
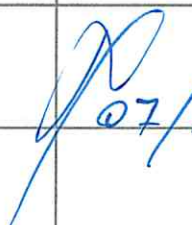


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Dosya Kodu	001204	
Açıklaması	001204 - MUHTELİF (YURTIÇİ)	
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Tarihi	01/10/2015	
Cinsi	YAZI (N.P)	
Cevap Tarihi		
Eki	0	
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Havale Edilen Kişiler		
Yapılan İşlem		
Genel Sekreter	 H. H. ERTAN	
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T.C.
ULAŞTIRMA, DENİZCİLİK VE HABERLEŞME BAKANLIĞI
Tersaneler ve Kıyı Yapıları Genel Müdürlüğü

Sayı : 54039414-740[740]/E.64869
Konu : IMP Çalışması Çağrısı "Call For
Proposals"

01.10.2015

İMEAK DENİZ TİCARET ODASINA

Dışişleri Bakanlığının 08.09.2015 tarih ve 8262553 sayılı yazısı ile Küçük ve Orta Ölçekli İşletmeler Yürütme Ajansı'nın (EASME), DG MARE adına Entegre Denizcilik Politikası (IMP) kapsamında Avrupa Denizcilik ve Balıkçılık Fonu (EMFF) çağrısını yayımladığı bildirilmektedir.

Bu kapsamda yapılacak çalışmanın Akdeniz ve Karadeniz'in mavi ekonomisinde (Blue Economy) sektörler arası ve sınır ötesi unsurlar taşımasının öngörüldüğü, söz konusu çağrının hedefinin; deniz araştırmaları, kıyı ve deniz turizmi, deniz taşımacılığı, deniz çevreciliği, iş ve yetenek geliştirme ve denize ait çalışmaların kümelenmesinde karşılıklı anlayış, farkındalığı artırma ve denizcilik sektöründe entegrasyonu engelleyen sınamalara karşı ortak tepki verilmesi olduğu belirtilmekte ve bahse konu çalışmanın coğrafi olarak Akdeniz - Karadeniz havzalarını kapsayacağı kaydedilmektedir.

Ayrıca, AB üyesi ülkelerin yanı sıra söz konusu deniz havzalarına kıyısı olan ülkelerin de kuruluşlarının çalışmaya katılabilecekleri, bu çerçevede, tekliflerin 26 Kasım 2015 tarihine kadar sunulabileceği ve konu hakkında daha fazla bilgiye "<https://ec.europa.eu/easme/en/european-maritime-and-fisheries-fund>" ve "<https://webgate.ec.europa.eu/maritimeforum/en/node/3779>" uzantılı web adreslerinden ulaşılabileceği, bu bağlamda olabilecek soruların 18 Kasım 2015 tarihine kadar "EASME-EMFF-calls@ec.europa.eu" e-posta adresine, konu kısmına "EASME/EMFF/2015/1.2.1.7" yazılmak suretiyle yöneltilebileceği belirtilmektedir.

Bu çerçevede, "Projects in the context of the Integrated Maritime Policy in the Black Sea and/or Mediterranean Sea regions" başlıklı teklif çağrısı belgesinin bir örneği ekte gönderilmekte olup, konu hakkında Odanız/Birliğiniz/Derneğiniz/Şirketiniz veya üyeleriniz tarafından olası proje başvurularının, Genel Müdürlüğümüze de bilgi verilerek eşgüdüm içerisinde bahse konu web adreslerinde yer alan formların doldurularak yapılabileceği hususunda bilgilerinizi ve gereğini rica ederim.

GÜVENLİ
ELEKTRONİK İMZALI
ASLI İLE AYNI DİR
01.10.2015...



e-imzalıdır

Dr. Mehmet KIRDAĞLI
Bakan a.
Genel Müdür V.

Ek : Teklif Çağrısı (30 Sayfa)

Not: 5070 sayılı Elektronik İmza Kanunu gereği bu belge elektronik imza ile imzalanmıştır.

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Bağlı/İlgili/İlişkili Kurum ve Kuruluşlar





T.C.
ULAŞTIRMA, DENİZCİLİK VE HABERLEŞME BAKANLIĞI
Tersaneler ve Kıyı Yapıları Genel Müdürlüğü

Sayı : 54039414-740[740]/E.64869
Konu : IMP Çalışması Çağrısı "Call For
Proposals"

01.10.2015

Dağıtım:

- İMEAK DENİZ TİCARET ODASINA
- GEMİ VE YAT İHRACATÇILARI
BİRLİĞİNE
- GİSBİR - TÜRKİYE GEMİ İNŞA
SANAYİCİLERİ BİRLİĞİNE
- GEMİ SANAYİCİLERİ DERNEĞİNE
- YALOVA ALTINOVA TERSANE
GİRİŞİMCİLERİ SAN. VE TİC.A.Ş.NE

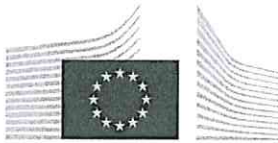
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EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)

Department A - COSME, H2020 SME and EMFF
Unit A3 - EMFF

Call for Proposals under the European Maritime and Fisheries Fund

**Projects in the context of the Integrated Maritime Policy
in the Black Sea and/or Mediterranean Sea regions**

EMFF Work Programme 2015

Call for Proposals EASME/EMFF/2015/1.2.1.7.

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1. INTRODUCTION – BACKGROUND

The Executive Agency for Small and Medium-sized Enterprises, hereafter referred to as "EASME", is launching a call for proposals on behalf of the European Commission (also referred as "the Commission") with a view to concluding grant agreements, each valid for a maximum period of 24 months, for the conduction of projects on Integrated Maritime Policy¹²³ (IMP) in the Mediterranean and/or Black Sea.

1.1. Regulation (EU) No 508/2014 on the European Maritime and Fisheries Fund (EMFF)

This call is launched in accordance with the 2015 Work Programme for the Implementation of the European Maritime and Fisheries Fund (EMFF)⁴ (section 1.2.1.7. of the annex) and its amending Decision C(2015)4244 of 26 June 2015⁵, on the basis of the objectives set out in the Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund⁶, and in particular Article 82(b).

1.2. General information concerning the call for proposals

The action that is covered by this call for proposals, forms part of the EMFF Work Programme, whose implementation is delegated to the Executive Agency for Small and medium-sized Enterprises (EASME).

According to the Act of Delegation, grant agreements will be signed by EASME.

1.3. Background

1.3.1. *The concept of Integrated Maritime Policy*

Following the adoption of the *Blue Book*⁷ in 2007, the *Integrated Maritime Policy (IMP)* of the European Union (EU) is set to enable better coordination and coherence between the sectors related to the sea. While its primary objective is to support sustainable

¹ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - An Integrated Maritime Policy for the European Union {COM(2007) 574 final}

² Regulation EU No 1255/2011 of the European Parliament and of the Council of 30.11.2011 establishing a Programme to support the further development of an Integrated Maritime Policy

³ http://ec.europa.eu/maritimeaffairs/policy/index_en.htm

⁴ Annex to the Commission Implementing Decision concerning the adoption of the work programme for 2015 and the financing for the implementation of the European Maritime and Fisheries Fund (C(2014) 9794 final), of 18 December 2014, section 1.2.1.7.

⁵ http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/annual_work_programme/2015/c-2015-4244_en.pdf

⁶ Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council, Official Journal of the European Union, L 149/1 of 20.5.2014.

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0575:FIN:EN:PDF>

development, economic growth and social cohesion in the EU Member states, particularly coastal regions across all European seas, the IMP is also open to non-EU countries with genuine interest in marine and maritime affairs. Integrating key policy areas of the blue economy contributes to better protecting the marine environment, facilitates cooperation between maritime players across sectors and borders and ensures sustainability of their actions.

The *Blue Growth strategy*⁸ suggests a policy approach on how to achieve these objectives and singles out various sectors with growth potential (coastal tourism, aquaculture, blue biotech, marine minerals mining and ocean energy). The strategy is part of a dedicated effort to unlock the potential of these sectors and turn them into a source of new jobs and growth, but also to improve the way we harvest the planet's resources.

In the meantime, knowledge about the size and added value of traditional sectors of the blue economy, such as shipbuilding, ship repair but also fisheries and maritime transport, is being consolidated by the Commission with particular support of EUROSTAT⁹, which will allow better and more focused actions in the future.

It is generally acknowledged that sustainable economic growth in the coastal areas and the sustainable use of the sea for economic activities, are significantly affected by innovation across maritime sectors. The Commission invests in research and development, marine data infrastructure and skills development. It also seeks to build a bridge between the results of research on one hand and the potential investors on the other, taking innovation out of the lab and onto the market. The recent *Innovation communication*¹⁰ maps avenues to remove barriers, such as unpredictability and knowledge gaps, that prevent businesses from investing in the blue economy.

The Commission supports innovative partnerships between maritime stakeholders. Platforms for cross-sectoral, multi-level cooperation, such as the maritime clusters, emerge as a potentially powerful tool to stimulate innovation, growth and jobs in the blue economy. A *recent study*¹¹ found out that between a third and a half of all maritime economic activities in the Mediterranean and Black Sea can be found in formal and informal clusters. Moreover, an estimated 600-700 thousand people are employed in maritime clusters, which is equivalent to at least 1 out of 3 jobs in the blue economy. In fact, actors in the Mediterranean and Black Sea regions are increasingly aware of the need to construct a competitive advantage through maritime clusters. The Commission will seek to intensify cooperation between clusters in and across sea basins, stimulate their innovative potential and help elaborate their knowledge base and competences to better meet the future.

⁸ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on Blue Growth opportunities for marine and maritime sustainable growth COM/2012/0494 final

⁹ <http://ec.europa.eu/eurostat>

¹⁰ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions COM(2014) 254 final/2 Innovation in the Blue Economy: realising the potential of our seas and oceans for jobs and growth

¹¹ The study on maritime clusters in the Mediterranean and the Black Sea found at: <https://webgate.ec.europa.eu/maritimeforum/en/node/3648>

1.3.2. Sea basins

To better address the specific nature of the EU-shared sea basins and the blue economy developed there, tailor-made measures are crafted to foster cooperation, raise awareness, and stimulate networks and partnerships among stakeholders across sectors and (marine) borders. In the meantime, studies have been commissioned to level-up the knowledge, point to the main issues at stake and identify sectors with growth potential.

The Black Sea

In the Black Sea, for instance, a political framework for regional cooperation exists in the *Black Sea Synergy*¹². It includes all Black Sea countries and encourages "*dialogue on Black Sea maritime policies*".

Key initiatives in the region coherent with the Synergy such as *TRACECA*, *BS.ERA-Net* but also the Black Sea Synergy Environmental Partnership¹³ (BSS EP) have produced sustainable results. The BSS EP ensures continuous engagement for the marine environment and increased compliance with the EU environmental standards. Sectors with potential for growth are coastal and maritime tourism, cruise tourism, short-sea shipping, shipbuilding and ship repair, offshore oil and gas, inland waterway transport.

A recent study¹⁴ suggests that the sea basin struggles to achieve coherence and integration between national policies with maritime dimension, with widely differing approaches to integrated coastal zone management, planning of sea space, business support and environmental protection. Inter-institutional coordinating mechanisms need to be fostered, notably between national and local authority levels.

Among the issues at stake is the lack of practical collaboration between the science/education and the economic operators which results in a lack of innovation. Also the knowledge base about the existing Black Sea coastal assets appears fragmented and not connected. While at the same time, promising sectors with growth potential, such as coastal tourism, are hindered by limited connectivity, few smart infrastructures and lack of strategic partnerships to expand across sectors and across borders.

The second Black Sea stakeholder conference¹⁵ showcased that initiatives to support business growth are too few or virtually absent, which suggests that the maritime sectors are missing real opportunities to combine business skills and experience. Funding for innovation is limited, while potential financial instruments "off the shelf" to encourage innovation and to provide incubation facilities for businesses emerging from the R&D stage are not visible enough for maritime stakeholders.

The above are some examples where blue growth could be fostered by establishing a proper cooperation framework.

¹² Communication from the Commission to the Council and the European Parliament COM(2007) 160 final on Black Synergy – A New Regional Cooperation Initiative.

¹³ http://ceas.europa.eu/blacksea/index_en.htm.

¹⁴ Blue Growth Black Sea report: <https://webgate.ec.europa.eu/maritimeforum/en/node/3539>

¹⁵ http://ec.europa.eu/maritimeaffairs/events/2015/03/events_20150324_01_en.htm

The Mediterranean

In the Mediterranean, the European Commission advocates sustainable use of the sea, increased coordination and synergies between different maritime actors at national level (in the EU Member States primarily) and at sea basin level by promoting maritime clusters, cooperation between research institutes, and through stakeholder events such as the FEMIP¹⁶ Conference, held in Athens in 2013.

A milestone in this process was the adoption of the *EU Strategy for the Adriatic and Ionian Region*¹⁷ (including both EU and non-EU countries) and its action plan that constitute a good example to promote maritime coordination and cooperation in a sub-region of the Mediterranean. Increased cooperation with the partner countries in the Southern Mediterranean is on-going through the "Partnership for Democracy and Shared Prosperity".

The *project on Integrated Maritime Policy in the Mediterranean*¹⁸ (IMP-MED) sustains a regional dialogue and exchange of best practices on IMP, providing opportunities to the Southern Partners to elaborate a cross-sectorial vision and engagement through the establishment of a network of IMP national focal points, the gradual and voluntary development of an integrated maritime approach at the national level (based on country interest and demand), the setting-up of national maritime governance schemes in a number of countries and the preparation of national IMP Work Plans.

Studies¹⁹ have shown that current drivers and promising activities of the blue economy in the sea basin are coastal and maritime tourism, maritime transport, aquaculture and offshore oil and gas. Maritime transport, for instance, is mobilizing the largest number of countries and funding across the sea-basin.

While the EU is the main financial donor (EUR 370 million between 2007 and 2013), well-established regional organisations ensure coordination in priority sectors such as environment and fisheries. The Union for the Mediterranean²⁰ is the relevant political forum to discuss basin-wide challenges, while a dedicated Working Group on IMP has evolved into a trust-building body for cross-sectorial dialogue and exchange of best practices.

Some of the issues that the Mediterranean blue economy is facing are related to limited access to finance for sectors with growth potential such as aquaculture. On the other hand, traditional maritime sectors such as ship building and ship repair struggle due to insufficient research and innovation actions. Maritime education and training facilities at regional level could reinforce the exchange of best practices with mobility at academic level appearing insufficient²¹.

¹⁶ Facility for Euro-Mediterranean Investment and Partnership <http://www.eib.org/projects/regions/med/>

¹⁷ <http://www.adriatic-ionian.eu/>

¹⁸ http://www.imp-med.eu/En/home_4_index

¹⁹ Blue Growth Mediterranean report: <https://webgate.ec.europa.eu/maritimeforum/en/node/3539>

²⁰ <http://ufmsecretariat.org/>

²¹ Blue Growth Mediterranean report: <https://webgate.ec.europa.eu/maritimeforum/en/node/3539>

Maritime stakeholders need to develop a common vision (for instance marketing and communication) at sea basin level for maritime sectors with growth potential such as tourism, aquaculture, ports development and specialization, energy and blue biotechnology.

2. OBJECTIVES – THEMES – PRIORITIES

2.1. General objectives

Cooperation on Integrated Maritime Policy in the Black Sea and Mediterranean Sea needs to be fostered through concrete projects and initiatives, and involving where possible, concerned countries (including non-EU countries) and multilateral organisations.

The present call for proposals (referred to as "call") is set to award grants for projects that will aim at supporting concrete IMP approaches and initiatives, and promoting job creation, innovation and entrepreneurship in the blue economy of the Black Sea and/or Mediterranean Sea.

Supported actions shall cover one of the following objectives:

- a. to pilot public-private partnerships amongst Black Sea and/or Mediterranean stakeholders in order to promote mutual understanding, awareness-raising and joint responses to well-identified challenges hindering integration between maritime actors in areas such as maritime environment, coastal and maritime tourism, maritime transport, business and skills development;
- b. to promote the networking between maritime clusters in the Black Sea and/or the Mediterranean on concrete initiatives/topics focusing on research and innovation, business development or skills development, in relation to the maritime policy and the blue economy.

In addition, each of the actions should result in stimulating cooperation between maritime stakeholders, stimulating innovation and entrepreneurship and/or promoting further integration between IMP-related sectors.

2.2. Specific objectives

The specific objectives shall be to:

- a) Establish, in relation to section 2.1.a, partnerships between public and private stakeholders (public-private partnerships) in one or more of the following areas:
 - i. *sustainable coastal and maritime tourism* – to stimulate competitiveness of the respective stakeholders and industries, and the sustainable development of the sector. This ought to be achieved through enhanced coordination, prioritization and branding among the sectors and regions involved [e.g. to

promote comprehensive (at sea basin or sub-sea basin) tourism packages involving cruising, diving, sailing and/or to develop cultural routes, joint itineraries];

- ii. *marine research and business integration* – to facilitate match-making between business and research entities across maritime sectors and regions, and promote the creation of cross-sectorial and transdisciplinary industrial and research partnerships in the blue economy;
 - iii. *access to finance and funding for maritime business* – to inform, raise awareness and assist stakeholders in accessing national, regional and EU funding mechanisms and financial instruments that can be used to encourage cross-sectorial innovation and entrepreneurship in the maritime sectors.
- b) Establish, in relation to section 2.1.b, a networking mechanism between and driven by maritime clusters that will aim and allow to:
- i. share capacity and skills;
 - ii. develop joint initiatives and;
 - iii. exchange good practices;

in areas such as research and innovation, business development and internationalisation, skills development, cluster development strategies, cluster management and labelling.

Furthermore, the suggested collaboration mechanisms must reflect the different socio-economic conditions in place in the various countries, as well as their aspirations for future development.

2.3. Geographical scope

The geographic area covered by the action will include the Black Sea basin and the Mediterranean Sea basin. It will include EU Member States and partner countries bordering both sea basins and participating in the respective cooperation frameworks (e.g. Union for the Mediterranean, EU Strategy for the Adriatic and Ionian region, Black Sea Synergy, etc.), excluding volatile regions²².

3. TIMETABLE

	Stages	Date and time or <u>indicative period</u>
a)	Publication of the call	September 2015

²² Crimea, Abkhazia, Transnistria, Libya and Syria

b)	Deadline for submitting applications	26/11/2015 – 16:00 (Brussels time)
c)	Evaluation period	Dec 2015 – Feb 2016
d)	Information to applicants	March 2016
e)	Signature of grant agreement	May 2016
f)	Starting date of the projects	June 2016
g)	Progress reports	Every 2 months as of the start of each of the projects
h)	Final report	Within 2 months of the end of the action

3.1. Start date and duration of the project

As an indication, projects are expected to start by June 2016; however, the exact timing can only be fixed once the grant has been awarded and the grant agreement is signed.

The action shall run for **24 months** as of the first day of the month following the date when the last party signs the Agreement (“the starting date”), or at a fixed date, after signature of the Grant Agreement. The above period shall be determined on the basis of calendar days. Only costs incurred during this period will be eligible. However, the total duration may be extended by EASME for duly justified reasons.

3.2. Reporting

All reports shall be submitted using the reporting templates provided in annex to this Call for Proposals.

The final report is to be sent to EASME both electronically as well as in paper form (2 copies) within 60 days of the end of the action as indicated in the timetable under section 3 above, and shall be written at a level of English equivalent to C1 of the Common European Framework of Reference for Languages²³ in a clear and readable format.

In addition, the coordinator must submit on behalf of all project partners a bimonthly two-page progress report, summarising actions taken in the previous months and the ones foreseen in the next months. For these bimonthly progress reports, electronic submission to EASME is sufficient.

²³ http://www.coe.int/t/dg4/linguistic/cadre1_en.asp

4. BUDGET AVAILABLE

The maximum amount available for this call for proposals will be € 569.000 (five hundred sixty nine thousand euro).

The EASME expects to grant 2 to 4 proposals, with at least one proposal per general objective (see sections 2.1.a. and 2.1.b.).

The EASME reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form provided as annex to this call for proposals.
- Applications must be drafted in one the EU official languages. Submission in English will facilitate the evaluation process.

Failure to comply with these requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA²⁴

A proposal can be related to *only* one of the two types of action mentioned in section 2.1.a. and 2.1.b.

Applicants are allowed to submit *only one* project proposal *per action* in the capacity of coordinator. Applicants can participate in *maximum two* project proposals overall, regardless of the capacity in which they act.

6.1. Eligible applicants

The present call for proposals is set to award grants for actions implemented by public authorities and private stakeholders active in sectors of the blue economy in the Black Sea and/or the Mediterranean.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2.

For that purpose, applicants shall identify such affiliated entities in the application form.

Applicants, including the affiliated entities, established in non-EU countries are eligible:

- if an action is carried out outside the territory of the Union

and

²⁴ Art. 131 FR, 201 RAP

- if the involvement of those applicants from non-EU countries is indispensable in view of the nature of the action and in order to achieve its objectives.

Specific eligibility criteria exist for each of the actions.

6.1.1. *Specific eligibility criteria for proposals submitted under objective 2.1.a:*

The following types of entities are eligible to participate in the action in accordance with the relevant legal basis and the objectives to be achieved:

- a) Public entities (e.g. national, regional, local administration, research institutes, universities, etc.) active in the blue economy sectors in the Mediterranean or the Black Sea.

To be considered a public entity, the body in question must fulfil all of the following criteria:

- The body has been created by a public authority or is governed by private law with a public service mission;
 - The public interest of the body must be explicitly mentioned in the relevant legal or administrative act(s);
 - The body is financed totally or to a large extent (more than 50%) by public sources;
 - In the event that the entity stops its activities, all rights and obligations including financial rights and obligations will be transferred to a public authority.
- b) Private entities both profit and non-profit, active in areas related to one of the specific objectives stated in Section 2.2.a).
- c) Consortia of entities established in a Member State of the European Union. In such case, the members of the consortium - whether private entities or public bodies (or both) - shall appoint one member to act as coordinator. The coordinator will be responsible for the project on behalf of the consortium. The coordinator shall thus form the link between the consortium and the EASME.

The project coordinator or sole applicant shall be established in a Mediterranean or Black Sea EU Member State²⁵. The project partners shall be established in an EU Member State or in a partner country participating in the relevant cooperation frameworks (e.g. Union for the Mediterranean, EU Strategy for the Adriatic and Ionian region, Black Sea Synergy). The partner countries covering the geographical scope and participating in the relevant cooperation frameworks are Albania, Algeria, Bosnia and Herzegovina, Egypt, Georgia, Israel, Jordan, Lebanon, Moldova, Monaco, Montenegro, Morocco, Palestine, Russia, Serbia, Tunisia, Turkey, and Ukraine. Project partners established in Crimea, Abkhazia, Transnistria, Libya and Syria are not eligible to participate in this action.

²⁵ Bulgaria, Croatia, Cyprus, France, Greece, Italy, Malta, Romania, Slovenia and Spain.

The same eligibility criteria apply to affiliated entities.

6.1.2. *Specific eligibility criteria for proposals submitted under objective 2.1.b:*

Eligible to participate in the capacity of coordinator are maritime clusters²⁶:

- a) established legally and operating in one EU Member State bordering the Black Sea or the Mediterranean²⁷, and
- b) which have had a legal personality at least three years in the respective country.

Eligible to participate in the capacity of partner are other maritime clusters, public²⁸ and private entities established in an EU Member State or in a partner country participating in the relevant cooperation frameworks (e.g. Union for the Mediterranean, EU Strategy for the Adriatic and Ionian region, Black Sea Synergy). The partner countries covering the geographical scope and participating in the relevant cooperation frameworks are Albania, Algeria, Bosnia and Herzegovina, Egypt, Georgia, Israel, Jordan, Lebanon, Moldova, Monaco, Montenegro, Morocco, Palestine, Russia, Serbia, Tunisia, Turkey, and Ukraine. Project partners established in Crimea, Abkhazia, Transnistria, Libya and Syria are not eligible to participate in this action.

The same eligibility criteria apply to affiliated entities.

6.1.3. *Regional and international organisations*

Regional and international organisations and their coordination bodies not established under the law of an EU Member State and having focus of activity in one or more sea basins target of the present call are eligible to participate in the action 2.1.a) as part of a consortium with a coordinator according to the criteria set in the specific eligibility criteria 6.1.1.

Eligible costs incurred by regional and international organisations shall be limited to maximum 30% of the total eligible costs of the project.

6.1.4. *Supporting documents*

In order to assess the applicants' eligibility, the following supporting documents are requested for the coordinator and each of the partners:

- Public entity: copy of the resolution/law/decree/decision establishing the entity OR if not available, any other official document proving the establishment of the entity by the national authorities;

²⁶ Maritime clusters are defined as "geographically proximate group of interconnected companies and associated institutions in the maritime field, linked by commonalities and complementarities (external economies)" in the Study on maritime clusters in the Mediterranean and the Black Sea, chapter 1.2 found at: https://webgate.ec.europa.eu/maritimeforum/sites/maritimeforum/files/Maritime%20Clusters%20in%20MED-BS%20def_0.pdf

²⁷ Bulgaria, Croatia, Cyprus, France, Greece, Italy, Malta, Romania, Slovenia and Spain.

²⁸ As defined in section 6.1.1.a above

- Private entity: copy of the document establishing the entity issued by the national authorities of the respective EU Member State;
- Entities without legal personality: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf;
- Affiliated entities shall demonstrate their legal/capital link with the related applicant;
- In addition to the supporting documents referring to their legal status, all members of the consortium, including affiliated entities, will provide the coordinator with a power of attorney in writing through a mandate signed for that purpose²⁹. The mandate shall fully empower the coordinator to act on the Partners' behalf in the context of the grant agreement.

All applicants must fill in the "Legal entity form" (if they are not already registered as service providers of the Commission) available at the following address:

- Legal entity form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

The "Financial identification form" available at the following address shall be completed only by the public or private entity submitting the application and acting as coordinator of the consortium when applicable:

- Financial information form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

6.2. Eligible activities

List of eligible activities

Eligible activities shall be those necessary to carry out the projects, in accordance with the general and specific objectives listed in sections 2.1 and 2.2.

Note: Actions linked to IMP developments resulting from existing legal obligations or activities already supported by EU funds, shall not be eligible under this call for proposals.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in this call for proposals if they are in any of the following situations:

²⁹ A template for this mandate is included as Annex IV to the grant agreement published together with this call.

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations as referred in Art. 106 (1) (a) FR;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata as referred in Art. 106 (1) (b) FR;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the RAO or those of the country where the grant agreement is to be performed as referred in Art. 106(1)(d) FR;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests as referred in Art. 106 (1) (e) FR;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) FR.

The same exclusion criteria apply to affiliated entities.

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest as referred in Art. 107.1 FR;
- (b) are guilty of misrepresentation in supplying the information required by the EASME as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents³⁰

Applicants and where relevant, their affiliated entities, must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 FR, filling in the relevant form attached to the application form accompanying the call for proposals. The EASME reserves the right to request evidence of the above.

8. SELECTION CRITERIA³¹

8.1. Financial capacity³²

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents:

A) Grant value is \leq EUR 60 000:

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration of honour (to be provided by each of the applicants)

B) Grant value is \geq EUR 60 000:

- a declaration of honour (to be provided by each of the applicants), AND

For public bodies and international organisations:

- On the basis of article 131(3) FR and given the eligibility criteria set for applicants under section 6 of this call for proposals, such applicants are considered to have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. Therefore no additional supporting documents are necessary.

For all other applicants:

For all other applicants that are not public bodies or international organisations, financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

³⁰ Art. 197 RAP

³¹ Art. 132 FR, 202 RAP

³² Art. 131, 132 FR, 202 RAP.

- the profit and loss account, the balance sheet for the past 2 years for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents;
- the financial capacity table provided for in the grant application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

In the event of an application grouping several applicants (consortium), the above thresholds apply by applicants.

If on the basis of the documents submitted, the financial capacity is not considered satisfactory, the EASME may:

- request further information;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- or reject the application.

8.2. Operational capacity³³

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed actions. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the project;
- where appropriate, a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
- in addition, applicants or the consortium as a whole, must have demonstrated experience in the areas related to one of the specific objectives stated in Section 2.2 and adequate technical (human resources, equipment, etc.) capacity to implement the respective actions.

The EASME may request further supporting documents to confirm the operational capacity.

³³ Art. 131 FR, 202 RAP

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

9. AWARD CRITERIA³⁴

Eligible proposals will be assessed on the basis of the following criteria:

- **Relevance** (minimum required 10 points - maximum 20 points):

Applicants should describe in a clear and comprehensive manner how the proposed project meets the objective(s) described under Sections 2.1. and 2.2. The scope of the project proposal should detail the starting point of the project, including an analysis of the limitations to overcome, and the target state to be achieved.

To ensure relevance in the context of EU policies and initiatives (see under section 1.3) in the Black Sea and the Mediterranean, the proposal should seek to build on the results of the recent studies and regional cooperation projects with IMP dimension funded by the EU, and possibly complement them.

- **Added value, innovation, and transferability** (minimum required 15 points - maximum 30 points):

Applicants should clearly demonstrate the added value of the proposed project for the development of the blue economy in the respective sea basin. The proposal should provide added value in terms of increased cooperation between maritime stakeholders and across IMP-related sectors. The proposal should also demonstrate its added value in terms of innovative solutions proposed to address issues at stake, existing gaps and shortages in the sea basin. The proposal should demonstrate how it will ensure the transferability of the results of the actions, how these can be used optimally by other stakeholders not participating to the projects, including in terms of improved capacity to exchange best practices. The applicant should demonstrate the above also for partners belonging to non-EU countries. Finally, the proposal should also demonstrate how increased integration between IMP-related sectors and transfer of knowledge can stimulate innovation and growth in the Mediterranean and/or Black seas.

- **Methodology and organisation** (minimum required 12.5 points - maximum 25 points):

Applicants should demonstrate how the organisation and management structure proposed will ensure to achieve the required quality, anticipate and manage risks and meet the deadlines within the established budget.

This includes the description of coordination mechanism amongst partners, clear identification of roles, the breakdown of the project in work packages and a risk management plan (including potential risks and mitigation measures), and the monitoring

³⁴ Art. 132 FR, 203 RAP

and assessment of planned actions and expected results. In particular, applicants should demonstrate that the proposed means and resources for implementing the project are cost-effective and sufficient to achieve expected results.

- **Sustainability and dissemination** (minimum required 12,5 points - maximum 25 points):

Applicants should describe the measures planned to ensure sustainability of initiatives developed, as well as how these will feed into and contribute to IMP development in the long term. The demonstrative (or pilot) feature of the project has to be clearly described as well, including in terms of cross-fertilization between the two sea basins.

Applicants should describe how they intend to disseminate and communicate the results and outputs of the project. The proposed project should contain a dissemination and communication plan detailing the applicants' approach for outreach to other IMP stakeholders.

Proposals ensuring regional outreach and including the involvement of partners belonging to neighbourhood countries will be favoured.

A maximum of 100 points will be awarded for the quality of the proposal. The minimum overall score required is 60 points and the minimum for each criterion is 50% of the point assigned for that criterion.

The EASME may call upon external experts in support of the assessment of the proposals.

10. LEGAL COMMITMENTS³⁵

In the event of a grant awarded by the EASME, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed first by the beneficiary (the coordinator in the case of a consortium) and returned to the EASME immediately. The EASME will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

- a) Non-cumulative award³⁶

³⁵ Art. 121 FR, 174 RAP.

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.³⁷

b) Non-retroactivity³⁸

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing³⁹

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources;
- income generated by the action;
- financial contributions from third parties;
- in-kind contributions from third parties.

In-kind contributions are non-financial resources made available free of charge by third parties to the beneficiary⁴⁰ and the corresponding costs are not eligible. They shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes. In-kind contributions shall comply with national tax and social security rules.

Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;

³⁶ Art. 129 FR

³⁷ Art. 196.4 RAP.

³⁸ Art. 130 FR

³⁹ Art. 125 FR, 183 RAP.

⁴⁰ Art. 127 FR

- or, in the absence of such documents, the costs generally accepted on the market in question.

d) Balanced budget⁴¹

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published in the Official Journal of the European Union on the Infor-euro website available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

e) Implementation contracts/subcontracting⁴²

Implementation contracts are intended to cover the purchase of services and/or goods, equipment etc. necessary for the implementation of the action.

Sub-contracting implies one or several applicants hiring a contractor following the applicants' internal procurement procedures, in order to carry out specific tasks or activities which form part of the action as described in the proposal (see also general conditions of the grant agreement).

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Sub-contracting must satisfy the conditions applicable to any implementation contract (as specified in articles II.9 and II.10 of the Grant Agreement) and the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁴³ or contracting entities in the meaning of Directive 2004/17/EC⁴⁴ shall abide by the applicable national public procurement rules.

⁴¹ Art. 196.2 RAP
⁴² Art. 137 FR, 209 RAP

f) Financial support to third parties

Financial support to third parties is not an eligible expenditure.

11.2. Funding forms⁴⁵

Funding takes the form of mixed financing.

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Eligible costs shall comply with general eligibility criteria for European Union Grants, i.e. costs shall be:

- Actually incurred by the beneficiaries during the duration of the project;
- Properly budgeted and included in the estimated budget of the project;
- Necessary to the fulfilment of the project's objectives and;
- Identifiable and verifiable.

The same criteria apply to the affiliated entities.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 80% of **eligible costs** taking into account the maximum grant amount referred to in section 4.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant.

➤ **Eligible costs⁴⁶**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- they are incurred during the duration of the action with the exception of costs relating to final reports and audit certificates;

⁴³ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

⁴⁴ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

⁴⁵ Art. 123 FR, 181 RAP.

⁴⁶ Art. 126 FR

- The period of eligibility of costs will start as specified in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- subsistence allowances (for meetings, conferences etc.) provided that these costs are in line with the beneficiary's usual practices,

- costs of travel (for meetings, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel,
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the EASME. As the purchase of equipment cannot be a core element in this project, it should remain exceptional, it must be justified in the proposal and it should not exceed 5% of the total eligible costs;
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the project, provided that the conditions laid down in the grant agreement are met. Should the value of the implementation contracts exceed 25% of the total value of the eligible budget, a justification must be provided in the proposal;
- costs arising directly from requirements linked to the implementation of the project (dissemination of information, specific evaluation of the action, translations, reproduction);
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- value added tax (VAT) that cannot be reclaimed by the beneficiary.

Eligible indirect costs (overheads)⁴⁷

A flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

➤ Ineligible costs

- return on capital;

⁴⁷ Indirect costs do not apply to operating grants.

- costs arising from sharing of costs and invoicing between beneficiaries;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the EASME charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure;
- VAT that can be reclaimed by the beneficiary

➤ Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action upon approval of the request for payment containing the following documents⁴⁸ including relevant supporting documents where appropriate:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred;
- where applicable, a certificate on the financial statements of the action and underlying accounts⁴⁹.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the agreement, the final grant will be reduced accordingly.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the EASME shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

⁴⁸ Art. 135 FR

⁴⁹ Art. 207.3 RAP

11.3. Payment arrangements⁵⁰

A pre-financing payment⁵¹ corresponding to 70% of the grant amount will be transferred to the beneficiary within 30⁵² days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The EASME will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the EASME through a recovery order⁵³.

11.4. Pre-financing guarantee⁵⁴

In the event that the beneficiary is a private entity and its financial capacity is not sufficient, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment. This is not necessary where the amount of the pre-financing is below € 60.000 (sixty thousand euro).

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. If the beneficiary is established in a third country, the EASME may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

⁵⁰ Art. 90, 135 FR, 207 RAP.

⁵¹ Art. 109, 110 RAP

⁵² Art. 92 FR

⁵³ Art. 109, 110 RAP

⁵⁴ Art. 134 FR, 206 RAP

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at:
http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the EASME⁵⁵

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The EASME will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁵⁶ if he/she is domiciled within EU or equivalent if domiciled outside EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the EASME. Details concerning the processing of personal data are available on the privacy statement at: <http://ec.europa.eu/easme/sites/easme-site/files/privacy-statement-calls-EASME.pdf>

⁵⁵ Art. 35, 128.3 FR, 21, 191 RAP.

⁵⁶ European Union Official Journal L 39, of 10 February 2007.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm,

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements set in section 5 and by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the EASME may contact the applicant for this purpose during the evaluation process⁵⁷. EASME will inform applicants in writing about the results of the selection process.⁵⁸

➤ Submission on paper

The application form is provided in annex to this Call for Proposals.

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 2 copies (one original clearly identified as such, plus 1 copy, and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address⁵⁹:

a) Sent by post or registered mail (date as postmark):

European Commission
EASME

⁵⁷ Art. 96 FR

⁵⁸ Art. 133 FR, 205 RAP

⁵⁹ Art. 195.3 RAP

Ref. EASME/EMFF/2015/1.2.1.7
B – 1049 Brussels

In this case, the evidence of the date of dispatch shall be constituted by the postmark.

b) **Express delivery service or hand-delivery against signature** (date as receipt):

European Commission
EASME
Mail Service
Ref. EASME/EMFF/2015/1.2.1.7
Avenue du Bourget 1
B-1140 Brussels

➤ Electronic copy

In addition to the submission on paper, the applicant is requested to submit an electronic copy of the proposal and all its annexes on a CD-ROM or USB-stick in the same envelope as the paper version.

Applications sent by fax or e-mail will not be accepted.

➤ Contacts

All questions related to the call may be sent by e-mail to: EASME-EMFF-calls@ec.europa.eu no later than 18 November 2015, indicating as subject title the call reference "EASME/EMFF/2015/1.2.1.7". Such questions, together with their answers, if of a general interest, will be published on:

<http://ec.europa.eu/easme/en/european-maritime-and-fisheries-fund>

In addition, important information for the applicants may, if need be, be published on this website. Applicants are thus strongly recommended to consult this website regularly.

15. ANNEXES

- 1 Application form with the financial capacity table and checklist of documents to be provided (Call for Proposals Annexes 1.a and 1.b)
- 2 Declaration on honour (to be signed by all the applicants)
- 3 Mono-beneficiary and multi-beneficiary model grant agreement
- 4 Estimated budget form (Grant Agreement Annex III)
- 5 Method for calculation of staff costs
- 6 Progress report template (Grant Agreement Annex Vb)
- 7 Final report template (Grant Agreement Annex Va)

- 8 Financial report template (Grant Agreement Annex VI)
- 9 Template for external audit statement (Grant Agreement Annex VII)
- 10 Mandate template (Grant Agreement Annex IV)