



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

Frequently Asked Questions IMCAP Call

The information provided in this document is based on questions submitted, in the last years, to the European Commission DG AGRI 'IMCAP Grants team'. These FAQs are meant to serve merely as guidance and consequently have no legal merit.

Any further question can be asked via the mailbox AGRI-GRANTS@ec.europa.eu. Answer should be provided in maximum 3 working days.

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Call information

Q: Where can I get general background information about IMCAP Calls for proposals?

A: To obtain more information about the call or submit an application please consult the funding and tenders portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/imcap-2024-infome?keywords=IMCAP>

For more general background information about IMCAP Calls for proposals, please visit the dedicated section of the Europa website: https://agriculture.ec.europa.eu/common-agricultural-policy/financing-cap/cap-funds/grants-information_en

Q: Our department works mainly on projects in country(ies) outside the EU and on topics like smart agriculture. Are we eligible to be part of a consortium, and submit a project within the framework of the call for projects "IMCAP"?

A: In order to be eligible, the applicants (beneficiaries and affiliated entities) must be legal entities (public or private bodies) established in an EU Member State (including overseas countries and territories (OCTs)). In terms of topics, the call only covers communication activities related to the CAP implementation taking place in the EU Member States (including overseas countries and territories (OCTs)).

Q: I note that a decision will be taken on this Call in June/July of 2024. Is the activity associated/applied for to be completed in 2024 or does this entail a specific starting date?

A: First it should be recalled that the calendar indicated in the call text remains provisional.

The evaluation is also dependant on the number of proposals received (in 2022 call the submission was 70 % larger than in previous years average).

On the other hand, depending on the cooperation and reactivity of the selected applicants, the grant agreement preparation (GAP) could have different durations.

During this GAP, the starting date is defined. Usually, it is the 1st day of the month following the signature date of the GA. In some rare cases, the project starting date could be slightly brought forward (but never earlier than 1st July) or postponed (but never later than 1st September).

The activities will then be implemented in the following 12 months from the project starting date.

Q: Is subcontracting allowed under the call and if yes, what is the percentage allowed to be subcontracted?

A: Subcontracting is allowed (but should be avoided for project's core tasks and management tasks as in WP1). They are subject to some conditions (see relevant section in the Call text). The subcontracting of action is subject to special rules and must be approved by the European Commission (either as part of your proposal description or in the final report). Subcontracting should normally constitute a limited part and must be performed by third parties (not by one of the beneficiary 'affiliated entities).

There is no fixed percentage of subcontracting allowed. However, subcontracting going beyond 30% of the total eligible costs must be justified in rather massive details in the application.

Q: We just finished successfully an information measure project. Is it possible to submit a new proposal? Because in the call of proposals is written: Completed/ongoing projects — Applications for projects that

have already been completed will be rejected.

A: Yes, you are eligible to submit a new proposal for the new call. However, it cannot be the same project. The new proposal should include novelties, new set of activities, targets and objectives.

Q: The call states that the information measures must be implemented in an EU Member State at multi-regional or national level. What does “multi-regional” mean? As a regional authority, do we have to prepare a project with a wider range than one region? Is there any indication of minimal geographical range that would not negatively affect the evaluation of application in terms of effectiveness of the proposal? Do we need to involve any other regions as project partners?

A: There is no “indication of minimal geographical range” for the proposals to be eligible. But a project with a (too) restricted geographical range might have a more limited communication impact (because it might reach a limited audience).

On the other hand, the selection and evaluation process is based on multiple criteria, and the success of a proposal depends on how it meets the different selection criteria, other than the size of the audience.

As the scope of the project must be national, multi-national or multi-regional, it is up to the applicant to decide – taking into account its financial and operational capacity – if you need partners/contacts from other regions to implement the proposal that you will potentially submit.

Q: Can I submit my proposal in any EU official languages?

A: You can submit your proposal in any official EU language. If you need the call document in another official EU language, such request must be introduced within 10 days after call publication (contact: AGRIGRANTS@ec.europa.eu).

However, for reasons of efficiency, we strongly advise you to use English language. Indeed, if your proposal would be selected for funding, you will be invited to sign a Grant Agreement (GA) with the European Commission in English language. All correspondence and reporting will also be in English language only. For the preparation of the grant agreement (GAP), the COO will be requested to provide a complete ‘Description of the Action’ (annex 1 part B of the GA) in English language.

For all these reasons, it is strongly recommended to fill in English language all templates of the application documents to the Call.

Q: Do we have to set a closed list with all the partners that will implement the project or is it possible to change them at a later stage?

A: Indeed, you should provide a closed list with all ‘partners’ (not to confuse with beneficiaries as this is a mono-contractor). You would explain what kind of ‘partner’ it would be and why the ‘partner’ should be involved. You would also provide very clear and precise details about all tasks foreseen per ‘partner’ involved in your project.

If your proposal is selected and awarded a grant, you will sign a Grant Agreement (GA) with the European Commission, which will include, as annex 1 part B, the proposal submitted. Please note that all modifications to the GA (i.e. to the ‘Description of action’ (DoA) or to the ‘partners’ included in your original proposal) should be first submitted to the European Commission for approval.

As a change of ‘partner’ in your project would be subjected to an amendment to the Grant Agreement, you will be asked to provide clear and reasonable justifications for these changes.

For this reason, please be mindful in the original selection of ‘partners’.

Q: Regarding the list of previous projects, if the applicants to this project (the coordinator and Affiliated Entities (if any)) benefitted from funding under the same projects in the past, should they repeat the information for all entities (changing the information about the role in the project and the amount received) or is it sufficient to indicate the past project once?

A: You should clearly identify which entities benefited from funding, under which project(s) in the past (it is sufficient to indicate the past project once) with reference to the contract and amount granted.

Q: In the call document for the operational capacity, it is stated that: *Applicants must have the know-how, qualifications and resources to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature)*. The applicant is an entity that has an extensive experience in organizing information campaigns and has qualified staff, but lack an experience in implementing EU or national projects in the field. Is it an obstacle to apply for funding and could it be a reason for not receiving funding?

A: The operational capacity must be considered as the capacity to implement communication activities in a professional way using different channels and novelties. Such activities must have the largest reach possible, this is key point. The experience in projects co-financed by the European Union is indeed a major added value but it is not compulsory as such. In the past, projects have been selected without previous EU grants experience. The compulsory 'activity report' is notably a key document that can prove such operational capacity. However, you have to also carefully consider that such grant is including an administrative part which is not to underestimate (report every 2 months, deliverables to spread and submit on a regular basis (each month or every two months, etc.).

Q: In the call text it is written: *Please note that this call is subject to the final adoption of the 2024 Financing Decision. In case there are substantial changes, we may have to modify the call (or even cancel it)*. When the Financing decision will be adopted so we are sure that the Call will remain and no changes will be made?

A: The Financing Decision is always adopted in early December. However, this Call being part of the legal obligation of DG AGRI (as stated in the Regulation (EU, Euratom) 2018/1046), this yearly call was never modified in the last 5 years. Any update would be notified via the F&T Portal webpage. On the other hand, additional information will be available on the IMCAP Europa webpage that I invite you to also consult Grants for information (europa.eu) (a large range of useful information is available there).

Q: In the "Declarations of the Technical proposal" (Information concerning other EU funding in the same policy area and in other policy areas), should we include also past EU projects of Affiliated Entities or is it not necessary?

A: In the 'Information concerning other EU funding in the same policy area and in other policy areas', you must indicate any past EU projects for both the coordinator and any affiliated entity mentioned in the project proposal.

Q: I have a question about filling out the Submission IMCAP Part A, Administrative data of participating organisations. Last year, our organization and its website domain have changed. We used the pic that was already created for our organization, but we are now not able to change the legal name and the website name. How can we update it?

A: Your organisation has already been validated based on legal data in force at the time. Would any of these legal details need to be updated, the same (updated) validation process should be followed.

In other words, you have to submit your request for change to the validation service (SEDIA). They will check any new legal details based on the supporting documents you will provide. If acceptable, they will validate the new information (legal name in your case) which will automatically appear in all EU IT systems, including the submission system.

You cannot change any legal details by yourself. The same process is applicable during the duration of a granted project. Therefore, please always contact the validation service (SEDIA) via the Portal (My organisation).

Please keep in mind that only the LEAR (Legal Entity Appointed Representative) is allowed to contact the validation service (SEDIA).

Q: I missed the deadline for the submission of the call into the portal. Can I send my proposal per email?

A: No. Any application for our call IMCAP has to be submitted via the single submission channel available on the Portal as explained in the call publication (see sections 5 and 11).

We cannot accept any application submitted by email, before or after the deadline.

In (rare) case of IT issue, and if you believe this non submission could be due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk web form](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Q: I would like to ask for your assistance regarding the registrations process. I followed all the steps according to the IT "How To", however after selecting the PIC and sending the message, I cannot go further.

A: Unfortunately, and as indicated in the call text and further guidance available on Europa webpage, as Project Officers, we have no mean to assist applicants for IT technical issues with the submission platform (our back-office view is indeed too limited). In such case, the applicant must contact the external user support: EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu and/or the central validation service (via the Portal 'My organisation').

In case of no answer in the next 2 working days, the applicant should inform the AGRI Grants Team (AGRI-GRANTS@ec.europa.eu).

Q: May we establish a contract with a single communication agency which would design and produce all information materials and support the organisation of all events?

A: As an applicant you are expected to have the operational capacity to implement all the activities proposed. The use of subcontractors must be limited to the strictly necessary and duly justified. So, the use of one or several agencies is a choice of the applicant.

The 'best value for money' or 'the lowest price' must always be considered when selecting among the offers received.

However, one must insist that a too large use of subcontractors can lead to a lower score during the evaluation, considering that the operational capacity of the coordinator would not sufficiently exist or be attested.

Q: Is the entire amount of the grant, if successful, paid at the end of the final activity or is there intermittent payments along the way to enable the organisation to have cash for its daily activities?

A: The IMCAP grant does not include a provision for a pre-financing nor interim payment(s). This means that the EU grant will be paid at the end of the project, based on the final report process and the actual costs incurred/claimed/accepted.

The payment term is 90 days after the submission of the final report.

Q: We are planning to submit two applications; can you give us some guidance on what to be aware of in order to keep the chances to win with both proposals at a high level?

A: Please refer to the call document stating the following

'applicants may submit more than one proposal for different projects under the same call (and be awarded funding for them)' BUT: if there are several proposals for very similar projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

In other words, if you indeed plan to submit 2 or more proposals, you will have to pay a very specific attention that scope, objectives, action plan, activities and further components of the proposals should not be similar. Otherwise, as stated in the call, one of the applications could be rejected.

Q: We are planning to submit a project proposal and we would like to ask if it is allowed to cumulate this grant with other national grants, e.g. a project volume of 500,000 EUR, 60% from EU grant, 30% national grant and 10% own means.

A: As correctly stated, the EU financing is limited to 60 % of the (eligible) costs accepted in support of the proposal. The remaining 40 % of co-financing should be cover by other means. Usually, it is in own funds but the use of other sources of financing including national/regional/local authorities' contribution is authorised.

Though, this will be considered as an 'income' for the project. As such 'income' cannot be higher than the 40 % budget ratio, any final overrun would lead to a proportional deduction of the actual EU grant to pay.

Please always keep in mind that in some specific conditions, a national public entity could be part of the project as Affiliated Entity with costs of this Affiliated Entity being part of the project's budget and included in the calculation of the 60 % of EU grant.

Q: In Part B of the proposal, in the Deliverables, it says: "Limit the number of deliverables to max 10-15 for the entire project." The question is if the activities report counts as a deliverable, there are 7 activities reports, and then we would only be left with 8 deliverables maximum for the other activities during the project. Is it correct?

A: First it should be noted that the part B to which you refer is a template document applicable to several EU programmes.

In some specific conditions, a national periodic 'Activities Reports' is not to be counted in the total number of deliverables. Therefore, this limit of max 10-15 deliverables is not applicable for IMCAP projects.

Each project being specific, some could have more WPs than others with subsequently lower or larger range of deliverables.

It should also be pointed out that the deliverables might not be bundled, each one being to be listed as such and not globally presented.

Q: We are very happy to be able to give continuity to the ongoing project by applying for new funding. Can the new proposal be, in fact, the continuation of the activities already started (with improvements




and enrichments, of course) or we must foresee new different activities in discontinuity with the current project? How the two different situations are evaluated?

A: Any proposal could build on the achievements of a previous IMCAP project. However, the new proposal must be in line with the specific objectives of the new call and include some novelties. In any case, such new proposal will be evaluated independently from the previous communication campaign(s) granted by IMCAP.

It is important to note that costs budgeted are only possibly related to new activities/tasks implemented in the framework of the new project. For example, if a beneficiary would use the same website, logo or implement the same range of activities that had already been funded in a previous project, no further development or maintenance costs would be considered eligible.

Q: Do you have social media channels than we could use to inform you about our activities?

A: The dissemination and the promotion of the activities of the selected project are of high interest for DG AGRI. So, if selected the project will be invited to use:

- for any publication on social media channels: **#IMCAP**
- For **X**: [@EUAgri](#)
- For  Facebook: [EUAgri](#)
- For  YouTube: [EUAgri](#)
- For  Instagram: [euagrifood](#)

On this basis, DG AGRI could be able to more easily trace the activities of granted project(s), events and outcomes and, possibly, promote and boost them.

Please however note these guidelines could be updated at any time, the granted projects being then duly informed.

Q: We have started applying in the system. When starting the registration of our organisation in the Portal, in order to get a 9-digit Participant Identification Code (PIC). Could you give us the URL link for the online manual?

A: Please use the following link: [How to participate - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Q: As regards the information requested in the administrative part, we are requested to include contacts, addresses and general information about all the participants. Do we have to include other information? Should we include info about subcontractors in this section?

A: The administrative information relates to the legal person of your organisation who will sign the Grant Agreement, and the person responsible for the implementation of your project (if different from the one signing the Grant Agreement). Some details would also be requested for any Affiliated Entity involved.

On the other hand, the subcontractors will be precisely listed in the 'Description of the Action' (Annex 1 part B) and all subcontracting costs should be (in-depth) detailed in the budgetary tables (Annex 2 of your application).

Q: Can an entity be beneficiary in one proposal and subcontractor of another beneficiary in a different proposal?

A: Yes, an applicant can be the beneficiary of a Grant (if its proposal has been successfully awarded) and be a subcontractor working for another beneficiary's project. However, please note that the tasks accomplished under these two different roles should be clearly defined and distinct. Indeed, any possible attempt to seek double-funding for the same activities will result in the termination of the grant agreement (GA) and may be pursued legally by the Commission as the granting authority.

Q: Once obtained PICs for the participants, is it necessary to create an EU login account for the submission of the proposal? Will this person be “main contact” or “contact person” and what are the differences? The person has to belong to the company that is applying or may be part of the Affiliated Entity?

A: ‘Contact person’ and ‘main contact’ have the same meaning. The person defined will be the contact point for any matter related to the project (grant agreement preparation (GAP), grant agreement issues when signed (as AMD) but also for all reporting (bimестrial and final) matters, request for information and daily contacts). It is consequently quite important to identify the right person.

This person must be a staff member of the coordinating organisation (the organisation that submitted the application and which will sign the grant agreement).

An affiliated entity (if validated as such – see conditions in the call document) do not sign the grant agreement (GA). Its tasks and the respect of all financial and contractual rules, to which the affiliated entity is also bound due to its formal involvement in the project, are under the sole and entire responsibility of the coordinating organisation (responsible in case of failure, fraud, etc.). The European Commission, as the granting authority, has no direct contact with an Affiliated Entity.

Budget

Q: Which basis is needed for the cost estimates in the budget table in the proposal? Is it sufficient if we estimate the costs ourselves on the basis of past experiences or non-written cost estimates from agencies? Or should they be based on written cost estimates or even binding offers? If so, do we need to provide the written estimates/offers in the proposal or do we just have to be able to provide them on request?

A: A provisional budget is by definition 'theoretical' (used as a basis in case your proposal is selected and awarded a grant by the European Commission).

However, a precise, accurate and realistic provisional budget, based on clearly defined, well founded and objective estimates is a key part of a successful proposal. It is, indeed, a proof of good preparation of the application with a well-set-up budget based on a precise method of calculation and not on rough estimates. This is even more important for personnel costs that can be easily precisely estimated based on the existing salaries (brutto salary and employers' charges). As the use of daily fees for the reporting for the detailed costs table is mandatory, it is strongly advised to use daily fees in the calculation of the budget proposal.

At the application stage, there is no obligation to provide documents supporting the provisional project's budget. But having such documentation available would be an added value for the proposal.

An applicant could for example mention the existence of a formal price (pre)offer with the name of the supplier. But formally, binding offers are not necessary at this early stage, considering there is no guarantee yet that your project would be selected.

Q: How to calculate personnel costs?

A: As indicated in the Article 6.2 of the model Grant Agreement applicable for IMCAP project (Grant Agreement actually corporate for all EC grants), the personnel costs must be calculated based on daily rates.

*Article 6.2 Specific eligibility conditions for each budget category
For each budget category, the specific eligibility conditions are as follows:*

Direct costs

A. Personnel costs

A.1 Costs for employees (or equivalent) are eligible as personnel costs if they fulfil the general eligibility conditions and are related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action. They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{daily rate for the person multiplied by number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as:

{annual personnel costs for the person divided by 215}.

*The number of day-equivalents declared for a person must be identifiable and verifiable (see Article 20). The total number of day-equivalents declared in EU grants, for a person for a year, cannot be higher than 215.
(...)*

Please find below an example (based on fictive costs).

a		b		a / b = c	A	A x c
Global yearly costs	Working pattern		GA basis (or ratio)	Daily rate	Days worked on project	Costs claimable
50.000,00	full time	100%	215,00	232,56	215	50.000,00
50.000,00	full time	100%	215,00	232,56	174	40.465,12
35.000,00	part time	75%	161,25	217,05	89	19.317,83
30.000,00	part time	50%	107,50	279,07	42	11.720,93
20.000,00	part time	25%	53,75	372,09	26	9.674,42
Step 1					Step 2	

Maximum 215 even if the working duration on the project is higher

Although the budget application form is still given the possibility to estimate personnel costs in monthly rate, we strongly advise to include, as support of the forecasted costs, the daily calculation as well (in the column 'Description').

Q: For travel, accommodation and subsistence, can I use unit costs instead of actual costs which are difficult to calculated in advance?

A: For such costs, three options exist:

1. Estimation of real costs based on market price (for both travel, accommodation and subsistence).
2. Use of unit costs as defined in the Commission [Decision](#) of 12 January 2021 (for both travel, accommodation and subsistence). Only these unit costs can be forecasted as such in the financial application form.
3. Use of unit costs based on national legislation or internal rules of your entity (accommodation and subsistence). Please however note that, in this case, the costs will have to be budgeted in the financial application form as 'actual costs' and not 'unit costs'.

Whatever the choice taken, a clear justification will have to be included in the column 'Description of costs'.

Q: For travel, accommodation and subsistence, can I mix Commission unit costs and actual costs?

A: It is possible to use different calculation basis between travel and accommodation or subsistence. For example, actual costs for travel but unit costs for accommodation and subsistence. However, if your project would be selected, this choice will remain unchangeable until the end and to be used in the final reporting.

Q: Regarding budget preparation, we are planning to include in the budget travel costs for the kick-off meeting wherein the coordinator would have, in its own budget, the costs covering all partners travelling to Belgium. This means, that partners would have different unit costs for travels. How can we add this to the budget template? Is it possible to create one travel for all partners travelling to Belgium and justify the calculations in the travel description?

A: The choice between actual costs and EC unit costs belongs to the applicant (and its AEs if any), this for any journey. Moreover :

- The cost of such trip must be introduced in the respective budget of each of the entities involved (COO and AEs). They cannot be merged in the budget of one single entity i.e. the travel cost for an AE cannot be introduced in your costs.
- For such a kick-off meeting in face-to-face format, EC is usually considering a maximum of two

participants per project, preferably the coordinator and a financial staff. The spread and dissemination of the outcomes of the meeting belongs to the coordinator.

- In any case, each trip should have its own line in the detailed budget. If costs by participant would be different, it should be better to include two different budget items/lines. It is not expected at all nor recommended, this for any kind of costs, to merge costs in one line. The more details we have, the better the evaluator will be able to assess the opportunity and eligibility of the costs budgeted.

To note that, during the last years, this event was organized remotely (on-line).

Q :I have some questions regarding the indirect costs. Is it possible to apply indirect costs only to certain affiliated entities ? Is it possible to include the indirect costs of affiliated entities in the beneficiary's budget?

A: In theory, yes indeed, any entity is free to not claim the indirect costs flat rate (which would however look rather odd). Nevertheless, technically speaking, the flat rate of 7 % is automatically calculated when encoding budget figures in part A of the application. On the other hand, in the excel budget table (detailed one), you could likely withdraw the indirect costs.

It is not possible to include indirect costs of an AE into another entity budget (coordinator included). The budget of each entity is distinct and proper to its own functioning. You will appreciate that the indirect costs are a flat rate being applied on the total aggregated direct costs of each entity. About Affiliated Entities, I invite you to consult the specific document included on our IMCAP Europa page ([Grants for information \(europa.eu\)](http://Grants for information (europa.eu))). It is indeed rather important to understand the strict conditions to be recognised as an AE of the Coordinator.

Q: Given "Article 6.2.C.1 Travel and subsistence "of the Annotated Grant Agreement (see below), we had understood that using unit costs was compulsory. Is this correct?

A: The article 6.2.C.1 of the AGA indeed states that unit costs can be used in IMCAP but is not compulsory. Actual costs can also be used. Please note that in the budget form to fill in, unit cost column is only dedicated to Commission unit cost. Actual costs (or internal unit costs fixed by internal rules of an entity – this is also accepted) must be listed in the column 'actual costs'.

Q: What are the differences between subcontracting and purchasing services?

A: The main difference can be summarised as follows:

Contracts to purchase goods, works or services	Subcontracts
These contracts do not cover the implementation of action tasks, but they are necessary to implement action tasks by beneficiaries.	Subcontracts concern the implementation of action tasks; they imply the implementation of specific tasks which are part of the action and are described in Annex 1 part B of a project.
They do not have to be indicated in Annex 1 part B (technical annex).	They must be indicated in Annex 1 part B (technical annex).
The price for these contracts will be declared as 'other direct costs' in the financial statement.	The price for the subcontracts will be declared as 'direct costs of subcontracting'

Q: Is € 125,000 the minimum application amount or the minimum amount to be received? That is, if 60% of the share is subsidised, could € 125,000 be requested and would 60% of that amount be received (that is, € 75,000)? Or, should a minimum of € 125,000 be requested because the minimum grant would be € 75,000 (60% of the total requested in this example)?

A: The total available call budget is EUR 4 000 000. Grants awarded are expected to range between EUR 125 000 and EUR 500 000.

As indicated, the amounts here indicated are referring to the grant i.e. the 60% co-funding of the European Commission. Keeping in mind this financing rate of 60%, this means that the total of the provisional costs of the project would be, at minima, 208 333 €.

Q: We plan to create an external steering committee of experts in our proposal. Could it be possible to pay travel costs for in presence meetings of the steering committee's members? Of course, the experts will be external to our organization. In the former guide for applicants, it was said: "Only travel costs relating to specific and clearly identifiable activities are eligible for EU funding and must have been incurred by people directly involved in or contracted for such activities". Could you confirm if those travel costs are eligible?

A: If external means that the expert is not part of the staff of the coordinator (i.e. no salaried nor in-house consultant), such expert should be budgeted and declared as subcontractor or 'goods and services' provider (depending of the nature of the service).

As indicated in the call text, the coordinator and/or the Affiliated Entity(ies) can use subcontractors to implement certain parts of the project (and charge the price paid to the subcontractor to the grant), excepted core tasks and management tasks (WP1).

In all cases, the agreement and the amount budgeted can include travel costs. Such travel costs would be reimbursed based on real costs (excluding VAT) and supporting documents by expert and journey will be necessary to support its formal costs claim to your organisation.

For more details about subcontracting costs, please refer to the guide applicants available on the IMCAP call webpage. Please note that a very detailed justification should be included in your application about the use such external experts, in particular outlining the added-value that they can bring to the project. Moreover, the costs envisaged should be estimated objectively, be reasonable and evidence should be provided to support the assertion that they are in line with market prices.

Q: Should I take into account the VAT when preparing my project?

A: The VAT is a specific issue. The identifiable (deductible) VAT is always ineligible whether the project is coordinated by a private or a public body. Such VAT cannot be included in the provisional budget nor be declared in the actual costs at the end of the project.

However, if the entity would be, legally, not entitled to recover the VAT with national relevant authorities, the VAT can be included. An official document attesting this 'exception' will be provided by the coordinator in its application.

Q: Since the applicants are private companies, we need to foresee how to obtain the remaining 40% of financing. Is sponsorship by other private companies, which would have their name and logo linked to all the project's activities acceptable? We are thinking off sponsorship by companies such as banks, agricultural input suppliers, etc.

A: For the remaining 40% of the financing, the quest of additional sources of funding is of the responsibility of the entities involved. There is no specific restriction. However, please carefully read the call document on the Portal. The conditions that apply are established in the Grant Agreement that will be signed with the Commission if your proposal is selected.

It notably includes some strict rules about the EU visibility (display of the EU logo, co-funding official text and compulsory disclaimer) on all communications, deliverables, social media posts, videos, podcasts, public events, etc. The possible additional co-founder could have their logo as well but always at an unimportance (less prominent) level, in terms of positioning, size, font, etc.

It must be kept in mind that any overrun of the 40 % of other funding could lead to a proportional decreased of the EU financing (see 'non-profit rule' in article 22.3.4 of the Model Grant Agreement).

Q: Are in-kind contribution authorized?

A: If necessary to implement the action, the beneficiary may indeed use in-kind contributions provided by third parties for free or against payment (i.e. non-financial resources of the third party put at the beneficiary's disposal). A third party can be any legal entity that has not signed the grant agreement.

The beneficiary may declare their costs for paying the in-kind contribution (e.g. the invoice from the third party) but only up to the costs incurred by the third party (real cost price and not market price).

The third party and its contribution must be set out in the project's technical description. In-kind contributions for free are also possible but they are cost-neutral, i.e. they cannot be declared as cost and will not be counted as receipts.

Q: In regards to budgeting, we would like some guidance on whether we should plan to submit an amendment once the project is up and running (if selected) to be able to keep in line with the reporting.

A: The budget is quite often one of the main weaknesses of the proposals. Undeniably, applicants do not always take sufficient time to carefully and objectively estimate the costs budgeted based on the current market prices, the current salaries of the staff involved, the actual costs of a (possible) very recent previous project, etc.

It should also be recalled that the application provisional budget will be the basis of analysis of the final financial reporting.

In practice, too many projects include average or rounded amounts without explaining the methods of calculation of those estimates. This makes the budget weaker and more difficult to analyse. The level of supporting details of the budgeted costs is also too frequently weak, too limited or imprecise.

To envisage an amendment when the project is running should remain an exception. It also makes the rules not fairly respected. All the submitted applications are evaluated on basis of the same criteria with some selected, others not. If a selected project would modify the substance of the application provisional budget after signature of the Grant Agreement (GA), it would put in question the accuracy and trueness of the information submitted originally. As the project is always and only selected on the basis of its content, objectives, activities proposed, coherence with the call topics **and** budget, modifying the original application after having been selected and awarded a grant, could undermine the selection process. This could be considered as an attempt to fake the principle of the evaluation and the equal treatment applicable to each of the proposals.

Therefore, amendments can be envisaged in the course of a project only in case of very specific circumstances.

Consequently, the set-up of the project proposal, its objectives, its impact, its dissemination level, its deliverables, its timetable **and** its budget should be carefully analysed, drafted, justified and the budget soundly estimated in the proposal submitted.

Documents

Q: Would it be possible to submit an activity report from 2022 instead of 2023?

A: The application must contain the latest activity report of the Coordinator (legal entity signing the Grant Agreement) responsible for the implementation of the project.

Please note that as the activity report should cover the most recent activities (last year), if no activity report would be yet available for 2023, you can provide the activity report of 2022.

Q: At what stage do we upload in the Participants portal the documents needed for the financial capacity check of the candidates such as profit and loss account and balance sheet for the last two closed financial years?

A: All the supporting requested documents must be uploaded in the system before submitting your proposal. Regarding the financial capacity check and the legal check, it will be done at a later stage, if the project is selected. However, any applicant is strongly encouraged to check the state of its legal and financial data in the central register.

Q: Could you clarify what are the documents requested from all participants? As I see from the call, the following are the documents requested for the applicants as Annexes to the Part B (technical). However, I would like to confirm with you whether these are necessary for both the Coordinator and the Affiliated Entities (and perhaps subcontractors) or if it is only needed for the main applicant, and if there are other documents specific only to the Affiliated Entity?

A: Regarding the participants documents requested, please check our guidance for application published on our Portal. The applicant (Coordinator) must provide a clear detailed 'Description of the Action' (DoA – part B of the application) detailing all tasks to be implemented in the project per entities involved. All the foreseen tasks described in this DoA must be reflected with their estimated costs in the estimated budget of the action.

Please note that lump sums are not allowed (with the exception of travel/accommodation/subsistence unit cost which are using the reference prices from Annex 2a (Decision C(2021)35) amended on 26 July 2023 (Decision C(2023)4928).

All costs must be fully described and justified. The Coordinator should submit in its proposal a single DoA but distinct budgetary tables by entities involved including detailed costs.

Q: I am writing to you as an Excel error appears in the Budget template when we try to add more than one Work Package. We have followed carefully all processes described in the instructions sheet, but we cannot add new Work Packages. Also, I have unblocked the macro from excel configuration and enable editing.

A: All templates are carefully checked before being inserted in the Portal. Should you have a technical problem, please contact the portal helpdesk. This is valid for any technical issue you would encounter in templates, in encoding in the portal or when submitting your proposal.

Q: Is there a template for CVs to use for the core project team when applying for a grant under an IMCAP-Infome-call?

A: As stated in the Call chapter 5 - Admissibility and documents, CVs of the core project team should be provided in a specific Europass format (see <https://europa.eu/europass/en>). Please consult this page.

It should be noted that CVs in (whatever) other formats will lead to a lower scoring of the application.

Q: According to the project documentation, we should attach CVs, Annual activity reports. Could you please advise if we have to use predefined forms for CVs and Annual activity report? If "yes" - where we can find them (we could not find such forms in the project documentation and in Electronic Submission System).

A: CVs (of the staff involved in the project core team (for all entities involved) and (the most recent) activity report are indeed compulsory documents.

The CVs must be drafted in Europass CV format (see <https://europa.eu/europass/en>).

About the Activity Report, this document being specific to each entity, there is no formal template available. However, such Activity report must be reliable and sufficiently detailed to give a correct picture of the activities and operational activities of the applicant.

Q: Regarding the mandatory annexes, I have a question concerning the annual activity report. Actually, it is not our practice to produce such a document, we should write it specifically for the IMCAP application. Could you please clarify if we have to do it?

A: The activity report is a compulsory document requested from all applicants. Such report is notably 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).

An 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.

The lack of such document could be a reason of ineligibility of the application or lead to a penalisation in the evaluation scoring.

It is consequently strongly advised to submit a well structure activity report document that outlines the activities carried out and summarises the financial situation of the applicant organisation.

Q: We intend to submit a proposal to the IMCAP-INFOME call. Our proposal will be written in English but we only have the audit report to prove our financial capacity in Spanish. Should we also translate the audit report in English?

A: It is indeed strongly suggested to submit a proposal in English language. Referring to page 21 of the call document, you can read:

Language — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 12).

Please note that if selected for funding, you will be invited to sign a grant agreement with the European Commission. Such grant agreement is in English. All correspondence and reporting will be in English language only. For the preparation of the grant agreement, the beneficiary will be requested to provide a complete 'Description of the Action' (Annex 1 part B) in English language.

On the other hand, any supporting documents (compulsory or not) could be submitted in any of EU official languages. Although an English version is always preferable, a document like an audit report could be in another language.

Q: Would you have any available templates?

A: All templates are available on the Funding & Tenders Portal:

Please visit this webpage containing all the relevant templates for our call [Funding & tenders \(europa.eu\)](#).

Further example of templates (reporting, etc.) can also be available from [IMCAP Europa page](#) or provided upon request.

Please note that relevant templates are available in the submission tool that you have (compulsorily) to use.

Participants – Affiliated Entity(ies)

Q: The actions supported under this call are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Is there room for being implemented in partnership with organisations from different EU member states?

A: The meaning of mono-beneficiary actions is that there is one single entity contractually beneficiary of the grant and responsible for the implementation of the activities vs. the granting authority (the Commission). But, indeed, as part of the application, the applicant can include Affiliated Entities under the conditions mentioned in the call text.

We notably draw your attention to the following conditions to be qualified as Affiliated Entity:

The legal and capital link defining the affiliation encompasses three notions:

- (i) *Control, as defined in Directive 2013/34/EU of the European Parliament and of the Council of 26 June 2013 on the annual financial statements, consolidated financial statements, consolidated financial statements and related reports of certain types of undertakings, amending Directive 2006/43/EC of the European Parliament and of the Council and repealing Council Directives 78/660/EEC and 83/349/EEC.*

Entities affiliated to a beneficiary may hence be:

- *Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second tier subsidiaries) and the same applies to further tiers of control,*
- *Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary,*
- *Entities under the same direct or indirect control as the beneficiary (sister companies).*

Control should be based on holding the majority of voting rights, but control may also exist where there are agreements with fellow shareholders or members. In certain circumstances, control may be effectively exercised where the parent holds a minority or none of the shares in the subsidiary. Member States may require that undertakings not subject to control, but which are managed on a unified basis or have a common administrative, managerial or supervisory body, be included in consolidated financial statements.

- (ii) *Membership, i.e. the beneficiary is legally defined as a, e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary participates in the same.*
- (iii) *The specific case of public bodies and publicly owned entities*
Publicly owned entities and public bodies (entities established as such under national, European or international law) are not always considered as affiliated entities (for example, public universities or research centres).

The notion of affiliation in the public sphere covers:

- *The different levels of the administrative structure in the case of decentralised administration (e.g. national, regional or local ministries (in the case of separate legal entities) can be considered as affiliated to the State,*
- *A public body established by a public authority to serve an administrative purpose and which is supervised by the public authority. This condition is to be verified on the basis of the statutes or other acts establishing the public body. It does not necessarily entail that the public body is financed, in full or in part, from the public budget (e.g. national schools affiliated to the State).*

A 'simple' partnership (i.e. a cooperation contract/agreement between 2 (or more) organisations dedicated to cooperate in a specific action or event or for any other kind of action) is not considered as sufficient legal

ground allowing the participation of such third organisation(s) as an affiliated entity in a project submitted for this call IMCAP-INFOME-2024.

Q: It is not clear how I can include the Affiliated Entities in the application form in the Submission Portal.

A: Please see the guideline published on how to add the Affiliated Entity (point 5 in the explanations):
[Participants - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Q: We are interested in submitting a proposal. Yet, we were wondering how many consortia/ proposals will be funded under this call. On our side, we are willing to get involved individually/ together with other EU umbrella associations - but it would help us to know how much funding would be allocated per project.

A: Any eligible entity is, of course, welcomed to submit any application following the rules defined in the call text. Several information you referred to can find some answer in the call text available in the F&T Portal.

The exact number of proposals accepted in the "main ranking list" will depend on the budget supporting these applications. Applications will be selected within the maximum Call's budget (4 million). In that view, I recall you the call text as follows

3. Available budget

The estimated available call budget is EUR 4 000 000.

The availability of the call budget still depends on the adoption of the budget 2024 by the EU budgetary authority.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

6. Eligibility

Project budget

Project budgets (maximum grant amount) are expected to range between EUR 125 000 and EUR 500 000 per project.

This does not however preclude the submission/selection of proposals requesting other amounts. The grant awarded may be lower than the amount requested.

On the other hand, we wish to make clear that this IMCAP call is not dedicated to 'consortium/a' but is based on the principle of mono contractor (one single beneficiary of the grant). The option to involve additional 'partner(s)' is only possible with Affiliated Entity(ies) or Associated Partners. Nevertheless, this possibility is governed by very strict rules. Please see again the call text and the Europa webpage (https://agriculture.ec.europa.eu/common-agricultural-policy/financing-cap/cap-funds/grants-information_en)

6. Eligibility

Consortium composition

Only applications by single applicants are allowed (single beneficiaries; affiliated entities and other participants are allowed, if needed).

13. Important

Consortium roles — *When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.*

*The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions.*

Associated partners — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

See Europa webpage giving more information on Affiliated Entities.

https://agriculture.ec.europa.eu/system/files/2023-10/affiliated-entities-explanations-imcap-2024_en.pdf

Q: Is a public University eligible as mono-beneficiary?

A: Public Universities are indeed eligible for participation into the IMCAP-INFOME call if they are established in an EU Member State (including overseas countries and territories (OCTs)). Please refer to 'Eligibility' chapter of the call text.

Q: What is the difference between Affiliated Entities (AE) and Beneficiaries (BEN)? According to the call document, you mention the Beneficiary as being the applicant to the grant and the AE as having a specific link with the applicant (i.e. being member organization of the coordinator). However, in the proposal template, you refer to BEN as a separate entity to the Coordinator (COO) and the AE. Does Beneficiary refer to another category of participants not having the same rights as the AE (and therefore, implementing secondary tasks) or do you refer to the applicant (which would then imply that coordinator and beneficiary are the same entity)? In case we have different types of participants, do we have to indicate all participants to the call (Other beneficiaries without a direct link with the applicant) or only the AE?

A: In a mono-beneficiary grant such as IMCAP, the Beneficiary (BEN) of the grant is identical than the Coordinator (COO). It is a distinct entity from any Affiliated Entity (AE). An AE is an entity implementing secondary tasks in the project managed by the COO and under the responsibility of the COO. So, the applicant is always the COO.

The difference between all the categories of participants to the project is defined in the Call text.

Concerning the conditions that must be met to be accepted as an AE, please consult https://agriculture.ec.europa.eu/common-agricultural-policy/financing-cap/cap-funds/grants-information_en (Guidance on affiliated entities participating in the call for proposals for 2024).

Q: Do all participants (including Affiliated Entity) need to be registered in the Portal and have a PIC number by the time of the submission?

A: Any entity involved in a proposal (or project), including Affiliated Entity(ies), must have a PIC number validated by the validation service in charge (SEDIA).

Prior to any proposal submission, any entity must submit all necessary data and documents to the validation service as a matter of urgency. Additional information on how to register your organisation is available on the Portal at URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

Q: Is a consortium of private companies eligible? Our proposal would be put forward by an agricultural consultancy company and a web-based communication company specialised in the agricultural sector.

A: The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. As indicated in the call text, it could be private or public

entities.

Q: By "The actions supported under this call are mono-beneficiary actions" do you mean that there is one legal entity applying for a grant, or is there room for being implemented in partnership with organisations from different EU Member States?

A: The meaning of mono-beneficiary actions is that there is one single entity contractually beneficiary of the grant and responsible for the implementation of the activities vis-a-vis the granting authority (the European Commission). However, as part of the application, the applicant can include Affiliated Entities under the strict conditions mentioned in the call text.

You will find in the call text *chapter 6. Eligibility conditions – Participants*, a detailed explanation about the definition of an applicant and the possible involvement of Affiliated Entities.

You will also find in the document 'Guidance on affiliated entities participating in the call for proposals for 2024' the eligibility conditions for Affiliated Entity.

A 'simple' partnership (i.e. a cooperation contract/agreement between 2 (or more) organisations dedicated to cooperate in a specific action, a specific event or for any other kind of action) is not considered as a sufficient legal ground allowing the participation of such third organisation(s) as affiliated entities in a project submitted for this call.

Please consult https://agriculture.ec.europa.eu/common-agricultural-policy/financing-cap/cap-funds/grants-information_en

EU visibility (& costs)

Q: Visibility of the EU funding: As I have found contradictory information, I would like to clarify which EU emblem is the correct one to display. Should we use the EU flag or the European Commission logo?

A: Any communication activity related to the action (including conferences, seminars, in information material (such as brochures, leaflets, posters, presentations, etc.), in paper or electronic format, posts on social media, videos, podcasts, etc.) and any infrastructure, equipment or major result funded by the grant must:

- display the EU emblem and
- include the following text: “Funded by the European Union”
- display the “disclaimer” sentence.

The “funding” and “disclaimer” sentences are available in all EU languages under the paragraph “Resources for 2024 information measures” https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information_en

When displayed in association with another logo, the EU emblem must have appropriate prominence.

For the purposes of its obligations under the Article 17.2 of the Model Grant Agreement, the beneficiary may use the EU emblem without first obtaining approval from the Commission. This does not, however, give him the right to exclusive use. Moreover, the beneficiary may not appropriate the EU emblem or any similar trademark or logo, either by registration or by any other means.

See also [Use of EU emblem](#)