! Increase your chances!

with a correct completion of your proposal

If not covered by this document, any additional information can be obtained by addressing your precise question to AGRI-GRANTS@ec.europa.eu.

Contents

1. IMPORTANT ELEMENTS OF THE APPLICATION

- **<u>Activities reports – Compulsory deliverables in WP1.</u>**
  - As part of the compulsory deliverables of this IMCAP call, 6 (six) ‘Bimestrial Activities Reports’ will have to be included in any proposal. Due dates will be months 2, 4, 6, 8, 10 and 12. These bi-monthly reporting is replacing the former ‘monthly reporting’ to reduce the reporting burden. These Bimestrial Activities reports are based on a compulsory template that will be provided to the selected applicants at the time of the Grant Agreement Preparation (GAP) - a PDF version is available for information on Europa website [Grants for information (europa.eu)](https://europa.eu).

Bimestrial Activities Report *To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.* *The submission of the report is a requirement of the Grant Agreement.* *It is also an opportunity to mobilise the communication networks of the European Commission to maximise the impact of your activities.* *If you have questions concerning this report, please contact your EU Project Officer.*	MONTH(S) N° X and X	dd/MM/YY– dd/MM/YY

Project acronym:		**Project number:**	
Coordinator (entity / coordinator names):			

ACTIVITIES **DONE in the period of reporting** *Please include all activities planned during the next period of activities report.*				
Activities/ Tasks (by WP) *(see timetable in GA Annex 1 – Part B)*	Task Name	Changes vs. Annex 1? *(Yes/No;* *If Yes, indicate AMD date and reference or approval date by Project Officer)*	Changes compared vs. timetable? *(Yes/No;* *If Yes, indicate AMD date and reference or approval date by Project Officer)*	Description of what has been implemented - ***include an extended level of details and information*** - ***provide all working URLs** to show the implementation of the activity/tasks)*

These reports (being part of the ‘continuous reporting’ managed via the F&T Portal) are designed to provide the European Commission (i.e. the Project Officer) with very detailed information on the implementation of the project for each task scheduled in the timetable (see section 4.3 of the annex 1 part B). They will be analysed by the Project Officer in charge. Depending on the detail’s granularity and the clarity of the information provided, such reports may be rejected for correction.

> **These 6 (six) reports must be included in the deliverables’ list of the work package 1 (due dates month 2, 4, 6, 8,10 12).**
>
> **The applicant must accurately consider the working time needed for such reporting and correctly estimate the related personnel costs in the proposal provisional budget.**

- **<u>Communication Indicators Form – Compulsory deliverable in WP1</u>**
  - Another compulsory deliverable is the “Communication Indicator form” dedicated to have some KPIs about communication impact of your project. It will be provided to the selected applicants at the time of the Grant Agreement Preparation (GAP) – Although available on the F1T Portal in pdf version, for your convenience, a Excel version is available for information on Europa website [Grants for information (europa.eu)](https://europa.eu).

COMMUNICATION INDICATORS FORM			
Please fill in all sections of this form, ***only with figures.*** *In case of activities that are not applicable to your project* ***please indicate 'N/A'.***			
Project number		**Project acronym**	
PROJECT WEBSITE			
	Total number of visitors	Total number of pages viewed	Average time of visit
(please indicate URL)			
EVENTS			
	Number of events organised (excl. press events)	Total number of attendees who participated in the events (physical and/or online)	% of more positive opinion about the CAP as a result of the event vs baseline value
Webinar/seminar			
Workshop			
Participation in a fairs			

> ♘ **This deliverable must be included in the deliverables' list of the work package 1 (due date month 12).**
>
> ♘ **The applicant must accurately consider the working time needed for the completion of this deliverable and correctly estimate the related personnel costs in the proposal provisional budget.**

- **Project's deliverables**
  - Aside from the 'Activities Reports' (see above), each proposal should include the production of deliverables arising from the activities proposed, this by Work Package.
  - The number and calendar of these deliverables must be carefully assessed notably regarding operational matters. A staggering of the deliverables' due dates would bring a real benefit to any proposal as well as the spreading over the project's 12 months duration. This will be considered in the proposal's evaluation and scoring.
  - Each deliverable should be composed of one 'product' based on the format detailed in the description. Do not merge in one record several distinct deliverables due on different (month) due dates.

> ♘ **A balanced calendar for the submission of deliverables would be a benefit value for any proposal.**
>
> ♘ **Bundled deliverables must be avoided.**

- **Timetable**
  - In the proposal, the applicant is requested to provide a timetable of the activities proposed, this by task.
  - Experience showed that this timetable is occasionally not adequately set-up, with a calendar (too) roughly estimated. Considering that this timetable is a key element of the future 'Continuous Reporting' of the selected projects, it is of highest importance to carefully think about the feasibility and relevance of the timetable proposed.
  - One can also point out that any changes to such a timetable will need a formal amendment to the Grant Agreement, including an update of the deliverable list. Such a process would also require additional administrative work.

> ♘ **The proposal's timetable must be setup very cautiously and must be coherent, realistic, and feasible.**

- **<u>EU visibility</u>**
  - Your proposal should include the commitment to respect the obligation to ensure the visibility of EU funding in any production or dissemination of documentation and information activities.
  - As stated in the Model Grant Agreement (see article 17.2), the EU visibility includes:
    - the display of the *EU flag*,
    - the following text: '*Co-funded by the European Union.*'
    - the following disclaimer: '*Co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.'*

> **Based on experience, the development of a banner that could be included in any communication (including posts on social media) is the most convenient option. The cost related to the development of such banner (or logo) is eligible.**

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2. COMPLETION OF THE APPLICATION IN SEP

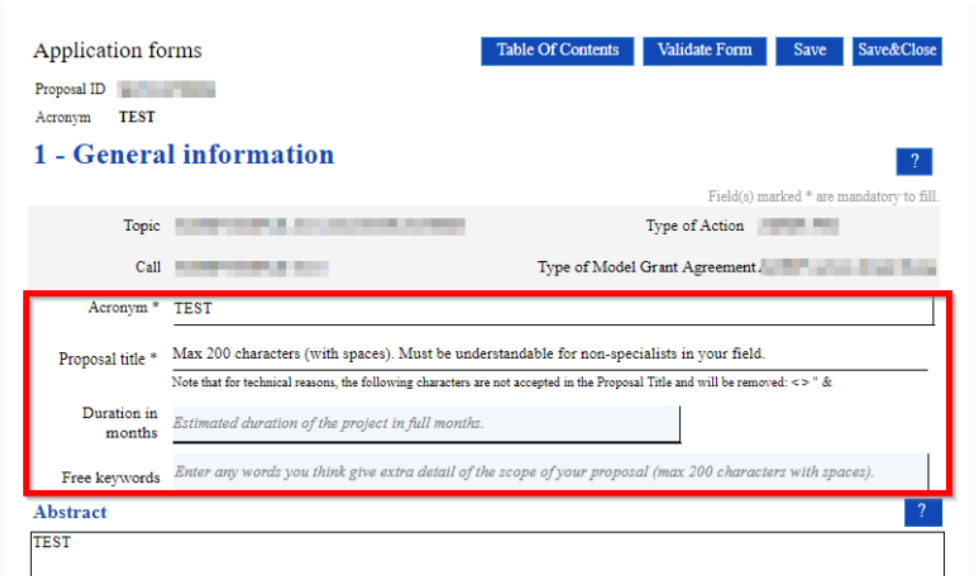
See also [SEP Proposal Submission Guide (Tracked changes) (europa.eu)]

- **<u>Form A</u>**
  - This form A is a quite <u>significant part</u> of the application.
  - All details requested must be encoded directly in the specific forms available in the E-submission tool.

4 (four) different sections must be completed:

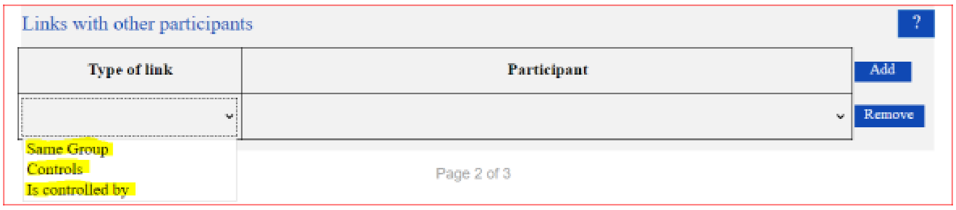
Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

1. *<u>General information:</u>*
   - This section is intended to have all the basic information about the proposal and your formal declarations of endorsement.

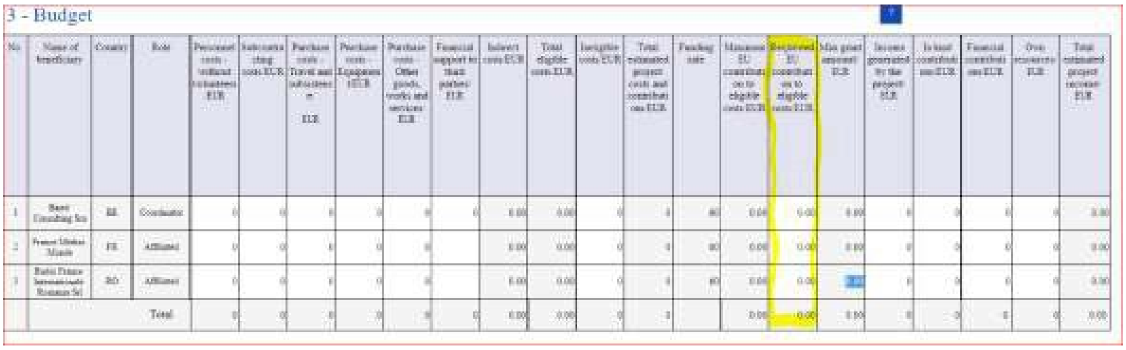


2. *Participants:*

- This section, partly pre-filed by the current PIC information, is allowing the coordinator to complete the data with additional (and necessary and precise) administrative information related to the organisation(s) involved (coordinating organisations and (possible) Affiliated Entity(ies)).
- The applicant will pay a very specific attention to the accuracy of the data encoded, notably the '*Main contact person*' who will be the correspondent to whom the Commission could/will send any requests regarding the proposal and the future possible grant.
- A key field is the '*Links with the other participants*' where the coordinator will indicate the legal link between the different organisations involved (if any).



3. *Budget:*



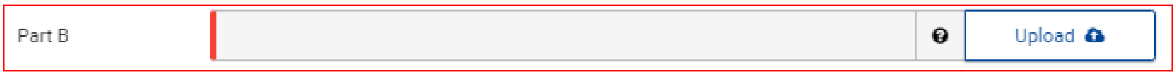
- Due to IT reasons, the amounts encoded will be rounded.
- The amounts indicated will be split by entity(ies) involved.
- Under heading 'travel costs', accommodation and subsistence costs can be included in 'subsistence costs' column.

- **The applicant must ensure that the column 'Request EU contribution …'is duly filled in.**
- **The figures encoded in this form will be considered as the project's budget. These figures will be the basis of the future Grant Agreement (in case your project would be selected to be financed).**

Note: in the detailed (excel) budget table, much more precise figures and justificatory details will be compulsory by Work Package and by heading of costs.

4. *Other questions:*
   - Not applicable for IMCAP call.

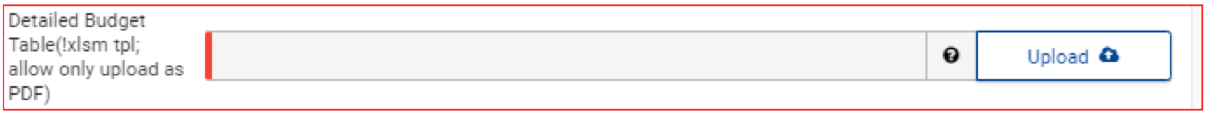
- **Part B**



- The applicant will upload, here, the document '*Tpl_Application Form (Part B) (IMCAP)*', accurately and extensively filled in and converted to PDF format.

- **The applicant will ensure that all required sections are fully filled in and provide clear grounds for the evaluation of the proposal.**
- **Specific attention must be given to the format of the document (any text not readable, wrongly formatted (including text cuts), excess of the maximum pages authorized (70)) will not be considered.**

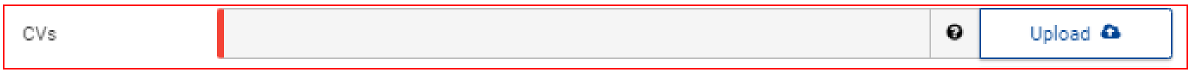
- **Detailed budget table**



- The applicant will upload, here, the document '*Tpl_Detailed Budget Table (IMCAP)*', accurately filled in and converted to PDF format.
- In case of Affiliated Entity(ies) involved, a detailed table must be uploaded for each entity.
- In the latter case, the coordinating organisation will have to also fill in the worksheet '*Consolid table (project)'* showing the costs of all entities involved.

- **A perfect coherence is expected between the figures summarised in the SEP form 'Budget' (see above) and the details provided in this excel table.**
- **If not, the figures indicated in the SEP form will automatically be predominant.**

- **CVs**



- Your application must include the CVs of all the (core) staff participating in the project. Possible external senior external experts' profiles should also be documented.
- These CVs (in any EU official language) **must be drafted in a specific Europass format** (see link in call text and in the application form - https://europa.eu/europass/en)
- Such CVs, and their granularity in terms of professional experience and expertise, will be considered during the evaluation and will be part of the analysis of the operational capacity of your organisation.

- **The full range of CVs must be uploaded in the 'Portal Submission System' (SEP) tool.**

- **<u>Activity report</u>**

Activity reports | Upload

  - A <u>compulsory</u> component of your application is the ‘activity report’ (not to be confused with the ‘annual accounts’ (see below)).
  - Such report is one of the pillars of the analysis of the operational capacity of the applicant. The activity report is broader than a single *‘annual financial report’* or *‘annual accounts report’, which* is a pure accounting statement. The activity report should provide detailed information and description of the activities carried out by the organisation. This will be in many cases supported as well by the annual financial accounts or an abstract of it.
  - If no activity report would be yet available for 2024, you can, possibly, provide the activity report of 2023. An earlier report than 2023 is not acceptable.

> **The *‘Activity Report’* must be reliable and sufficiently detailed to give a correct picture of the activities and operational activities of the applicant.**
>
> **The lack of such document could be a reason of ineligibility of the application or, at least, would lead to an automatic penalisation in the evaluation scoring.**

- **<u>List of previous projects</u>**

List of previous projects | Upload

  - A last compulsory document is the ‘*List of previous projects’* during the last 4 (four) years.
  - This list should include (only) projects in the same field of activities (communication, information measures) than covered by the call.
  - Any applicant (and Affiliated Entity if applicable) must provide details about all EU projects granted. The information requested (EU programme, contractual period of the project, role in the project, amount received) must be complete and document the applicant’s involvement in EU programmes.

LIST OF PREVIOUS PROJECTS

List of previous projects
Please provide a list of your previous projects for the last 4 years

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

> **This list of projects is quite important as used for checking possible ‘double funding’ situations.**

- **<u>Other annexes</u>**

Other Annexes | Upload

  - Applicants are free to complement their proposal by any other relevant document which presents an added value (VAT situation, further additional documents supporting the application).

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3. Various

- **PIC validation**
    - Any applicant (or Affiliated Entity(ies) involved) must have a validated PIC (Participant Identification Code) to be able to submit an application.
    - If the project would be selected to be granted, the PIC will have to be completed by an in-depth analysis of the legal profile of the organisation. The LEAR (Legal Entity Appointed Representative – in charge of (notably) defining the roles of LSIGN (legal signatory) and PFsign (financial signatory)) will have to be nominated and/or confirmed.

> **Would you need more information on that process please contact the REA validation team (all communications between the organisation and the REA validation services must take place via the Participant Register (F&T Portal --> '*My Organisation*' page)**

- **Annual closed (and certified) accounts**
    - Such document detailing the last certified accounts of your organisation is not requested in the submission or evaluation phase. Such document(s) will be requested by the REA validation services in charge of the complete validation of your PIC and check of the financial capacity of your organisation.
    - It should not be confused with the 'activity report' (see above).

> **Would you anticipate such financial capacity check, please contact the REA validation team. All communications between the organisation and the REA validation services must take place via the Participant Register (F&T Portal --> *'My Organisation'* page).**

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4. Assistance - Support

- **Question about call issues**
    - As indicated in the call document, any applicant can address general questions about the call via the mailbox AGRI-GRANTS@ec.europa.eu.
    - Considering the usual increase of questions in the last week before the call deadline and keeping in mind the deadline of 16th January 2025 (17:00 Brussels time), it is strongly advised to address any issue well in advance of the deadline

> **Please address any question at the latest by Monday 13/01/2025 eob.**

- **IT difficulties or blockages**
    - As also indicated in the call document, in case of IT difficulties with the Portal Submission System (problem of connection, retrieve of draft proposal, difficulties of update, etc.), the applicants should contact immediately the IT Helpdesk.

> **Keeping in mind the number of users of the e-platform, the IT helpdesk could, in some cases, not be able to answer in less than 2 or 3 days. Consequently, any issue must be addressed to them largely in advanced from the call closure.**

- **Complaints about failed submission**
    - If an applicant would think that submission of its proposal failed (due to a technical error on the Portal side), the applicant may lodge a complaint through the IT Helpdesk (copy to AGRI-GRANTS@ec.europa.eu.).
    - The complaint must be filed within **4 (four) calendar days after call closure** (an

acknowledgement of receipt is sent the same day or the next working day).

- **What else to do?**

  <u>You should secure a PDF version of the part B and annexes of your application holding</u> a time stamp before the call deadline *(file attributes listing the date and time of creation and last modification)* as well as proof of the alleged failure *(screenshots)*. You may be requested by the IT Helpdesk to provide these items. EC services will check the IT logs (application log files and access log files of the Commission IT systems involved) and see if they show a technical problem on the Portal side which prevented you from submitting (or resubmitting) the proposal.

You will be notified about the outcome as soon as possible. If your complaint is justified, the files you provided to the IT Helpdesk will be used as your proposal and sent for evaluation. If you did not provide any files, the last version recorded in the IT system will be used.