



Contracting Authority:
European Commission, Delegation of the European Commission to Russia

ENPI Russia Action Programme 2007
**Institution Building Partnership Programme (IBPP):
Support to EU - Russia Cultural Cooperation Initiatives**

GUIDELINES FOR GRANT APPLICANTS

Reference: EuropeAid/126480/L/ACT/RU

Deadline for submission of Concept Notes: 7 April 2008

NOTICE

**Please note that the award of contracts is conditional upon
the counter-signature of the relevant 2007 financing agreement
by the Russian government**

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1 INSTITUTIONAL BUILDING PARTNERSHIP PROGRAMME (IBPP) – SUPPORT TO EU-RUSSIA CULTURAL COOPERATION INITIATIVES

1.1 BACKGROUND

The Institution Building Partnership Programme (IBPP) - Support to Civil Society and Local Initiatives (hereafter referred to as “The “Programme”) is a part of the EU-Russia Cooperation Programme. It was designed to support grass root initiatives in different areas (mainly social), including culture.

Culture is becoming increasingly important in the EU-Russia relationship¹: the EU and Russia have agreed to promote a structured approach to cultural cooperation between the enlarged EU and Russia, to foster creativity and mobility of artists, public access to culture, the dissemination of art and culture, inter-cultural dialogue and knowledge of the history and cultural heritage of other peoples of Europe.

An EU-Russia Joint Working Group on Cultural cooperation and an EU-Russia Permanent Partnership Council on Culture were established in 2007. At the first meeting of the Council in Lisbon in October 2007 the EU and the Russian Federation emphasized the essential role of cultural operators and civil society as well as people to people contacts in cultural cooperation.

In 2007 the Delegation of the European Commission to Russia launched the first thematic call for proposals specifically focused on culture to support initiatives through partnerships among a wide range of local/regional authorities, non-governmental organisations, artistic universities and museums from Russia and from the EU Member States². In 2008 the European Commission continues its activities aimed at boosting cooperation with Russia in the cultural field and promoting innovative artistic and cultural projects with a European dimension.

The present IBPP Call for Proposal is particularly focused on cultural initiatives and is supposed to contribute to the purposes of the 4th Common Space with regard to culture.

1.2 OBJECTIVES OF THE PROGRAMME

The overall aim of the Programme is the reinforcement/capacity building of civil society organisations. This support is to be realised through organisations working in partnership to develop and implement projects with sustainable outcomes.

The programme will support cooperation at local level through partnerships among a wide range of local authorities, non-governmental organizations and/or cultural institutions from Russia and from the EU Member States with the aim to strengthen the development of the cooperation in the **cultural field**.

Taking into consideration the overall objectives of the 4th Common Space with regard to culture, the Programme and this call aim at:

- Promoting a structured approach to cultural **cooperation** between the enlarged EU and Russia, to foster the creativity and **mobility of artists**, public **access to culture**, the **dissemination** of art and culture, inter-cultural **dialogue** and knowledge of the **history** and cultural **heritage** of the peoples of Europe.
- Strengthening and enhancing the **European identity** on the basis of **common values**, including freedom of expression, democratic functioning of the media, respect of human rights including the rights of persons belonging to minorities and promotion of cultural and linguistic diversity as a basis of vitality of civil society in Europe without dividing lines.

¹ Culture is mentioned in the concept of the four Common Spaces agreed between the EU and Russia at the Summit in Moscow on 10 May 2005. The 4th Space is identified as the Space on Research, Education and Culture: http://www.delrus.ec.europa.eu/en/p_465.htm

² The list of selected projects is available at <http://www.delrus.ec.europa.eu>

- Developing cooperation between the **cultural industries** of the EU and Russia in order to increase both their cultural and economic impact.
- Providing **support** and strengthen institutions that are active in the cultural field and improve the **management capacity** of participating organisations.

The **partnership concept** implies that the partner organisations included in a project have similar goals and are faced in their day-to-day activity with similar challenges, albeit in different contexts.

A partnership is a relation of substance involving an active exchange of skills, experience and knowledge. Partners will therefore commit themselves by jointly defining the project objectives and the results to be achieved, as well as designing the project activities and participating in their implementation. All partners should feel responsible for the successful implementation of the project.

It is expected that the relationship thus established or reinforced through the project will proceed beyond EC financial support.

The **institution-building concept** implies that both human resources development and organisational development are taken into consideration by the projects, in order to promote dynamic and self-reliant organisations, networked between the Russian and their partners from the EU. **Sustainability** is a key aspect of this institutional strengthening process.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE EUROPEAN COMMISSION

The overall indicative amount made available under this call for proposals is **2,000,000 EUR**.

The Contracting Authority reserves the right not to award all available funds.

Please note that the award of contracts is conditional upon the counter-signature of the relevant 2007 financing agreement by the Russian government.

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

- **minimum** amount: **75,000 EUR**
- **maximum** amount: **300,000 EUR**

A grant may not be for less than 50% of the total eligible costs of the action. In addition, no grant may exceed 80 % of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

2 RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- **applicant(s)** which may request a grant (2.1.1), and their partners (2.1.2),
- **actions** for which a grant may be awarded (2.1.3),
- **types of cost** which may be taken into account in setting the amount of the grant (2.1.4).

Whatever the legal status of the applicant and its partners, under no circumstances may the requested grant have the purpose or effect of producing a profit for the beneficiary or its partners (i.e. it must be restricted to the amount required to balance income and expenditure for the action).

2.1.1 Eligibility of applicants: who may apply?

(1) Eligibility of applicants

In order to be eligible for a grant, applicants **must comply with each and every of the following conditions:**

- (1)(1) be **legal entities** (officially registered in accordance with the legislation of the country of their establishment), **and**
- (1)(2) fall within the **following categories:**
 - **non-governmental organisations** with the main legally registered activity in the field of arts and culture
 - **local and regional authorities** (city, municipal or regional administrations)
 - **museums** and other cultural institutions (state, municipal and private)
 - **artistic³ universities** and other artistic higher education institutions (state and private), **and**
- (1)(3) be nationals of a Member State of the **European Union⁴** or an **EU Candidate Country⁵** or a member state of the **European Economic Area⁶** or the **Russian Federation**, **and**
- (1)(4) be **directly responsible** for the preparation and management of the action, not acting as an intermediary

Individuals and informal alliances, such as initiative groups, are not eligible.

(2) Exclusion criteria

Potential **applicants and their partners** may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/index_en.htm), i.e.:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

³ If the educational institution has in its structure at least one faculty (school) whose primary focus is to prepare students in the field of arts and culture, it is eligible as an applicant/partner. If its involvement in an artistic education is limited to one small department, this institution cannot apply to the present call. It is up to the applicant to demonstrate its (and its partners') educational profile in the Concept Form

⁴ **EU countries:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

⁵ **EU Candidate countries:** Croatia, Turkey and Former Yugoslav Republic of Macedonia

⁶ **EEA countries:** EU Member States plus Liechtenstein, Norway and Iceland

- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation.

The cases referred to in point (e) applicable are the following:

- 1. cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;
- 2. cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997;
- 3. cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council;
- 4. cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC.

In addition, contracts may not be awarded to applicants and their partners who, during the selection and award procedure:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the call for proposal or fail to supply this information;
- c) find themselves in one of the situations of exclusion for this call for proposal.

In part A, section III of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2.1.2 Partnerships and eligibility of partners

(1) Partnership

(1)(1) The Applicant and the Partner(s) **must** form a **partnership consisting of:**

- at least 1 organisation from a Member State of the **European Union**⁴, or an **EU Candidate Country**⁵ or a member state of the **European Economic Area**⁶, and
- at least 1 organisation from the **Russian Federation**

(2) Eligibility of Partner(s)

(2)(1) Applicants' partners participate in implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary. **They must therefore satisfy the same eligibility criteria as applicants, listed in section 2.1.1.**

(2)(2) **Partner organisations in Russia** must be established and run predominantly (**at least 50%**) by local nationals.

(3) Partnership statements

All the partners (including the applicant) must sign, stamp and date the "partnership statement" enclosed in section III.2 of Annex B to these Guidelines.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

(1) Definition

An action (or project) is composed of a set of activities.

(2) Duration

The planned duration of an action may not be lower than **8 months** nor exceed **18 months**.

(3) Start of the Action

The foreseen start date of activities under the proposed action (project) shall not be earlier than **1 January 2009**.

(4) Priorities of the Call

The proposed action (project) should address at least one of the following priorities:

1. **Innovative and creative artistic projects** between European and Russian cultural organisations (co-productions, festivals, exhibitions, etc.)
2. **Networking** of Russian and European cultural institutions/operators resulting in practical, dynamic and sustainable partnerships (including increase of contacts, of exchange of information, experiences and good practices)
3. **Cultural mobility** (of artists and artistic production), exchanges between artists and/or cultural institutions/operators from Russia and the European Union, with an aim to produce innovative artistic projects (including artists' residence, trainings in international mobility, etc.)
4. **Cooperation between Russian and European museums** in order to develop exchanges, to improve the attractiveness and public accessibility (including promotion of creative management, innovative approaches to exhibits and educational activities)

(5) Location

Actions must take place in **Russia**

However, a **limited** number of activities duly and fully justified by purposes of promoting intercultural dialogue and/or cooperation may take place in the country(s) of the partner organisation(s).

(6) Types of action we are looking for

Projects are self-contained operations consisting of a coherent set of activities with clearly defined objectives, target groups and tangible outcomes.

- Projects should be focused and contain a mix of activities that together will have a **sustainable institutional building effect**. Successful projects are the result of careful preparation and sound **co-operation** between the Applicant and the Partner(s);
- Projects should include **networking components** ideally involving all agents of local development: local authorities, civil society organisations, business community, media, etc.;
- Preference will be given to proposals based on **innovative and creative approaches** and those that make use of **best practices**;
- Projects targeting **Russian regions**, attracting **new audiences** to the arts and fostering the **creative potential of the local communities** are particularly welcomed.

(7) **Obligatory activities**

- Preparatory visit and Inception Phase

In the first two months of the project, the partners are expected to meet in order to review the objectives, work plan and time schedule of the project and eventually to submit a request for amendment, either on the content of the project or the budget. An inception report should be submitted to the Commission within 1 month after the preparatory visit.

- IBPP Kick-off meeting

To ensure the pooling of experience acquired by the partners and encourage dissemination of results, representatives of all selected projects will gather at an IBPP kick-off meeting **organised by the EC Delegation to Russia**. A maximum of three participants representing in a balanced way the project partners will be required to participate in this meeting. Project partners representatives participating in the conference must play a key role in project implementation and remain responsible for project reporting as requested by the Contracting Authority (narrative and financial). Participation in this meeting is obligatory and an amount of maximum **5,000 EUR** should therefore be set aside in the budget to cover the corresponding costs (travel and accommodation costs).

(8) **Ineligible actions**

The following types of action are **ineligible**:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- purchase of buildings or offices;
- projects whose budgets mainly consist of the purchase of material and equipment, supplies, renovation of buildings or offices;
- financial subventions or micro grants to other organisations;
- retro-active financing for projects that are already in implementation or completed;
- actions which consist fully and exclusively in the production and maintenance of websites, the production of magazines and newspapers, the organisation of conferences and meetings and the production of studies and reports.

(9) **Number of proposals and grants per applicant**

An applicant **may not** submit more than one concept note. If an applicant submits more than one concept note, **all** its concept notes will be rejected.

2.1.4 **Eligibility of costs: costs which may be taken into consideration for the grant**

Only "eligible costs" can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding apply).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

(1) Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex E).

(2) Contingency reserve

A contingency reserve not exceeding **5%** of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

(3) Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than **7%** of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

(4) Contributions in kind

Any contributions in kind, which must be listed separately at Annex B, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing.

(5) Ineligible costs

The following costs are **not eligible**:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR⁷ for applicants for this Call for proposal is not obligatory. However the applicant can register its organisation data, and upload supporting documents in PADOR.

⁷ http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm, europeaid-on-line-registration-hd@ec.europa.eu

2.2.1 Concept note content

Applications must be submitted with the guidance on the Concept Note in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

In the Concept note, the applicants must provide an estimate only of the probable total cost of the action and of the requested amount of the EC contribution. Only the applicants invited to submit a full proposal in the second phase will be required to present a detailed budget. This detailed budget may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in the present Guidelines, is respected.

Any error or major discrepancy related to the points listed in the guidance on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be transmitted to the assessors. It is therefore of utmost importance that this document contain ALL relevant information concerning the action.

2.2.2 Where and how to send concept notes

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery or by private courier service:

Ms Tuuli VIRTANEN
Head of Finance & Contract Section
Delegation of the European Commission to Russia
Kadashevskaya nab. 14/1
119017 Moscow, Russia

Please note that **hand delivery** is **only possible during the working hours** of the Delegation (Monday-Friday, 09.00-17.30).

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

The Concept note together with the Checklist for the Concept Note (Part A section II of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section III of the grant application form) must be submitted in **one original and two copies** in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The outer envelope must bear the **reference number and the title of the call for proposals: EuropeAid/126480/L/ACT/RU** the full name and address of the applicant, and the words *"Not to be opened before the opening session"* and *"НЕ ВСКРЫВАТЬ ДО ЗАСЕДАНИЯ КОНКУРСНОЙ КОМИССИИ"*.

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 Deadline for submission of the Concept Notes

The deadline for the submission of Concept Note is **7 April 2008** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at **16.00 Moscow time** as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

2.2.4 Further information for Concept Note

Questions may be sent by e-mail no later than **21 days** before the deadline for the receipt of concept notes to the address below, indicating clearly the reference of the call for proposals:

E-mail address: delegation-russia-ibppcult@ec.europa.eu

Replies will be given no later than **11 days** before the deadline for the receipt of concept notes.

In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website: <http://ec.europa.eu/europeaid/cgi/frame12.pl> and www.delrus.ec.europa.eu.

2.2.5 Full Application form

Applicants invited to submit a full application form following shortlisting must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

The elements contained in the concept note cannot be modified in the full application form. The detailed budget (costs and unit rates should be rounded to the nearest euro cent) may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required as far as the minimum and maximum amount of co-financing, as laid down in this application form, is respected.

Applicants must submit their applications **in English**.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (section V of Part B of the grant application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain **ALL relevant information** concerning the action. **No supplementary annexes should be sent.**

2.2.6 Where and how to send the Full Application form

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address and address for hand delivery or by private courier service:

Ms Tuuli VIRTANEN
Head of Finance & Contract Section
Delegation of the European Commission to Russia
Kadashevskaya nab. 14/1
119017 Moscow, Russia

Please note that **hand delivery is only possible during the working hours** of the Delegation (Monday-Friday, 09.00-17.30).

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in **one original and two copies** in A4 size, each bound. The full application form and budget must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version.

The Checklist (Section V of part B of the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

The outer envelope must bear the **reference number and the title of the call for proposals: EuropeAid/126480/L/ACT/RU**, the full name and address of the applicant, and the words *"Not to be opened before the opening session"* and *"НЕ ВСКРЫВАТЬ ДО ЗАСЕДАНИЯ КОНКУРСНОЙ КОМИССИИ"*.

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 Deadline for submission of the Full Application form

The **indicative** deadline for the submission of applications is **July 2008**, as evidenced by the date of dispatch, the postmark or the date of the deposit slip. Any application submitted after the deadline will automatically be rejected.

The exact deadline for submission of applications will be communicated separately to those Applicants whose Concept Notes will have been accepted.

2.2.8 Further information for the Full Application form

Questions may be sent by e-mail no later than **21 days** before the deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: delegation-russia-ibppcult@ec.europa.eu

Replies will be given no later than **11 days** before the deadline for the receipt of proposals.

In the interest of equal treatment of applicants, the European Commission cannot give a prior comments/opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at website: <http://ec.europa.eu/europeaid/cgi/frame12.pl> and www.delrus.ec.europa.eu.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

2.3.1 Step 1: opening session and administrative check

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The Concept Note satisfies all the criteria mentioned in the Checklist (section II of part A of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether they have satisfied all the criteria mentioned in the checklist and whether their Concept Note has been recommended for evaluation.

2.3.2 Step 2: Evaluation of the concept note

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to directly send invitations to submit a full proposal.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
1. Relevance of the action	15
1.1. Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5
1.2 Relevance to the priorities and objectives mentioned in the Guidelines	5(x2)*
2. Effectiveness and Feasibility of the action	25
2.1 Assessment of the problem identification and analysis	5
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.	5(x2)*
3. Sustainability of the action	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5
Maximum total score	50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to two times the available budget for this Call for proposals (available amount for this call for proposals: 2,000,000 EUR). The preselected applicants will subsequently be invited to submit full proposals.

2.3.3 Step 3: Evaluation of the full application

a) Opening session and administrative check of the full application

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The application form satisfies all the criteria mentioned in the Checklist (Section V. of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the checklist and whether their application has been recommended for evaluation.

b) Evaluation of the full application

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

If the examination of the proposal reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management ?	5
1.2 Do the applicant and partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5

Section	Maximum Score
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)	5
2.3 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 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1.	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action, e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? 	5
5. Budget and cost-effectiveness	15
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

2.3.4 Step 4: Verification of eligibility of the applicant and partners

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will **only** be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association of the applicant organisation⁸ **and of each partner organisation**.
2. Copy of the official registration certificate of the applicant organisation⁹ **and of each partner organisation** proving that it is registered as a legal entity in accordance with the legislation of the country of its establishment. For the Russian organisations it is a certificate from the Russian Tax Ministry confirming that this organisation is included in the official list of registered legal entities.
3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)¹⁰.
4. Legal entity sheet (see annex C) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
5. A financial identification form conforming to the model attached at Annex D, certified (**signed and stamped**) by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

The supporting documents requested must be supplied in the form of originals or photocopies of the said originals. However, the legal entity sheet and the financial identification form must always be submitted in original.

⁸ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided.

⁹ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided.

¹⁰ This obligation does not apply to public bodies.

Where such documents are not in one of the official languages of the European Union or in Russian, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analyzing the proposal.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent by the Contracting Authority), the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

The applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

2.5.2 Indicative time table

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority	17 March 2008	16.00 Moscow time
Last date on which clarifications are issued by the Contracting Authority	27 March 2008	-
Deadline for submission of Concept Notes	7 April 2008	16.00 Moscow time
Information to applicants on the opening and administrative check	April/May 2008 ¹¹	-
Information to applicants on the evaluation of the Concept Notes	May 2008 ¹¹	-
Invitations for submission of Full Application Form	May 2008 ¹¹	-
Deadline for submission of Full Application Form	July 2008 ¹¹	-
Information to applicants on the evaluation of the Full Application Form	August 2008 ¹¹	-
Notification of award (after the eligibility check)	September 2008 ¹¹	-
Contract signature	end 2008 / beginning 2009¹¹	-

¹¹ Provisional time

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex E). By signing the Application form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.

Applicants are strongly recommended to get familiar with the standard Grant Contract and all its annexes (see Annex E to the Guidelines) before submitting an Application.

3 LIST OF ANNEXES

DOCUMENTS TO FILL IN

- Annex A: Grant Application Form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Legal Entity Form (Acrobat format)
- Annex D: Financial identification form (Acrobat format)

DOCUMENTS FOR INFORMATION

- Annex E: Standard Contract
- Annex F: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm