



# JORDAN SERVICES MODERNISATION PROGRAMME



**Contracting Authority:** Jordan Enterprise Development Corporation

Jordan Services Modernisation Programme – JSMP

Local Open Call For Proposal

Guidelines  
for grant applicants

SCHEME 2

**Support to export development for Jordanian Services companies**

Reference: **JE/JSMP/Sch2/1-2010/JO**

Deadline for submission of proposals:

11/04/2010

08/08/2010

12/12/2010

10/04/2011

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# 1. JORDAN SERVICES MODERNISATION PROGRAMME

## 1.1 BACKGROUND

The overall objective is to assist Jordan to fully benefit from the opportunities originated by the liberalisation of trade in services in the context of WTO and GATS and the economic objectives of the Euro Mediterranean Partnership and the Association Agreement.

All the above are fully in line with the policy that the Government of Jordan is implementing since year 1999 – 2000. Jordan has reinforced its commitment following the entry into force of the EU Jordan Action Plan in 2005 and ENP in 2007. The action Plan explicitly mentions the need to ‘gradually abolish restrictions on supply of services and to develop the Jordanian financial services’.

Jordan represents one of the most services dominated economy of all the Mediterranean countries. Since December 2000, Jordan is a participant in the WTO General Agreement on trade in Services and part of the first Mediterranean partners having officially opened the negotiations on the liberalisation of services. The contribution of the services sector to GDP is around 67%. The liberalisation in the services industry will give access to the EU services market and enable Jordan to benefit from the EU services technology, best practices and investment. This process is only at its beginning phase. A fully liberalised services sector better face the challenges arising from the globalisation; moreover, it is less constrained by large capital outlays and it is promising, within a limited time frame, both strong expansion and modernisation.

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this programme is the development of the services sector of the Hashemite Kingdom of Jordan and its internationalisation. Trade barriers on services are being removed and as a result of modern communication, distance is becoming less and less of a problem. Services sector companies could target specific international markets, plan and determine the activities necessary to present their products at international trade fairs, congresses, symposia or exhibitions in order to increase their internationalisation capacities. The grant can be applied for by both the operating and starting exporter. The increase of international business can lead to increased turnover and return and could allow for additional recruitment potential.

The programme is divided into various components among them the funding of a Call for Proposals for various actions as following:

**Scheme 1: participation of Jordanian Services companies to trade missions and trade events**

**Scheme 2: support to export development for Jordanian Services companies**

**Scheme 3: support to joint activities, to Business Associations, to Federation for the development of export activities , which include studies, marketing research, market analysis etc.**

**Scheme 4: support in the certification process (ISO, CE; etc.)**

**Scheme 5: services enterprises start-ups and reinforcements**

The **specific objective(s)** of the planned Call for Proposals are:

**This Call for Proposals refers to the SCHEME 2 only** and will focus on the internationalisation of Jordanian small and medium-sized services sector companies. The Call wishes to provide assistance in developing export business plans and in implementing actions within such plans. Grants under this scheme may, among others, contribute towards product development costs (compliance with the requirements of the export market, making the product samples and advertising material, development of the product brands and registration in the target country), visiting the target markets, organising the marketing events and market research. Also activities aiming at capacity building for export qualify.

### 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this scheme 2 call for proposals is between EUR 1 million and EUR 1.5 million. The Contracting Authority reserves the right not to award all available funds.

In the case where the minimum percentage foreseen for a specific scheme cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another scheme.

#### Size of grants

Any grant awarded under this Call for Proposals must not exceed EUR 100.000.

#### **Jordan Enterprise maximum contribution:**

The Contracting Authority (JE) maximum contribution will be 90% of the total eligible cost for companies outside Amman or women owned businesses; the balance must be financed from the applicant's or partners' own resources;

The Contracting Authority (JE) maximum contribution will be 80% of the total eligible cost for companies inside Amman and not women owned businesses; the balance must be financed from the applicant's or partners' own resources;

Provided that the applicant should only apply for 60% of equipments costs in his action budget (Annex III) the percentage should be indicated alongside the description of the item

## 2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the JE website at this address: <http://www.jedco.gov.jo> ).

### 2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

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

#### 2.1.1 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants **must**:

- be a legal entity **and**
- be a SERVICE enterprise established in the Hashemite Kingdom of Jordan **and**
- be registered at the Companies Control Department – CCD (MIT) or line ministries **and**
- number of employees, minimum being 5 and maximum 250 (specific sectors like health industry, call services centers, educational services, and similar activities which involve high number of employees will not be limited by the 250 employees)
- be 100% privately owned
- be directly responsible for the preparation and management of the proposed action
- respect the below financial eligibility criteria:

**Financial eligibility:** the paid capital of the applicant must be superior to 5.000 JD.

Applicants will be asked to provide the following **supporting documents**:

- a certified copy of their registration at the CCD or line ministries
- a certified copy of company accounts for the past 2 years according to Jordanian accounting standards
- any financial document demonstrating the paid capital
- a certified copy of their employees' register (Social Security Corporation copy)
- the legal entity sheet (see Annex C of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
- a financial identification form conforming to the model attached at Annex D of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.

Such documents must be in English or accompanied by a translation into English.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm));

In section III of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations. If provisionally selected, the applicants requesting over 25.000€ of contribution from JE, will be required to provide the proof documents, valid under the Jordanian law, which demonstrate that they do not fall into any of these situations.

### 2.1.2 Partnerships and eligibility of partners

Scheme 2 is for individual entities only. Applications foreseeing partners must be submitted under the Scheme 3.

In case of proposals from different entities for the same type of Action, the Contracting Authority reserves the right to move the proposal under the Scheme 3.

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

- Associates

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

- Sub granting is not allowed
- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract and according to the JE-FWC for services related activities and the utilisation of the simplified forms made available by JE for supplies related activities.

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

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

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

#### Duration

The planned duration of an action may not be lower than **1 month** nor exceed **12 months**.

#### Sectors or themes

This scheme 2 call for proposal addresses all types of service companies, in all sectors related to services, that is all the companies providing services to businesses as well as final consumers. The focus is on people who interact with other people, serving the customer rather than transforming physical goods.

Grants under this scheme 2 will intend to promote Jordanian service exports through participation in trade fairs, promotional and market access missions, creation of viable export platforms for services producers, etc, including the development of the various related activities that may include the preparation of meetings with potential business partners, to support your internationalisation plans, e.g. a brochure, website or CD-ROM/DVD, etc.

### Location

Actions must mainly take place in the EU-27 Member States, in the ENPI beneficiary countries (which include Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Lebanon, Moldova, Morocco, Palestinian Territories, Syria, Tunisia, Ukraine and Russia), the IPA beneficiary countries (Turkey, Croatia, Former Yugoslav Republic of Macedonia, Serbia, Montenegro, Kosovo, Bosnia & Herzegovina, Albania) and in other members of the League of Arab States (United Arab Emirates, Kingdom of Bahrain, Republic of Djibouti, Kingdom of Saudi Arabia, Republic of Sudan, Republic of Somalia) and the GCC (,which in addition include The Sultanate of Oman, Qatar, Kuwait) as a priority.

### Types of action

All related actions to the development of exports of Jordanian services companies are admitted. This concerns, among others, the participation in commercial fairs, economic missions, development of promotional materials and tools (website, short films, acquisition of equipments, etc), development of marketing strategies, training, and all other relevant actions.

### **For the above type of actions, it is recommended to include the assistance of the JE Business Developers**

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

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;

#### Number of applications and grants per applicant

- An applicant may submit more than one proposal under the same CfP.
- An applicant may submit only one proposal per grant scheme under the same cfp.
- An applicant may not be awarded more than one grant under the same CfP during the same administrative year (January 1<sup>st</sup> to December 31<sup>st</sup>)

<b>2.1.4</b> <i>Eligibility of costs: costs which may be taken into consideration for the grant</i>
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Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

- Reimbursement of costs of JE Business Developer(s) (flights and per diem according to EC rate and rules)
- Salaries of new staff Subscription to a commercial event, (i.e. Commercial Fair, Salon, Exhibition, participation to Commercial mission, etc.)
- Rental of space and all needed facilities (i.e. electricity, water, phone, fax, internet connection, etc.)
- Stand preparation (incl. material rental or purchase and all related costs to the preparation of the stand incl. transportation costs),
- Design and production of marketing material, and its transportation, as well as of promotional tools (website, short films, etc)
- Translation and interpretation costs,
- Hiring of hostesses and purchase of needed catering,
- Travel(s), local travel(s) and per diem of applicant SME's staff,
- Costs related to the applicant's staff trainings,
- All other relevant costs related to the Action.

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

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

#### Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex E of the Guidelines).

#### Contingency reserve

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

#### Eligible indirect costs (overheads)

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

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

#### Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

## Ineligible costs

The following costs are not eligible:

- Salaries of Board members and CEOs / Directors and existing staff assigned to the action;
- Any costs incurred prior to signature of the Grant contract;
- Any costs incurred after the end of the implementation period;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Debts and provisions for losses or debts;
- Interest owed;
- Items already financed in other EC and/or JE programmes;
- Purchases of land and buildings
- Currency exchange losses;

## **2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW**

### *2.2.1 Application form*

Applications must be submitted in accordance with the instructions included in the Grant Application Form annexes to these Guidelines.

#### **Applicants must apply in English.**

Any error or major discrepancy related to the points listed 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 application.

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

#### **Hand-written applications will not be accepted.**

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

### *2.2.2 Where and how to send the Applications*

Applications must be submitted **within the indicated deadline** in one original and 3 copies in A4 size, each bound. The application form and the budget must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section II of the grant application form) and the Declaration by the applicant (Section III of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with [the title and number of the scheme] the full name and address of the applicant, and the words "Not to be opened before the opening session" and “ ”;

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

- **EITHER** by recorded delivery (official postal service) to :

Eng. Yarub Qudah  
CEO  
Jordan Enterprise Development Corporation (JEDCO)  
P.O. Box 7704 Amman 11118 JORDAN

- **OR** hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to:

Eng. Yarub Qudah  
CEO  
Jordan Enterprise Development Corporation (JEDCO)  
P.O. Box 7704 Amman 11118 JORDAN

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

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

#### **2.2.3** *Deadline for submission of Applications*

There will be 4 deadlines in the years 2010/2011 for the submission of the Applications:

- 1) 11/04/2010
- 2) 08/08/2010
- 3) 12/12/2010
- 4) 10/04/2011

Any application submitted after the first deadline will automatically be included in the next batch of applications.

Any application submitted after the last deadline will automatically be rejected.

#### **2.2.4** *Further information for the Application*

An information session on this Scheme 2 call for proposals will be organised by JE before each revolving deadline. Date and place will be specified in the JE website.

Questions may in addition be sent by e-mail [or by fax] no later than 21 days before the deadline for the submission of applications to the below addresse(s), indicating clearly the reference of the call for proposals:

E-mail address: [jedco\\_services@jedco.gov.jo](mailto:jedco_services@jedco.gov.jo)

Fax: + 962 6 5662140

Replies will be given no later than 11 days before the deadline for the submission of applications.

The Contracting Authority has no obligation to provide further clarifications after this date.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the JE website: <http://www.jedco.gov.jo> It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

## **2.3 EVALUATION AND SELECTION OF APPLICATIONS**

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

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

### **(1) STEP 1: EVALUATION OF THE APPLICATION FORM**

#### **OPENING SESSION AND ADMINISTRATIVE CHECK OF THE APPLICATION FORM**

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The application form satisfies all the criteria specified in points 1-12 of the Checklist (Section II of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

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

## (2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. **The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified** (for example when a less than expected number of applications are received) **and to go straight to the evaluation of the corresponding full applications**

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

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

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

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

\*the scores are multiplied by 2 because of their importance

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

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

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for proposals. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

### (3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.

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

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

**The award criteria** allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the European Union financing (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

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

#### Evaluation Grid

Section	Maximum Score
<b>1. Financial and operational capacity</b>	<b>20</b>
1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?	5
1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?	5
<b>2. Relevance</b>	<b>25</b>
2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals?	5 x 2
2.2 How relevant to the particular <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including synergy with other EC initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?	5 x 2

<b>3. Methodology</b>	<b>25</b>
3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an <b>evaluation</b> ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the <b>action plan</b> clear and feasible?	5
3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?	5
<b>4. Sustainability</b>	<b>15</b>
4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?	5
4.2 Is the proposal likely to have <b>multiplier effects</b> ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action <b>sustainable</b> : - financially ( <i>how will the activities be financed after the funding ends?</i> ) - institutionally ( <i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i> ) - at policy level (where applicable) ( <i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )? - environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> )	5
<b>5. Budget and cost-effectiveness</b>	<b>15</b>
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?	5 x 2
<b>Maximum total score</b>	<b>100</b>

Note on section 1. Financial and operational capacity:

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2: Relevance:

If the total average score is less than 20 points for section 2, the application will be rejected.

*Provisional selection*

*Relevance and a minimum total score of 70% will be provisionally selected*

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

## **(2) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT**

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

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

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

### **2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS**

Not Applicable for this grant scheme.

## 2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

### 2.5.1 Content of the decision

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

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

### 2.5.2 Indicative timetable

	DATE	TIME*
<b>Information meeting (if any)</b>	Will be advertised on JE website at least 2 weeks before venue	
<b>Deadline for request for any clarifications from the Contracting Authority</b>	Date 21 days before the respective submission deadline	15:00
<b>Last date on which clarifications are issued by the Contracting Authority</b>	Date 11 days before the respective submission deadline	-
<b>First deadline for submission of Application Form</b>	11/04/2010	15:00
<b>Second deadline for submission of Application Form</b>	08/08/2010	15:00
<b>Third deadline for submission of Application Form</b>	12/12/2010	15:00
<b>Fourth deadline for submission of Application Form</b>	10/04/2011	15:00
<b>Information to applicants on the opening &amp; administrative check (step 1)</b>	10 days after the respective submission deadline	-
<b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>	21 days after the respective submission deadline	-
<b>Information to applicants on the evaluation of the Full Application Form (step 3)</b>	50 days after the respective submission deadline	-
<b>Notification of award (after the eligibility check) (step 4)</b>	60 days after the respective submission deadline	-
<b>Contract signature</b>	90 days after the respective submission deadline	-

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

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

### **3. LIST OF ANNEXES**

#### **DOCUMENTS TO BE COMPLETED**

**ANNEX A:** GRANT APPLICATION FORM (WORD FORMAT)

**ANNEX B:** BUDGET (EXCEL FORMAT)

**ANNEX C:** LEGAL IDENTIFICATION FORM (PRIVATE COMPANIES)

**ANNEX D:** FINANCIAL IDENTIFICATION FORM

#### **DOCUMENTS FOR INFORMATION**

**ANNEX E:** STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS]

#### **ANNEX G: USEFUL LINKS**

- DAILY ALLOWANCE RATES (PER DIEM), available at the following address:  
[http://ec.europa.eu/europeaid/work/procedures/implementation/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm)

- MONTHLY PUBLISHED EURO EXCHANGE RATES , AVAILABLE AT THE FOLLOWING ADDRESS:  
[http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency\\_historique&currency=99&Language=en](http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique&currency=99&Language=en)