Have a multiregional scope and be able to generate a distinct ACP-integration added value;
- Meet the specific objectives of the Programme;
- Propose structuring activities of a distinct artistic/cultural exchanges excellence and a proven potential for successful implementation;
- Encourage the inclusion of the economic dimension of culture (identification of job opportunities sustainability of activities, inclusion of activities in the formal local and regional economy);
- Ensure a high quality of partnership and methodology of cooperation among ACP or ACP-UE participating organisations;
- Generate results that could sustain a sound cooperation on a longer-term basis and stimulate future initiatives contributing to the economic development of the cultural sector at intra-ACP level (sustainability).

## Duration

**Multi-annual cooperation projects (Lot 1):** The planned duration of an action may not be lower than 24 months nor exceed 30 months.

**Cooperation measures (Lot 2):** The planned duration of an action may not be lower than 12 months nor exceed 18 months.

All actions financed by the programme must finish by December 31, 2012 at the latest.

In each individual case, the **eligibility period** for the implementation of an action will be specified in the Contract. This period cannot start until the Contract has been signed by both parties (see indicative timetable in item 2.5.2).

Expenditure incurred prior to the signature of the Contract will not be taken into account.

## Sectors or themes

The programme is open to all cultural domains except cinema and audiovisual, covered by the "EU-ACP Support programme to ACP cinema and audiovisual"<sup>9</sup>.

This call for proposals is open to all **aspects** of cultural development, from creation, research or publishing, to production, dissemination, promotion, sensitization, distribution, exploitation, training, animation, preservation.

In the same way, it is in principle open to all **areas** of cultural and artistic expression (except cinema and audiovisual) as for instance: theatre, music, dance, oral and written literature, books and publishing, plastic and visual arts, applied art, performing art, material and immaterial heritage management, architecture, design, fashion, craft, cultural tourism and art professions.

It is as well open to all **multi-disciplinary action** or of transversal interest that could lead to the achievement of the objectives of this call for proposals.

## Location

Actions must take place in one or more eligible States indicated in point 2.1.1, except in Cuba and South Africa.

Proposals, which fail to comply with these principles, will be rejected by the Evaluation Committee.

## Types of action

The action must be of non-profit making. Grants may not have the purpose or effect of producing a profit for the beneficiary (it has to be limited to the amount needed to balance expenditures and incomes of the project). Profit is defined as a surplus of receipts over the costs incurred by the beneficiary.

Proposals, which fail to comply with these principles, will be rejected by the Evaluation Committee.

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<sup>9</sup> [www.acpfilms.eu](http://www.acpfilms.eu)

### Multi-annual cooperation projects (Lot 1):

These are projects in partnership with a multiregional outlook, comprising a number of multi-annual cultural activities aiming to a better structured and professionalized ACP cultural sector.

Grants should reinforce, over several years, the capacities of the involved operators. The proposed actions should therefore pursue the following objectives:

- Reinforce the capacities of existing cultural operators, professional organisations and networks active in fields interesting to ACP cultural industries from several ACP countries/regions, whose effects contribute to strengthen intra-ACP exchanges and/or;
- Reinforce the technical, artistic, management and commercial capacities of cultural operators through training, workshops, residence programmes.

### Cooperation measures (Lot 2):

These are pilot innovative partnership actions in the field of cultural industries, of a shorter duration and smaller scale compared to multi-annual cooperation projects. Projects may be sectoral or cross-sectoral in nature and must pursue the following objectives:

- Promote transnational mobility of people working in the cultural sector and the intra-ACP diffusion and circulation of information, artistic and cultural ACP works and products and/or ;
- Enhance the value of the ACP cultural diversity (transnational themes).

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

- Actions concerned only or mainly with the current functioning of the organisation;
- 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 supporting political parties;
- Actions including proselytism;
- One-off conferences: conferences can only be founded if they form part of a wider range of activities to be implemented in the life-time of the action.

### **Visibility**

Applications should include a communication and visibility strategic plan both in the Full Application and the budget. The communication activities should be addressed in section 1.7 of the application form concerning the description of the action, as well as budgeted in the item entitled « Other costs, services ».

Please ensure to be aware of the visibility provisions relating to the EU External Actions, which may be consulted at:

[http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

These visibility provisions also apply for the ACP Group.

## Monitoring and evaluation

Applications should include planning, human resources and budget for the monitoring and evaluation systems of the proposed action. This aspect should be addressed in section 1.8 of the application form concerning the proposed methodology for the implementation of the project, as well as budgeted in the item entitled « Other costs, services ».

Applicants should include in the budget the necessary resources to allow for the coordinator to participate to thematic/accompanying meetings about the implementation of grant contracts, organised in Brussels (headquarters of the contracting Authority) by the ACP Secretariat.

An amount of maximum 5.000 € per year must be entered under the budget lines "Travel costs" and "Per diems for missions/travel".

## Number of proposals and grants per applicant

An applicant may not submit more than **one (1) proposal** under this call for proposals. The proposal must concern one Lot only.

Failure to comply with these principles will imply that all the proposals submitted by that same applicant will be rejected by the Evaluation Committee.

An applicant may not be awarded more than **one (1) 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**.

The total budget of the proposal must be **balanced** (expenditure = income). It must respect the minimum and maximum EC cofinancement **ceilings** which are at 80% (maximum) and 55% (minimum) of the total eligible cost of the project. It must also respect the minimum and maximum grant amounts mentioned in point 1.3.

The proposals must include a budget for the entire action. All amounts must be given in € (euro).

**Proposals submitted in another currency will be rejected.**

## 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 H).

Expenditure relating to investment in facilities or the purchase of equipment should only account for a minor proportion of the total eligible costs and, at most, should represent no more than 15% of these costs.

## Certificate on financial statements

A certificate on the report of verification of expenses, produced by an approved auditor who is a member of an internationally recognised supervisory body for statutory auditing, shall be attached to any request for interim payments and payment of the balance of a grant.

The auditor will examine whether the costs declared by the Beneficiary are real, accurately recorded and eligible in accordance with the Contract and issues an expenditure verification report.

Applicants should include in the budget the necessary resources to allow for the audit and verification of the Action's expenditure. This should be budgeted in the item entitled « Other costs, services » (5.3 Audit).

## 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, save where the beneficiary is in receipt of an operating grant financed from the Community budget.

A lump sum not exceeding 7% of the total amount of eligible cost of the action may be included as indirect costs in the budget of the action. These costs concern administrative overheads generated by the implementation of the action and should not overlap with any of the budgeted items.

## Contributions in kind

Any contributions in kind, which must be listed separately in Annex B (budget), do not represent actual expenditure and are not eligible costs. 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 to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be described in the narrative part (section 3 concerning expected sources of funding) of the application form and provided.

## Ineligible costs

The following costs are not eligible:

- costs relating to a component benefiting organisations based in countries other than ACP (see paragraphs 2.1.1 and 2.1.3);
- costs incurred before the signature of the grant contract ;
- 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 *Application form*

Applications must be submitted using the application form annexed to these Guidelines (Annex A). This form includes guidance for concept note, which must also be drafted. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. Please provide a budget with round figures.

Applicants must apply in English or French.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Applicants must keep strictly to the format of the application and fill in the paragraphs and the pages in order.

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 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 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.**

**The proposal comprises the following documents:**

- Part A: Concept Note ;
- Part B: Full Application Form ;
- Budget ;
- Logical Framework ;
- Activities Report from the previous year;

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Please note that only the application form and the published annexes which have to be filled in (budget, logical framework and the Activities Report) 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.**

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

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 and address for hand delivery or by private courier service:

**Project Management Unit (PMU)**

ECO- European Consultants Organisation

Support programme to cultural industries in ACP countries

Chaussée de la Hulpe, 150

1170 Brussels - Belgium

The Applicant is solely responsible for the choice of means of expedition and for following-up the delivery in accordance with the stipulations of these Guidelines.

It is highly **advised** to submit the applications by private courier service or by hand-delivery.

For applications sent by registered mail, applicant are requested to send a Fax at n° 00 32 (0)2 7924906 before **28<sup>th</sup> November 2008**, proving the date of dispatch.

**The Fax must bear:**

- The reference number and the title of the call for proposals,
- the title and number of the Lot,
- the full name and address of the applicant,
- the document evidencing the dispatch of the proposal by registered mail.

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 one (1) copy** 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 proposal as the paper version enclosed and must be in Word or Excel format.

**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.

The **outer envelope** must bear:

- The reference number and the title of the call for proposals,
- the title [and number of the lot,
- the full name and address of the applicant,
- the words "Not to be opened before the opening session».

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 **28<sup>th</sup> November 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 **16:00 hours (local time)** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

### **2.2.4 *Further information for Applications***

Questions may in addition be sent by e-mail no later than **21 days** before the deadline for the submission of proposals to the addresse(s) listed below, indicating clearly the reference of the call for proposals:

E-mail address: [questions@acpcultures.eu](mailto:questions@acpcultures.eu)

Replies will be given no later than 11 days 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 programme website:

<http://www.acpcultures.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:

### (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 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 they have satisfied all the criteria mentioned in the checklist and whether their Application Form 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 go straight to the evaluation of the corresponding full proposals.

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	
<b>1. Relevance of the action</b>	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	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines. <i>(Objectives of the call :</i> - <i>Contribute to economic structuring of the ACP cultural sector, by professionalizing cultural actors/operators and the different areas of the cultural industry sector in ACP States.</i> - <i>Support and consolidate exchanges, develop cooperation and economic linkages between ACP cultural actors/operators.</i> - <i>Quality improvement of ACP cultural goods and services for their insertion in the national, regional and international markets.</i>  <i>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses all the objectives listed above.)</i>	5	
<i>(Priorities:</i>  <i>Actions involving the three ACP geographical zones (Africa, Caribbean and Pacific).</i> <i>Actions taking place entirely in ACP States (other than Cuba and South Africa).</i> <i>Actions carried out in partnerships where the applicant and the majority of its partners are from ACP States (with the exception of applicants from Cuba).</i>  <i>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least two of the abovementioned priorities.)</i>	5	
<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 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.

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 3.220.000 € for Lot 1, and to 1.380.000 € for Lot 2 (twice the available budget for this Call for proposals). The Evaluation Committee will subsequently proceed with the evaluation of the full proposals of the pre-selected applicants.

The Contracting Authority may exercise at this point its right to reallocate funds from one lot to the other if the financial allocation foreseen for one of the lots cannot be fully used due to insufficient quality or number of proposals received.

### **(3) STEP 3: 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
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and 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>
<p>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?  <b>(Objectives :</b>  <u><b>Multi-annual cooperation projects (Lot 1):</b></u>  <ul style="list-style-type: none"> <li>- Reinforce the capacities of existing cultural operators, professional organisations and networks active in fields interesting to ACP cultural industries from several ACP countries/regions, whose effects contribute to strengthen intra-ACP exchanges and/or;</li> <li>- Reinforce the technical, artistic, management and commercial capacities of cultural operators through training, workshops, residencies.</li> </ul>   <u><b>Cooperation measures (Lot 2):</b></u>  <ul style="list-style-type: none"> <li>- Promote transnational mobility of people working in the cultural sector and the intra-ACP diffusion and circulation of information, artistic and cultural ACP works and products and/or ;</li> <li>- Enhance the value of the ACP cultural diversity (transnational themes).</li> </ul>   <b>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses two objectives for each lot.)</b> </p>	5
<p><b>(Priorities :</b>  <i>Actions involving the three ACP geographical zones (Africa, Caribbean and Pacific).</i>   <i>Actions taking place entirely in ACP States (other than Cuba and South Africa).</i>   <i>Actions carried out in partnerships where the applicant and the majority of its partners are from ACP States (with the exception of applicants from Cuba).</i>   <b>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least two priorities and if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities....)</b> </p>	5
2.2 How relevant to the particular <b>needs and constraints</b> 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, <b>target groups</b> )? Have their needs been clearly defined and does the proposal address them appropriately?	5
	5
<b>3. Methodology</b>	<b>25</b>
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 <b>partners' level of involvement and participation in the action</b> 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 <b>tangible 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, etc?</i> )?	5
<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 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.

*EU-ACP Support Programme to cultural industries in ACP countries: 2008 call for proposals. Guidelines*

The Committee may not allocate all the available funds if it finds that there are too few proposals of the quality required to receive a grant.

The Contracting Authority may again exercise at this point its right to reallocate funds from one lot to the other if the financial allocation foreseen for one of the lots cannot be fully used due to insufficient quality or number of proposals received.

#### **(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 verifying the eligibility of the applicant and its partners:

1. The **statutes**<sup>10</sup> or articles of association of the applicant organisation and of each partner organisation. This document should demonstrate the date the private legal entity has been established in order to verify the period of registration (at least two years for applicants and its partners).
2. **Legal entity sheet** (see Annex E) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein:
  - A copy of the **VAT registration document** if applicable and if the VAT number does not appear on the official document referred below.
  - A copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the **registration number** given to it by the national authorities.
3. A **financial identification form** conforming to the model attached at Annex F, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.
4. 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. **Letters of agreement** or other documents proving the financial contribution from other institutions announced in the financial plan.
6. A copy of the **Cooperation Agreement** defining the technical and financial rights and obligations of each partnership member (for the Contracting authority's information).
7. The name, complete address and contact details of the **audit firm** that will carry out the verification referred to in Article 15.6 of the General Conditions. The selected audit firm must be a member of an internationally recognised supervisory body for statutory auditing.

The supporting documents requested must be supplied in the form of originals or photocopies or scanned versions of the said originals (clearly showing in a visible way the stamps, the signatures and the dates). 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 language(s) of the call for proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

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<sup>10</sup> The statutes should demonstrate that the organisation has been established by an instrument governed by the internal law of the country concerned.

Where these documents are in an official language of the European Union other than one of the language(s) 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 language(s) of the call for proposals.

The supporting documents must **always** be submitted by private courier service or by hand-delivery.

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.

Applicants are strongly advised to take all necessary precautions in order to have all required documents prepared from the announcement of their pre-selection.

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	22 <sup>nd</sup> September 2008	15h00
Deadline for request for any clarifications from the Contracting Authority	7 <sup>th</sup> November 2008	
Last date on which clarifications are issued by the Contracting Authority	17 <sup>th</sup> November 2008	-
Deadline for submission of Application Form	28 <sup>th</sup> November 2008	16h00
Information to applicants on the opening & administrative check	December 2008*	-
Information to applicants on the evaluation of the Concept Notes	January 2009*	-
Information to applicants on the evaluation of the Full Application Form	February 2009*	-
Notification of award (after the eligibility check)	April 2009*	-
Contract signature	April-May 2009*	-

\* 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 one annexed to the present Guidelines (see Annexes G and H). 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 Contract.

Applicants are strongly advised to be from now aware about the contractual terms applied to grant contracts (Annexes G and H).

### 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

#### PHASE I

##### DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

- Spreadsheet 1 : Budget for the action
- Spreadsheet 2 : Expected sources of funding /Income

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: ACTIVITIES REPORT FROM PREVIOUS YEAR (FREE FORMAT)

#### PHASE II

##### DOCUMENTS TO FILL IN UPON REQUEST BY THE CONTRACTING AUTHORITY (PRE-SELECTED APPLICANTS ONLY)

ANNEX E: LEGAL ENTITY SHEET (EXCEL FORMAT), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes\\_standard\\_documents/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm)

ANNEX F: FINANCIAL IDENTIFICATION FORM (PDF FORMAT), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes\\_standard\\_documents/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm)

##### DOCUMENTS FOR INFORMATION

ANNEX G: SPECIAL CONDITIONS OF THE GRANT CONTRACT (PDF FORMAT)

ANNEX H: GENERAL CONDITIONS AND OTHER ANNEXES TO THE GRANT CONTRACT (VARIOUS FORMATS), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes\\_standard\\_documents/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/annexes_standard_documents/index_en.htm)

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

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)