



EU-ACP Support Programme to Cultural Industries in ACP countries

ACP - 9ACP RPR 62 - 9th European Development Fund - EDF

CALL FOR PROPOSALS 2008

«APPLICANT'S GUIDE»

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Introduction

Disclaimer:

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Call for Proposals and the specifications accompanying thereof.

It will not replace provisions in the Practical Guide to Contract Procedures in EC External Actions or the Guidelines for Grant Applicants applicable to this Call for Proposals.

In case of discrepancy, the Guidelines are the only legally binding document.

The translation in English is based on the French original. In case of discrepancies, the French original is the only legally binding document.

This document provides practical guidance on how to complete and send the application form. It also contains information relevant to the application procedure that may be useful to applicants.

Before proceeding to completing and sending the application form, please ensure that you have carefully read the Guidelines for Grant Applicants accompanying the Call for Proposals, which may be consulted at: <http://www.acpcultures.eu>

How to apply and the procedures to follow

The application procedure is split in two phases:

PHASE I - Submission of proposals (deadline: Friday 28th November 2008):

Applicants will be requested to submit their proposals with a minimum of required documents, allowing verification of the formal eligibility criteria, their financial and operational capacity and assessment of the award criteria.

PHASE II - Submission of additional documents (deadline: maximum 15 days following the request of the ACP Secretariat):

Only applicants whose proposals have been previously selected will be invited by the ACP Secretariat to submit the supporting documents allowing further examination of their application form. In case pre-selected applicants fail to submit the requested documents within the set deadline, their application will be considered non eligible.

The main objective of the two-phase application procedure is:

- i) to limit the workload of applicants when submitting their proposals;
- ii) alert successful applicants that they are considered for an EC grant at a relatively early stage, thereby avoiding undue delays in the implementation of the selected projects;
- iii) let rejected applicants have an indication about the status of their application at an earlier stage during the selection process, thereby allowing them to look for other means of financing of their project, if they so wish.

The following table summarises the documents that must be submitted for each phase of the application:

PHASE I
Submission of Proposals (all applicants)
Deadline: Friday 28th November 2008
Applicants should submit their proposal with the following documents enclosed: <ul style="list-style-type: none">* Application form (Annex A to the Guidelines):<ul style="list-style-type: none">✓ Part A: Concept note.✓ Part B: Full Application form.* Annexes to Application form:<ul style="list-style-type: none">✓ Estimated Budget and Expected Sources of Funding (Annex B to the Guidelines).✓ Logical Framework (Annex C to the Guidelines).✓ Activities Report from the previous year (free format).

PHASE II	
Submission of supporting documents (pre-selected applicants only)	
Deadline: maximum 15 days following the request of the ACP Secretariat.	
Pre-selected applicants will be requested to submit the following documents:	
<ol style="list-style-type: none"> 1. The statutes or articles of association of the applicant organisation and of each partner organisation. This document should demonstrate the date the private legal entity was established in order to verify the period of registration (<u>at least two years for applicants and their partners</u>). 2. Legal Entity sheet (applicant only) conforming to the model attached in Annex E, duly completed and signed by the applicant, accompanied by the justifying documents requested therein: <ul style="list-style-type: none"> ✓ A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred below. ✓ A copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities. 3. A Financial Identification form conforming to the model attached in Annex F, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. 4. Copy of the applicant's latest accounts (the profit and loss accounts and the balance sheet for the previous financial year for which the accounts have been closed), to allow an assessment of his financial capacity (applicant only). 5. Letters of agreement or other documents proving the financial contribution from other institutions announced in the financial plan. 6. A copy of the Cooperation Agreement defining the technical and financial rights and obligations of each partnership member (for information). 7. The name, complete address and contact details of the audit firm that will carry out the verification referred to in Article 15.6 of the General Conditions. The selected audit firm must be a member of an internationally recognised supervisory body for statutory auditing. 	
<p><i>Attention:</i> These documents will be submitted upon request during phase II of the application procedure. Pre-selected applicants are strongly advised to take all necessary precautions in order to have all required documents prepared and sent within the set deadline.</p>	

PHASE I - Submission of proposals

(Deadline: Friday 28th November 2008)

Which actions can submit a proposal?

Action: An action (or project) is composed of a set of activities that may lead to the achievement of clearly specified objectives within a defined time-period and with defined budget.

This Call for Proposals will provide support to projects which, by the objectives, methodology and nature of the cooperation pursued, demonstrate an outlook that goes beyond local and national interests to develop synergies at intra-ACP (Africa - Caribbean - Pacific) level.

An applicant may not submit more than one (1) proposal under this Call for Proposals. The proposal must concern one Lot only.

Applicants should read carefully the objectives and priorities of the Call for Proposals, as well as the eligibility criteria for applicants, partners and proposed actions in the accompanying Guidelines.

Reminder:

Types of action

The Action must be of non-profit making. Grants may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over the costs incurred by the beneficiary.

Lot 1

➤ *“Multi-annual cooperation project”*: a multi-annual cooperation project is a project that has a minimum duration of 24 months and a maximum duration of 30 months, involving a minimum of cultural operators from a minimum of countries in the Programme. These are projects in partnership with a multiregional outlook, comprising a number of multi-annual cultural activities aiming to create a better structured and professionalized ACP cultural sector.

The proposed actions should therefore pursue the following objectives:

- Reinforce the capacities of existing cultural operators, professional organisations and networks active in fields interesting to ACP cultural industries from several ACP countries/regions, whose effects contribute to strengthening intra-ACP exchanges and/or;
- Reinforce the technical, artistic, management and commercial capacities of cultural operators through training, workshops, residence programmes.

Grants should reinforce, over a period of several years, the capacities of the involved operators. They must fall between 200.000 € (minimum) and 400.000 € (maximum). In addition, a grant may not exceed 80% of the total eligible cost of the action nor be for less than 55% of the total eligible cost of the action.

Lot 2

- “*Cooperation measures*”: cooperation measures are actions of a minimum duration of 12 months and a maximum of 18 months, involving a partnership of a minimum of cultural operators from a minimum of countries in the Programme. These are pilot innovative partnership actions in the field of cultural industries, of a shorter duration and smaller scale than multi-annual cooperation projects.

Projects may be sectoral or cross-sectoral in nature and must pursue the following objectives:

- Promote transnational mobility of people working in the cultural sector and the intra-ACP diffusion and circulation of information, artistic and cultural ACP works and products and/or;
- Enhance the value of the ACP cultural diversity (transnational themes).

Grants must fall between 100.000 € (minimum) and 200.000 € (maximum). In addition, a grant may not exceed 80% of the total eligible cost of the action and may not be for less than 55% of the total eligible cost of the action.

Sectors or themes:

- All aspects of cultural development, from creation, research or publishing, to production, dissemination, promotion, sensitization, distribution, exploitation, training, animation and preservation.
- All areas of cultural and artistic expression, except cinema and audiovisual (theatre, music, dance, oral and written literature, books and publishing, plastic and visual arts, applied art, performing art, material and immaterial heritage management, architecture, design, fashion, craft, cultural tourism and art professions...)
- All multi-disciplinary action or areas of transversal interest that could lead to the achievement of the objectives of this Call for Proposals.

Location

Actions must take place in one or more eligible States listed in the Guidelines:

- 3 geographical zones (Africa, Caribbean and Pacific).
- 6 ACP regions.
- 27 EU Member States and 78 eligible ACP States.

The final beneficiaries must always be the population from ACP countries. Cuba, South Africa and Overseas Countries and Territories (OCTs) fall under specific provisions (See Guidelines).

Priorities

- Actions involving the three ACP geographical zones (Africa, Caribbean and Pacific).
- Actions taking place entirely in ACP States (other than Cuba & South Africa).
- Actions carried out in partnerships where the applicant and the majority of its partners are from ACP States (other than Cuba).
- Actions containing specific added-value elements as promotion of gender equality and equal opportunities.

How to complete the Application form

Grant Application forms are available on the Internet at this address:
<http://www.acpcultures.eu>

The grant Application form comprises the following documents:

- Application form (Annex A to Guidelines):
 - ✓ Part A: Concept note.
 - ✓ Part B: Full Application form.
- Annexes to Grant Application form:
 - ✓ Estimated Budget and Sources of Funding (Annex B to Guidelines).
 - ✓ Logical Framework (Annex C to Guidelines).
 - ✓ Activities Report from previous year (free format).

The Application form must be written in one of the two working languages of the programme (English or French).

Application form must be typed. Handwritten applications forms will not be accepted.

Please keep all parts of the Application form as clean as possible and do not fold, staple or amend them with correction fluid.

Enter your data only in the fields provided for this purpose on the forms: do not type outside the boundaries or use more characters than the maximum indicated (as appropriate).

For questions requiring a choice between different boxes, please enter “X” in the appropriate box.

Key terms are defined on this applicant's guide in the different chapters of the Full Application form (Part B).

The definitions of the terms used in the present Guidelines are explained in the Glossary to the Practical Guide to contract procedures for EC external actions.

Additionally, other terms are defined in conformity to the glossary of the “Project Cycle Management Guidelines” published by the European Commission.

"Project Cycle Management Guidelines"

The manual aims to support good management practices through the identification and implementation stages of the projects. It also aims to promote consistency and clarity of approach, while allowing for the necessary operational flexibility.

For further information, it is advised that you consult the "Manual for applicants" published on the following website:

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

1. THE GRANT APPLICATION FORM: COVER PAGE.

For the information concerning the cover page, applicants must choose between different boxes either by ticking the appropriate boxes with an “X” or by filling in the blanks.

Attention:

Information on the cover page must be identical all along the Full Application form.

Name of the applicant. Action title and abbreviation

Write the applicant's name and title of the action as given in this application. Indicate the abbreviation of the action, if applicable.

Number of the Lot

Actions must concern one Lot only. Indicate the Lot in question with an “X”.

Attention:

Please note that eligibility criteria for each of the Lots set out in this Call for Proposals are different. Read the criteria applicable to each Lot carefully when making your choice.

Financial data

All the amounts must be given in € (Euro).

Reminder:

Minimum eligible EC cofinancement: 55 %

Maximum eligible EC cofinancement: 80 %

Multi-annual cooperation projects (Lot 1):

➤ minimum amount : 200.000 €

➤ maximum amount : 400.000 €

Cooperation measures (Lot 2):

➤ minimum amount: 100.000 €

➤ maximum amount: 200.000 €

Duration of the action

Insert the estimated duration of the action in full months. In case your project is selected, the estimated duration mentioned in the Application form might be modified to conform to the date of signature of the contract. The applicable conditions will be laid out in the Grant Contract.

Reminder:

Multi-annual cooperation projects (Lot 1): minimum 24 months and maximum 30 months.

Cooperation measures (Lot 2): minimum 12 months and maximum 18 months.

Location

Indicate in the appropriate boxes the names of all countries that will benefit from the action.

Reminder:

Actions must take place in one or more of the eligible States listed in the Guidelines for Grant Applicants, except Cuba and South Africa.

Domain(s) relevant to the project

Please tick as appropriate. You may not tick more than one box. If you select "Interdisciplinary" or "Other", you must specify the domains.

Main activities most relevant to the project

Please tick as appropriate. Indicate activity code, as appropriate. You may indicate as many activities as necessary.

Cooperating organisations

Attention:

Applicants must act with partner organisations as specified in the Guidelines. Read carefully the criteria for partnership, as well as the eligibility criteria for applicants and partners.

Please insert the names of all applicant organisations (applicants, partners and associates) for this application.

Please tick as appropriate to indicate whether the organisations are Public or Private Bodies.

Contact details

Write the applicant's contact details.

2. GRANT APPLICATION FORM: PART A. CONCEPT NOTE.

Attention:

Technical evaluation of the project will consist of two phases:

- Evaluation of the Concept note.
- Evaluation of the Full Application form.

Information on the Concept note must cover the main elements of the full application, especially those concerning the relevance of the action, merits and effectiveness, sustainability and viability. Information on the Concept note (Part A of the Application form) must keep consistency with the information provided by the applicant in the Full Application form (Part B of Application form).

Applicants are strongly advised to study the Full Application form before proceeding to draft the Concept note.

There is no specific template for the Concept note but the applicant has to ensure that the text of his Concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2cm margins;
- responds, in the same sequence, to the headings listed below and in the Application form. The applicant may provide any additional information that he may deem useful for the evaluation, but which might not have been specifically requested.
- Is drafted as clearly as possible to facilitate its assessment.

1. Relevance of the action

- Provide a general presentation and analysis of the problems and their interrelation at all levels.
- Identify clearly specific problems to be addressed by the action.
- Include a brief description of the target groups and final beneficiaries.
- Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular.
- Demonstrate the relevance of the proposal to the priorities and requirements presented in the Guidelines.

2. Description of the action and its effectiveness

Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:

- A description of the overall objective of the action, outputs and expected results;
- a description of the proposed activities and their effectiveness;
- involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.

3. Sustainability of the action

- Provide an initial risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by a relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
- Give the main preconditions and assumptions during and after the implementation phase.
- Explain how sustainability will be secured after completion of the action. This can include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

Reminder:

The evaluation of the Concept notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its feasibility and sustainability.

Please note that the evaluation will be based solely on the information provided by the applicant in the Concept note. Scores awarded to the Concept note will be independent of the scores given to the Full Application form.

Attention:

Please note that only Concept notes which have been awarded a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

3. GRANT APPLICATION FORM: PART B. FULL APPLICATION FORM.

Chapter I

1. Information on the Action - Description

Before drafting this text, please ensure that you have carefully read the chapters concerning the eligibility of actions (Guidelines, point 2.1.3).

Attention :

In case of selected proposals, this part will be annexed, as an integral part, to the Grant Contract. Please take the necessary time to prepare the information on this chapter.

1.1 Title and abbreviation of the action

Insert the action title as given in this application. Insert action abbreviation, if applicable.

1.2 Location

Enter the names of all geographical areas, regions, countries and cities concerned by the action in the boxes provided for this purpose.

1.3 Financial data

Enter the action financial data, expressed in €, in the boxes provided for this purpose.

1.4 Summary

Provide a brief description of the action.

Maximum one page.

The summary must be concise and clear to facilitate reading and allow a quick assessment of the contents and objectives of the proposed action and its compliance with the Programme. In principle, it should cover the main elements of the detailed description of the proposed action.

In accordance with the duties of publicity and promotion, the ACP Secretariat and the European Commission may decide to publish on their websites or on the Programme's website the summary, as well as any other information regarding the selected projects (such as the amount of the community grant, name of beneficiary, title of the proposed action...). Drafting should therefore be as clear and concise as possible.

1.5 Objectives

Overall objective: The Overall Objective explains why the project is important to society, in terms of the longer-term benefits to final beneficiaries and the wider benefits to other groups. It also helps to show how the project/programme fits into the regional/sector policies of the government/organisations concerned and of the EC, as well as into the overarching policy objectives of EC cooperation. The Overall Objective will not be achieved by the project alone (it will only provide a contribution), but will require the contributions of other programmes and projects as well.

Project purpose: The central objective of the project. The Purpose should address the core problem(s) and be defined in terms of sustainable benefits for the target group(s). For larger/complex projects there can be more than one purpose (i.e. one per project component).

Describe the overall objective(s) to which the action aims to contribute towards and the purpose that the action aims to achieve.

Maximum one page.

Note: objectives must be clearly defined and limited in number (i.e. maximum 3).

1.6 Relevance of the action

Problem analysis: A structured investigation of the negative aspects of a situation in order to establish causes and their effects.

Beneficiaries: Those who benefit in whatever way from the implementation of the project. Distinction may be made:

(a) *Target group(s)*: the groups/entities that will be directly positively affected by the project at the Project Purpose level.

(b) *Final beneficiaries*: those who will benefit from the project in the long term at the level of the society or sector at large. i.e. «*children*» thanks to the increase of the expenditure on health and education, or «*consumers*» due to the improvement of the agricultural production and of the commercialisation of agricultural products.

Relevance: The appropriateness of project objectives to the real problems, needs and priorities of the intended target groups and beneficiaries that the project is supposed to address, and the physical and policy environment within which it operates.

Applicants must address all the aspects listed in the Application form. The text must present all the problems to be addressed, beneficiaries, constraints and needs perceived, as well as the proposed solutions, the relevance of the proposed action in relation to the objectives of the Programme and the Call for Proposals as well as any other relevant elements.

The text should not exceed 3 pages.

Before drafting this text, applicants are encouraged to read carefully the chapters on the Guidelines concerning the background, objectives and priorities of the grant scheme (Point 1.1 and 1.2).

Attention:

Please note that if the overall score is less than 20 points for sector 2 (Relevance) of the evaluation grid, the Evaluation Committee will reject the proposal.

1.7 Detailed description of the action and its effectiveness

Activities: These are the actions (tasks) that have to be taken to produce results.

Effectiveness: The contribution made by the project's results to the achievement of the project purpose.

Objectively Verifiable Indicators: Measurable indicators that will show whether or not objectives have been achieved. They provide the basis for designing an appropriate monitoring system.

Intervention logic :

IF we wish to contribute to the overall objective, THEN we must achieve the purpose

IF we wish to achieve the purpose, THEN we must deliver the specified results

IF we wish to deliver the results, THEN the specified activities must be implemented ; and

IF we wish to implement the specified activities, THEN we must apply identified inputs/resources.

Results: The results are the tangible products/services delivered as a consequence of implementing a set of activities.

Sources of verification: They form the third column of the log frame and indicate where and in what form information on the achievement of the overall objectives, the project's purposes and the results can be found (described by the objectively verifiable indicators). They should include summary details of the method of collection, name the person responsible is and how often the information should be collected and reported.

Applicants must address all the aspects listed in the Application form. The detailed description of the action must indicate clearly the overall objective and the purpose of the proposed action, foreseen activities and expected outcomes, as well as any other information eventually deemed relevant.

When preparing this text, applicants must not forget to address other questions concerning specific aspects of the proposed action (such as communication and promotion activities / communication strategy).

Do not forget to provide objectively verifiable indicators.

Maximum 14 pages.

1.8 Methodology

Evaluation: A periodic assessment of the efficiency, effectiveness, impact, sustainability and relevance of a project in the context of stated objectives. It is usually undertaken as an independent examination with a view to drawing lessons that may guide future decision-making.

Monitoring: The systematic and continuous collecting, analysis and using of information for the purpose of management and decision-making.

Means: means are physical and non-physical resources (often referred to as « Inputs ») that are necessary to carry out the planned activities and manage the project. A distinction can be drawn between human resources and material resources.

Subcontractor: organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action.

Applicants must describe the methodology proposed for implementation of the action by addressing all the aspects listed in the Application form. The text must clearly set out the methods of implementation, complementarities and synergies with other initiatives, the procedures for follow up, monitoring and evaluation, the role of the various actors and the proposed team, the means proposed for the implementation of the action and other relevant elements.

Subcontracted activities must be described in this section, if applicable, as well as the necessary activities to assure an optimal coordination among members of the partnership during the duration of the project (i.e. missions, committees, internal coordination meetings...).

Maximum 4 pages.

1.9 Duration and indicative action plan for implementing the action

Activity schedule: Visual representation setting up the timing, sequence and the expected duration of the action. It also helps to identify milestones for monitoring progress and provides a basis for allocating the responsibility for achievement of milestones.

The action plan (activity schedule) will be drawn up using the model attached to the Application form.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity.

The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods. A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments.

The action plan shall be coherent with the different activities described in section 1.7. Please indicate the organisation responsible for the implementation of each activity (the applicant or one of his partners, associated or subcontractors).

Any month (or interim period) without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

Attention :

The eligibility period for co-funded actions will not start until the Grant Contract has been signed by both parties (estimated by the first quarter of 2009).

No grant may be awarded retroactively. Expenditure incurred prior to the date of signature of the relevant contract will not be eligible for financing.

All actions financed by the programme must finish by 31st December 2012 at the latest.

Thus, the indicative action plan may not prejudge a specific start up implementation date. To this end, it may not make reference to specific dates, but simply show « month 1 », « month 2 », etc.

Applicants are advised to base the estimated duration for each activity and total period on the most probable duration and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

Reminder:

Duration of the Multi-annual cooperation projects may be neither lower than 24 months (2 years) nor exceed 30 months (2.5 years).

Duration of the Cooperation measures may be neither lower than 12 months (1 year) nor exceed 18 months (1.5 years).

1.10 Sustainability of the action

Sustainability: Likelihood of benefits of the project to continue after external funding ends. Key factors for sustainability are: (i) ownership by beneficiaries; (ii) policy support/coherence; (iii) appropriate technology; (iv) environmental aspects; (v) socio-cultural factors; (vi) gender equality; (vii) capacity; et (viii) economical and financial sustainability.

Assumptions: External factors which could affect the progress or success of the project, but over which the project manager has no direct control. They are formulated in a positive way, e.g.: « reform of penal procedures successfully implemented ». If formulated as negative statements, assumptions become « risks ».

Risks: The risk is the probability that an event or an action may adversely affect the achievement of project objectives or activities. Risks are composed of factors internal and external to the project, although focus is generally given to those factors outside project management's direct control.

Impact: Positive and negative effects of the projects on its wider environment and its contribution to the sector objectives summarised in the project's overall objective and to the achievement of the overarching policy objectives of the EC.

Applicants must provide a detailed description of all the factors contributing to ensure the sustainability of the proposed action by addressing all the aspects listed in the Application form. The detailed description will set out clearly the risks, mitigation measures, preconditions and assumptions for the implementation of the action.

Maximum 3 pages.

1.11 Logical Framework

The Logical Framework should be thought of as an *'aid to thinking'*. It allows information to be analysed and organised in a structured way, so that important questions can be asked, weaknesses identified and decision makers can make informed decisions based on their improved understanding of the project rationale, its intended objectives and the means by which objectives will be achieved.

The Logical Framework approach is an analytical *process* (involving stakeholder analysis, problem analysis, objective setting and strategy selection).

The Logical Framework Matrix provides the documented *product* of the analytical process.

The Logical Framework Matrix consists of a matrix with four columns and four (or more) rows, which summarise the key elements of a project plan, namely:

- The project's hierarchy of objectives (Project Description or Intervention Logic);
- The key external factors critical to the project's success (Assumptions); and
- How the project's achievements will be monitored and evaluated (Indicators and Sources of Verification)

The Logical Framework also provides the basis on which resource requirements (inputs) and costs (Budget) are determined.

Please fill in Annex C to the Guidelines for Grant Applicants.

For further information on the Logical Framework, it is advised to consult the "Project Cycle Management Guidelines" published by the European Commission and available on the following Internet address:

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

2. Information on the Action - Estimated Budget

Budget: The schedule which breaks down the contract value according for the entire action to the different items or services, stating the fee rate, unit prices and lump sums for each item provided.

Costs: translation into financial terms of all the identified resources («means»).

Please fill in Annex B to the Guidelines for Grant Applicants with all the information relevant to your project.

All amounts must be given in € (Euro).

Attention :

Please note that two different Excel worksheets must be presented in accordance with Annex B to the Guidelines for Grant Applicants :

- Worksheet 1 - Budget for the action: Expenditure (eligible for EC funding).
- Worksheet 2 - Expected sources of funding: Income (including requested EC grant).

The expenditure and income parts of the Budget must be balanced
(expenditure = income)

Attention :

In case your project is selected, please note that both worksheets will be attached as an integral part to the Grant Contract. It is therefore in the applicant's interest to take sufficient time to provide a realistic and cost-effective budget.

Prior to signing the contract, the proposed budget will be corrected to remove any arithmetical errors or ineligible costs. Other clarifications or minor corrections may be brought to the budget in so far as they would not call into question the grant award decision or be contrary to the equal treatment of applicants and:

- Relate to aspects clearly identified by the Evaluation Committee; or
- Aim at taking into consideration the changes which have occurred since the date of receipt of the proposal

Those modifications may in any case not lead to an increase of the amount of the grant nor of the percentage of the co-financing fixed by the Evaluation Committee.

Worksheet 1: Budget for the action

Please fill in Worksheet 1 of Annex B to the Guidelines for Grant Applicants.

Before proceeding to completing the estimated Budget, please make sure that you have read carefully all the relevant passages corresponding to cost eligibility (Guidelines, point 2.1.4).

The expenditure part must clearly indicate the costs that may lay claim to financing from the Community budget. Costs must be based on real costs and cannot take the form of lump sums.

They must exclude value added tax (VAT), only in cases where the applicant organisation is able to recover VAT.

Attention:

The estimated Budget must cover all the action's eligible costs and not only the requested EDF contribution.

Description of the items should be sufficiently detailed and should show each of their main components.

Based on the indications provided, the number of units and unit rate should be specified for each component.

Lump sums will not be accepted except for sections 8 and 10 («Contingencies» and «Administrative costs»), calculated on the basis of a percentage of the eligible direct costs.

1. Section «Human resources»

1.1 and 1.2. Salaries.

This budget chapter includes costs of the staff employed in order to implement the project (e.g. administration, co-ordination, secretarial support...).

Staff cost shall mean any payment made to a person attached to a member of the partnership or working on a regular or recurrent basis for the project. Staff costs shall be calculated on the basis of the actual salary/fee of the employee/service provider, multiplied by the number of months/days to be spent on the project.

This calculation must include all the costs normally borne by the employer, such as social security charges and other salary-related costs.

When making your calculations, please take into consideration the following:

- Staff costs should be in line with the usual practice of your organisation.
- Expenditure in connection with staff working on the project (directly and exclusively, or partially, in which case only the relevant percentage would be eligible) must be proved on the evidenced of job descriptions, time-sheets, secondment agreements (civil servants), and/or other means.

- Applicants can add to the section as many entries to the sub-sections (by post description) as necessary employees assigned to the action.

1.3 Per Diem rates for missions/travel

This budget chapter includes only costs of travel expenses and subsistence (accommodation - daily allowance) in connection with the implementation of the action.

When making your calculations, please take into consideration the following:

- Travel and subsistence (accommodation - daily allowance) costs should be in line with the usual practice of your organisation.
- Indicate the countries where the per diems are incurred, and the applicable rates.
- Per Diem rates must not exceed the rates approved by the European Commission.
- Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses.

For you information, the rates approved by the European Commission with regard to daily allowance and accommodation per country can be found at:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

Attention:

Applicants should include in the Budget the necessary resources to allow for the coordinator to participate to thematic/accompanying meetings about the implementation of grant contracts, organised by the ACP Secretariat in Brussels (headquarters of the ACP Secretariat).

2. Section « Travel »

Indicate place of origin and destination.

Applicants must add as many entries to the sub-sections as necessary travels for the implementation of the action (i.e.: for destination, mission, responsible persons ...).

Attention :

Applicants should include under Budget section 2.3 an amount to allow for the coordinator to participate at least once a year, to thematic/accompanying meetings about the implementation of grant contracts, organised in Brussels (headquarters of the ACP Secretariat) by the ACP Secretariat. An amount of maximum 5.000 € per year must be entered under the Budget sections 1.3.4 and 2.3.

3. Section «Equipment, supplies and furniture»

This budget chapter includes costs for acquisition or rental of vehicles, informatics' equipment, spare parts / equipment for machines and other equipment or supplies necessary for the implementation of the project.

Applicants must add as many entries as there are items of equipment (per description) necessary for the proposed action.

Attention :

Expenditure relating to investment in facilities or the purchase of equipment should only account for a minor proportion of the total eligible costs, and in any case should represent no more than 15% of these.

Depreciation of equipment: depreciation rules should be used in case of purchase of equipment. Only the portion of equipment's depreciation corresponding to the eligibility period of the project and the rate of actual use for the purposes of the project may be taken into account as an eligible «*direct cost*». Depreciation rules to be used must correspond to the fiscal and accounting provisions applicable to the applicant and must be defined in the Application form.

4. Section «Office»

This budget chapter comprises all the costs of functioning offices of the applicants and partners directly assigned to the implementation for the action (office furniture, consumables, telecommunications, electricity, heating, rent of offices, maintenance and depreciation of equipment).

When completing this budget chapter, please pay attention to the following:

- It relates to hire of premises used exclusively for the implementation of the project activities (i.e. exhibition space, theatre, coordination offices etc.).
- Purchases of land or buildings state are not eligible in principle, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners by the end of the action.

5. Section «Other costs, services»

This budget chapter includes cost incurred in connection with product of the project (i.e. books, newsletters, DVDs, CD-ROMs, videos, Internet websites, etc.), as well as in connection with distribution and dissemination activities as part of the project (e.g. postage, packaging, promotion, press, advertising, etc.), studies and research papers, audit, evaluation, translation, financial services, costs in connection with conferences, seminars/workshops etc.

Reminder:

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

The costs for subcontracted services (maximum 10% of total eligible costs) must be listed, if applicable, under this item.

Please specify by adding to the subsections as many lines as services or subcontracted services (by description) are required for the implementation of the action.

Attention:

Applications should include a communication and visibility strategic plan both in the Full Application and the Budget. Communication activities must be described in section 1.7 of the Application form concerning the description of the action.

Applications should include under section 5.3 of the Budget, the necessary resources to allow the verification of the Action's expenditure by an approved external auditor, who is a member of an internationally recognised supervisory body for statutory auditing (Audit Firm). A certificate on the financial statements shall be attached to any request for the execution of interim payments and payment of the balance of a grant.

Applications should include a planning, as well as the necessary human resources and budget for a monitoring and evaluation system. Monitoring and evaluation activities must be described in section 1.8 of the Application form concerning the methodology proposed for implementation of the action.

Attention:

When calculating the figures regarding the costs of seminars, conferences, workshops, please take into consideration the following:

- There are two rates applicable based on the origin of participants: «local» for participants residents in the country in which the conference/seminar/workshop takes place and «international» for participants residents in a country other than the country in which the conference/seminar/workshop takes place.

Attention:

Lump sums will not be accepted.

6. Section «Other»

Please specify by adding as many entries (by description) as other costs are necessary for the implementation of the proposed action.

8 And 10. Section «Contingencies» and «Administrative costs»

These budget chapters only cover general administrative costs connected with the implementation of the action, as well as a contingency reserve.

Attention:

The contingency reserve may not exceed 5% of the direct eligible costs. It can only be used with the prior written authorisation of the ACP Secretariat.

A lump sum not exceeding 7% of the total amount of eligible cost of the action may be included as indirect costs in the Budget of the action. These costs concern administrative overheads generated by the implementation of the action and should not overlap with any of the budgeted items.

3. Information on the Action - Expected sources of funding

Contribution in kind: any contribution made towards the project, which is not paid by the applicant and its partners. It could be contributions in the form of durable capital goods, raw materials, and unpaid charity work. It could be contributions equivalent to the cost of purchase, lease, rental or hire of land, of buildings or other real state, etc.

Attention:

Any contributions in kind, which do not represent actual expenditure, are not eligible costs.

The contributions in kind may not be treated as co-financing by the Beneficiary.

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

Notwithstanding to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be described in the narrative part of the Application form and the relevant item in the budget.

Worksheet 2: Expected sources of funding/Income.

Please fill in Worksheet 2 of Annex B to the Guidelines for Grant Applicants.

The total estimated Budget must be always in balance (expenses= income).

When completing this part of the Budget, please pay attention to the following:

- The amount of the financial contribution of the applicant and each partner under « self-financing » must be own funds or raised and secured funds specifically for the project.
- The EC grant sought under section «European Commission/EFD contribution sought» must not exceed 80% of the total eligible budget nor be for less than 55 %.
- Contributions from other organisations or institutions must show clearly under the section «Contributions from other... ».
- Income generated by the project activities (i.e. ticket sales, sale of publication, registration fees, etc) must not in any way be considered as own or raised funds. They must appear under the section «Direct Income of the Action».
- Contributions in kind must, if applicable, appear under the section « Contributions in kind», and must not contribute to the calculation of the total expected sources of funding.

Reminder:

An EC grant may not be for less than 55 % of the total eligible costs of the action.

In addition, no grant may exceed 80 % of the total eligible costs of the action.

The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

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

For Multi-annual cooperation projects (Lot 1):

- minimum amount : 200.000 €
- maximum amount : 400.000 €

For Cooperation measures (Lot 2):

- minimum amount : 100.000 €
- maximum amount : 200.000 €

Attention:

Pre-selected applicants will be requested to submit a copy of the Letters of Agreement or other documents proving the financial contribution from other institutions as announced in the financial plan.

4. Information on the Action - Experience in similar Actions

Please provide a detailed description of actions managed by your organisation over the past three years.

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which you are requesting a grant.

Maximum 1 page per action.

Attention:

This information must be consistent with the Activities Report attached to the Application form.

Chapter II

Before proceeding to completing this part, please make sure that you have read carefully all the relevant passages corresponding to applicant's eligibility (Guidelines, point 2.1.1).

Attention:

Applicants who have been provisionally selected will be contacted by the ACP Secretariat to supply supporting documents in order to allow identifying the name of the private legal entity, the address of the head office and the registration number given to it by the national authorities, as well as verifying the eligibility of the applicants.

1. Information on the applicant - Identity

Applicant: the organisation responsible for submitting the application. It will be the signatory («Beneficiary») of the Grant Contract if the application is selected for a grant.

Attention:

Should there be any changes in your contact details at any moment during the selection procedure, please communicate immediately your new contact details, clearly indicating your application reference number, to the following address:

Programme Management Unit (PMU)
ECO- European Consultants Organisation
Support Programme to Cultural Industries in ACP countries
Chaussée de la Hulpe, 150
1170 Bruxelles - Belgique
Fax. 00 32 (0)2 7924906

Organisation legal name

Write the official name of the organisation (the name under which the organisation is registered). The same official name should be used in all documents relating to this application.

Number of Legal Entity Sheet / Number of contract in process

The European Commission (EC) has recently set up a database identifying each organisation to which EC funding has been awarded. This database is fed from the Legal Entity Sheets filled in by each beneficiary of European funding.

Once the European funding has been awarded, the EC services proceed to verifying the information in the Legal Entity Sheets on the basis of justifying documents (as the statutes for example) provided by the potential beneficiary. After verification, the EC assigns a Legal Entity Sheet number to the organisation in question. This is a unique number valid for all transactions with the EC.

If you have already signed a contract with the EC and been assigned a Legal Entity Sheet number, specify the numbers of both the Legal Entity Sheet and the contract.

Attention:

If you have not signed a contract with EC, leave this information in blank.

Abbreviation

Abbreviated name of the organisation (no longer than 20 characters), if applicable. The same short name must be used in all documents relating to this application.

Registration number

It is the number under which the organisation is registered in the national official trade register.

Date of registration

Reminder:

In order to be eligible for a grant, applicants must:

- Be legal persons and have been registered for a minimum period of two years.

Legal address data

Fill in only the fields forming your complete postal address. If the address is specified by an indicator of location other than a street name and number, please insert this instead.

Attention:

Preselected applicants will be requested to submit a copy of any official document or relevant act legally relevant for the country (i.e., a copy of the official gazette or the trade register) allowing to identify the name of the legal entity, address of the head office and the registration number given to it by the national authorities and proving the date of registration of the private legal entity in order to verify the years of registration.

Country of registration

Reminder:

In order to be eligible for a grant, applicants must:

- Be national (place of legal seat) of a Member State of the European Union or of an eligible ACP State.

Are not eligible as applicants:

- Operators from Cuba.

Eligible countries are listed on the chapter concerning the applicant's eligibility criteria (Guidelines, point 2.1.1).

Attention:

In case the proposed action is preselected, the statutes of the applicant, which will be requested, should certify that the organisation has been established by a instrument governed by the internal law of the country concerned.

In this respect, any legal entity whose statutes have been established in another country but which has been registered locally, even if in possession of a “Memorandum of Understanding”, cannot be considered as an eligible local organisation.

E-mail address of the Organisation

Write e-mail address.

Attention:

Please note that priority will be given to communication with the PMU via e-mail.

Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111).

Website of the Organisation

Write your Internet website, if applicable.

2. Information on the applicant - Profile

Example of legal status: Limited Society, Non Profit Organisation, Private Society of Limited Responsibility, Cooperative Society, Non-Governmental Organisation...

Public body:

Under this Call, a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these cost are financed from public sector funds raised through taxation, fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Public owned corporation:

Under this Call, a public-owned corporation is a legal entity created by a government to exercise some of the powers of the government. Publicly owned corporations differ from direct administration in that they have greater commercial freedoms and are expected to operate according to commercial criteria.

Reminder:

In order to be eligible for a grant, applicants must:

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary;
- belong to one of the following categories: non-governmental organisations or private sector operators;
- have a legal status, whose principal activity is in the cultural sphere.

This Call for Proposals is open to non-governmental organisations, cultural enterprises, private education or research institutions and other private entities, provided that the project is non-profit making and they meet all the eligibility criteria.

Category

Reminder:

Are NOT eligible as applicants:

- Natural persons.
- International organisations (intergovernmental).
- Public bodies or public-owned corporations.
- Local authorities.

In the «Private sector» column, please tick the box corresponding to the category to which your organisation belongs. Do not tick several boxes.

Attention:

Preselected applicants will be requested to submit a copy of any official document or act legally relevant for the country (i.e. a copy of the official gazette or the trade register) proving that the legal private entity has been established.

Sector(s)

Please tick the box for each sector your organisation has been active in. If applicable, you can tick several boxes.

Cultural domain

Please tick the box corresponding to the domain more relevant to the proposed action in relation with the experience of your organisation. If you select “Interdisciplinary” or “Other” you must specify the domains.

Target group(s)

Tick the boxes corresponding to the target group(s) your organisation has been active with. If applicable, you can tick several boxes.

3. Information on the applicant - Capacity to manage and implement actions

Attention:

Please note that if the total score is less than 12 points in section 1 (Financial and Operational Capacity) of the Evaluation Grid, the Evaluation Committee will reject the proposal.

Experience by sector / cultural domain(s)

For each sector/cultural domain selected in point 2.2, please mention the domain and tick the corresponding boxes.

Experience by Geographical area (country or region)

Region: a geographical entity comprising more than one country (under this Call).

For each area, please tick the corresponding box.

Cross-reference of experience by Sector and by Geographical area

For each sector/cultural domain selected in point 2.2, please mention the domain and tick the corresponding boxes.

Financial data

For each corresponding year (indicated as N, N1, N2, etc), please ensure you provide accurate and exhaustive information based on profit and loss account and the balance sheet of the organisation.

Attention:

If the action is preselected, a copy of the applicant's latest accounts (profit and loss account and the balance sheet for the previous financial year) must be submitted.

Funding sources

Indicate the regular funding sources. For any relevant financial year (indicated as N, N1, N2, etc), please ensure to provide accurate and exhaustive information.

Number of staff

Please tick one option for each type of staff.

4. Information on the applicant - List of the management board/committee

Please indicate name, profession, position, country of nationality and the seniority of the members of the organisation on the management board/committee.

Chapter III

Before proceeding to completing this part, please make sure that you have carefully read all the relevant passages corresponding to partner's eligibility (Guidelines, point 2.1.2).

1. Information on the partners - Description

Partnership: the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action.

Partner: member organisation of the partnership other than the applicant.

Dependencies between participant organisations:

Two organisations (legal entities) are dependent on each other where there is a controlling relationship between them. To be regarded as independent, a legal entity must not be in a controlling relationship with another legal entity.

A controlling relationship shall exist where one legal entity directly or indirectly controls the other or one legal entity is under the same direct or indirect control as the other

Legal entity *A* controls legal entity *B* if:

➤ *A*, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of *B*,

Or

➤ *A*, directly or indirectly, holds in fact or in law the decision-making power *B*.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

This section must be completed for each partner organisation. You must make as many copies of this table as necessary to create entries for more partners.

Reminder:

Applicants must act with partner organisations as specified hereafter:

- There is no upper limit to the number of partners involved in the project.
- The participation of partners from Member States of the EU is not imperative.
- The number of partners from the ACP States (place of legal seat) must always be greater than the number of partners from EU Member States.
- Applicants from ACP States must always act in a partnership composed of ACP organisations from at least three (3) different ACP States, from at least two (2) different ACP regions.
- Applicants from a Member State of the EU must always enter into a partnership with at least three (3) partner organisations from different ACP regions of at least two (2) different ACP geographical zones within the three beneficiary zones (Africa, Caribbean and Pacific).

Important:

Organisations that have branches in different countries are considered as one entity and cannot use their branches as partners, but must create a partnership with other independent organisations.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary (applicant).

Partners must therefore satisfy the same eligibility criteria as applicants.

Reminder:

Partners must fulfil the following criteria:

- be directly responsible for the preparation and management of the action, not acting as an intermediary and;
- be legal persons and have been registered for a minimum period of two years and;
- belonging to one of the following categories: non-governmental organisations or private sector operators and ;
- have a legal status, whose principal activity is in the cultural sphere and;
- be national (place of legal seat) of a Member State of the European Union or an eligible ACP State.

Full legal name

Write the official name of the partner (the name under which the organisation is registered). The same official name should be used in all documents relating to this application.

Registration date

Attention:

Selected applicants will be requested to submit a copy of any official document or legally relevant act in internal law of the country (i.e. excerpts of the official gazette or of trade register...) proving the date the private legal entity has been established in order to verify the years of registration of their partners.

Legal name

Reminder:

Are NOT eligible partners:

- Natural persons.
- International organisations (intergovernmental).
- Public bodies or public-owned corporations.
- Local authorities.

Attention:

In case the proposed action is preselected, the statutes of the partners, which will be requested, should certify that the organisation has been established by an instrument governed by the internal law of the country concerned.

In this respect, any legal entity whose statutes have been established in another country but which has been registered locally, even if in possession of a “Memorandum of Understanding”, cannot be considered as an eligible local organisation.

Legal address data

Fill in only the fields forming your complete postal address. If the address is specified by an indicator of location other than a street name and number, please insert this instead.

Attention:

Preselected applicants will be requested to submit a copy of any official document allowing identification of the name of the private legal entity, address of the head office and the registration number given to it by the national authorities.

Registration country

Eligible countries are listed in the chapter concerning the applicant's eligibility (Guidelines, point 2.1.1).

Contact person

Write the title and name/surname of the contact person

Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111).

E-mail address

Write e-mail address.

Please note that priority will be given to communication with the PMU via e-mail.

Number of staff

Please tick one option for each type of staff.

Other relevant resources

Describe if applicable.

Experience of similar actions

Only experience relevant to the project.

History of cooperation with the applicant

Brief description, if applicable.

Role and involvement in preparing the proposed action

Brief description. Each member of the partnership must have a precise and clearly identified role in the planning of the action.

Role and involvement in implementing the proposed action

Brief description. Each member of the partnership must have a precise and clearly identified role in the implementation of the action.

Grant applications submitted (or are about to be submitted) to the other European Institutions or EDF Programmes in the current year

If the partner organisation has submitted or is in the process of submitting a proposal under another European Community programme and/or another EU institution, please insert the relevant information.

2. Information on the partners - Partnership statement

Attention:

The Application form must be accompanied by a Partnership Statement duly signed and dated by each partner in accordance with the attached template.

The Partnership Statement must be reproduced as many times as needed for each partner.

Attention:

For preselected proposals, a copy of the Cooperation Agreement defining the technical and financial rights and obligations of each partnership member will be requested. A clear written allocation of responsibilities and a balanced distribution of expenses will contribute to the partnership's success.

This is a common document signed by the applicant and the partners describing precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each participant (including the applicant) in the design and implementation of the project, as well as the amount of their financial contribution and the foreseen activities to assure an optimal coordination among members of the partnership.

The Agreement will be an internal document of the partnership and will be submitted to the Contracting authority for information, for proposals that have been provisionally selected.

Chapter IV

Before proceeding to completing this part, please make sure that you have read carefully all the relevant passages corresponding to associates eligibility (Guidelines, point 2.1.2).

Information on the associates of the applicant

This section must be completed for each associated organisation. You must make as many copies of this table as necessary to create entries for more partners.

Associate: Organisation that plays an active role in the action but which cannot benefit from funding under the grant.

Do not mistake associates with possible subcontractors.

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs.

Attention:

Associates do not have to meet the eligibility criteria referred to in section 2.1.1.

Associates cannot be considered as partners and must not sign the Partnership Statement.

Full legal name

Write the official name of the associate (the name under which the organisation is registered). The same official name should be used in all documents relating to this application.

Country of Registration

Reminder:

Please note that the entities of countries that are not included in the list of eligible States, can participate in the project as «associates».

Legal status

Reminder:

Please note that entities non-eligible under paragraph 2.1.1 (2) can participate in the project as «associates»:

- Natural persons.
- International organisations (intergovernmental).
- Public bodies or public-owned corporations.
- Local authorities.

Official Legal address

Fill in only the fields forming your complete postal address. If the address is specified by an indicator of location other than a street name and number, please insert this instead.

Contact person

Write the title and name/surname of the contact person

Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-(0)2-2991111).

E-mail address

Write e-mail address.

Number of employees

Please indicate the number of employees relevant for the implementation of the action.

Other relevant resources

Describe if applicable.

Experience of similar actions

Only the experience relevant to the project.

History of cooperation with the applicant

Brief description, if applicable.

Role and involvement in preparing the proposed action

Brief description.

Role and involvement in implementing the proposed action

Brief description.

Chapter V. Checklist

Before sending the application, please ensure it complies with all the criteria set in the Call for Proposals by completing this checklist.

All the proposals submitted by the applicants will be subject to an administrative check before the evaluation.

In addition to the respect of the deadline for reception of applications, the criteria mentioned in the checklist will be examined.

Any error related to the points listed in the Checklists or any major inconsistency in the Application form (e.g. the amounts mentioned in the Budget are inconsistent with those mentioned in the Application form) may lead to the rejection of the proposal.

Attention:

During the administrative check, it will be assessed if the Application Form satisfies all the criteria mentioned in the Checklist. If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

The Checklist (Section V Part B of the grant Application form) must be stapled separately and enclosed in the envelop containing the proposal.

Chapter VI. Declaration by the applicant

This document must be duly completed and signed by the legal representative of the applicant.

This document attests as to the conformity of the legal status of the applicant to the eligibility criteria laid down in the Guidelines of the Call for Proposals.

The document attests as to the following:

- The accuracy of the information quoted in all Parts and Annexes of the Application form;
- the role of the applicant organisation in the design (conceptual role) and the operation (implementation role) of the proposed action;
- the financial contribution of the applicant organisation to the total estimate Budget (self-financing);
- the operational and financial capacity of the applicant organisation to complete the proposed action;
- the obligations of the applicant organisation with regard to publicity and promotion;
- that the applicant organisation is not in any of the situations in Articles 93 (1) and 94 of the EC Financial Regulation;
- the obligation of the applicant organisation with regard to double EC funding.

Attention:

The Declaration by the applicant (Section VI Part B of the grant Application form) must be stapled separately and enclosed in the envelop containing the proposal.

Chapter VII. Assessment grid

Evaluation Committee: A committee made up of an odd number of members (at least three) with the necessary technical and administrative expertise to give an informed opinion on grant applications.

Use of assessors: When the proposals received are particularly numerous or highly technical, it may not always be possible for the Evaluation Committee to examine each one in detail. If necessary, all or part of this detailed examination may be carried out by assessors so that the Evaluation Committee may conduct its deliberations on the basis of their assessments.

For your information.

For a better understanding of the evaluation process, please carefully read chapter 2.3 of the Guidelines for Grant Applicants. The evaluation will be carried out according to the evaluation criteria stipulated in the Guidelines.

During their evaluation, proposals must pass a four-step process:

1. Opening session and Administrative check
2. Evaluation of the Concept note
3. Full evaluation of applications forms
4. Eligibility check of the applicants and partners

4. GRANT APPLICATION FORM: ANNEXES.

Please make sure that you attach the following documents at the grant Application form:

- An Activities Report for your organisation covering previous activities in the relevant domain(s) for the previous year.

No supplementary annexes will be taken into account for evaluation.

How to send the applications (deadline Friday 28th November 2008)

You need to send one full set of the Application form duly completed and signed.

Attention:

Applications must be submitted in a sealed envelope.

The outer envelope must bear:

- the reference number and the title of the Call for Proposals;
- the title and number of the Lot;
- the full name and address of the applicant;
- the words "Not to be opened before the opening session".

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

Attention:

The sealed envelope must contain the following:

- Applications must be submitted in one original and one (1) copy in A4 size, each bound, of the following documents:
 - ✓ The complete Application form (Part A: Concept note and Part B: Full Application form), Budget and Logical Framework.
 - ✓ The Checklist (Section V of Part B of the grant Application form) and the Declaration by the applicant (Section VI of Part B of the grant Application form) must be stapled separately and enclosed in the envelope.
 - ✓ The Annexes to the Application form (Activities Report).
- A CD-ROM containing the following:
 - ✓ The complete Application form (Part A: Concept note and Part B: Full Application form), Budget and Logical Framework.

The electronic format must contain exactly the same proposal as the paper version enclosed and must be in Word or Excel format.

Applications must be submitted by:

- By post, registered mail (evidenced by the postmark),
Or
- By private/express courier service (evidenced by the date of dispatch),
Or
- By hand-delivery (evidenced by the time and date on the receipt signed by the PMU).

Attention:

In case of hand-deliveries, the deadline for receipt is at 16:00 hours (local time).

The applicant is the sole responsible for the choice of means of expedition and for following-up the delivery.

Attention:

To ensure a timely reception of your application within the date and time of deadline, applicants are strongly advised to send the documents by private/express courier.

For applications sent by registered mail, applicant are requested to send a Fax at n° 00 32 (0)2 7924906 before 28th November 2008, proving the date of dispatch.

The Fax must bear:

- The reference number and the title of the call for proposals,
- the title and number of the Lot,
- the full name and address of the applicant,
- the document evidencing the dispatch of the proposal by registered mail.

Applications sent by fax or by e-mail or delivered to other addresses will not be accepted.

Any application submitted after the deadline will automatically be rejected.

The acknowledgement of receipt will be returned to applicants as confirmation that their application has been received.

Address to which the supporting documents must be sent:

Programme Management Unit (PMU)
ECO- European Consultants Organisation
Support Programme to Cultural Industries in ACP countries
Chaussée de la Hulpe, 150
1170 Brussels - Belgium

PHASE II - Submission of supporting documents (deadline: maximum 15 days following the request of the ACP Secretariat)

Which supporting documents to submit?

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the ACP Secretariat.

They will be requested to supply the following supporting documents in order to allow verification of the eligibility of the applicant and its partners.

- The statutes or articles of association of the applicant organisation and of each partner organisation. This document should demonstrate the date the private legal entity has been established in order to verify the period of registration (at least two years for applicants and its partners).
- Legal entity sheet (applicant only) conforming to the model attached at Annex E, duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein:
 - ✓ A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred below.
 - ✓ A copy of an official document (official gazette, company register etc.) showing the name of the legal entity, the address of the headquarters and the registration number given to it by the national authorities.
- A Financial Identification form (applicant only) conforming to the model attached at Annex F, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. The form must be stamped and signed by the account holder (legal entity in question) and by a representative of the bank.
- Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed). It may be replaced, if applicable, by an audit report produced by an approved auditor, certifying on the most recent financial statements.
- Letters of agreement or other documents proving the financial contribution from other institutions announced in the financial plan.
- A copy of the Cooperation Agreement defining the technical and financial rights and obligations of each partnership member (for information). The Cooperation Agreement must be signed by the legal representatives of the applicant and its partners.
- The name, complete address and contact details of the audit firm that will carry out the verification referred to in Article 15.6 of the General Conditions. The selected audit firm must be a member of an internationally recognised supervisory body for statutory auditing.

Attention :

Applicants are strongly advised to take all necessary precautions in order to have all required documents prepared from the announcement of their pre-selection.

Where these documents are not in one of the official languages of the European Union, applicants must provide a translation of the relevant parts of the documents into English or French proving their eligibility.

How to submit supporting documents (deadline: maximum 15 days following the request of the ACP Secretariat)

The supporting documents requested must be supplied in the form of originals or photocopies or scanned versions of the said originals (clearly showing in a visible way the stamps, the signatures and the dates).

Attention:

The Legal entity sheet and the Financial Identification form must always be submitted in original.

The supporting documents must always be submitted by private courier service or by hand-delivery, evidenced by a receipt dated and signed by the PMU.

Address to which the proposals must be sent:

Programme Management Unit (PMU)
ECO- European Consultants Organisation
Support Programme to Cultural Industries in ACP countries
Chaussée de la Hulpe, 150
1170 Brussels - Belgium

Supporting documents sent by fax will not be accepted.

If the supporting documents are not provided before the set deadline (15 calendar days from the request letter sent by the ACP Secretariat) the application may be rejected.

Communication with the programme

Candidates will find all information relating to the Call for Proposals on the following website:
<http://www.acpcultures.eu>

Information on latest developments will be provided on the same website, which you may consult at regular intervals.

All queries relating to the preparation and submission of proposals should be addressed to the following address: questions@acpcultures.eu

Questions that may be relevant to other applicants, together with the answers, will be published on the programme website:
<http://www.acpcultures.eu>

For reasons of transparency, equal treatment and non discrimination, no communication with the service responsible for this Call of proposals is allowed during the selection procedure.

Pre-selected applicants will be contacted by the ACP Secretariat, following the assessment of the award criteria, in order to submit the relevant additional documents in support of their application.

At the end of the selection procedure, the results will be first announced on the website of the programme, following the adoption of a formal decision by the European Commission and the ACP Secretariat (Award Decision).

Selected proposals will be subject to a financial analysis, in connection with which the ACP Secretariat may ask for additional information and, if appropriate, financial guarantees.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the Budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). This verification procedure may give rise to requests for clarification and correction of such mistakes and inaccuracies. It may lead the ACP Secretariat to impose reductions. Please note that the amount of the requested EC grant and the percentage of co-financing as a result of such correction may not be increased.

Selected applicants will be sent a letter informing them of the decision made by the ACP Secretariat and the European Commission (Award Decision) and the selection of their project. They will subsequently receive a Grant Contract conforming to the model in Annexes G and H to the Guidelines.

As far as non selected applicants are concerned, a letter will be sent informing them of the decision taken by the Evaluation Committee and stating the reasons why their application was not selected.

No applications will be returned to applicants at the end of the selection procedure.

GLOSSARY (KEY WORDS)

“ACP Secretariat”: The Secretariat is responsible for the administrative management of the ACP Group. The ACP Secretariat's headquarters is located in Brussels (Belgium). The Secretariat, under the direction of the ACP Group's policy-making organs (Summit of ACP Heads of State and Government, Council of Ministers, Committee of Ambassadors), follows the implementation of the ACP-EU Partnership Agreement. In this respect the ACP Secretariat is responsible for the implementation of the EU-ACP Support Programme for Cultural Industries in ACP countries. It is the Contracting Authority for the grant scheme.

“ACP States”: The African, Caribbean and Pacific States signatories to the "ACP-EC Partnership Agreement".

“Bank Account”: This is the applicant's bank account or sub-account, denominated in euro, through which any payments linked to the project, shall be affected. The European Commission will create a file with details of this bank account or sub-account based on the Financial Identification Form (FIF) supplied by the applicant. The FIF must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

“Budget”: The Budget is a form consisted by a detailed breakdown of two parts: the estimated costs eligible for Community funding and the estimated income (including the EDF grant). The Budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the Application form.

“Certificate on financial statements”: a certificate on the action's financial statements and underlying accounts, produced by an approved external auditor, is compulsory for the execution of interim payments and payment of the balance of a grant. The certificate must be attached to the request for payment. It shall certify that the costs declared by the applicant in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the Grant Contract.

“Cooperation agreement”: the actions must be founded on a cooperation agreement, i.e. a common document signed by all the cultural operators involved. This internal document describes precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each partner (including the applicant) in the design and implementation of the project, as well as the amount of their financial contribution.

“Direct costs”: Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project and which can therefore be directly accredited to it.

“Eligible costs”: Necessary, specific and reasonable expenditure incurred by the applicant and partners while implementing the action and recorded in their accounts in accordance with the applicable accounting principles. The applicant's and partners' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

“Eligibility period”: The period in which eligible costs must be generated, that is costs which are necessary for the implementation of the action and give rise to an obligation to pay. The period of eligibility is stipulated in the Grant Contract and will, in principle, be no earlier than the signature of the Grant Contract by all parties.

“EU”: The European Union.

“European Commission (EC)”: The Commission of the European Communities. The executive arm of the European Union. It initiates European Union policy and implements programmes and policies established by the EU legislative and budgetary authorities.

“Financial capacity”: The *applicant* and the partners 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. To that respect a declaration on honour testifying that they have the financial capacity to complete the proposed action is required, as part of the application.

“Grant Contract”: EDF funding to successful proposals will take the form of a Grant Contract between the ACP Secretariat and the applicant. The Grant Contract sets out the terms and conditions governing the grant. It may be amended during the eligibility period of the project through a rider procedure.

“Operational capacity”: The *applicant* and the partners must have the professional competencies and qualifications required to complete the proposed action. To that respect a declaration on their honour, attesting on their operational capacity to complete the proposed activities, is required as part of the application (Phase I). In addition, an Activities Report will be also submitted as part of the application (Phase I).

“Gender equality”: the promotion of equality between women and men in relation to their access to social and economic infrastructures and services and to the benefits of development is vital. The objective is reduced disparities between women and men, including in health and education, in employment and economic activity, and in decision-making at all levels. All programmes and projects should actively contribute to reducing gender disparities in their area of intervention.

“Impact indicator”»: measure the long-term consequences of the outcomes. They measure the general objectives in terms of national development and poverty reduction. *E.g.: literacy rates.*

“Indirect costs (administrative / operational costs)”: They are eligible costs which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified by the beneficiary and/or the co-beneficiaries as having been incurred in connection with the action. They may include rent, heating, electricity, gas, consumables, among other.

“Input indicators”: measure the financial, administrative and regulatory resources provided by the Government and donors. It is necessary to establish a link between the resources used and the results achieved in order to assess the efficiency of the actions carried out. *E.g.:*

share of the budget devoted to education expenditure, abolition of compulsory school uniforms.

“Legal Entity”: To be eligible, the applicant and each partner must have a legal personality (private entity) and their main activity must lie in the cultural sphere. To that respect a declaration on honour confirming their legal status is required, as part of the application (Phase I). To make it possible to identify the legal personality of involved cultural operators, the Legal Entity Form, together with the appropriate supporting documents, must be submitted during Phase II of the application procedure (submission of additional documents).

“Non Profit Organisation”: an organisation operating for non-commercial purposes, without concern for monetary profit. No part of the income is distributable to owners or members.

“Outcome indicators”: measure the results in terms of target group benefits. *E.g.: school enrolment, percentage of girls among the children entering in first year of primary school.*

“Output indicators”: measure the immediate and concrete consequences of the measures taken and resources used: *E.g.: Number of schools built, number of teachers trained. In the EC's Log frame structure these outputs are referred to as "results".*

“Profit”: Grants cannot have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over the costs of the action when presenting the request for final payment.

“Profit Organisation”: an organisation established to operate a business which will return a profit to owners or members.

“PMU”: The EU-ACP support programme for cultural industries in ACP countries is managed and implemented by the ACP Secretariat, assisted by a Programme Management Unit (PMU) based in Brussels. The PMU's role is to give assistance to the ACP Secretariat in relation with the administrative, technical and financial management of the grant scheme. The PMU acts as the focal point for implementing the grant scheme under the supervision and direction of the ACP Secretariat.

“Public body/organisation”: In the context of these is Call for Proposals, a public body is considered as any entity, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation, fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.