



# Grants for Information Measures relating to the Common Agricultural Policy Programme IMCAP-INFOME-01- 2021

Kick-off meeting 8 September 2021

*AGRI GRANTS TEAM*

*DG AGRI B.1*

# 1. About our Grant Management process:

## Fully electronic grant management

- Processes streamlined and pre-defined in IT workflows
- IT workflows guiding users step by step
- Messaging and formal notifications facilities inside the tool
- One-stop shop portal for beneficiaries for submission and grant management + all reference documents : ***Funding & Tenders Portal***
  - 👍 Informal simplified guidance also sent by Project Officers.
  - 👍 Contact your Project Officer (except for strict IT issues to address to the helpdesk)



## Call for proposals

- [Funders & Tenders \(F&T\) Portal](#)

## Grant management

- [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management_en.htm)

*Note: F&T guidance mainly based on 'Research' programmes but core information applicable to IMCAP projects as well.*

## 2. Starting date, project duration and grant

- The project starting date (resulting from GAP process) and the project duration are defined in your grant agreement (Article 3).
- Project duration: maximum 12 months (no extension possible).
- The time table included in the DoA must be respected and is the basis of the monthly reporting process
- EC grant: limited to the amount indicated in the Grant Agreement (no increase possible).

 **In case of difficulties or questions, please contact your project Officer.**

# 3. Day to Day Communication with Project Officer

## *During the project implementation*

- Each grant has a Project Officer who is your single EC contact point. The Project Officer has:
  - to monitor the implementation of the activities (notably via the monthly reporting),
  - to control the respect of the contractual frame supporting the project,
- The Project Officer **is your 'PARTNER'** in the implementation of your project.
- In order to communicate (questions, requests, etc) with your Project Officer,
  - please use the *messaging* facility.
  - in case of Portal IT issues, please use the AGRI Grants mailbox ([AGRI.GRANTS@ec.europa.eu](mailto:AGRI.GRANTS@ec.europa.eu)).

*In case of technical issue with the Portal, please contact the F&T Helpdesk and inform your Project Officer.*

# 4. The Grant Agreement

## *Description of the Action*

- The Description of the Action (DoA) is included in the Grant Agreement. It details inter alia:
  - the activities, the milestones, the deliverables, the timetable, etc.
- This DoA reflects the activities proposed in your original application, that was evaluated, selected and awarded a grant by the EC.
- Any changes will require an amendment. These must be justified and are exceptional.
- The Grant Agreement (and amendments if any) is the main reference document to assess the correct implementation of the action.

# 4. The Grant Agreement *Amendments (1)*

- In case of unexpected and exceptional events, any changes to
  - the implementation of the activities as described in the DoA or
  - the estimated budgetwill be subject to an amendment to the Grant Agreement that must be accepted by the EC.
- In all cases, it must be first discussed with your Project Officer who will assess the situation.
- If acceptable, a formal amendment process would be necessary with a revision of the DoA (including the budget part if applicable). Such amendment must be requested by you to the EC.

# 4. The Grant Agreement *Amendments (2)*

- Any requested amendment will include:
  - ✓ A detailed outline of the changes in the activities that are being envisaged/requested (including the comparison between “activities planned” in the DoA and the updated activities as a result of the requested amendment);
  - ✓ A solid well-founded justification as to the reasons why the original / planned activities described in the DoA could not be implemented or had to be changed;
  - ✓ If applicable, a full description of the financial impact of the requested modification including a revised budget table (highlighting the changes). Note that the budget of the grant initially awarded cannot be exceeded as a result of the amendment.

**IMPORTANT: Start very early communication with your Project Officer about any amendment request.**



## 5. Promoting the action : *Visibility of the EU funding (1)*

- In accordance with Article 22 of the Grant Agreement, the beneficiary must promote the action and its results.
- During the implementation of your activities, you must comply with the following mandatory elements of the EU visibility as described here after:

**IMPORTANT:** Any outcome/deliverable of your project that would not fulfil this obligation may be rejected!

# 5. Promoting the action

## *Visibility of the EU funding (2)*

Any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations etc., in electronic form, via social media, videos, films etc.) and any equipment or major result funded by the grant must

- display the **EU EMBLEM** and
- include the **TEXT**: “Funded by the IMCAP Programme of the European Union”
- include the mandatory **DISCLAIMER**.

## 5. Promoting the action

### *Visibility of the EU funding (3)*

Display the **EUROPEAN UNION EMBLEM**



**IMPORTANT:** When displayed in association with other logo(s), the EU emblem must have appropriate prominence.

## 5. Promoting the action

### ***Visibility of the EU funding (4)***

**Include the co-financing of the European Union**

**Please use only the following TEXT:**

***“Funded by the IMCAP Programme of the European Union”***

# 5. Promoting the action

## *Visibility of the EU funding (5)*

### **Include the **DISCLAIMER** excluding Commission responsibility**

*“The content of this [insert appropriate description, e.g. report, publication, conference, etc.] represents the views of the author only and is his/her sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains.”*

## 5. Promoting the action

### ***Visibility of the EU funding (6)***

#### **Translations**

**of the template texts (co-financing indication/disclaimer)**

**into all EU languages is available on the Europa website**

***<https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information>***

# 5. Promoting the action

## *Visibility of the EU funding (7)*

👍 These 3 EU visibility items

**should appear at the top / beginning**

of any ‘products’ as articles, webpages, video generic, very beginning of audio-video production, etc.

# 6. Reporting to the Commission

## *Regular updates of your project*

Since its 1<sup>st</sup> day of implementation, your project is closely monitored by the Project Officer via the

### **continuous monitoring process**

This is done by checking the submission due date, content, format and coherence with the description detailed in the DoA (and the Portal) for :

- **Deliverables;**
- Progress in achieving **milestones;**
- Response to **critical risks, publications, communications activities, IPRs.**



# 6. Reporting to the Commission

## *Monthly reports (1)*

You have to submit monthly reports at the end of each monthly period. The relevant template is available on the EUROPA website

<https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information>

or could be provided by your Project Officer.

**IMPORTANT:** This report is a key tool for the Project Officers.

- 👍 Please ensure **respect for the submission deadlines.**
- 👍 Please ensure that the level of detail and information provided is **clear and complete.**
- 👍 The activities reported must be **in line with the timetable of the DoA.**

# 6. Reporting to the Commission

## *Monthly reports (2)*

The monthly report covers the **detailed description** of :

- All **activities implemented** during the last month (*place, date, links to video/audio material, audience, etc.*)
- The description of the work performed during the period of reporting.
- The **planned activities** for the next month(s) (*what, where, when*). We need the *place, date, links to where video/audio material will be disseminated, target audience, invited EC speakers, etc.*)

**IMPORTANT:** The information included in the report should enable EC social media & press teams to amplify and disseminate your activities through their channels!

# 7. Final reporting & Request for Payment

- The final reporting and payment modalities are defined in the grant agreement (Articles 15 and 16).
- No pre-financing and no interim payment are foreseen.
- The payment is based on a sole reporting period.
- The request for payment should be submitted within 60 calendar days following the end of the sole reporting period.
- The EC must pay within 90 calendar days from the date of submission (suspension of this term is possible in case of additional information/correction request(s)).

# 7. Final reporting & Request for Payment

The final reporting consists in 2 parts - both must be completed online by the beneficiary in the Funding & Tenders :

- Final Technical report (Annex 1)
- Final Financial report (Annex 2)

👍 More details can be found on the F&T portal.

👍 Specific guidelines are sent by the Project Officer in due time.

👍 The final report is generated by the system – but requires that the coordinators submit all deliverables by the end date of the implementation.

# 8. Monitoring visits

The Commission may arrange monitoring visits of the Project Officer to **meet** you at your premises, remotely (by video conference) and/or by attending events organized by the project.

- **Objectives** :

- ✓ Monitoring the implementation of the activities,
- ✓ Clarifying potential contractual and technical questions, etc.
- ✓ Assessing compliance with the grant agreement

# Your Project Officer, Your Partner

Whatever the reason, please always consider your **Project Officer** as a **source of information** (except for IT technical issues).

The Project Officer is there for assisting you, answering your questions and helping you to find solutions



BRUNO DE OLIVEIRA



LAURENCE DUHEM



THIERRY CALLENS



LAURENCE MATHU

Thank you