

# Introduction to EuropeAid

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Dear members of CONCORD Denmark,

This quick introduction guide to EuropeAid is based on a CONCORD Workshop held in March 2014. The purpose of the workshop was to give the participants an understanding of EuropeAid funding modalities and how to develop successful proposals.

The goal of the introduction guide is to give the reader a quick and easy overview of EuropeAid and what is required to develop proposals including a narrative, a logframe matrix and a budget to EuropeAid.

The introduction guide includes links to further information and more technical explanations of the different funding instruments, formats, guidelines and procedures.

The workshop and introduction guide are developed by DanChurchAid on behalf of CONCORD Denmark.

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NGO-NETVÆRKET FOR  
EU'S UDVIKLINGSPOLITIK  
CONCORD  
DANMARK



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## Contents

<b>What is EuropeAid?</b> .....	<b>3</b>
<b>Funding Instruments</b> .....	<b>3</b>
<b>EuropeAid and Delegations</b> .....	<b>4</b>
<b>Call for Proposals</b> .....	<b>5</b>
<b>PADOR</b> .....	<b>5</b>
<b>Guidelines</b> .....	<b>6</b>
<b>Application formats</b> .....	<b>6</b>
<b>Stakeholders</b> .....	<b>7</b>
<b>Project Cycle Management and the Logframe</b> .....	<b>7</b>
<b>Elaborating a proposal</b> .....	<b>8</b>
<b>Submitting an Application</b> .....	<b>8</b>
<b>Links to further information</b> .....	<b>8</b>

## What is EuropeAid?

Development and Cooperation – EuropeAid is a Directorate–General (DG) responsible for designing EU development policies and delivering aid through programmes and projects across the world. EuropeAid's structure allows the European Commission to speak with one voice on development and cooperation issues. EuropeAid is also the single interlocutor for the European External Action Service (EEAS), and for all sectoral DGs on development and cooperation.

EuropeAid plays a crucial role in:

- designing state-of-the-art development policy for all developing countries;
- enhancing policy coherence for development while further improving implementation and delivery mechanisms;
- defining future development policy both within the EU as well as contributing to the setting of standards internationally;
- contributing to global challenges ahead.

(reference: [http://ec.europa.eu/europeaid/who/index\\_en.htm](http://ec.europa.eu/europeaid/who/index_en.htm))

## Funding Instruments

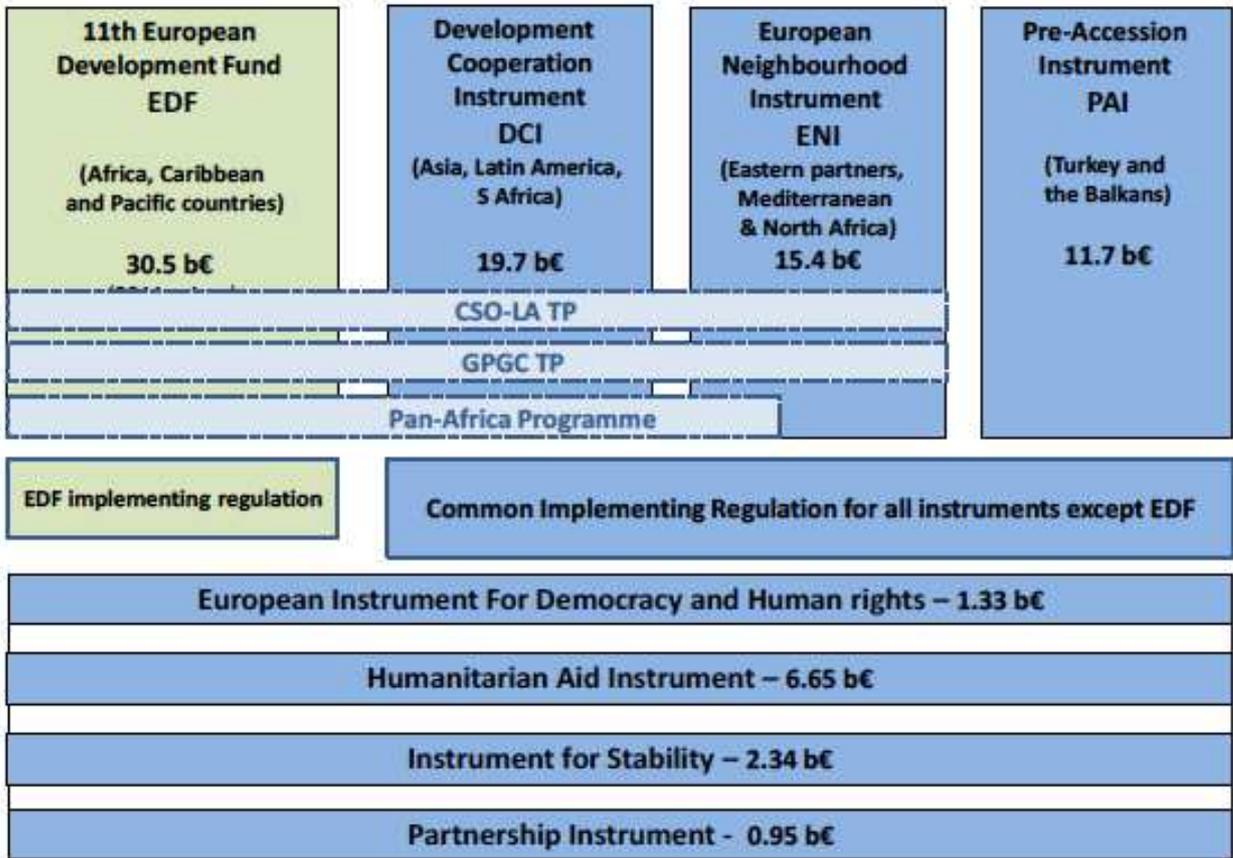
The European Commission (EC) operates through financial instruments with geographic and thematic scopes. The thematic instruments and programmes have a global and thematic coverage. Funding is mainly given through grants to civil society organizations. To know more about funding opportunities, objectives and priorities of the instruments, you need to read the **Thematic Strategy Papers** and based on those – the **Annual Action Plans**<sup>1</sup>. The geographic instruments operate through **Multi-Annual Indicative Programmes** and **National Strategy Papers**. Funding is mainly given directly to beneficiary countries. Geographical instruments have a restricted geographical coverage (either regional or national). Programmes under the Instrument for Development and Cooperation (DCI) are thematic programmes: 1) Civil Society Organisations and Local Authorities and 2) Global Public Goods and Challenges (addresses climate change, environment, energy, human development, food security and migration and Asylum), and are those most relevant to civil society organizations.

On this link: [http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm) you can find more information about the instruments and programmes to see if they are relevant

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<sup>1</sup> At the time of writing the strategies behind the instruments and programmes are still in progress but expected to be finalized in Summer 2014

for you to seek funding from. When you click on the different programmes, you will find the Strategy Papers and Annual Action Plans, which are recommended reading!



## EuropeAid and Delegations

The European External Action Services has delegated most of its functions to the EU Delegations worldwide. Currently, there are more than 130 EU Delegations. It is always a good idea to 'know' your local EC Delegation. Most calls are published and managed by the Delegations. A few global or regional calls are still managed by the EC in Brussels.

Addresses and websites of Delegations can be found on this link:  
[http://www.eeas.europa.eu/delegations/web\\_en.htm](http://www.eeas.europa.eu/delegations/web_en.htm)

Here you can see how EuropeAid is organized in Brussels:  
[http://ec.europa.eu/europeaid/who/whoswho/index\\_en.htm](http://ec.europa.eu/europeaid/who/whoswho/index_en.htm)

## Call for Proposals

Funding from EuropeAid is announced through an online tender system managed by EuropeAid in Brussels.

Call for Proposals are published on this site:

[http://ec.europa.eu/europeaid/work/funding/index\\_en.htm](http://ec.europa.eu/europeaid/work/funding/index_en.htm) – click on the blue button.

There are three types (application processes) of call for proposals:

**Restricted call:** You have 45 days to submit a five-page concept note (not including a budget or logframe). If the Evaluation Committee approves the concept note, you will be invited to submit a full application, which you have another 45 days to develop. A full application consists of approximately 35 pages narrative description, a logframe and a budget.

**Open Call:** You have 90 days to submit a concept note AND a full application including a logframe and a budget. The formats are the same as for a restricted call.

**Direct Award:** In very few cases, grants are awarded to beneficiary organizations directly through direct negotiations. The Delegations will let you know if you have to submit a concept note as a first step or a full application from the beginning. Often the same formats are used.

Although many Call for Proposals are announced during spring and summer, it is not 100% predictable when Call for Proposals are announced. However, good sources of information are the Annual Action Plans and the EC Delegations. For Global Calls (those that are managed and announced by the EC in Brussels) there is a forecast available on the EuropeAid website.

A good advice is to monitor the EuropeAid Funding website regularly:

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

CONCORD Denmark also offers its members an email service with Call for Proposals.

## PADOR

PADOR – Potential Applicants Data Online Registration – is an administrative database where all applicants must be registered as well as implementing partners/co-applicants (with very few exceptions). It is recommended to start this process well in advance and to give potential implementing partners/co-applicants the necessary support. More information and guidelines to PADOR

can be found on this link:

[http://ec.europa.eu/europeaid/work/onlineservices/pador/index\\_en.htm](http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm)

## Guidelines

When a Call for Proposal is announced online, the most important document to read is the Guidelines. The Guidelines contain all relevant information on the Call for Proposal, how to develop the application as well as rules and regulations on eligibility of costs, and of applicants and partners.

It is highly recommended to go through the guidelines with your colleagues and potential implementing partners/co-applicants. The purpose of this exercise is to see if the objectives and priorities of the call for proposal match those of your organization/programmes. If there are no match or the link is difficult to see you may want to consider not applying.

## Application formats

Application formats must be downloaded directly from the Call for Proposal website. There are three formats, which you must strictly follow:

1. **Narrative:** Part A is for the concept note and Part B is for the Full Application. If it is a restricted call you must only fill out Part A.
2. **The Logframe:** Use the format given. The norm is one overall objective and 1-3 specific objectives.
3. **The Budget:** Three sheets: 1) the Action Budget: In your budget you show costs for all years and for the first year. You must follow the headings, do not change them but you can add sub-levels. Read and do not delete the footnotes. 2) The second sheet is the Justification sheet – here you must justify in narrative all the budget headings and how you calculated the costs 3) Expected Sources of Funding: the percentage of co-financing and financing expected from the EC. Remember that the budget includes 100% of the action - the co-financing and the EC contribution. It is NOT possible to distinct the funding sources in the budget and you MUST report on 100% of the budget.

Note! Always remember to follow the formats including fonts, size and margins. Do not exceed the maximum number of pages of each section. Do not attach annexes and use the front page in the format. Remember that EuropeAid ONLY funds project/action related expenses and a 7% indirect cost. You can see in the Guidelines and the General Conditions what costs are eligible and ineligible.

## Stakeholders

When designing and drafting the proposal, it is important to be able to illustrate **a participatory approach**. EuropeAid and Delegations want to see projects that are directly stemming from the needs of the beneficiaries. Therefore, it is important that you develop the proposal in cooperation with implementing partners, and at least get input from other stakeholders (local authorities, communities etc.).

When you develop your application, please be aware of the following definitions of roles and responsibilities within an action funded by EuropeAid:

**Applicant:** the entity submitting the application who is directly responsible for the preparation and management of the action

**Co-Applicant:** Participate in the designing and implementing the action. The costs they incur are eligible in the same way as those incurred by the applicant.

**Affiliated:** entities together forming one entity. Can apply as an applicant or co-applicant. Costs they incur are accepted as eligible costs.

**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.

**Contractors:** if the applicant or affiliated entity acting as applicant award a contract. Contractors are subject to the procurement rules (Annex IV of the grant contract)

## Project Cycle Management and the Logframe

All EC funded grants must be designed according to the Logical Framework Approach (LFA) and following the Project Cycle Management Guidelines.

On this link you can download the PCM Guidelines:

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

Chapter 5 of the Guidelines contains relevant information and exercises on how to design the project and how to make the Logical Framework Approach Matrix. First you identify the problems you want to address – then you turn problems into solutions; your objectives and results and of course the activities you want to implement in order to achieve the results to achieve to specific objectives to contribute to the overall objectives.

It is important that you involve programme as well as finance/procurement staff in the design phase of the project. That way you ensure ownership and you stand a better chance of getting all relevant information as well as consistency throughout the proposal.

## Elaborating a proposal

When you have finalized your problem and objective trees, your stakeholder analysis, an analysis of risk and assumptions and most importantly, the logframe matrix it is time to draft the narrative. You must follow the headings given in the format and make sure to respond exactly to the information asked for in the headings. You will find that a lot of the information needed in the narrative is already available to you through the PCM exercises you have undertaken with your colleagues, potential implementing partner(s) and perhaps other stakeholders (local authorities, communities etc.).

Although a logframe matrix is not required at the stage of a concept note, it is recommended to develop the logframe at the time of writing the concept note.

When you write the proposal, remember to look at the **evaluation grid** for reference (to be found in section 2.3 of the guidelines). This will give you a good idea of how the proposal is evaluated. Also remember to link the proposal with the objectives and priorities of the Call for Proposal (guidelines). It's important that your proposal responds to the same objectives and priorities listed in the Call for Proposal.

When you draft the budget, make sure you follow the format and make sure this is a joint exercise between a programme person and a finance person. It's important to remember to cross-check the narrative with the budget and the logframe to make sure that all three documents are consistent and contain the same information.

## Submitting an Application

When you are ready to submit the application, remember to consult the Guidelines section 2.2 on how, when and what to submit. It is important that you are very tentative to the **instructions given in the Guidelines**. Never miss a deadline, even proposals handed in 2 minutes late will be rejected.

## Links to further information

EuropeAid's website:

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

The Practical Guide:

[http://ec.europa.eu/europeaid/work/procedures/implementation/practical\\_guide/documents/2010\\_prag\\_en.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2010_prag_en.pdf)

Grants documents:

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

Project Cycle Management Guidelines:

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

The General Conditions:

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3\\_h\\_2\\_gencond\\_en.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/documents/e3_h_2_gencond_en.pdf)