



EUROPEAN COMMISSION

Directorate General for Civil Protection and Humanitarian Aid Operations

ECHO.B – Disaster Preparedness and Prevention

B.2 – Prevention and Disaster Risk Management

Single Country Grants for Disaster Risk Management (“Track 1”)

Annex II: Conditions for Application

1. INTRODUCTION – BACKGROUND

The goal of the Union Civil Protection Mechanism (hereinafter 'Mechanism' or 'UCPM') is to protect primarily people, but also the environment and property, including cultural heritage, from all kinds of natural and man-made disasters, including the consequences of acts of terrorism, technological, radiological or environmental disasters, marine pollution and acute health emergencies, occurring inside or outside the Union.

The 2021-2024 Multi-Annual Work Programme of the UCPM¹ (hereafter the “Financing Decision”) provides for a funding opportunity to directly support Member States’ efforts in the field of disaster risk management.

First introduced in the UCPM Annual Work Programme of 2019, this action helps civil protection authorities fill technical and/or financial gaps to preparing investments or to strengthening their institutional and policy framework for disaster risk management.

This document presents the conditions for awarding direct grants without calls for proposals for disaster risk management actions, in line with action 2.1.2 of the Financing Decision. Member States will be able to use the grant for financing activities as described further in this annex.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

The action “Single Country Grants for Disaster Risk Management” (hereinafter: “Track 1”) provides national civil protection authorities (or relevant competent authorities²) of Member States with financial support for the development of strategic disaster risk management actions. National civil protection authorities are best placed to identify disaster risk management priorities and gaps that the UCPM and other programmes (national, EU, international) could help address in their countries.

¹ Commission Implementing Decision C(2022) 961 final of 21.02.2022 concerning the adoption of the multi-annual work programme for 2021-2024 and the financing decision for the implementation of the Union Civil Protection Mechanism.

² As defined in the Financing Decision, Annex 1, Action 2.1.2 (p.6) available at the following URL: https://ec.europa.eu/echo/document/download/f1f18fed-ac7a-4171-8644-e78075b32b5e_en.

The Commission intends to award and sign mono-beneficiary Grant Agreement(s) directly with the national level civil protection authority (or relevant competent authority) of Member States.

Activities eligible for funding under this action are presented in section 6.2 of this document. Applications will need to clearly explain how proposed activities contribute to achieving general and specific objectives mentioned in the following table.

<p>General Objectives of Track 1 (according to the Financing Decision of the UCPM)</p>	<ul style="list-style-type: none"> - To support Member States' efforts in enhancing their institutional, technical and financial capacity for preparing, implementing and monitoring disaster prevention and preparedness activities including in relation to the Covid-19 crisis; - To sustain Member States' efforts to anticipate future systemic shocks, related to pandemics and/or other hazards, by providing grants and technical assistance to prepare investments and/or plans; - To support and complement prevention activity in order to achieve a high level of protection against disasters by preventing or reducing their potential effects, by fostering a culture of prevention and by improving cooperation between the civil protection and other relevant services; - To improve the knowledge base on disaster risks and facilitate the sharing of good practices in prevention and preparedness planning; - To support the exchange of knowledge, including on risk assessment, risk awareness, economic analyses and prevention and preparedness measures, in view of preventing a possible re-emergence of Covid-19 crisis or related risks; - To improve the knowledge base and facilitate sharing of good practices on the link between restoration of ecosystem and nature-based solutions and disaster prevention and preparedness; - To promote the use of various Union funds for the purpose of strengthening disaster risk management.
<p>Specific Objectives of the 2022 Track 1 call</p>	<ul style="list-style-type: none"> - To facilitate access to financing for investments in disaster prevention and preparedness, including for the green transition; - To contribute to new policies, strategies and investment plans for anticipating and managing current and future risks; - To develop or enhance processes, plans and procedures in support of crisis management capabilities with a cross-sectoral approach; - To generate evidence and knowledge for improved policy and practice on disaster prevention and preparedness planning, climate resilience and the green transition.

3. TIMETABLE

Steps	Date and time or indicative period
1. Invitation to submit an application	22 April 2022
2. Deadline for submitting applications	Monday 27 June 2022 at 17:00 CET
3. Indicative time for evaluation of applications, clarifications with applicants on outstanding issues and award decision	July-October 2022

4.	Information to applicants	Within maximum of 4 months from the deadline of the submission of the application
5.	Preparation of the individual Grant Agreement	Indicatively November-December 2022
6.	Signature of grant agreements	Within maximum of 3 months from the date of information to the successful applicants

If a need for clarification arises, applicants can send written questions **until Monday 20 June at 17:00 CET**. Questions should be sent to the below email address, mentioning “Track 1 Grants - Questions” in the subject line:

ECHO-CP-P&P@ec.europa.eu

Responses will be sent to the applicants and published in the “Frequently Asked Questions” section of the DG ECHO Call for Proposals webpage,³ in order to respect the equal treatment and transparency principles.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this direct grant is estimated at EUR 5,000,000 from the Multiannual Financial Framework funds.

The maximum grant awarded will be EUR 750 000.

The Commission reserves the right not to award all the funds available.

5. ADMISSIBILITY REQUIREMENTS

The application form (Annex II) and the budget form (Annex III) must be submitted only by a national civil protection authority or relevant competent authority with the meaning of section 6.1.

The application must be sent no later than the deadline for submitting applications referred to in section 3.

The procedure for submitting an application is described in section 14.

Failure to comply with those requirements will lead to rejection of the application.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Proposals may be submitted only by the national level civil protection authority (or relevant competent authority i.e. bodies having a de jure or de facto monopoly on the type of activities or bodies designated by the Member States) of Member States. In light

³ https://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/calls-proposals_en.

of Article 28(1a) of Decision No 1313/2013/EU (hereinafter “Decision 1313/2013”)⁴, references made to Member States will be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

Due to the technical nature of the activities (see below in section 6.2 - Eligible activities) and the administrative structure in case of decentralised administration, a legal entity having a legal or capital link with the national civil protection authority, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as an Affiliated Entity.

Affiliated entities may declare eligible costs as specified in section 11.2. It is therefore important that Member States correctly identify the Affiliated Entity(-ies) in the application form.

Where an action, due to its nature, should require sub-contracting (e.g. to make available a specific/technical expertise), the eligible applicant will still need to keep the “steering” of the action and ownership of its outputs.

In all cases, the eligible applicant takes the responsibility for the oversight and execution of the activities and for the final deliverables to the Commission.

During the evaluation phase, the Commission reserves the right to assess the qualification of an entity other than the beneficiary identified in the application form, according to Article 187 of the Financial Regulation (hereinafter “Financial Regulation” or “FR”)⁵.

6.2. Eligible activities

As a result, the following activities will be eligible provided they pursue one or several of the specific objectives set out in section 2 above:

A. Strategic framework for disaster risk management. This includes, among others:

1. Developing a multi-risk or risk-specific disaster risk management plan and/or strategy, including for the fulfilment of the enabling condition for investing in risk management measures under the European Cohesion Policy Funds (2021-2027);
2. Developing a national/sub-national investment plan for implementing preparedness, prevention and/or recovery measures;
3. Carrying out studies and assessments required to develop policies, legislation, institutions and/or measures for disaster and climate resilience.

B. Investments for disaster risk management. This includes, among others:

1. Conducting a feasibility study and/or assessment required for the preparation or upgrade of investments for disaster risk management and climate resilience

⁴ Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism (Text with EEA relevance)Text with EEA relevance ((OJ L 347 20.12.2013, p. 924), published here <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02013D1313-20210101>

⁵ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

- (infrastructure and/or other investment projects), such as design, cost-benefit analyses, impact assessments, etc.;
- 2. Developing a proposal for an investment project addressing disaster and climate resilience that would be submitted for funding to national budget or to various Union funds;⁶
- 3. Developing or enhancing a national multi-hazard disaster loss database.

C. Investments to improve crisis management capabilities. This includes, among others:

1. Supporting more effective crisis management capacities in a Member State, e.g. processes aimed at ensuring effective horizon-scanning for the purposes of detecting, identifying and assessing potential future crisis situations for the purposes of ensuring better preparedness and response capacities;
2. Developing or enhancing existing plans, procedures and/or arrangements aimed at ensuring effective cross-sectoral and cross-border crisis preparedness and responses, including ones with a UCPM component;
3. Developing or enhancing existing plans, procedures and/or arrangements for specifically sharing information, including early warning information, on a cross-sectoral and cross-border basis.

Examples of **outputs** to be funded include, among others:

- Consultations with stakeholders (e.g. sub-national civil protection authorities, etc.), including travel costs
- Draft technical specifications/terms of reference
- Studies (e.g. feasibility assessment, economic analyses, etc.)
- Plans and standard operating procedures
- Databases and/or IT applications
- Draft of investment project proposal
- Contracts to procure services e.g. consulting services for drafting of (part of) investment plans, technical specifications and similar reports.
- Consultation with external stakeholders (e.g. meetings with e.g. the European Investment Bank or other International Financial Institutions).

6.3. Ineligible activities

- Purchase of equipment
- Works

⁶ In this respect, this grant would provide the beneficiaries with the financial support required to gather the knowledge, develop the design, feasibility and other preliminary studies for an investment that could later be carried out via an investment financing programme (e.g. LIFE+, Cohesion Policy Funds, European Investment Bank, World Bank, etc.).

- Activities on Prevention and Preparedness in the field of Disaster Risk Management covered by other EU funds, including funds made available to implement Decision No 1313/2013/EU.

6.4 Implementation period

- activities may not start before 1 January 2023
- activities must start between 1 January 2023 and 1 July 2023
- **the maximum duration of projects is 24 months.**

Applications for projects scheduled to run for a longer period than that specified in this grant documentation will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in direct grant procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on

the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

- (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;

- (iv) information transmitted by Member States implementing Union funds;
- (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the direct grant procedure

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Administrative sanctions (exclusion) may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants and affiliated entities must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying this grant documentation(Annex VI).

This obligation may be fulfilled in one of the following ways:

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities; OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

8. SELECTION CRITERIA

8.1. Financial capacity

As stated under Article 196(c), second paragraph, of the Financial Regulation, the verification of the financial capacity of public bodies does not apply in accordance with Article 198.5 (c).

8.2. Operational capacity

As stated under Article 198.6 of the Financial Regulation, the authorising officer has decided to waive the obligation to verify the operational capacity of public bodies.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

1. Relevance (30 points/100 – min. threshold 18)

- Extent to which the proposed project contributes to the achievement of the general and specific objectives of the Action (section 2 of this document)
- Extent to which the needs for the proposed project are justified and demonstrated with a clear and sound (i.e. evidence-based) rationale
- Extent to which the proposed project contributes to leveraging investments and/or policies which fall under national or subnational strategies and plans

2. Quality (30 points/100 – min. threshold 18)

- Soundness of the proposed results framework and organisation of the work, including implementation timetable, sequencing and monitoring of activities
- Adequacy and quality of: implementation structure, methodology, human and financial resources deployed in relation to the objectives envisaged (including in terms of value for money)
- Clarity and justification of the budget requested to carry out the project, as indicated in the budget form attached as Annex III
- Extent to which the planning of the project is adequately developed, monitoring and quality control measures are in place and project management arrangements are well adapted to nature and objectives of the project

3. Impact (40 points/100 – min. threshold 24)

- Extent to which the preparation of the proposed strategic document or investment is “mature”, i.e. ready to be initiated (e.g. enabling institutional framework, consultation strategy with national and sub-national actors, agreed implementation structure, monitoring, etc.)

- Extent to which the outcome (e.g. policy or investment) targeted by the proposed project is sufficiently identified and appraised (e.g. expected results and related indicators, budget, source of funding considered, timeline for execution, etc.)
- Extent to which the follow up to the proposed project, should UCPM financing be granted, is sufficiently planned and explained (e.g. intention to adopt the developed national plan/strategy for disaster risk management; likelihood that the feasibility study or investment proposal will be submitted to mobilise financing, etc.)

No grant will be awarded if the application does not meet the minimum threshold for each criterion.

No grant will be awarded if the application does not meet the minimum threshold of 60 points.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed by the beneficiary and returned to the Commission immediately.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this grant documentation. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 95% to the eligible costs actually incurred and declared by the beneficiary and its affiliated entities.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement;
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

11.2.1. Eligible direct costs

"Direct costs" of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.

To be eligible, direct costs shall comply with the conditions of eligibility set out in Article II.19.2 of the Grant Agreement, with the exceptions provided in the special conditions of the Grant Agreement (from Art. I.10 to Art. I.14).

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

11.2.2. Eligible indirect costs (overheads)

Not applicable

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) VAT.

11.4. Eligible costs that may be covered by the single lump sum

Not applicable

11.5. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

11.6. Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission,

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs approved by the Commission minus the amount of volunteers' work approved by the Commission.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries and affiliated entities other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries and affiliated entities other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.7. Reporting and payment arrangements

11.7.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 70 % of the maximum grant amount	Please refer to Article 1.5.1 of the Grant Agreement
Payment of the balance The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying accounts, if applicable (see art. I.4.4 of GA)

11.7.2 Reporting

From the date of entry into force of the Agreement (month 1), until the completion of the implementation of the Action, the beneficiary will provide a quarterly periodic report (one pager – please refer to Page 1 of Annex IV).

In the case of a project extension, the number of reporting periods should increase in proportion to the duration of the extension (e.g. if the project is extended by one additional quarter, one additional quarterly periodic report is required).

In addition to the requirements as per Article I.4.1 of the Grant Agreement, the periodic report must contain:

- the progress in the implementation of all Activities described in Annex I of the Grant Agreement

- information on any delays in the completion of the activities of the Action and any problems encountered in achieving the objectives of the action
- mitigation actions undertaken

On the basis of the information contained in the periodic reports, the Commission could organise a meeting with the beneficiary to discuss measures to address any issues.

11.8. Other financial conditions

a) **Non-cumulative award**

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) **Implementation contracts/subcontracting**

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU⁷ or contracting entities within the meaning of Directive 2014/25/EU⁸ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action unless specified otherwise in the grant agreement⁹;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;

⁷ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242).

⁸ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374).

⁹ For Track 1 as per Article 1.14 “SPECIAL CONDITIONS FOR SUBCONTRACTING”, the entire action may be sub-contracted, except for the tasks of reporting and submitting of the deliverables to the Commission.

- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

c) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available <https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection>. If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹⁰ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to this invitation to submit a proposal involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Head of Unit in charge of Prevention and Disaster Risk Management of the Commission's Directorate-General for European Civil Protection and Humanitarian Aid Operations.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹¹. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

¹⁰ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p. 1.

¹¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

Electronic submission

Application forms to be used for submission are attached to the present document (Annex II). Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), and signed by the person authorised to sign the grant agreement with the Commission.

In case applicants have the possibility to sign the agreement using a qualified electronic signature (QES), they should have it signed electronically by the authorised representative(s).

Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

Documents signed with a QES benefit from the highest level of security and legal certainty under the eIDAS Regulation. More background information can be found here:

<https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eSignature+-+Get+started>

Before sending back your signed document, the validity of the electronic signature can be checked here:

[DSS Demonstration WebApp \(europa.eu\)](#)

The outcome of the validation of your signature in the tool has to have the Qualification “QESig” to be acceptable by DG ECHO.

By contrast, if the Qualification is “QESig”, or “AdESig” (=advanced electronic signature) or “AdESig-QC” (=advanced electronic signature with a qualified certificate) you should revert back to your signature service provider and/or proceed with the handwritten signature option (explained below). DG ECHO is unfortunately not in a position to provide technical advice for obtaining the full Qualified Electronic Signature.

Where applicable, additional information considered necessary by the applicant can be included on separate sheets, including any support document (e.g. letter) that can demonstrate commitment for the intended follow up to the proposed action.

Applications must be sent via email to the following address:

ECHO-CP-P&P@ec.europa.eu

Appendix
Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{annual personnel costs for the person

divided by 12 }

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.