|  |  |
| --- | --- |
|  | **Call for projects rules applicable to the award of grant contracts** |
|  |
|  | **Programme name:**PRAVO-JUSTICE III |
|  |
|  | **OBJECT of the call for projects:**Grant awards for SUPPORTING EU INTEGRATION IN THE JUSTICE SECTOR  |
|  |
|  | **Available AMOUNT of the call for projects:**€190,000 |
|  |
|  | **Financial sizing of grants:***Maximum grant amount: €190,000*  |

|  |  |
| --- | --- |
|  | **Date, time and location of the call for projects information meeting:**  **07/01/2024 at 14:00 (Paris time) Virtual meeting**  |
|  |  |
|  | **TIME AND DATE LIMIT FOR THE SUBMISSION OF THE FULL APPLICATION: 20/01/2024 at 23:59 (Paris time)** |

Disclaimer

For open call for projects. All documents must be submitted at the same time (concept note and full application). During the first stage, only the concept notes will be evaluated. Subsequently, full applications will be evaluated for the shortlisted lead applicants. After assessment of the full applications, the eligibility of the provisionally shortlisted applicants will be verified on the basis of supporting documentation requested by Expertise France and in light of the declaration signed by the lead applicant, submitted at the same time as the full application

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# Support to Justice Sector Reforms in Ukraine (Pravo-Justice III) Project

## Context

The Project “Support to Justice Sector Reforms in Ukraine (Pravo-Justice III)” is a technical assistance project implemented by Expertise France (EF) with the financial support of the European Union. Building on the achievements of its predecessors, Pravo-Justice I and II, which have supported comprehensive justice sector reforms since 2017, this phase of the project promotes greater rule of law in Ukraine, in line with European standards and comparative practices. The project focuses on fostering accountability for international crimes and serious human rights violations in Ukraine, strengthening the judiciary's independence, efficiency, quality, integrity, and transparency, and ensuring access to justice. It also seeks to enhance the enforcement of court decisions in commercial and criminal cases, improve the coordination of justice sector interventions, and support policy management in line with Ukraine's EU membership aspirations.

The activities implemented under the Pravo-Justice III are based on four main lines of action, which are (1) Prosecutorial Reform and Prosecution for International Crimes; (2) Judicial Reform; (3) Enforcement of Court Decisions and Protection of Property Rights; and (4) Support to the EU integration in the Justice Sector.

The current phase of the project started in January 2024 and will run until January 2026.

## Program objectives and priorities

The **overall objective** of this call for projects is to promote judicial reforms and strengthen the rule of law, towards alignment with the EU acquis and best practices by engaging civil society organizations (CSOs) in the processes of design, implementation, and evaluation of changes within the justice sector.

The **specific objective** of this call for projects is:

* Specific Objective 1 (SO 1): To strengthen the role of CSOs in monitoring and contributing to policy development and implementation within Ukraine's EU accession process, specifically regarding the judiciary, anti-corruption efforts, and fundamental rights, as well as justice, freedom, and security.

This call for projects is focused on specific thematic priorities that align with the directions of interventions defined by the Pravo-Justice III Working Plan.

Priorities of the call for projects in relation to SO 1:

1. Monitor, evaluate and/or raise awareness on reforms undertaken in relation to Chapter 23 and 24 of EU negotiation, especially with regards to the judiciary, anti-corruption efforts, and fundamental rights, as well as justice, freedom and security, against the benchmarks and progress highlighted in the Ukraine Country Report 2024.

## Total amount of financial support made available by Expertise France

The indicative total amount made available under this call for projects is EUR 190,000. Expertise France reserves the right not to allocate all of the available funds.

**Grant amounts**

The maximum amount available depends on the priority of the call for projects under which the request for a grant falls, with specific funding ceilings allocated to each priority SO 1:

1. maximum amount: EUR 190,000.

**Co-financing percentage**

The grant covers all eligible costs of the project.

## Awarding of grants for similar projects

By way of derogation from the grant award procedures (see point 3.4 of the Call for Projects Guide issued by Expertise France), Expertise France may award an additional grant contract via direct allocation for the implementation of a similar project to one of the successful applicants designated on conclusion of this call for projects.

Where such a contract is placed by Expertise France, the period during which new contracts may be entered into may not exceed 3 years from notification of the initial grant contract.

# Rules applicable to this call for projects

The call for projects rules define the rules applicable to the submission, selection and implementation of the projects financed under this call for projects and which apply to this call for projects.

## Eligibility criteria

There are three sets of eligibility criteria, respectively relating to:

1. the parties involved:
* the **lead applicant**, i.e. the entity submitting the application form (2.1.1),
* as applicable, its partner(s) (2.1.1),
1. projects:
* projects eligible for a grant (2.1.4);
1. costs:
* the types of costs that may be included in grant amount calculations (2.1.5).

2.1.1 Eligibility of the lead applicant

Lead applicant

1. (1) In order to be able to claim a grant, the lead applicant must meet the following conditions:
* be a legal entity registered in Ukraine; **and**
* be non-profit; **and**
* belong to one of the following categories: non-governmental organisation, public sector operator, and international (intergovernmental) organisation[[1]](#footnote-1) **and**
* be established[[2]](#footnote-2) in an eligible State in accordance with the financial instrument employed. This obligation does not apply to international organisations; **and**
* be directly responsible for the preparation and management of the project with the partner(s) and not be acting as an intermediary **and**
* propose a project addressing **the priorities** set in section 1.2.
1. Potential applicants may not participate in calls for projects or receive a grant if any situations mentioned in Annex VIII of the draft contract are applicable.

In the grant application form (“lead applicant declaration”), the lead applicant must declare that none of these situations apply either it ‑or its partner(s) ).

The lead applicant must act with a minimum of two partners in accordance with the provisions below.

**If the grant is awarded, the lead applicant becomes the beneficiary identified in the Special Conditions. In this regard, it shall assume full financial liability for implementation of the project in compliance with the conditions of the grant contract**. The beneficiary shall be the main point of contact for Expertise France. It shall represent any other partners and acts on their behalf. It shall design and coordinate the implementation of the project.

**Partner(s)**

For project proposals addressing priorities ‘A’ related to SO 1, **a minimum of 2 partners** are required to be associated with the project making the submission a three party submission.

The partners shall participate in the definition and implementation of the project and the costs they incur shall be eligible in the same manner as those incurred by the lead applicant.

The partners must meet the eligibility criteria that apply to the lead applicant itself.

Partners must sign the “mandate for the main applicant” on the grant application form.

2.1.2 Associates and contractors

The following entities are neither applicants nor partners. They do not have to sign the “beneficiary’s mandate”:

* Associates

Other organisations or individuals may become involved with the project. Associates participate in the project but cannot claim any benefit under the grant, with the exception of daily allowances and travel expenses. These associates do not have to meet the eligibility criteria set out in 2.1.1. Associates must be mentioned in Part B, Section 6 of the grant application form, entitled “Associates participating in the project”.

* Contractors

The beneficiaries and their partners may place contracts. The associates and partners may not simultaneously be project contractors. Contractors are subject to the same rules applicable to the awarding of contracts set out in Annex IV of the model grant contract.

2.1.3  Eligible projects: for which projects may an application be submitted?

Definition

A project is composed of a set of activities.

Duration

The planned initial duration of a project may not be less than 6 months or exceed 12 months.

Sectors or themes

The initiatives to be funded through the award of this call for projects must be overall concerned with the sector of justice and the rule of law, and relate to the following themes:

* EU Integration and Reforms Monitoring in the Justice Sector.

The proposed project must clearly and specifically respond to the of the priority listed in section 1.2. In particular, the evaluation must include an assessment of both chapter 23 and 24. Any proposals only considering one chapter will be considered ineligible.

Geographical coverage

Projects must be implemented in Ukraine.

Project types

The non-exhaustive list of types of projects able to benefit from financing under this call for projects includes: (i) Research and Analysis Projects; (ii) Capacity-Building and Training Programs; (iii) Advocacy and Awareness Campaigns; (iv) Monitoring and Evaluation Initiatives; (v) Coordination and Networking Initiatives; (vi) Resource Development and Support Programs; (vii) Policy Development and Reform Support.

The following types of project are not eligible:

* Projects solely or mainly consisting of sponsoring the participation of private individuals in workshops, seminars, conferences and congresses;
* Projects solely or mainly consisting of financing individual study or training bursaries;
* Projects solely or mainly consisting of international study visits;
* Advocacy actions relating to attending seminars and conferences.

Activity types

All activities proposed under eligible projects should be: sustainable, inclusive, gender equality-oriented, transparent and accountable, collaborative, and context-sensitive.

Financial support for third parties[[3]](#footnote-3)

Applicants may not propose to provide financial support to third parties.

Visibility

Applicants must take all necessary measures to ensure the visibility of financing European Union. This includes prominently referencing the EU Project Pravo-Justice, implemented by Expertise France and funded by the European Union, in all relevant communications, materials, and activities.

Applicants must comply with the specified objectives and priorities and guarantee the visibility of the financing provided by the European Union.

Number of applications and grants per applicant

The lead applicant may not submit more than 1 application within the context of this call for projects.

The lead applicant may not be awarded more than 1 grant within the context of this call for projects.

The lead applicant may simultaneously be a partner in another application for another call for projects.

2.1.4 Costs eligibility: what costs may be included?

Only “eligible costs” may be covered by a grant. The different types of eligible and ineligible costs are set out below. The budget constitutes both a cost estimate and an overall ceiling for “eligible costs”.

Recommendations to award a grant are always subject to verifications preceding signature of the grant contract not revealing any issues requiring modification of the budget (e.g. arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The verification procedure may give rise to clarification requests and lead Expertise France to impose modifications or reductions in order to correct any such errors or inaccuracies. Corrections may not give rise to a higher grant and higher percentage of cofinancing from Expertise France.

Consequently, it is applicants’ interests to provide a **realistic budget and appropriate cost-effectiveness.**

Eligible direct costs

In order to be eligible under this call for projects, costs must satisfy the conditions set out in Article 14 of the general conditions of the model grant contract.

Contingency reserve

The budget may include a contingency reserve up to a maximum of 5% of estimated direct eligible costs. It may only be used with **prior written authorisation** from Expertise France.

Eligible indirect costs

The indirect costs incurred during implementation of the project may be eligible for fixed-rate financing; the total amount may not exceed 7% of the estimated total of direct eligible costs. Indirect costs are eligible provided they do not include costs recognised under another budget item in the model grant contract. The lead applicant may be asked to support the requested percentage before the grant contract is signed. However, once the fixed rate is specified in the special conditions of the grant contract, no supporting documentation is required from the beneficiary.

Should any applicant or partner be in receipt of an operating grant financed by Expertise France or the EU, indirect costs may not be recorded against their incurred costs in the proposed project budget.

Ineligible costs

The following costs are not eligible:

* debt and the cost of debt (interest);
* provisions for losses or any future debts;
* costs declared by the beneficiary and financed by another project or work programme in receipt of a grant from Expertise France or the European Union;
* acquisition of land or buildings, unless the purchases are fundamental to the direct implementation of the project, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the model grant contract, by the latest on conclusion of the project;
* foreign exchange losses;
* loans to third parties;
* Taxes and VAT.

## Presentation of the application and procedures to be followed

 **Open call for projects**

2.2.1 Application Forms

Applications must be submitted in line with the instructions relating to the concept note and the full application stated in the grant application form annexed to these Rules (Annex A).

Applicants must submit their application in English,

Any error relating to the items stated in the instructions for producing the concept note or any major inconsistency in the application (inconsistency between amounts stated in the budget calculation spreadsheet, for example) may lead to the immediate rejection of the application.

Clarification will only be sought when the information provided is unclear, preventing Expertise France from carrying out an objective evaluation.

Handwritten requests will not be accepted.

**It should be noted that only the grant application form and published annexes to be completed (budget, logical framework) will be evaluated. It is therefore particularly important that these documents contain ALL pertinent information relating to the project. No supplementary annex is to be sent.**

2.2.2 Where and how must applications be sent?

The lead applicant’s application (**Annex A -** grant application form) must be submitted electronically at the following URL address:

PLACE Link

Applications submitted by other means (e.g. by fax or email) or delivered to other addresses will be rejected.

If the lead applicants submit several applications (if permitted in the call for projects Rules), each of these should be sent separately.

**Applicants must use the grant application form to ensure that their application is complete (Annex A - Part 3). Incomplete applications may be rejected.**

2.2.3 Deadline for submission of applications

The maximum date and time for submission of applications are stated on the cover page of these Rules. Proof of submission times is given by the confirmation of receipt electronic. All applications submitted after the deadline will automatically be rejected.

2.2.4 Other information concerning applications

An information session for this call for projects will be held on January 7th 2025 at 4pm Paris time to the following zoom link :

Topic: Explenatory Meeting\_Grants\_Pravo-Justice

Time: Jan 7, 2025 05:00 PM Kyiv

Join Zoom Meeting

<https://us02web.zoom.us/j/81464998817?pwd=4brIjx0ttzALlU7bKd224RVwhMqhlI.1>

Meeting ID: 814 6499 8817

Passcode: 798838

Applicants may submit their questions by email, no later than 10 days before the application submission deadline, to the addresslisted below, with the call for projects reference clearly stated:

Email address: link to the PLACE platform

Expertise France is not obliged to provide clarification relating to any questions received after this date.

Responses will be given no later than five days before the application submission deadline.

In order to ensure equality of treatment between applicants, Expertise France cannot issue any prior opinion on the eligibility of lead applicants, partners, projects or specific activities.

No individual responses will be given to the questions asked. All questions and their responses and other important information communicated to applicants during the evaluation procedure will be published in good time and shared with all applicants. You are therefore advised to regularly access the website at the above address in order to stay informed about the published questions and responses.

## Application evaluation and selection

Applications will be examined and evaluated by Expertise France, if necessary with the support of external assessors. All applications will be evaluated in line with the following stages and criteria.

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in 2.1.4, the application will be rejected on this basis alone.

**STAGE 1: OPENING, ADMINISTRATIVE VERIFICATION AND VERIFICATION OF THE ELIGIBILITY OF APPLICANTS AND PARTNER(S)**

**Opening and administrative verification**

At the opening and administrative verification stage, the following elements will be examined:

* Compliance with the deadline. If the deadline has not been met, the application will be automatically rejected.
* Compliance for the concept note with all criteria specified on the grant application form. This examination also includes an assessment of the project’s eligibility. If any of the requested information is missing or incorrect, the application may be rejected on this basis **alone** and may not be evaluated.

**Verification of eligibility**

Eligibility will be verified on the basis of the supporting documentation requested by Expertise France (see point 2.4). It will be solely conducted for applications that have been provisionally selected based on their score and within the limits of the budget specified for this call for projects.

* Checks will be carried to ensure consistency between the information on the lead applicant’s declaration (in the grant application form) and the supporting documents provided. Any missing supporting documentation or inconsistency between the lead applicant’s declaration and the supporting documentation may lead to the rejection of the application on this basis alone.
* The eligibility of applicants and partners will be verified in line with the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be substituted by the next best placed application on the reserve list that complies with the budget limits specified for this call for projects.

**STAGE 2: EVALUATION OF CONCEPT NOTES**

The concept notes passing this control point will be evaluated against the pertinence and overall concept of the proposed project.

Concept notes will be given an overall score out of 50 in line with the breakdown given in the scoring table below. The evaluation will also verify compliance with the instructions on how to complete the concept note, which are included in the grant application form.

The evaluation criteria are divided into sections and subsections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good.

|  |  |  |
| --- | --- | --- |
| **1. Pertinence of the project** | Sub-score | **30** |
| 1.1 To what extent does the proposal meet the objectives and priorities specified in the call for projects?\*  | 5(x2)\*\* |  |
| 1.2 To what extent does the proposal satisfy the particular needs and constraints of the target country or countries and/or region(s), including synergy with other initiatives of Expertise France, the EU or international organisations and the absence of duplication? | 5(x2)\*\* |  |
| 1.3 To what extent are the parties concerned (end beneficiaries, target groups) clearly defined and selected in a strategic manner? Have their needs been clearly defined and are they adequately covered in the proposal? | 5 |  |
| 1.4 Does the proposal contain specific elements providing added value, such as, the promotion of gender equality and equality of opportunity, the needs of disabled persons, the rights of minorities, the rights of the indigenous populations, innovation and best practices *as well as the other additional elements mentioned in section 1.2 of the Rules as applicable to applicants*? | 5 |  |
| **2. Project concept** | Sub-score | **20** |
| 2.1 To what extent is the overall design of the project coherent?  In particular, does it include the analysis of problems? Does it take into account external factors and relevant stakeholders? | 5(x2)\*\* |  |
| 2.2 Is the project feasible and logical vis-à-vis the objectives and anticipated results? | 5(x2)\*\* |  |
| **TOTAL SCORE** |  | **50** |

\*\* These scores are multiplied by 2 due to their importance.

Once all of the concept notes have been evaluated, a list will be produced classifying the project proposals by total score.

In the first instance, only the concept notes that have achieved a total score of at least 30 will move on to the preselection stage.

Subsequently, the number of concept notes will be reduced in light of their ranking on the list and the number of concept notes of which the aggregate amount of requested contributions equates to 200% of the available budget for this call for projects. The amount of contributions requested from each concept note will be based on the planned indicative financial allocations.

After evaluating the concept notes, Expertise France will send a letter to all applicants stating whether or not their application was submitted within deadline, notifying them of the reference number allocated to them and whether or not their concept note has been evaluated, including the results of said evaluation. The shortlisted lead applicants will then be invited to submit a full application.

**STAGE 3: EVALUATION OF FULL APPLICATIONS**

The following points will be evaluated in the first instance:

* Compliance with the submission deadline. If the deadline has not been met, the application will be automatically rejected.
* The full application complies with all criteria specified in these rules in the application form. This examination also includes an assessment of the project’s eligibility. If any of the requested information is missing or is incomplete, the application may be rejected on this basis **alone** and will not be evaluated.

Those full applications passing this control point will then be evaluated in terms of quality, including the proposed budget and the capacity of the applicants and partners, based on the evaluation criteria contained in the scoring table provided below. The evaluation criteria break down into selection criteria and award criteria.

The **selection criteria** help to assess the operational capacity of the applicants and partners and are used to verify that they enjoy the management ability, skills and professional qualifications required for successful implementation of the proposed project. This applies to lead applicants and is based on the analysis of information provided under Annex E.

The **award criteria** help to assess the quality of the applications in terms of the objectives and priorities specified in the Rules and to award grants to the projects that maximise the overall effectiveness of the call for projects. They help to select the applications that will ensure Expertise France is able to satisfy its objectives and priorities. They relate to the pertinence of the project, its consistency with the objectives of the call for projects and the quality, anticipated impact and durability of the project, in addition to its cost effectiveness.

*Scoring:*

The evaluation criteria are broken down into sections and sub-sections. Each subsection is scored between 1 and 5 as follows: 1 = highly unsatisfactory, 2 = unsatisfactory, 3 = average, 4 = good, 5 = very good.

**Scoring table: points system may be adapted with prior approval.**

|  |  |
| --- | --- |
| **Section** | **Maximum score** |
| **1. Pertinence of the project** | **/30** |
| *Same score obtained from evaluation of the concept note* |  |
| **2. Effectiveness and feasibility of the project** | **/30** |
| 2.1 Are the proposed activities appropriate, tangible and consistent with the objectives and anticipated results? | 15 |
| 2.2 Is the project plan clear and feasible? | 5  |
| 2.3 Does the proposal contain objectively verifiable indicators to evaluate the results of the project? Has an evaluation been provided for? | 5 |
| 2.4 Is there a satisfactory level of project participation and commitment among the applicants and partners?*If the lead applicant makes an application without partners, the score for point 2.4 will be 10, unless partner participation is mandatory under these Rules as applicable to applicants.* | 5 |
| **3. Durability of the project** | **/20** |
| 3.1 Is the project likely to have a tangible impact on the target groups?  | 10 |
| 3.2 Is the proposal likely to have multiplier effects?(notably the likelihood of information being reproduced, expanded and shared). | 5 |
| 3.3 Will the anticipated results of the proposed project have a durable impact?- from a financial point of view (*how will the activities be financed when the funding ends?*)- from an institutional point of view *(will structures exist enabling the activities to continue on project completion? Will the results of the project be appropriated at the local level?)*- at the political level (as applicable) *(what will be the structural impact of the project, e.g. will it lead to better laws, codes of conduct, methods, etc?)**-* from an environmental point of view (as applicable) *(will the project have a positive/negative impact on the environment?)* | 5 |
| **4. Budget cost effectiveness of the project** | **/20** |
| 4.1 Are the activities properly reflected in the budget? | /10 |
| 4.2 Is there a satisfactory relationship between the estimated costs and anticipated results? | /10 |
| **Maximum total score**  | **100** |

**Provisional selection**

After evaluation, a table will be produced of all the applications classified by score. The applications that have obtained the best scores will be provisionally selected until the budget for the call for projects has been exhausted. A reserve list will also be produced using the same criteria. This list will be exploited if more funds become available during the period of validity.

## Submission of supporting documents for provisionally selected applications

Lead applicants whose applications have been provisionally selected or included on the reserve list will be notified in writing by Expertise France. They will be asked to provide the following documents to enable Expertise France to verify their eligibility and, as applicable, that of their partner(s)[[4]](#footnote-4):

This obligation does not apply to public bodies, international organisations, or secondary or higher education institutions.

1. A copy of the lead applicant’s most recent financial statements (income statement and balance sheet for the last financial year)[[5]](#footnote-5). The partners, if any, are not required to submit a copy of their financial statements;
2. The financial identity information sheet (see Annex D of the Rules) duly completed and signed by each applicant (i.e. the lead applicant and its partners, as applicable), accompanied by the requested supporting documentation;
3. A capacity description sheet for the lead applicant (not partners) in accordance with the model attached in Annex E of these Rules;

5. The sworn statement on the absence of conflict of interest in accordance with the model attached in the call for proposal.

The documents must be provided in the form of originals, photocopies or scans (showing the company stamps, signatures and dates).

Where such documents are not written in English, Ukrainian or French, a translation into English of the document’s pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners, must be enclosed to enable the application to be analysed.

* When these documents are written in a language other than English, Ukrainian or French, it is **strongly** recommended for evaluation purposes to provide a translation in one of the languages of the call for projects of the document’s pertinent parties proving the eligibility of the lead applicant and, as applicable, of the partners.
* If the aforementioned supporting documentation is not provided before the deadline specified in the request for submission of supporting documentation issued by Expertise France to the lead applicant, the request may be rejected.
* After verification of the supporting documentation, the evaluation committee will make a final recommendation to the Managing Director of Expertise France or the latter’s delegated representative, who will decide on the awarding of grants.

## Notification of the Expertise France decision

**Content of the decision**

Lead applicants will be advised in writing of Expertise France’s decision regarding their applications and, if rejected, the reasons for the negative decision.

Should an applicant believe they are the victim of an error or irregularity committed during a call for projects procedure, they must refer the matter directly to Expertise France. Expertise France must issue a response within 30 days of receiving the complaint. Furthermore, if the response from Expertise France is unsatisfactory to the applicant, within two months following notification of their decision, said applicant may lodge an appeal with the Registrar of the Paris Administrative Court, 7 rue de Jouy, 75004 Paris, France - <http://paris.tribunal-administratif.fr/>.

**Indicative timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if required)** | 7.01.2025 | 16.00 CET |
| **2. Deadline clarification requests issued to Expertise France** | 10.01.2025 | 15:00 CET |
| **3. Last date on which clarifications are given by Expertise France** | 18.01.2025 | - |
| **6. Deadline to submit a full application**  | <20.01.2015> | 23:59 CET |
| **7. Notification of lead applicants regarding evaluation of full applications (Stage 2)** | <1.02.2025> | - |
| **8. Notification of award**  | <4.02.2025> | - |
| **9. Signing of the contract** | <7.02.2025> | - |

All times are in the local time of Expertise France.

This indicative timetable provides provisional dates (except for dates 2, 3 and 4) and may be modified by Expertise France during the procedure. The applicants shall be duly informed in the event of a change to the deadlines.

## Conditions for implementation after a decision by Expertise France to award a grant

Following a decision to award a grant, the beneficiaries will be offered a contract based on the model grant contract (Annex F to these Rules). By signing the application form (Annex A of the Rules), applicants accept the contractual terms set out in the model grant contract in the event that a grant is awarded.

Where implementation of a project requires the beneficiary and, as applicable, its partners to place contracts, such contracts must be placed in accordance with Annex IV of the model grant contract.

## Personal data protection and confidentiality

Expertise France undertakes to comply with the regulations in force applicable to the processing of personal data and, in particular, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 applicable as of 25 May 2018.

***Identity and contact details of the Data Controller and its representative:***

Expertise France

40 Boulevard de Port Royal

75005 Paris, France

Represented by its CEO,

Operational Data Controller:

The Information Systems Department represented by its Director

***Contact details of the personal data protection officer:***

informatique.libertes@expertisefrance.fr

The legal grounds justifying the data processing correspond to sections c) and e) of Article 6.1 of the GDPR, namely that:

* Processing is necessary to comply with a legal obligation to which Expertise France is subject;
* Processing is necessary for the performance of a mission carried out in the public interest or in the exercise of the public authority vested in Expertise France;

The purposes of the processing are:

* The management and monitoring of this call for projects,
* Managing and monitoring of the award of the grant that is the subject of the call for projects.

The recipients or category of recipients of personal data are exclusively the authorised staff of the contracting authority, ministries, and State operators charged with the signing and performing of the contract, as well as the service providers assisting them in their activities.

Retention period: these data are stored throughout the period during which the contract is signed and performed, as well as for the duration of administrative usefulness (DUA) applicable to the contract.

In accordance with the provisions of Articles 15 to 21 of the GDPR, persons whose personal data are collected have a right of access, rectification and erasure of this information concerning them. They also have a right to restrict processing and to oppose this processing on legitimate grounds. Information rights and any other right of the persons affected by the processing implemented may be exercised with the Expertise France Data Protection Officer.

Individuals whose personal data are collected in connection with the present procedure have the right to lodge a complaint with the French Data Protection Authority (CNIL).

Expertise France undertakes to guarantee the confidentiality of the proposals sent to it and to ensure the security and storage of these proposals.

# List of annexes

**It should be noted that all annexes should be adapted as set out in the call for projects and published at the same time as the Rules**

**documents to be completed**

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical framework (Excel format)

Annex D: Financial identification sheet

Annex E: Form setting out the financial and organisational capacities of the applicant

**information documents[[6]](#footnote-6)**

Annex F: Model grant contract

Annex II: General Terms and Conditions

Annex III: Budget (Annex B to this document)

Annex IV: Rules applicable to procurement contracts

Annex V: Letter for submission of reports and payment requests

Annex VI: Model narrative and financial report

Annex VII: Transfer of ownership of assets

Annex VIII: Integrity commitment

Annex G: Daily allowance rates (per diem), available at: <http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en> (all necessary information is available via the link, publication of the annex is optional)

\* \* \*

1. International organisations are international public-law organisations created by intergovernmental agreements as well as specialist agencies created by said organisations. [↑](#footnote-ref-1)
2. Establishment is determined on the basis of the organisation’s articles of association which must show that the organisation has been founded under an act of law of the country in question and that its registered office is located in an eligible country. In this regard, any legal entity whose articles of association have been created in another country cannot be treated as an eligible local organisation, even if it is registered locally or a “memorandum of understanding” has been signed. [↑](#footnote-ref-2)
3. These third parties are neither partners, nor associates nor contractors. [↑](#footnote-ref-3)
4. No supporting documentation will be required for grant applications not exceeding EUR 40,000. [↑](#footnote-ref-4)
5. This obligation does not apply to individuals who have been awarded a scholarship or who are in greatest need of direct assistance. Public entities and international organisations are likewise exempt. This also does not apply when the accounts, in practice, are the same documents as the external audit report already provided under 2.4.2. [↑](#footnote-ref-5)
6. These documents should also be published by Expertise France. [↑](#footnote-ref-6)