



# **Asylum, Migration and Integration Fund (AMIF)**

## **Call for proposals**

Prevention of irregular migration through awareness raising and information campaigns on the risks of irregular migration in selected third countries and within Europe

(AMIF-2024-TF2-AG-INFO)

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**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR MIGRATION AND HOME AFFAIRS

Directorate E – HOME Affairs Funds  
**E.4 – Union actions and Procurement**

## **CALL FOR PROPOSALS**

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of prevention of irregular migration and countering migrant smuggling under the **Asylum, Migration and Integration Fund (AMIF)**.

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

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (AMIF Regulation (EU) 2021/1147)<sup>1</sup>.

The call is launched in accordance with the 2023-2025 Thematic Facility Work Programme<sup>2</sup> and will be managed by the **European Commission, Directorate-General for Migration and Home Affairs (DG HOME)**.

The call covers the **topic: AMIF-2024-TF2-AG-INFO-01 – Prevention of irregular migration through awareness raising and information campaigns on the risks of irregular migration in selected third countries and within Europe**

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, themes and priorities, scope, activities that can be funded and outcomes, the expected results and impact (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - 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)
- 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*).

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<sup>1</sup> Regulation (EU) 2021/1147 of the European Parliament and of the Council of 7 July 2021 establishing the Asylum, Migration and Integration Fund (OJ L 251, 15.7.2021, p. 1).

<sup>2</sup> AMIF: Commission Implementing Decision C(2022) 8340 final of 23 November 2022 on the financing of components of the Thematic Facility under the Asylum, Migration and Integration Fund and adoption of the Work Programme for 2023, 2024 and 2025 as last modified by as last modified by the [6th non-substantial amendment](#).

## 1. Background

Raising awareness about the risks of irregular migration in third countries is crucial for preventing potential migrants from embarking on hazardous journeys to the EU, often facilitated by smuggling networks, and thereby for combating migrant smuggling. It is important to develop a counter-narrative to the messages promoted by migrant smugglers and traffickers.<sup>3</sup> This can be achieved through various means, including but not limited to communication activities (social media campaigns, traditional media, outdoor advertising, and remote counselling), engaging local authorities and civil society in origin and transit countries, involving diaspora communities in the EU, implementing educational and cultural initiatives, and sharing real-life testimonies.

To this end, the Call to Action on a Global Alliance to Counter Migrant Smuggling<sup>4</sup>, launched by the European Commission within the Global Alliance to Counter Migrant Smuggling on 28 November 2023<sup>5</sup>, calls, among other things, for increased efforts to prevent irregular migration by developing information and awareness-raising campaigns on the risks of irregular migration and migrant smuggling in key countries of origin and transit, as well as on the availability of legal migration opportunities, in order to discourage people from making dangerous journeys. The main objective is to deter and prevent irregular migration by providing reliable information on the dangers of irregular migration, on available legal pathways to Europe and on alternative economic opportunities in the countries of origin.

Moreover, the EU action plan against migrant smuggling (2021-2025)<sup>6</sup> also foresees enhancing the prevention and awareness raising activities through targeted information and awareness raising campaigns in communities of origin and transit (including in refugee and reception camps in transit countries and diaspora in the EU) about the risks of irregular migration and migrant smuggling, as well as the availability of relevant alternatives, to counter the fake narrative promoted by migrant smugglers. Migrants and potential migrants will thus be able to make better-informed decisions based on objective information, as opposed to misinformation spread by smugglers. Information and awareness raising campaigns are also an integral part of the EU's anti-smuggling operational partnerships and contribute to the cooperation with partner countries of origin and transit in fighting migrant smuggling.

Another strand of work, launched by the Commission in response to the Global Alliance Call to Action in November 2023, is to tackle migrant smuggling in the digital domain. Migrant smugglers are using increasingly digital tools for their criminal activities, including advertising their services on social media platforms, spreading misinformation about irregular migration, using mobile applications to guide migrants along their route and for online money transfers. The work continues between the European Commission, Europol, Member State authorities, third country partners and private entities to strengthen joint action on this topical issue.

The Asylum, Migration and Integration Fund (AMIF) has contributed already to the financing of several information and awareness-raising activities in countries of origin and transit of irregular migration, such as InfoMigrants<sup>7</sup>. Following the 2017, 2018, 2019, and 2022 AMIF calls for proposals, information and awareness-raising campaigns were launched in the Central Mediterranean, Western Balkan and Western Africa routes,

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<sup>3</sup> [COM/2021/591 final](#)

<sup>4</sup> [https://home-affairs.ec.europa.eu/system/files/2023-11/Call-to-action-global-alliance-to-counter-migrant-smuggling\\_en\\_1.pdf](https://home-affairs.ec.europa.eu/system/files/2023-11/Call-to-action-global-alliance-to-counter-migrant-smuggling_en_1.pdf)

<sup>5</sup> [https://ec.europa.eu/commission/presscorner/detail/en/IP\\_23\\_6081](https://ec.europa.eu/commission/presscorner/detail/en/IP_23_6081)

<sup>6</sup> [COM\(2021\)591 final](#)

<sup>7</sup> <https://www.infomigrants.net/en/>

Africa, Asia and Europe<sup>8</sup>. Campaigns were also launched to engage and empower the voice of diaspora communities within the EU to provide information and raise awareness to counter migrant smugglers' narratives for potential migrants in third countries.

Building on lessons learned from previous campaigns,<sup>9</sup> the European Commission published a study on best practices in irregular migration awareness campaigns, highlighting ways to improve the quality and effectiveness of future campaigns.<sup>10</sup> According to the study, information campaigns have the potential to influence and reduce irregular migration to Europe. However, their effectiveness is often limited by identified weaknesses. The key challenge lies in designing these campaigns in such a way that they effectively achieve the desired impact. Identified shortcomings include inter alia:

- **Oversimplification:** the complexities of migration and migrant smuggling require nuanced messaging that can be difficult to convey simply and effectively. Simplified messages might not capture the full scope of the risks and alternatives, potentially leading to misunderstandings and unintended consequences. Highlighting the dangers of irregular migration might inadvertently glamorize it or lead individuals to believe that the risks are worth taking for potential rewards.
- **Lack of credibility:** if not carefully crafted, potential migrants might distrust the source of the information, particularly if perceived as government propaganda designed to prevent them from improving their lives.
- **Insufficient follow-up:** campaigns often lack mechanisms for follow-up support or engagement.
- **One-size-fits-all approach:** campaigns may not adequately address the diverse motivations and circumstances of different migrant groups.
- **Short-term focus:** many campaigns do not incorporate aspects of sustainability and fail to create lasting impact.

The study offers several recommendations for enhanced outcomes, including inter alia:

- **Evidence-based design:** use data and research to inform campaign content and methods.
- **Tailored messaging:** customize messages to address the specific contexts and needs of different target audiences. Focus on and adapt to particular groups of migrants by narrowing down to the most important sub-populations. Use the most adequate communication channels for the specific groups of the target audience.
- **Credible messengers:** utilize trusted local voices and influencers to deliver credible messages. Engage local influencers. Their involvement can enhance credibility and reach within communities.
- **Community engagement:** build trust and work with communities in countries of origin to soften the stigma of return, to change perspectives on returnees and

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<sup>8</sup> Afghanistan, Albania, Bangladesh, Ethiopia, Ghana, Guinea, Iraq, Ivory Coast, Mali, Morocco, Niger, Nigeria, Pakistan, Senegal, Somalia, Sudan, The Gambia, Tunisia, the Central Mediterranean route and the Western Balkan route.

<sup>9</sup> Projects funded under this Call for Proposals should seek complementarity with previously funded projects, especially under the most recent Call AMIF-2022-TF1-AG-INFO; information on funded projects can be found here: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/amif-2022-tf1-ag-info>.

<sup>10</sup> *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>.

to support the re-integration processes and reconciliation with families. Community-based methods such as workshops, local events and direct engagement involving community members can increase the impact of messages.

- **The role of social networks:** take into account the role of established social networks, including family and friends, in countries of origin, transit and destination, in the decision-making process of potential migrants.
- **Monitoring and evaluation:** continuously monitor and evaluate the effectiveness of campaigns. Refine and improve strategies based on what works best in different contexts.

## 2. Objectives – Scope – Activities – Expected impact

### Objectives

The **general objective** of this call for proposals is to enhance the prevention of irregular migration in countries of origin and transit and to undermine the business models of migrant smugglers by reducing the demand for their services. This should be achieved by raising awareness about the risks of irregular migration and migrant smuggling in key countries of origin and transit, informing potential migrants about available legal pathways to Europe, and highlighting alternative economic opportunities in their home countries. The aim is to provide reliable information to counter the false narrative promoted by criminal networks and to alter the perceptions and behaviour of third-country nationals considering irregular migration to the EU, as well as key influencers in their decisions, such as family members, religious or community leaders, teachers, returning migrants, and migration facilitators. This enables migrants and potential migrants to make better-informed decisions based on objective information rather than misinformation spread by smugglers.

The **specific objectives** of the call for proposals are to:

- **define and dispel mis- and disinformation:** identify and counter false narratives spread by migrant smugglers.
- **inform potential migrants about the risks:** provide trustworthy, factual, and balanced information about the risks of irregular migration during the journey and after arrival.
- **promote legal pathways:** provide information on the availability of legal channels to the EU and the modalities for doing so, e.g., in relation to the issuance of visa to study and work abroad.
- **provide information on economic opportunities in the country of origin or transit,** as well as share information on reintegration, voluntary and forced return.
- **build resilience in local communities:** work with trusted local actors who are actively involved in outreach activities, like educators and journalists, who will ideally continue to deliver the campaign's messages beyond the duration of the project.

### Scope

Proposals for information and awareness-raising campaigns should target migrants in third countries of origin and transit along the key migratory routes towards the EU, in

particular, the Eastern, Central and Western Mediterranean and Atlantic routes, the Western Balkans route, the Silk route, and the EU's eastern border<sup>11</sup>.

Proposals should address and clearly indicate the above-mentioned migratory routes and/or one or more of the following priority third country(ies): Albania, Algeria, Bangladesh, Bosnia and Herzegovina, Côte d'Ivoire, Egypt, Gambia, Guinea, Iraq, Kosovo, Mauritania, Montenegro, Morocco, Nigeria, North Macedonia, Pakistan, Senegal, Serbia, Tunisia, and Türkiye.

Proposals for regional campaigns addressing multiple third countries along a migratory route/neighbouring countries will be favourably considered, provided that such a regional approach is strategically meaningful and aligns with the call's objectives.

Campaigns conducted in third countries may include complementary components in Europe aimed at engaging the target audiences' social networks established in the destination countries.

Campaigns that envisage activities in EU countries should specify how the diaspora in EU Member States will be involved and how the messages will be addressed in the countries of origin. Campaigns focusing solely on the diaspora within EU Member States without activities implemented in third countries are not in the scope of this call.

### Activities

Proposals should include the following **components**:

1. **Track record** of the applicants in the policy area and on information and awareness raising campaigns, including experience of working with local partners in the selected country or region.
2. **Preparatory analysis** in view of developing a tailored communication strategy for the project. This should identify the migratory context, target audience(s), motivations, information needs and gaps, and preferred communication channels and tools. The preparatory work should rely as much as possible on available research, as well as on results and lessons learnt from previous campaigns and leverage available primary and secondary data. Any field research conducted in the context of this preparatory analysis should be focused on key unknowns or re-test the effectiveness of the approach. Pre-campaign research is crucial and should be demonstrated in the project proposal.
3. **Tailored communication strategy** based on the outcome of the preparatory analysis, in particular, to define:
  - a comprehensive concept, including the overarching idea for the campaign structure, the key messages to be used throughout the period of implementation of the activities and the key visual elements;
  - SMART campaign objectives (specific, measurable, achievable, realistic, and time-bound);
  - the target audience and its segmentation (gender, age, education, profession, etc.);
  - the geographical scope of the campaign based on the target audience identified (which country/region and which part of that country in particular),

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<sup>11</sup> For the EU's eastern border route, activities should be implemented in the countries of origin of potential irregular migrants transiting this route (excluding projects implemented in Belarus and Russia).



the specific migratory context (country of origin vs transit or destination), and an ethics review;

- messages and narratives focusing on the risks associated with irregular migration must be country-specific and tailored to the target audience, incorporating insights from country- or population-specific policy research findings. Additionally, these messages and narratives should be adjusted throughout the project if changes in behaviour or attitudes from the target group are observed;
- the communication activities to be implemented, including, but not limited to social media campaigns, traditional media, outdoor advertising, depending on the local context and target audience, including media-buying plan where appropriate, as well as local or community level outreach, taking into account the habits of each segment of the target audience in terms of media access and consumption as well as the identification in the study on best practices of (remote) word-of-mouth messaging as the most effective and trusted communication channel in previous campaigns;<sup>12</sup>
- how the activities shall be implemented on the ground and with, as relevant, the involvement of local partners;
- use messengers to share, for instance, real-life testimonies and messages on the risks of irregular migration and smuggling, also involving local authorities and civil society in countries of origin and transit, and diaspora communities in the EU. Returnee testimonies could also be considered. The choice of messenger should depend on the local context and target audience. Another communication channel that proved effective in previous campaigns was remote counselling, which reached a large number of migrants and potential migrants;
- include alternative communication tools where appropriate, such as (non-exhaustive list) educational and cultural initiatives, theatre plays, community-led debates, contests (e.g. photo, song, video) and non-financial awards (e.g. for journalists), school visits, testimonials, involvement of celebrities, adapting them to the habits and characteristics of each context and segment of the target audience;
- a creative approach allowing for participation and feedback from the target audience, e.g. by fostering use of smartphone apps and text messaging for both multiplication and monitoring/feedback purposes; a detailed plan for the roll-out and management of the campaign.

**4. Production and implementation** of the campaign, in particular:

- pre-testing of concepts and content of the campaign on sample/focus groups of identified target audience;
- production of content of the campaign;
- rollout of the communication activities.

**5. Monitoring and evaluation** of the results and impact of the campaign should be based on a learning-focused monitoring strategy with frequent testing of campaign elements, that allows to adapt the campaign based on the results and/or changed circumstances. In particular, it should include:

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<sup>12</sup> *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>

- a theory of change guiding both the campaign design and evaluation;<sup>13</sup>;
- a results framework;<sup>14</sup>
- planned data collection methods;<sup>15</sup>
- collection and analysis of the key performance indicators (KPIs) defined in the communication strategy, both qualitative and quantitative, with baseline and targets to be used to:
  - o monitor the implementation and to assess the result of the project;
  - o measure the outputs and results of the project against programme performance indicators included in Annex VIII, Regulation (EU) 2021/1147, in particular as regards the Specific Objectives in Article 3(2)(a), (b) and (c) (Part C of the application);

Moreover, it should enable the project:

- to make adjustments in the messaging of the ongoing campaign if necessary;
- to identify lessons learnt and good practices for future campaigns.

6. **Strategy for the sustainability** of the campaign activities taking into account the potential long-term results, including cooperation with the authorities of the third country concerned and the long-lasting effects of the engagement in the local communities. Providing a sound evaluation of the results of the campaign would also further enhance the sustainability of the communication activities.

The following key **deliverables** for the corresponding components should be included in the proposals:

- **Inception report**, including the results from the targeted preparatory analysis carried out in order to develop the tailored communication strategy.
- **Tailored communication strategy document**, including definition of the geographical scope (e.g. if target communities established or transiting across several countries), audience segmentation, selection of topics and messages, plan for the use of tailored media, social media and any suitable communication channels, detailed plan for the roll-out of the campaign, that can be adapted during the project basing on continuous monitoring and evaluation.
- **Monitoring and evaluation methodology document**<sup>16</sup>, outlining a theory of change, a results framework and the planned data collection methods.
- **Content of the information and awareness raising campaign**, including products and services designed, produced and disseminated during the campaign.
- **Quarterly monitoring reports**, including on implementation, contingencies and adjustment measures and progress towards achieving the proposed key performance indicators.

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<sup>13</sup> See toolkit and templates in *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>

<sup>14</sup> See template 7 in *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>

<sup>15</sup> See template 8 in *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>

<sup>16</sup> Please refer to the European Commission Toolkit on evaluation of communication activities [https://ec.europa.eu/info/sites/info/files/communication-evaluation-toolkit\\_en.pdf](https://ec.europa.eu/info/sites/info/files/communication-evaluation-toolkit_en.pdf)

- **Midterm progress report** using the standard form available on the Participant Portal.
- **Final report** including the results, as well as the observations from the monitoring and evaluation of the project.

### Expected impact

Proposals should convincingly demonstrate how they will contribute, both in the short- and long-term, to:

- reduced irregular migration flows along the main migratory routes to the EU from the third countries of origin and transit outlined in the scope of this call;
- increased awareness among potential migrants of the dangers associated with irregular migration routes;
- increased trust in credible and factual information on migration, enabling potential migrants to make better-informed decisions;
- decreased influence of smugglers' misinformation and increased resistance among potential migrants to smugglers' promises, resulting in fewer individuals engaging in irregular migration, including in the digital domain;
- higher number of migrants using legal migration pathways or choosing to stay in their country of origin, thanks to greater awareness of local economic opportunities;
- increased economic development in countries of origin as a result of migrants opting to pursue local opportunities;
- enhanced awareness among migrants of voluntary return and reintegration programs, as well as about forced return;
- reduced exploitation of migrants by criminal networks during transit;
- amplified visibility and influence of trusted voices – such as diaspora members, returnees, and local leaders - in shaping migrants' perceptions of life in the EU and the risks of irregular migration;
- decreased romanticization of irregular migration within communities of origin by promoting realistic narratives about the challenges faced by irregular migrants;
- strengthened collaboration among stakeholders to extend the reach and impact of information campaigns;
- improved policy responses to irregular migration through evidence-based approaches and enhanced cooperation among various actors.

### Additional considerations applicable to this call

This call for proposals aims to build on the lessons learned and expertise gained from past and ongoing information and awareness-raising campaigns and activities in the area of prevention of irregular migration and migrant smuggling, including those implemented by the EU, Member States and International Organisations. Proposals should take into account the identified shortcomings of previous campaigns and incorporate the recommendations of the above-mentioned *Study on best practices in irregular migration awareness campaigns*<sup>17</sup>, emphasizing the need to enhance the overall effectiveness and outcomes of the campaigns.

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<sup>17</sup> *Study on best practices in irregular migration awareness campaigns: final report* – European Commission, August 2021 <https://data.europa.eu/doi/10.2837/678132>

Particularly, project proposals should seek synergies with and avoid the duplication of ongoing communication activities being implemented under actions funded by the EU, such as the relevant projects co-funded by AMIF<sup>18</sup>, and projects funded by the EU Trust Fund for Africa, as well as, where relevant, with those implemented by EU Member States, International Organisations and other partners. Past and ongoing projects' descriptions can be found on the [EU Funding and Tenders Opportunities Portal](#). The [Financial Transparency System](#) is an additional source for information on previous projects.

Given the significance of behavioural change in the context of information and awareness raising campaigns, insights from psychology, sociology and behavioural economics could help to target and design communication activities and to measure their effects. Applicants are encouraged to embed a behavioural approach.

Proposals must outline how all applicants will actively participate in project implementation. For mere advisory roles, proposals should include "associated partners" (See section "13. Important, Consortium roles" for a definition of the roles).

The European Commission welcomes proposals that include applicants that have a track record in the policy area, are well established in a country or region, and have experience in working with local partners or international organisations. This can be evidenced by already having a physical presence and operational capacity in a country or region (e.g. running or having access to a transit or research centre, local offices, access to cooperation mechanisms with third countries, etc.).

The European Commission welcomes proposals that implement activities in and target the population of multiple third countries along a migratory route mentioned under the section "Scope".

The European Commission welcomes proposals that involve relevant partners established in the AMIF-participating countries in the consortium, such as public bodies, international organisations, higher education institutions, research organisations as well as non-profit and civil society organisations, wherever relevant for the implementation.

The European Commission welcomes proposals that ensure the largest impact possible by connecting with relevant actors in a country/region of implementation prior to submission of the proposal.

Successful applicants will have to associate EU Delegations in third countries to their project and provide them with regular updates on the progress of the implementation.

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<sup>18</sup> Current campaigns and communication activities supported by AMIF include campaigns funded through direct awards (e.g. InfoMigrants - <http://www.infomigrants.net/en/>) and campaigns funded following the Call for Proposals AMIF-2022-TF1-AG-INFO.

### 3. Available budget

The available call budget is **EUR 10 000 000**.

The European Commission reserves the right not to award all available funds or to redistribute them between the call topics, depending on the proposals received and the results of the evaluation.

### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	19 November 2024
<u>Deadline for submission:</u>	<u>01 April 2025 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	April -July 2025
Information on evaluation results:	August 2025 <sup>19</sup>
GA signature:	October 2025

### 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (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*)
- Application Form Part C — contains the project’s contribution to EU programme key performance indicators (to be filled in directly online)
- **mandatory annexes and supporting documents** (*to be uploaded*):

<sup>19</sup> In the interest of equal treatment of applicants, the Commission cannot provide any information on the outcome of the call for proposals before the official announcement of the results.


- list of previous projects (key projects for the last 4 years, not limited to EU-funded projects): template available in Part B but to be **submitted as a separate annex**<sup>20</sup>.
- detailed budget table: **not applicable**
- CVs of core project team: **not applicable**
- activity reports of last year: **not applicable**

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 **50 pages** (Part B without annexes). Evaluators will not consider any additional pages.

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)), excluding Denmark<sup>21</sup>,
  - non-EU countries<sup>22</sup>:
    - countries associated to the AMIF (associated countries) or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature

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*).

<sup>20</sup> The list of previous projects is a mandatory annex. In case this annex is not uploaded, the application will be considered inadmissible and may not be assessed.

<sup>21</sup> In accordance with Articles 1 and 2 of Protocol No 22 on the position of Denmark, annexed to the TEU and to the TFEU, Denmark is not taking part in the adoption of Regulation (EU) 2021/1147 and is not bound by it or subject to its application

<sup>22</sup> A non-EU country is a country, which is not an EU Member State.


### Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them. International organisations can participate as coordinators/co-beneficiaries regardless of their geographical location. However, being based in an eligible country does not contribute to the fulfilment of the minimum number of eligible countries required in the eligibility criteria related to the consortium composition.

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 persons<sup>23</sup>.

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'<sup>24</sup>.  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 list 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)*<sup>25</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>26</sup>). 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).

[Impact of the Council Implementing Decision \(EU\) 2022/2506 of 15 December 2022 on measures for the protection of the Union Budget against breaches of the principles of the rule of law in Hungary](#)

Following the Council Implementing Decision (EU) 2022/2506, as of 16th December 2022, no legal commitments (including the grant agreement itself as well as subcontracts, purchase contracts, financial support to third parties etc.) can be signed with Hungarian public interest trusts established under Hungarian Act IX of 2021<sup>27</sup> or any entity they maintain.

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<sup>23</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>24</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).


<sup>25</sup> 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](#).

<sup>26</sup> 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).

<sup>27</sup> As Act IX of 2021 can be amended, the applicants should always refer to the latest update of the relevant Hungarian Act, available in the national legal database NJT.hu (<https://njt.hu>).



Affected entities may continue to apply to calls for proposals. However, in case the Council measures are not lifted, such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties). In this case, co-applicants will be invited to remove or replace that entity and/or to change its status into associated partner. Tasks and budget may be redistributed accordingly.

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

#### Consortium composition

Proposals must be submitted by:

- minimum three applicants (beneficiaries; not affiliated entities) from three different participating Member States. Affiliated entities and international organisations cannot be counted for reaching the minimum number of participating Member States.
- the following entities can NOT apply as beneficiaries/affiliated entities:
  - profit making entities

#### Eligible activities

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

Financial support to third parties is not allowed.

#### Other important considerations

The following types of activities will not be considered eligible or relevant for the call and thus will not be funded:

- a) duplication of previously funded projects;
- b) projects requiring operating grants for setting up or maintaining of networks;
- c) research projects.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

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

#### Duration

Projects must have a duration of 36 months (extensions are possible, if duly justified and through an amendment).

#### Maximum EU Grant amount

The requested EU contribution to the project's budget ("maximum EU grant amount" per project) must range between EUR 1 250 000 and EUR 2 500 000. A beneficiary must bear a budget.



### Ethics

Projects must comply with:

- highest ethical standards
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law.

Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, and indicate the measures taken to limit or remedy such effects.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

Projects involving ethics issues may be made subject to specific ethics rules.

### Overview table of Eligibility conditions

<b>Consortium composition – Minimum number of</b>	
Entities	3
Member States participating in AMIF*	3
<b>Consortium composition – Participation of non-profit organisations (public and private bodies) as</b>	
Coordinators	Yes
Beneficiaries	Yes
<b>Consortium composition – Participation of International Organisations as</b>	
Coordinators	Yes
Beneficiaries	Yes
<b>Consortium composition – Participation of for-profit organisations as</b>	
Coordinators	No
Beneficiaries	No
<b>Minimum and maximum duration of projects in months</b>	
Months	36
<b>Minimum and maximum EU Grant amount per project (Requested EU contribution)</b>	
Minimum (EUR)	1 250 000
Maximum (EUR)	2 500 000

(\*) The rules on eligible countries do not apply to International Organisations, which can participate as coordinator/beneficiaries regardless of their country of establishment. However, being based in an eligible country does not contribute to the fulfilment of the minimum number of eligible countries required in the eligibility criteria related to the consortium composition.

## 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, and in or with the chosen target country or region).

This capacity will be assessed together with the 'Quality' 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
- list of previous projects (key projects for the last 4 years).

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 participate<sup>28</sup>:

- 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 misconduct<sup>29</sup> (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)
- 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 No [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 that<sup>30</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

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<sup>28</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>29</sup> 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.

<sup>30</sup> See Article 141 EU Financial Regulation [2018/1046](#).

- 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 a **two-step evaluation procedure**.


For all eligible applications, in the first step, there will be a pre-selection on the basis of the Relevance award criterion only. In the second step, the successful proposals will be assessed against the full set of award criteria.

An **evaluation committee** (assisted by independent outside experts) 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 (for each topic) 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 topic or 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) 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'.
- 2) 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..
- 3) 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 are 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:** clarity and consistency of the objectives and scope of the project seen against the objectives and expected impact/outcomes (if applicable) as identified in section 2; contribution to the relevant EU strategic documents and/or action plans and legislative context; previous results in the field; European/trans-national dimension (30 points)
- **Quality:** logical links between the identified problems, needs and solutions proposed; methodology for implementing the project (concept and methodology, timetable, monitoring and evaluation); expertise and quality of the consortium and project teams; management structures and procedures; risks and risk management; feasibility of the project within the proposed time frame; cost effectiveness and best value for money (50 points)
- **Impact:** expected short-term and long-term impact of results on target groups/general public; degree of ambition and innovation; appropriate communication strategy, including visibility of EU funding; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends; replicability/usability/potential for amplification of the results (20 points).

Award criteria	Minimum pass score	Maximum score
Relevance	21	30
Quality	n/a	50
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual thresholds for the criterion 'Relevance': 21/30 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding — within the limits of the available call budget. 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.

Maximum Project duration: 36 months (extensions are possible, if duly justified and through an amendment).

### KPIs, milestones and deliverables

In Part C of the application, to be filled in online, project proposals should provide key performance indicators (KPIs), both qualitative and quantitative, with baseline and targets to be used to monitor the implementation and to assess the result of the project, as well as measure the outputs and results of the project against programme performance indicators, relevant to the action, included in Annex VIII of Regulation (EU) 2021/1147, in particular as regards the Specific Objectives stated in Article 3.

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:

- A mid-term progress report

### Form of grant, funding rate and maximum EU grant amount

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

Maximum EU Grant amount per project (Requested EU contribution) : *see section 6 above*. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and 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 unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

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 of Model Grant Agreement*).

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
- A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>31</sup>: Yes
  - volunteers unit cost<sup>32</sup>: Yes (without indirect costs)
- travel and subsistence unit cost<sup>33</sup>: Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: not allowed
- 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)
- divers:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost

 Volunteers costs — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a pre-fixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA – Annotated Grant Agreement, art 6.2.A.5](#).

*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 **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial

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<sup>31</sup> 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).

<sup>32</sup> 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).

<sup>33</sup> 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).




guarantee (if required) — whichever is the latest.

There will be no **interim payments**.

In addition, you will be expected to submit one or more progress reports not linked to payments.

**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*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### 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 limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*.

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):*

- rights of use on results: Yes

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

- additional communication and dissemination activities: Yes
- limited communication and visibility to protect persons involved: Yes

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

- EU restrictive measures: Yes
- durability: No
- specific rules for humanitarian actions: No
- specific rules for blending operations: 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](#)
- Q&As on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Questions **received later than 7 calendar days before the deadline** for submitting applications will not be answered. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of applicants or actions.

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: [HOME-AMIF-UNION-ACTIONS@ec.europa.eu](mailto:HOME-AMIF-UNION-ACTIONS@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 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*).

- **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](#).