



Hints for EU Grant Application

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We will look at...

- Overall **EU grant** system
- The way applicant's **capacities** are assessed
- The way the **relevance** of the project idea is evaluated
- The way a **methodology** should be presented
- The way the **impact** of the action should be structured
- The way to prepare a **budget**
- Some last **advices!**



Overview EU grant system

- ▶ Two ways:
 - ▶ Grants to support EU policies (relatively flexible, except objective and budget)
 - ▶ Other contracts (service, work, supply) to perform tasks on behalf of EU (detailed description)
- ▶ A grant is a financial donation/non commercial payment (a project or an operating grant)
- ▶ Co-financing is obligatorily
- ▶ No profit is allowed

Overview EU grant system



Part A- Administrative Part
Part B- Technical Part
Part C- Financial Part
Part D- Additional Funding

1- General Information

2- The Action

- 2.1 Description of the Action
- 2.2 Applicant's experience
- 2.3 Co-applicant's experience (if applicable)
- 2.4 Affiliated entity(ies) experience (if applicable)

3- The Applicant

- 3.1 Identity
- 3.2 Profile
- 3.3 Capacity to manage & implement actions
- 3.4 List of the management board/committee of your organisation

4- The Co-Applicant

- 4.1 Capacity to manage & implement actions
- 4.2 Experience by Sector

5- Affiliated Entity(ies) Participating in the action

6- Associate of the Applicant Participating in the action

7- Checklist for the Full Application Form

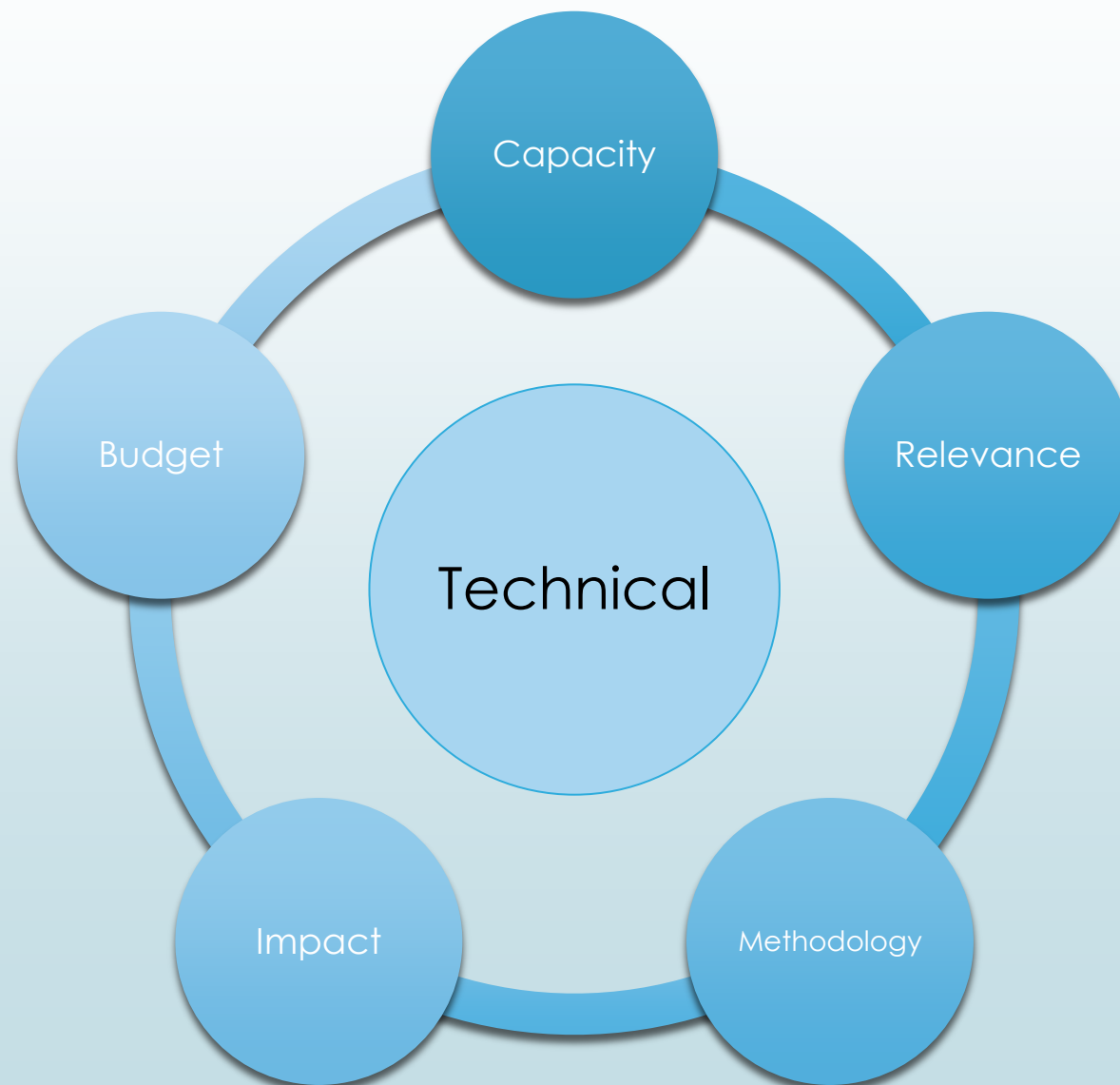
8- Declaration by the Applicant



Overview EU grant system

https://www.youtube.com/watch?v=o9_LgSLnw_c

Overview EU grant system



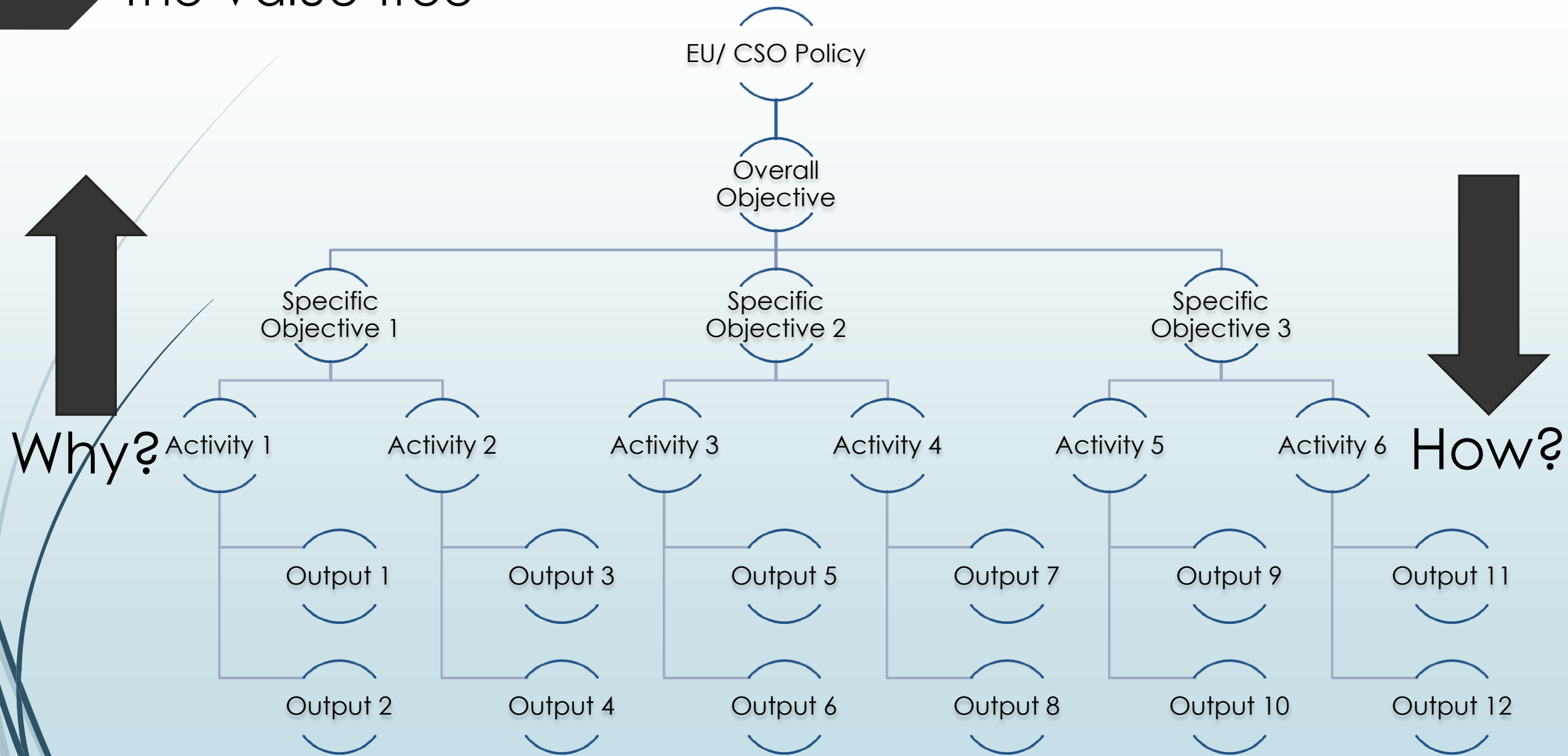
The way applicant's capacities are assessed

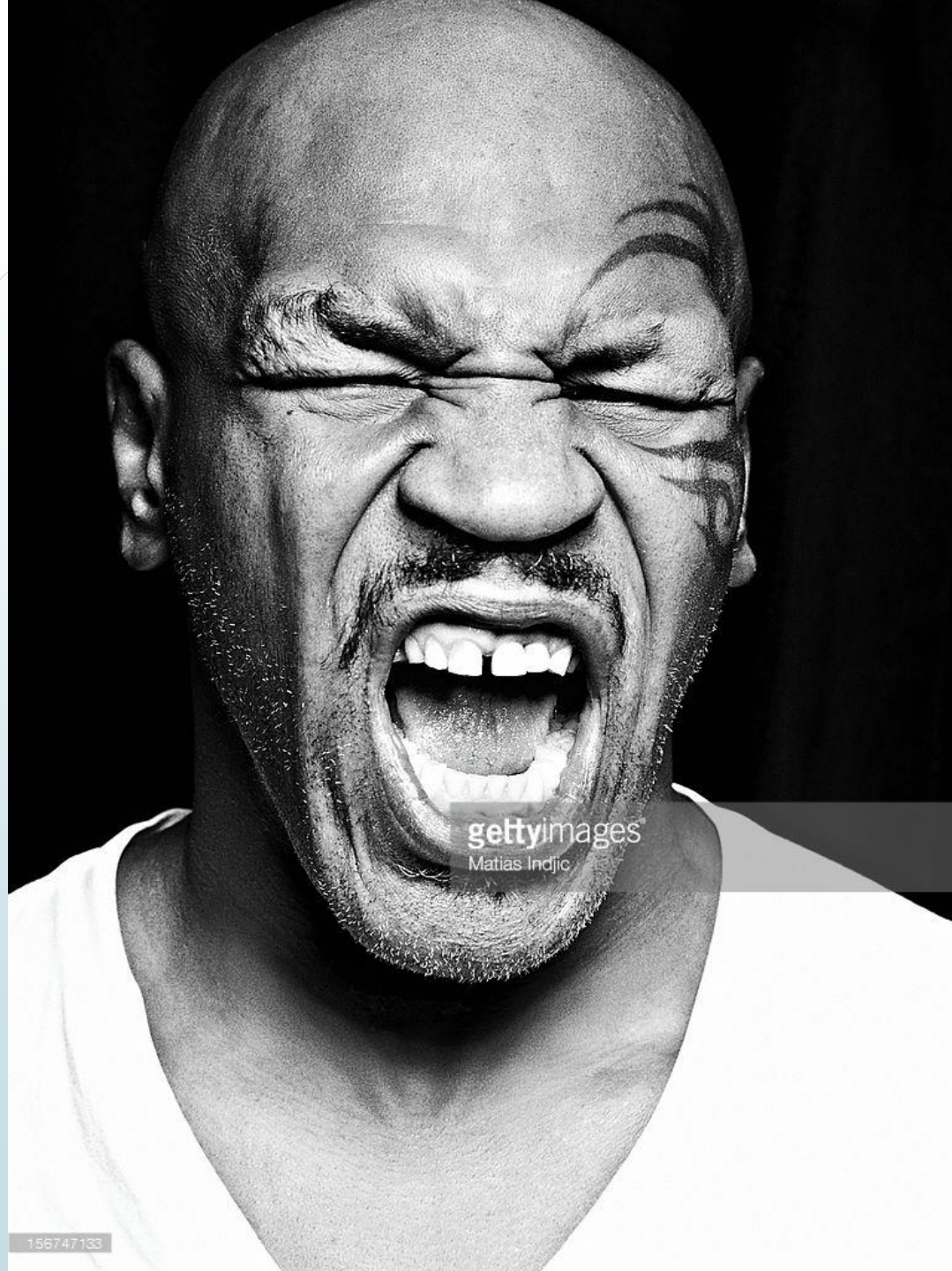
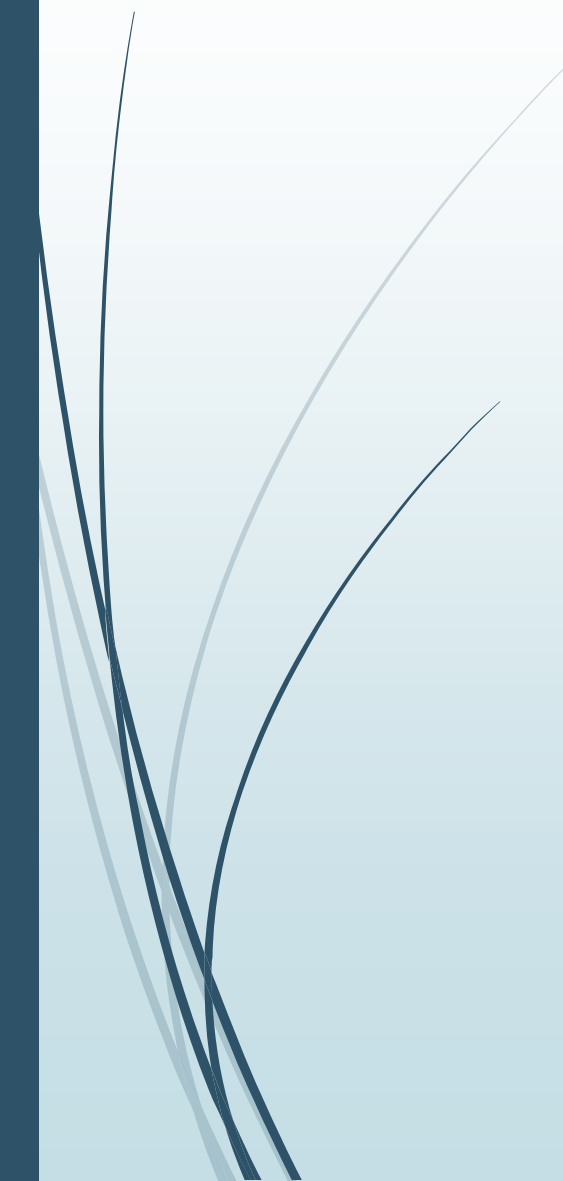
| Financial & Operational capacity | Max Score | Sections of the Grant Application Form |
|---|-----------|--|
| Do the applicant and partners, if applicable, have sufficient experience of project management? | 5 | 2.3; 3.3; 4 |
| Do the applicant & partners, if applicable, have sufficient technical expertise (notably knowledge of the issues to be addressed). | 5 | 3.2; 3.3; 4 |
| Do the applicant and partners, if applicable, have sufficient management capacity (including staff, equipment & ability to handle the budget for the action)? | 5 | 3.3; 3.4; 4 |
| Does the applicant have stable and sufficient sources of finance? | 5 | 3.3; 4; Budget table |
| Total | 20 | |

The way the relevance of the project idea is evaluated

| Relevance of the Action | Max Score | Sections of the Grant Application Form |
|---|-----------|--|
| How relevant is the proposal to the objectives and priorities of the Call for Proposal | 5(X2) | 1.2.1; 2.2.1 |
| How relevant to the particular needs and constraints of the target countries or regions is the proposal | 5(X2) | 1.2.2; 2.2.1 |
| How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 5 | 1.2.3; 2.2.1 |
| Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities, or innovation & best practices | 5 | 1.2.4; 2.2.1 |
| Total | 30 | |

The Value Tree





Everybody
has a plan
until they
get
punched in
the face!

The way a methodology should be presented

| Effectiveness and feasibility of the action (Methodology) | Max Score | Sections of the Grant Application Form |
|--|-----------|--|
| Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 | 2.2.1; 2.2.2 Log-frame - Annex E3d |
| Is the action plan clear and feasible? | 5 | 2.2.3 Log-frame - Annex E3d |
| Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen? | 5 | 2.2.2 Log-frame - Annex E3d |
| Is the partners' level of involvement and participation in the action satisfactory? | 5 | 2.2.2 |
| Total | 20 | |

The way the impact of the action should be structured


| The impact of the action | Max Score | Sections of the Grant Application Form |
|---|-----------|--|
| Is the action likely to have a tangible impact on its target groups? | 5 | 2.2.4 |
| Is the proposal likely to have multiplier effects? | 5 | 2.2.4 |
| Are the expected results of the proposed action sustainable: - financially, institutionally, at policy level, environmentally | 5 | 2.2.4 |
| Total | 15 | |



The way to prepare a budget



budget of
the project



justification
on the
budget



amount
requested
and another
expected
sources of
funding

The way to prepare a budget

budget of
the project

HR
Travel
Equipment & Supplies
Local office Cost
Other cost, services
Other costs
Contingency reserve
Administrative cost

Wages
Consultant fees
Per diem
Accommodation

Inter. Travel
Local Transport

Furniture
Spare parts
Other items

Vehicle costs
Office rents
Bulk supplies
Other services

Publication
Expenditure verification
Translations
Financial services
Costs of conferences
Media

Unforeseen corner

5%

The way to prepare a budget

| The Budget | Max Score | Sections of the Grant Application Form |
|---|-----------|--|
| Are the activities appropriately reflected in the budget? | 5 (*2) | Annex E3c |
| Is the ratio between the estimated costs & expected results satisfactory> | 5 | Annex E3c 2.2.1 |
| Total | 15 | |



Other hints

C - - - - - t

S - - - - - y

C - - - - - y

R - - - - - c

N - - - - - k

S - - - - - d

P - - - - - e

B - - - - - y Oriented

I - - - - - e

T - - - - - d



Other hints

Commitment

Simplicity

Curiosity

Realistic

Network

Structured

Prepare

Beneficiary Oriented

Innovate

Targeted

WRITE YOUR PROPOSAL WITH CONVINCTION! YOU'RE NOT THERE TO PLEASE EU, BUT RATHER ENSURE THAT YOU RESPOND TO A NEED

References & Thank you

- Practical Guidelines to contract procedures for EU external actions
- PRAG Guidelines for assessment of EUIPA
- CBC application packages
- The Grant beneficiaries frequently asked questions
- The Learning Handbook: Grant management principles
- Information Package of each grant
- Grant Application Form
- Technical Assistance for Civil Society Organisations

http://www.tacso.org/Default.aspx?template_id=69&langTag=en-US&pageIndex=1

- New Funds, Better Rules: Overview of new financial rules and funding opportunities 2007–2013. A beginners' guide

http://ec.europa.eu/budget/library/biblio/publications/funds_rules/pack_rules_funds_en.pdf

- European Community procedure for implementation of EU-financed external aid programmes and projects: http://ec.europa.eu/europeaid/work/procedures/index_en.htm

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