



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT

## Frequently Asked Questions

**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-2022-infome>

For more general background information about IMCAP Calls for proposals, please visit the dedicated section of the Europa website: [https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information\\_en](https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information_en)

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**Q: Our department works mainly on projects concerning the energy transition in Morocco and other 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 a European Union Member State (including overseas countries and territories (OCTs)). The call covers communication activities projects related to agriculture taking place in the European Union Member States (including overseas countries and territories (OCTs)).

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**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 organisations under the conditions mentioned in the call text.

You will find in section 6 of the Call . **Eligibility** a detailed explanation about the definition of an applicant and the possible involvement of affiliated entities. I notably draw your attention to the following condition:

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

*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.*

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-2022.

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**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 a European Union Member State (including overseas countries and territories (OCTs)). Please refer to chapter 6 of the call text. In order to be eligible, the applicants (beneficiaries and affiliated entities) must be legal entities (public or private bodies) established in a European Union Member State (including overseas countries and territories (OCTs)).

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**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.

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**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 have to be uploaded in the system before submitting your proposal. Regarding the financial capacity check, it will be done at a later stage, if the project is selected.

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

A: Subcontracting is allowed except for project's core tasks and subject to strict limits (see page 21 of the Call ) under the call, but that there is no precise percentage of subcontracting allowed.

However, as mentioned in the call, the subcontracting of action tasks 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).

Moreover as mentioned in the 'Guide for applicants', subcontracting above the 40 % of total eligible costs will require a very detailed justification to be provided by the applicant.

**⚠** Your consortium set-up must follow the roles of our grant agreements. Participants should be attributed their roles according to their real contribution to the project. The main actors should be the beneficiary and the Linked Third Parties (if any). All other roles should perform secondary tasks.¶

This means for instance that:¶

- → linked third parties — are allowed to *fully* participate in the action, like the beneficiary they are linked to; they will therefore be treated for many issues like beneficiaries; beneficiaries are fully liable for their linked third parties¶
- → subcontracting —¶
  - → beneficiaries/linked third parties may NOT subcontract tasks to other beneficiaries/linked third parties¶
  - → core tasks of the project may NOT be subcontracted (generally subcontracting of 40% of the total eligible cost or more will be subject to specific justification, unless specified otherwise in the call document).¶

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**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 our published call. However this proposal should be for a new project with a new set of activities, targets and objectives.

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**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 not final (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 major part of a good proposal. It is a sign of good preparation of the application but also suggests that the proposal is well prepared based on a precise method of calculation and not on rough estimates.

At the application stage, there is no obligation to provide documents supporting the provisional project's budget. But having such documentation available will 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. However, binding offers are not necessary at this early stage, considering there is no guarantee yet that your project would be selected.

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**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: Unless the Commission requests or agrees otherwise, 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, 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 IMCAP Programme of the European Union"
- display the "disclaimer" sentence.

The "funding" and "disclaimer" sentences are available in all EU languages.

<https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information#callforproposalsfor2022>

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

For the purposes of its obligations under this Article, 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.

[https://ec.europa.eu/info/sites/default/files/eu-emblem-rules\\_fr.pdf](https://ec.europa.eu/info/sites/default/files/eu-emblem-rules_fr.pdf)

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**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: Your understanding of the term “multi-regional” is correct. There is no “indication of minimal geographical range” for the proposals to be eligible.

A project with a restricted geographical range might have a limited communication impact (because it might reach a limited audience). However, 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 or multi-regional, it is up to you to decide – taking into account your financial and operational capacity – if you need partners from other regions to implement the proposal that you will potentially submit.

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**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 considered as the Coordinator (COO), and is a distinct entity from the Affiliated Entity (AE). The AE is the entity implementing secondary tasks in the project which is managed by the COO. This means that the applicant should be the COO (same entity). The difference between all the categories of participants to the project is defined in the Call (see section 13, p21). Concerning the conditions that must be met to be accepted as an AE, please consult <https://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information#callforproposalsfor2022> (Guidance on affiliated entities participating in the call for proposals for 2022).

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

A: You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call documents 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' in English language.

Please see section 13 of the Call (Important) "All reports (technical and financial reports and annexes) must be submitted in the language of the Agreement" i.e. English.

For all these reasons, we always recommend to fill in English language the templates of all the application documents to the Call.

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**Q: Would it be possible to submit an activity report from 2020 instead of 2021 ?**

A: You should provide the 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 is available for 2021 (before the closure of the Call), you can provide the activity report for 2020.

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**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'

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**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 and detail all tasks foreseen per participant involved in your project. If your proposal is selected and awarded a grant, you will sign a Grant Agreement with the European Commission, which will include the proposal that you submitted. Please note that all modifications to the Grant agreement (i.e. to the description of activities or to the participants included in your original proposal) should be first requested to the European Commission for approval. As a change of participants 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 your selection of participants.

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**Q: If the applicants to this project (the coordinator and other beneficiaries) benefitted from funding under the same projects in the past, should they repeat the information for all participants (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 participants benefited from funding under which projects in the past (it is sufficient to indicate the past project once).

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**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. However, the main applicant (Coordinator) should provide a clear detailed Annex 1 – part B (description of the action) describing all tasks to be implemented in the project per participants.

All the foreseen tasks described in the annex 1-Part B should be reflected with their estimated costs in the Annex 2 (estimated budget of the action).

Please note that no lump sums are allowed and that all costs have to be fully described and justified.

The Coordinator should submit in its proposal an Annex 1-B and an Annex 2 containing all the participants detailed/described tasks and costs.

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**Q: Is € 75,000 the minimum application amount or the minimum amount to be received? That is, if 60% of the share is subsidized, could € 75,000 be requested and would 60% of that amount be received (that is, € 45,000)? 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 75 000 and EUR 500 000.*

As indicated, the amounts indicated are referring to the grant i.e. the amount granted by the European Commission. As the financing rate is 60%, this indeed means that the total of the provisional costs of the project could be 125.000 €.

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**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 organization 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 validation process should be followed.

In other words, you have to submit your request for change to the SEDIA team. They will check the new legal details based on the supporting documents you will send. If ok, they will validate the new legal name 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 project that is benefiting from a grant. So please contact the validation service (SEDIA) by email ([EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu)). It is the LEAR (Legal Entity Appointed Representative) who is in charge of such contact.

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**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 Declarations of the Technical proposal (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 coordinating organisation and any affiliated entity mentioned in the project proposal.

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**Q: The link in the call fiche IMCAP on page 18 to the online manual does not lead anywhere ("The submission process is explained in the Online Manual"). Could you please send us the correct link?**

A: Please use the link [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf) for accessing to all documentation including the Submission on line manual.

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**Q: Is there a template for CVs to use for the core project team when applying for a grant under the Imcap-Infome-2022 call?**

A: As stated in the Call chapter 5, CVs (standard) of core project team should be provided in the Europass format. For more information on the Europass format please consult: <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>

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**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 guide for applicants, we can read: "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.

The coordinator and/or the Affiliated Entity can use subcontractors to implement certain parts of the project (and charge the price paid to the subcontractor to the grant).

The agreement and the amount budgeted can include a provision for travel costs. Such travel costs would be reimbursed based on real costs (excluding VAT) and supporting documents when the expert will submit 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.

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**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. If the VAT is non-deductible for the applicant, an official document attesting this exception should be provided by the coordinator.

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**Q: What is the difference between Affiliated Entity (AE) and Beneficiaries (BEN)?**

A: In our mono-beneficiary grants, the Beneficiary (BEN) of the grant is considered as the Coordinator (COO), and is a distinct entity from the Affiliated Entity (AE). The AE is the entity implementing secondary tasks in the project coordinated by the Beneficiary. This means that the applicant should be the Beneficiary/Coordinator (same entity). For more details, please see section 13, page 21.

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**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 participating in a project (including affiliated entities) must have a PIC number validated by the service in charge (SEDIA). Submit all necessary data and documents to this service as early as possible. Additional information on how to register your organisation is available on the Portal at this URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

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

**According to the H2020 “Guide on How to submit a proposal” – Step 4 “Manage your related parties and edit contact details”, I should be able to include participants by clicking on “Add partner” in Step 4 of the Portal. This would allow me to have the organizations listed in the Administrative forms. However, I do not have the option to Add partner available and therefore, the only organization that is listed in my proposal is mine – the Beneficiary/Coordinator. How and where can I indicate in the application the Affiliated Entity of the project (besides the Part B – Description of the Action)?**

A: Please see the guideline published on how to add the AE. [https://ec.europa.eu/info/sites/default/files/food-farming-fisheries/key\\_policies/documents/message-with-guidance-applicants-imcap-2022\\_en.pdf](https://ec.europa.eu/info/sites/default/files/food-farming-fisheries/key_policies/documents/message-with-guidance-applicants-imcap-2022_en.pdf)

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**Q: According to the project documentation, we should attach CVs (annex 2 to Part B), Annual activity reports (annex 3 to Part B). 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 for the main tasks for the coordinating organisation and any other Affiliated Entity involved) and (the most recent) activity report are compulsory documents. There is no predefined template imposed by the European Commission for the activity report. Each organisation can use its own lay-out and document structure as long this would be complete and readable.

The CVs should be in Europass CV format. For more information on the Europass format please consult: <https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>

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**Q: Once obtained PICs for the participants, is it necessary to create a 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: Regarding the contact person/main contact, the two ‘definitions’ have the same meaning. This person will be the contact point for any matter related to the project (grant agreement preparation, grant agreement issues when signed, reporting (monthly and final), request for information, etc.).

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. Its tasks and the respect of all financial and contractual rules to which the affiliated entity is also bound are under the responsibility of the coordinating organisation, (which can be considered as responsible in case of failure, fraud, etc.). The European Commission as the granting

authority has no single direct contact with an affiliated entity. Only with the coordinating organisation.

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**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: For any IT technical issues, any applicant must contact the external user support: [EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu). They will help and guide you through the process.

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

A: Any application for our call IMCAP has to be submitted via one single submission channel available on the Portal as explained in the call publication (see section 11, page 19).

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

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**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.

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**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, it is up to you to find sources of funding (no restriction and please read carefully the call document on the Portal ). The conditions that apply are established in the Grant Agreement that is signed with the Commission if your proposal is selected. They include for example the obligations on display of the EU logo, the funding statement sentence and the disclaimer on all deliverables, regular reporting etc.

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**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.

The use of one or several agencies is the choice of the applicant. Please keep in mind the “best value for money” or “the lowest price” when selecting among the offers received.

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**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 the subcontractor working for another beneficiary's project. Please note that the tasks accomplished under these two different roles should be clearly defined , they should be different and that any attempt to seek double-funding for the same activities will result in the termination of the grant agreement and may be pursued legally by the Commission as the granting authority.

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**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 conditions mentioned in the call text. You will find in chapter 6. Eligibility conditions - Participants a detailed explanation about the definition of an applicant and the possible involvement of affiliated entities.

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 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://ec.europa.eu/info/food-farming-fisheries/key-policies/common-agricultural-policy/financing-cap/cap-funds/grants-information#callforproposalsfor2022> (Guidance on affiliated entities participating in the call for proposals for 2022).

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**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: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

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**Q: Would you have any available templates?**

A: All templates are available on the Funding & Tenders Portal <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=IMCAP2027>. Please visit this webpage containing all the relevant templates for our call.

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**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 relate to the legal person of your organisation who will sign the Grant Agreement, and the person responsible for the implementation of your project (if the person is different from the one signing the Grant Agreement). Please note that the subcontractors should be precisely listed in the Annex 1-B (description of the action) and all subcontracting costs should be detailed under Annex 2.



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**Q: We intend to submit a proposal to the IMCAP-INFOME-2022 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: In so far as possible it is advisable to submit the proposal in English. Referring to page 12 of the call document:


”Language — You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call documents in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 10). 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’ in English language”.

Any supporting documents compulsory (or not) could be submitted in any of EU official languages. Although an English version is always useful, a document like an audit report could be in Spanish.

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**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 a 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 Twitter,  [Twitter: @EUAgri](https://twitter.com/EUAgri).

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.

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**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 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.

Such new proposal will be evaluated independently from the previous communication campaign(s).

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

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**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 to all applicants. Such report is notably one of the pillars of the analysis by the Commission of the operational capacity of the applicant. The activity report is broader than the 'annual financial report or the annual accounts report'. An activity report should provide the information on the annual financial accounts and also a description of the activities carried out by the organisation. The lack of such document could be a reason for considering the application as not eligible. We encourage the submission of a well structure activity report document that addresses the financial situation of the applicant organisation, as well as outlines their activities carried out.

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**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 monthly report counts as a deliverable, there are 12 Monthly reports, and then we would only be left with 3 deliverables maximum for the other activities during the project. Is it correct?**

A: The monthly reports are not to be counted in the total number of deliverables. The part B to which you refer is a template document applicable to several EU programmes.

In the case of IMCAP, this limit of max 10-15 deliverables is not compulsory. Each project being specific, some could have 3 WPs when other will have 6 WPs. Such difference will automatically lead to a larger range of deliverables.

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**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 covered by other means. Usually, it is in own funds but the use of other sources of financing including national/regional/local authorities contribution is authorized.

This will be considered as an 'income' for the project. Please however keep in mind that such 'income' cannot be higher than the 40 % budget ratio. Otherwise, the excess would be deducted from the EU grant.

On the other hand, if the national donor would be part of the project and would implement some activities, it could be considered as an affiliated entity. In this case, the costs of this affiliated entity are part of the project's budget and included in the calculation of the 60 % of EU grant.

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**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: First it should be noted that, as confirmed on page 21 of the call document, '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 from the same applicant, only one application will be accepted and evaluated; the applicant 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 have to pay a specific attention that the scope, objectives, action plan, activities, all the components of the proposals should not be similar. Otherwise, as stated in the call, one of the applications could be rejected.

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**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 a weakness point of proposals. Applicants should take the time to carefully and objectively estimate the costs budgeted based on the current market prices, the current salaries of the staff involved, the cost of a (possible) previous identical project, etc.

Also, many projects proposed average or rounded amounts without explaining the source or methods of those estimates, making the budget analysis difficult. The level of supporting details of the budgeted costs are too often weak, limited or imprecise. The provisional budget is the basis of analysis of the final financial reporting.

To envisage an amendment when the project is running should remain an exception. All the submitted applications are evaluated on basis of the same criteria. Some will be selected, others not. If a selected project would modify the substance of the original application after signature of the Grant Agreement, it would put in question the principle of the evaluation and the equal treatment of each of the proposals.

A project is always and only selected on the basis of the content, objectives, activities proposed and coherence with the call topics. Modifying the proposed activities, the participants or the budget allocations after having been selected and awarded a grant, could undermine the selection process. Amendments can be envisaged in the course of a project but this is not systematically accepted if not linked to very specific circumstances.

This means the set-up of the project proposal, its objectives, its impact, its dissemination level, its deliverables, its time table and all other elements of the application should be carefully analysed, drafted, justified and budgeted in the proposal submitted.

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**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 an interim payment. This indeed means that the EU grant is paid at the end of the project, based on the final report process and the actual costs incurred/claimed. The payment term is 90 days after the submission of the final report.

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**Q: I note that a decision will be taken on this Call in June/July of this year. Is the activity associated/applied for to be completed this year or does this only start in January next year ?**

A: First it should be recalled that the calendar indicated in the call text remains provisional. Depending of the cooperation and reactivity of the selected applicants, the GAP (Grant Agreement Preparation) could have different durations.

When the Grant Agreement (GA) is signed, the project starting date is usually the 1st day of the month following the signature of the GA. In some rare cases, the project starting date could be slightly postponed but never later than 1st September. The activities must therefore be implemented during the following 12 months from the project starting date.

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