



# Guidelines

## for sub-grant applicants

### RESMYLE – Raising awareness on Sustainable Development among NEETs

Reference: SUBGRANT-RESMYLE– A\_A.3.1\_0329#001

Deadline for submission of application: 15.06.2021



These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the ENI CBC MED Programme rules, which are applicable to the present call (available at <http://www.enicbcmmed.eu/home> ).

## 1.1. BACKGROUND

RESMYLE - for Rethinking Employment and Social insertion for Mediterranean Young people through Local sustainable development - brings together 9 partner organisations from 5 countries of the Mediterranean: France, Italy, Jordan, Lebanon and Tunisia facing cross cutting issues on the difficulties of professional integration of young people, in particular NEETs and the challenges of environmental protection creating many new needs largely unfulfilled particularly in the lack of skills (i.e. waste sorting, eco-mobility, risk prevention, etc.).

To respond to this double challenge, RESMYLE works around 3 complementary areas of intervention:

- the inclusion of sustainable development topics in the support actions carried out by the organizations (associations, social centers working on integration of NEETS in the Mediterranean) in order for young people to be aware of sustainable development so that they can take initiatives for the benefit of their communities (Citizenship);
- the testing of a set of hands-on field trainings for young people focusing on sustainable development and based on mobility, intercultural exchanges and real environmental issues crossing both concrete experience learning and needs of the local communities in the field of sustainable development (Training);
- the creation of a Mediterranean network of 6 eco-incubators of youth-led activities based on a common method and shared tutoring/trainings and on public-private partnerships. This in order to promote job creation for young Mediterranean, in particular NEETS, in the sectors of sustainable development as are green and blue economies (Job Support).

RESMYLE partnership is composed by 9 organisations:

- CDE Petra Patrimonia – Lead Beneficiary of the project – is a cooperative, social incubator for business creation in South-PACA Region (France)
- Association d’Education Relative à l’Environnement d’Hammamet (AERE) – Partner – is an environmental education association in Hammamet (Tunisia)
- Union APARE CME – Partner - is an environmental education association, it is the Permanent Center for Environmental Initiatives (CPIE) of Vaucluse Department (France)



- Institut Supérieur des Sciences et Technologies de l'Environnement de Borj Cedria (ISSTE) – Partner – is a training organization on Technology and Environmental Sciences in Borj Cedria (Tunisia)
- Jordan University of Sciences and Technology (JUST) – Partner - is a training organization of Sciences and Technology in Irbid Region (Jordan)
- Jeune Chambre Economique of Tunisia – Partner – is an association of young leaders and young entrepreneurs (Tunisia)
- Association d'Aide au Développement Rural (ADR) – Partner – is local development association in South region (Lebanon)
- Associazione Di Promozione Sociale (AMESCI) – Partner – is a social inclusion and training organizations for young people in Campania Region (Italy)
- Consorzio Formazione Lavoro e Cooperazione Società Cooperativa (CFLC) – Partner - is a social inclusion and training organizations for young people in Liguria Region (Italy)

The RESMYLE project is part of the ENPI CBC Med "Mediterranean Sea Basin" programme. The total budget of the project is 2.1 million Euros, of which 1.9 million Euros are financed by the European Union (90%).

## 1.2. OBJECTIVES OF THE CALL FOR SUB-GRANTS

RESMYLE aims to support citizen actions mobilising groups of young people on sustainable development issues. The mobilisation of young people and/or actions carried out by young people must be based in particular on non-formal educational activities using identified resources. The RESMYLE project provides applicants with a database of educational tools that can be used in proposals, but applicants are free to propose their own resources.

The **objective** of this call for sub-grant proposals is: **to support at least 12 winning projects led by youth organizations, environmental organizations or organization in charge of social inclusion of young people focused on the discovery and the enhancement of the environment in order to raise awareness and mobilize young people.** These pilot projects will be selected, supported and followed by RESMYLE partners.

The 12 winning projects will be distributed as follow:

- 2 in France (1 by eligible territory: A/Alpes de Haute Provence, Hautes-Alpes, Vaucluse and B/Bouches du Rhone, Var, Alpes Maritimes)
- 2 in Italy (1 by eligible region: Liguria and Campania)
- 4 in Tunisia (2 by eligible governorate: Tunis and Nabeul)
- 2 in Lebanon (South Region)
- 2 in Jordan (Irbid Region)

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

### 1.3. FINANCIAL ALLOCATION

The overall indicative amount made available under this call for sub-grant proposals is EUR 96 000. CDE Petra Patrimonia as project Lead Beneficiary and CFLC, AMESCI, Union APARE-CME, ADR, AERE, JCI, ISSTE and JUST as partners reserve the right not to award all available funds.

#### Size of sub-grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 4 000
- maximum amount: EUR 8 000

The sub-grant shall take the forms of reimbursement of costs. The subgrant allocated may not exceed 90% of the actual total cost of the project.

### 1.4. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **'lead applicant'**, i.e. the entity submitting the application form (2.1.1),
- if any, its **co-applicant(s)** (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as **'applicant(s)'**) (2.1.1),

(2) the activities:

- Type of activities for which the sub-grant may be awarded (2.1.2);

(3) the costs:

- Forms of financing and types of cost that may be taken into account in setting the amount of the subgrant (2.1.3).

#### 1.4.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

##### Lead Applicant

(1) In order to be eligible for a grant, the Lead Applicant must:

Indicate the relevant criteria with due regard for the objectives of this call for sub-grant proposals, complying with the principles of transparency and non-discrimination.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>



- be a legal entity with at least 2 years of existence **[and]**
- be non-profit-making :

Legal status such as:

- non-governmental organisation, public bodies and local authorities, training organisation (private or public)
- active in at least one of the following field:
  - social inclusion,
  - training of young people (18-29 years old),
  - youth,
  - environmental education.
- be established in
  - France (Région Sud Provence Alpes Côte d’Azur) or
  - Italy (Liguria and Campania) or
  - Jordan (Irbid governorate) or
  - Lebanon (South region) or
  - Tunisia (Tunis and Nabeul governorates)

**[and]**

- be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary **[and]**
- at least 50% of the activity of the Applicant is in one of the identified fields: social inclusion, training of young people, youth, environmental education.

In order to comply with the European regulation on state aid EU n°1407/2013, applicants are requested to fill the annex De Minimis Declaration.

(2) Lead applicants, co-applicants, and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to article 52.2.vi of the ENI CBC Implementing Rules, personal details (name, given name if

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

In the declaration included in the sub-grant application form, the lead applicant must declare that himself and the co-applicant(s) are not in any of these situations.

The lead applicant may act individually or with co-applicant(s).

If awarded the sub-grant contract, the lead applicant will become the sub-grantee, who is the main interlocutor of the project beneficiary / partner awarding the sub-grant. It may represent and act on behalf of any other co- sub-grantee (if any) and coordinates the design and implementation of the action.

#### **Co-applicant(s)**

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in the grant application form.

If awarded the subgrant contract, the co-applicant(s) (if any) will become co-subgrantee(s) in the action (together with the subgrantee).

### 1.4.2. Eligible actions: actions for which an application may be made

#### Definition

An action is composed of a set of activities.

#### Duration

The initial planned duration of an action may **not be lower than 1 month nor exceed 3 months months**. The action **will be held between 1<sup>st</sup> July and 30<sup>st</sup> of October**.

#### Sectors or themes

Focus on the discovery and the enhancement of the environment and sustainable development among NEETs in order to raise awareness and mobilize them on these thematic.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

### Location

Actions must take place in [one] the following country(ies)/region(s): France (Région Sud Provence Alpes Côte d’Azur), , Italy (Liguria and Campania), Jordan (Irbid governorate), Lebanon (South region) or Tunisia (Tunis and Nabeul governorates) accordingly with the country of registration of the organisation.

### Types of action

Actions to raise awareness on sustainable development for NEETs (young people between 18 and 29 years old Not in Education, Employment or Training). See below example of eligible activities.

The following types of action are ineligible: *Actions devoted solely to the purchase of materials or equipment, study actions or prefiguration of actions, development of academic courses.*

### Types of activity

RESMYLE aims to support citizen actions mobilising groups of young people on sustainable development issues. The mobilisation of young people and/or actions carried out by young people must be based in particular on non-formal educational activities using identified resources. The RESMYLE project provides applicants with a database of educational tools that can be used in proposals, but applicants are free to propose their own resources.

Examples of activities: information campaigns on sustainable development (waste, climate change...) led by young people; construction and testing of educational tools co-designed with young people; implementation of educational actions in schools led by young people; implementation of a collective service in the field of Sustainable Development (such as waste management, transport...) at the scale of a neighbourhood, a municipality led by groups of young people...

### Visibility

Subgrant applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the [Communication and Visibility Requirements for EU External Actions](#)).

### Number of applications and subgrants per applicant(s)

- The lead applicant [may] submit more than 1 application under this call for subgrant proposals.
- The lead applicant [may not] be awarded more than 1 sub-grant under this call for subgrant proposals.
- The lead applicant [may] be a co-applicant in another application at the same time.
- A co-applicant [may] be the co-applicant in 3 application(s) maximum under this call for proposals.
- A co-applicant [may not] be awarded in more than 1 sub-grant under this call for proposals.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

### 1.4.3. Eligibility of costs: costs that can be included

The sub-grant shall take the forms of [reimbursement of costs].

#### **Reimbursement of costs**<sup>1</sup>

Only eligible costs can be covered by the sub-grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for eligible costs. The subgrant will not cover more than 90% of the costs of the action. The remaining 10% (or more) of the budget are covered by the applicant by self-financing or additional financing.

#### Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 9 of the sub-grant contract.

The subgrant applicant(s) agree that the expenditure verification(s) referred to in Article 10 of the sub-grant contract will be carried out by the auditor contracted by the project Lead Beneficiary CDE Petra Patrimonia *or* by one of the project partners CFLC, AMESCI, Union APARE-CME, ADR, AERE, JCI, ISSTE, JUST.

All expenditure must be supported by evidences (related documents, invoices, contracts, etc.).

#### Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the sub-grant contract. The lead applicant may be asked to justify the percentage requested before the sub-grant contract is signed. However, once the flat rate has been fixed, no supporting documents need to be provided.

**NB:** If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Example of eligible costs: Staff costs / travel costs / consumable material costs / equipment costs / etc.

#### Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;

<sup>1</sup> Include either this section or the one on “simplified costs”





## RESMYLE

- costs declared by the applicants and financed by another action or work programme receiving a European Union grant;
- purchases of land or buildings;
- currency exchange losses;
- duties, taxes and charges, including VAT, except when non-recoverable under the relevant national tax legislation unless otherwise provided in appropriate provisions negotiated with partner countries, as per the provisions of the related Financing Agreement;<sup>2</sup>
- loans to third parties;
- fines, penalties and expenses of litigation;
- contributions in kind.

---

<sup>2</sup> For details on VAT and tax provisions set in Financing Agreements (FA), the potential applicants may refer to the specific national provisions.

#### 1.4.4. Ethic clauses and Code of Conduct

##### a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the project Lead Beneficiary / partner during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties.

##### b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

##### **Zero tolerance for sexual exploitation and sexual abuse:**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

##### c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the sub-grant if corrupt practices of any kind are discovered at any stage of the award process or during the execution of the contract. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded.

##### d) Breach of obligations, irregularities or fraud

The project Lead Beneficiary / partner and the Programme bodies reserve the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the project beneficiary may refrain from concluding the contract.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

## 1.5. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 1.5.1. Applications

Subgrant applicants are invited to submit an application using the model of application form annexed to these guidelines (Annex A). Applicants must apply in **English, French, Italian or Arabic**. If the application is submitted in Italian or Arabic a project's summary and a budget in French or English must be attached to the proposal.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the points listed in the checklist of the subgrant application form or any major inconsistency may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the project Lead Beneficiary **CDE Petra Patrimonia** or by the project partners **CFLC, AMESCI, Union APARE-CME, ADR, AERE, JCI, ISSTE, JUST** 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, description of activities and / or any other relevant annex*) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

Completed organisation data forms (Annex 2.1) have to be submitted as well for the applicant and each (if any) co-applicant.

### 1.5.2. Where and how to send applications

Modalities for the submission of the subgrant applications are defined by the project Lead Beneficiary **CDE Petra Patrimonia** and by the project partners **CFLC, AMESCI, Union APARE-CME, ADR, AERE, JCI, ISSTE, JUST** issuing the call.

*Applications (i.e. the application form, the budget and the declaration by the subgrant applicant) must be submitted by email with confirmation of receipt to the email addresses below:*

*France:*

- *Alpes de Haute Provence, Hautes-Alpes, Vaucluse : Céline Lelièvre [direction@apare-cme.eu](mailto:direction@apare-cme.eu)*
- *Bouches du Rhone, Var, Alpes Maritimes : Matthieu Guary [guary.matthieu@cde-petrapatrimonia.org](mailto:guary.matthieu@cde-petrapatrimonia.org) and Marina Berhault [berhault.marina@cde-petrapatrimonia.org](mailto:berhault.marina@cde-petrapatrimonia.org)*

*Italy:*

- *Liguria: Valerio Balzini [balzini.v@confcooperative.it](mailto:balzini.v@confcooperative.it) and Michela Di Giorgio [digiorgio.m@cflc-confcoopliguria.it](mailto:digiorgio.m@cflc-confcoopliguria.it)*

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>



- Campania: Guido Spaccaferno [g.spaccaferno@amesci.org](mailto:g.spaccaferno@amesci.org)
- Jordan: Ahmed Freewan [aafreewan@just.edu.jo](mailto:aafreewan@just.edu.jo) and Yasmein Okour [yfokour3@just.edu.jo](mailto:yfokour3@just.edu.jo)
- Lebanon: Hiba Fawaz [hiba.fawaz@adr.org.lb](mailto:hiba.fawaz@adr.org.lb)
- Tunisia:
  - Tunis governorate: Yosr Sbaiis [yosr.sbaiis@isste.u-carthage.tn](mailto:yosr.sbaiis@isste.u-carthage.tn)
  - Nabeul governorate: Salem Sahli [salem.sahli.sahli.sahli@planet.tn](mailto:salem.sahli.sahli.sahli@planet.tn) and Mohamed Haouel [mohamed.haouel@gmail.com](mailto:mohamed.haouel@gmail.com)

For all your email, please put in copy Matthieu Guary [guary.matthieu@cde-petrapatrimonia.eu](mailto:guary.matthieu@cde-petrapatrimonia.eu) and Marina Berhault [berhault.marina@cde-petrapatrimonia.com](mailto:berhault.marina@cde-petrapatrimonia.com)

Applications sent by any other means<sup>3</sup> will be rejected.

The email must have in object the **reference of the call for subgrants**

**Applicants must verify that their application is complete using the checklist included in the sub-grant application form. Incomplete applications may be rejected.**

In order to comply with the regulations on the protection of personal data (GPRD), each project representative submitted must complete the form provided for this purpose.

### 1.5.3. Deadline for submission of applications

**15 June 2021.**

### 1.5.4. Further information about applications

Questions may be sent by e-mail no later than 5 days before the deadline for the submission of applications to the following e-mail address, indicating clearly the reference of the call for subgrants:

France:

- Alpes de Haute Provence, Hautes-Alpes, Vaucluse : Céline Lelièvre [direction@apare-cme.eu](mailto:direction@apare-cme.eu)

<sup>3</sup> Applications might also be submitted through a secure e-submission system, provided that it ensures no access to any member of the staff of the project beneficiary before the opening session of the proposals.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>



- *Bouches du Rhone, Var, Alpes Maritimes* : Matthieu Guary [quary.matthieu@cde-petrapatrimonia.eu](mailto:quary.matthieu@cde-petrapatrimonia.eu) and Marina Berhault [berhault.marina@cde-petrapatrimonia.com](mailto:berhault.marina@cde-petrapatrimonia.com)

Italy:

- *Liguria*: Valerio Balzini [balzini.v@confcooperative.it](mailto:balzini.v@confcooperative.it) and Michela Di Giorgio [digiorgio.m@cflc-confcoopliguria.it](mailto:digiorgio.m@cflc-confcoopliguria.it)
- *Campania*: Guido Spaccaforno [g.spaccaforno@amesci.org](mailto:g.spaccaforno@amesci.org)

Jordan: Ahmed Freewan [aafreewan@just.edu.jo](mailto:aafreewan@just.edu.jo) and Yasmein Okour [yfokour3@just.edu.jo](mailto:yfokour3@just.edu.jo)

Lebanon: Hiba Fawaz [hiba.fawaz@adr.org.lb](mailto:hiba.fawaz@adr.org.lb)

Tunisia:

- *Tunis governorate*: Yosr Sbaiis [yosr.sbaiis@isste.u-carthage.tn](mailto:yosr.sbaiis@isste.u-carthage.tn)
- *Nabeul governorate*: Salem Sahli [salem\\_sahli\\_sahli.salem@planet.tn](mailto:salem_sahli_sahli.salem@planet.tn) and Mohamed Haouel [mohamed.haouel@gmail.com](mailto:mohamed.haouel@gmail.com)

For all your email, please add in copy Matthieu Guary [quary.matthieu@cde-petrapatrimonia.eu](mailto:quary.matthieu@cde-petrapatrimonia.eu) and Marina Berhault [berhault.marina@cde-petrapatrimonia.com](mailto:berhault.marina@cde-petrapatrimonia.com)

The project Lead Beneficiary CDE Petra Patrimonia and the project partners CFLC, AMESCI, Union APARE-CME, ADR, AERE, JCI, ISSTE, JUST have no obligation to provide clarifications to questions received after this date. Replies will be given no later than 4 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the project Lead Beneficiary / partner cannot give a prior opinion on the eligibility of applicants, co-applicants, or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website <http://www.enicbcmmed.eu/projects/resmyle> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

## 1.6. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by an evaluation committee composed by one representative of each partner of the project. All applications 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 Section 1.4, the application will be rejected on this sole basis.

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>

## (1) STEP 1: OPENING & ADMINISTRATIVE CHECKS

During the opening and administrative check, the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in the sub-grant application form. This includes also an assessment of the eligibility of the action. 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.

## (2) STEP 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

The eligibility verification will be performed according to the criteria set out in Section 1.4 on the basis of the following supporting documents requested by the project Lead Beneficiary and partners:

*List the documents required to comply with the eligibility conditions:*

Sub-grant application form

Budget

*Declaration on Honour of non being already financed by ENI CBC Med programme.*

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant, the application may be rejected.

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

The applications that pass the opening and administrative checks will be further evaluated on their quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

**The award criteria** help to evaluate the quality of the applications in relation to the objectives set forth in the guidelines, and to award sub-grants to sub-projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the project Lead Beneficiary and partners can be confident will comply with its objectives and priorities. They cover 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 grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

## 1.7. NOTIFICATION OF THE RESULTS OF THE EVALUATION

### 1.7.1. Content of the decision

Applicants will be informed in writing of the project Lead Beneficiary / partner's decision concerning their application and, if rejected, the reasons for the negative decision. An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint.

The list of successful applicants and projects will be published on the website <http://www.enicbcmmed.eu/projects/resmyle>.

### 1.7.2. Indicative timetable

	DATE	TIME
<b>1. Deadline for requesting any clarifications from the project Lead Beneficiary / partner</b>	5 days before the submission deadline	5 pm CET
<b>2. Last date on which clarifications are issued by the project Lead Beneficiary / partner</b>	4 days before the submission deadline	-
<b>3. Deadline for submission of applications</b>	15/06/2021	5 pm CET
<b>4. Information to applicants on the evaluation</b>	25/06/2021	-
<b>5. Notification of award</b>	30/06/2021	-

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>



*This indicative timetable refers to provisional dates and may be updated by the project Lead Beneficiary / partner during the procedure. In such cases, the updated timetable will be published on the project web site <http://www.enicbcmec.eu/projects/resmyle>.*

## List of annexes

### DOCUMENTS TO BE COMPLETED

Annex A: Sub-grant application form (Word format)

Annex B: Budget

Annex C: De Minimis Declaration

Annex D: GPRD consent form

Guidelines for subgrant applicants – <SUBGRANT-RESMYLE– A\_A.3.1\_0329#001>