



Single Market Programme (Food Strand)

Call for proposals

Grants for stakeholders to improve measurement of food waste and help implement food waste prevention in their operations and organisations

SMP-FOOD-2022-FoodWaste-Stakeholders-AG

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EUROPEAN HEALTH AND DIGITAL EXECUTIVE AGENCY (HaDEA)

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of food under the **Single Market Programme (SMP–Food)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#)¹)
- the basic act (Single Market Programme Regulation (EU) [2021/690](#)²).

The call is launched in accordance with the 2021-2022 Work Programme³ and will be managed by the European Health and Digital Executive Agency (HADEA ('Agency')).

The call covers the following topic: SMP-FOOD-2022-FWStakeholders-AG "**Grants for stakeholders to improve measurement of food waste and help implement food waste prevention in their operations and organisations.**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

¹ [Regulation \(EU, Euratom\) 2018/1046](#) of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012

² [Regulation \(EU\) 2021/690](#) of the European Parliament and of the Council of 28 April 2021 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics (Single Market Programme) and repealing Regulations (EU) No 99/2013, (EU) No 1287/2013, (EU) No 254/2014 and (EU) No 652/2014

³ [Commission Decision C\(2021\) 3046 final](#) of 06.05.2021 on the financing of the Programme for single market, competitiveness of enterprises, including small and medium-sized enterprises, and European statistics and the adoption of the work programme for 2021-2024

- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains: detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

1. Background

This call for proposals implements one of the objectives in the food area within the Single Market Programme, aiming to support sustainable food production and consumption by preventing and reducing food waste, including through information sharing and awareness raising activities.

In the EU, around 88 million tonnes of food waste are generated annually with associated costs estimated at 143 billion euros⁴.

The EU has implemented a dedicated action plan⁵ to reduce food loss and waste since 2016, including both regulatory and non-regulatory actions. For example, the Commission established the EU Platform on Food Losses and Food Waste (FLW)⁶ in 2016, with the aim to support all actors in defining measures needed to prevent food waste; sharing best practice; and evaluating progress made over time. The Platform developed key recommendations for action in food waste prevention⁷, addressing action required by public and private players at each stage of the food supply chain (December 2019).

In 2020, the Commission presented the EU Farm to Fork Strategy⁸ aiming to make food systems fair, healthy and environmentally-friendly. Reducing food loss and waste is an integral part of the Farm to Fork Strategy action plan, which calls on the Commission to propose by end 2023 legally binding targets to reduce food waste across the EU to drive progress towards the global target of halving food waste by 2030. The Commission will also propose a revision of EU date marking rules ('use by' and 'best before' dates) by end 2022.

Food is wasted along the whole food supply chain: on the farm, in processing and manufacture, in shops, in restaurants and canteens and in the home. The reasons for food waste vary widely and can be sector-specific.

⁴ FUSIONS, [Estimates of European food waste levels](#), 2016.

⁵ [Communication from the Commission](#) to the European Parliament, the Council, the European Economic And Social Committee and the Committee of the Regions: Closing the loop, An EU action plan for the Circular Economy, COM(2015) 614 final, Brussels, 2.12.2015.

⁶ https://ec.europa.eu/food/safety/food-waste/eu-actions-against-food-waste/eu-platform-food-losses-and-food-waste_en

⁷ https://ec.europa.eu/food/system/files/2021-05/fs_eu-actions_action_platform_key-rcmnd_en.pdf

⁸ [Farm to Fork Strategy \(europa.eu\)](#)

The EU food service sector accounted for 12% of the total EU food waste (11 million tonnes)⁹ in 2016. The sector is very heterogeneous, with sub-sectors differing in size, organisation and services: hotels, restaurants, contract catering, event catering etc. It is also very fragmented: 99% of its 2 million business are small and medium-sized enterprises (SMEs); 90% are microenterprises. Moreover, the vast majority of businesses do not produce standardised meals, change their menus and ingredients regularly, often do not have highly standardised procedures and work in small kitchens. These factors create unique challenges.¹⁰

The World Resources Institute's business cases for reducing food waste in catering¹¹, restaurants¹² and in hotels¹³ indicate that companies have a positive return on their investments to prevent and reduce food waste in their operations, with an average benefit-cost ratio for food waste reduction of 6:1, 7:1 and 7:1 respectively, over a 3-year timeframe. Despite the positive financial benefits of reducing food waste, many businesses lack the capacity and resources to measure and monitor their food waste levels.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

Objective

This call for proposals aims to support stakeholders to improve measurement of food waste and help implement food waste prevention in their operations and organisations.

This call concretely targets **the hospitality and food services sector**. The European Commission is particularly looking for solutions and technologies that are ready to be implemented by **SMEs** since they are the main economic operators in this sector. Such solutions and technologies should be ready for implementation, in close-to-market conditions, at industrial or commercial scale, during the duration of the project.

The programme provides action grants for **pilot and demonstration projects** in particular projects which develop, test and demonstrate innovative approaches to prevent and reduce food waste (relating to e.g. organisation, management, inter-sectoral cooperation etc.), including both social and technological innovations. Project proposals should include an **initial food waste diagnosis** to understand the extent of the issue and should **integrate food waste measurement** as part of the assessment of the effectiveness of the food waste prevention initiatives proposed.

Themes and priorities (scope)

This call targets **the hospitality and food services sector, in particular SMEs** since they are the main economic operators in this sector.

The hospitality and food services sector includes all food business operators that serve food and/or drinks for immediate consumption in an out-of-home setting¹⁴. The sector includes several key sub-domains, such as restaurants, hotels and catering

⁹ [FUSIONS](#), 2016

¹⁰ Platform Key recommendations for action in food waste prevention, 2019.

¹¹ WRI, 2018

¹² [WRI, 2019](#)

¹³ [WRI, 2018](#)

¹⁴ [WRAP, 2013](#)

services (health care, education, canteens, transportation etc.), in both public and private sectors.

Activities that can be funded (scope)

A wide range of activities are eligible to be supported by the grants offered under this call for proposals, provided that they can be linked to the above objective.

The grants would cover integration of food waste prevention in business operations such as (non-exhaustive list):

- demand forecasting to match supply and demand, including coordination between operations/departments (e.g. bookings, purchasing, kitchen, transport...)
- food procurement and purchase planning
- food service operations: cooking, serving, meal presentation, consumption (kitchen waste, serving loss waste, plate leftovers)
- food handling and storage (both cold and cooked food), inventory management
- menu design, portion sizes, pricing strategy
- promoting consumer awareness (e.g. posters, information cards on tables, menus...) and behavioural change (e.g. size of dinnerware, doggy bags...)
- training of staff
- redistribution of surplus food
- food waste monitoring and reporting

Additionally, the grants could also cover other type of actions such as the elaboration and implementation of food waste prevention guidelines, food waste monitoring programs, communication materials, development of new business models etc.

Proposed interventions shall respect relevant EU and national legislation (food safety, food information to consumers, animal health...) and waste management (respect of the waste prevention hierarchy).

Expected impact

It is expected that grant beneficiaries will prevent and reduce the amounts of food waste generated within their operations, with positive environmental, economic and social impacts.

Grant beneficiaries shall share the results of the projects (at least the executive summary and the final report in English) through the [EU Food Loss and Waste Prevention Hub](#). At the request of the Commission, beneficiaries could be asked to share information in the form of webinars, meetings, etc. with the EU Platform on FLW and/or with the Expert Group on Food Losses and Food Waste.



For more information about sharing best practice through the EU Food Loss and Waste Prevention Hub, see https://ec.europa.eu/food/safety/food_waste/eu-food-loss-waste-prevention-hub/about

3. Available budget

The available call budget is **EUR 2.250.000**.

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

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	23 June 2022
<u>Deadline for submission:</u>	<u>20/09/2022 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	October 2022
Information on evaluation results:	October 2022
GA signature:	November- December 2022

5. Admissibility and documents

Proposals must be submitted before the **call deadline for submission** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page – they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A – contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B – contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
 - detailed budget table/ calculator (*template available in the Submission System*)
 - CVs (standard) of core project team
 - activity reports of last year for all applicants (in the case of consortia, for all organisations part of the consortium, if applicable)

- list of previous projects, in particular relating to food waste prevention (key projects for the last 4 years) (template available in Part B).

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **40 pages** for the Application Form Part B. Evaluators will not consider any additional pages. Shorter proposals are welcome. This limitation does not include the mandatory annexes and supporting documents.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).



For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - listed EEA country or country associated to the SMP Food Strand Programme or country which is in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#)).

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).

Specific cases

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees

for the protection of the EU financial interests equivalent to that offered by legal persons¹⁵.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹⁶. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹⁷ and entities covered by Commission Guidelines No [2013/C 205/05](#)¹⁸). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

The call is open to both mono-beneficiaries as well as to multi-beneficiaries (consortium). In case of consortia, one of the beneficiaries should be a SME representative¹⁹.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc.*).

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (see above).

Duration

Projects should normally range **between 18 and 24 months** (extensions are possible, if duly justified and through an amendment).

¹⁵ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

¹⁶ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

¹⁷ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹⁸ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

¹⁹ Small and medium-sized enterprises (SMEs) are defined in the [EU recommendation 2003/361](#).

Project budget

Project budgets (EU contribution) are expected to range between EUR 100.000 and EUR 300.000 per project, but this does not preclude the submission/selection of proposals requesting other amounts.

The costs will be reimbursed at the funding rate fixed in the Grant Agreement and will be 50%.

Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Consistency and adequacy of the resources allocated' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants (if applicable)
- applicants' activity reports of last year (for all beneficiaries in case of consortia)
- list of previous projects (key projects for the last 4 years), in particular relating to food waste prevention.

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate²⁰:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct²¹ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

²⁰ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

²¹ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that²²:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, see *sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (see *sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

²² See Article 141 EU Financial Regulation [2018/1046](#).

After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria. All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance (40 points)-Relevance of the proposal to the objectives of the action:** clarity and consistency of the project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; leverage of existent best practice solutions; readiness of implementation of the solution(s) proposed; innovative approaches to food waste reduction.
- **Quality (30 points)-Consistency and adequacy of the resources allocated:**
 - **Project design and implementation:** technical quality (including food waste diagnosis and food waste measurement); logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation); best value for money.
 - **Project team and cooperation arrangements:** quality of the consortium and project teams; appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium; collaboration between public/private sectors and/or with other actors in the food value chain.
- **Impact (30 points):** environmental, economic and social gains expected from the project; long term sustainability of the project; commitment to transparency in sharing results obtained; dissemination of results and sharing of best practices within relevant networks.

Award criteria	Minimum pass score	Maximum score
Relevance	20	40
Quality	15	30
Impact	15	30
Overall (pass) scores	50	100

Maximum points: 100 points.

Individual thresholds per criterion: 20/40, 15/30 and 15/30 points.

Overall threshold: 50 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available call budget (i.e. up to the budget threshold). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons – but never earlier than the proposal submission date.

Project duration: *see section 6 above*

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables will be mandatory for all projects, to be provided with the final report.

- **A short case study** (up to 5 pages) with key information about:
 - o the type of establishment(s) where the food waste reduction solution has been implemented and how this was done (e.g. tools or software used, staff training, costs related to implementation etc.);

- key findings from the food waste diagnosis and monitoring activities (e.g. where and why food waste occurs within the operations of the establishment(s), amounts of food wasted etc.);
 - results achieved (for example, amounts of food waste prevented, financial savings etc.).
- **Video testimonial** concerning the benefits of reducing food waste, the solution(s) implemented to prevent or to reduce food waste, the results achieved, that the European Commission can use for communication purposes. Considerations for the video recording:
- The video should not be longer than 3-4 minutes; it should be recorded with a simple, monochrome background, showing a speaker from the food service or the hospitality establishment where the food waste prevention solution was implemented. Ideally, the video would be recorded with a mobile phone, at an arm's length from the speaker, ensuring good lighting and focusing on the upper body of the speaker (head and shoulders).
 - The structure of the video should be the following:
 1. Speaker introduction (name, position, name of the establishment, city and country)
 2. The speaker should complete the two sentences:
 - * "For us, the benefits of reducing food waste are..." (explain why food waste reduction is important for your establishment, the situation before food waste reduction measures were implemented)
 - * "We have used the funding from the European Commission to..." (describe the solution(s) implemented to prevent or to reduce food waste, the results achieved, financial savings from avoiding food waste)
 - Additionally, beneficiaries may also provide (short) video materials to showcase the operations of the establishment(s), type of foods wasted, the food waste reduction solutions implemented during the project etc.
 - The subjects that appear in the videos will be required to sign a consent form allowing the European Commission to use the video for communication purposes.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budgets see *section 6 above*). The grant awarded may be lower than the amount requested.

The grant will be a mixed actual cost grant with flat-rate elements. This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees,
 - A.2 Natural persons under direct contract,
 - A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - average personnel costs (unit cost according to usual cost accounting practices): No
 - SME owner/natural person unit cost²³: Yes
 - volunteers unit cost²⁴: No
 - other personnel costs: No
- subcontracting costs:
 - additional subcontracting rules: No
 - country restrictions for subcontracting costs: No
- purchase costs:
 - additional purchasing rules: No
- travel and subsistence unit cost²⁵: Yes

²³ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

²⁴ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: not allowed
 - internally invoiced goods and services (costs unit cost according to usual cost accounting practices): No
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick off meeting: costs for kick off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - eligible cost country restrictions: No
 - other ineligible costs: No

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **50%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from signature of the grant by the last party/ 10 days before the starting date /financial guarantee (if required) — whichever is the latest.

There will be one **interim payment** with detailed cost reporting.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

²⁵ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

Please also note that you are responsible for keeping records on all the work done and the costs declared. The Grant Agreement contains additional record-keeping rules (*Data Sheet, point 3 and art 20*).

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Security rules: *see Model Grant Agreement (art 13 and Annex 5)*

Ethics rules: *see Model Grant Agreement (art 14 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- list of background: Yes
- rights of use on results: Yes
- access to results for policy purposes: No
- access rights to ensure continuity and interoperability obligations: No

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- communication and dissemination plan: No
- additional communication and dissemination activities: Yes
- special logos: No

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- EU restrictive measures: No

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: HADEA-FOOD-GRANTS@ec.europa.eu

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles**— When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget**— Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule**— Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding**— There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*). Are these provisions compulsory or can we delete them from the call document?

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).