

**Call for proposals**

MOVE/C2/2022-54 "Technical Assistance for the development and collection of Road safety Key Performance Indicators (KPI)”

**Version 1.0**

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**CALL FOR PROPOSALS**

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# 0. Introduction

This is a call for proposalsfor EU **action grants** in the field of Transport.

The regulatory framework for this EU Funding Programme is set out in:

* Regulation 2018/1046 ([EU Financial Regulation](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012))
* The basic act (CEF Regulation [2021/1153](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=uriserv:OJ.L_.2021.249.01.0038.01.ENG)[[1]](#footnote-2)).

The call is launched in accordance with the [CEF work programme for 2021-2027](https://transport.ec.europa.eu/document/download/8a8d5a98-6802-4507-acda-8cf140cb17a7_en?filename=c20215763-cef-financing-annex.pdf) and will be managed by the European Commission, Directorate-General for Mobility and Transport.

The call covers the following **topic:**

**Technical Assistance for the development and collection of Road safety Key Performance Indicators (KPI)**

This Call Document outlines the:

* + background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  + timetable and available budget (sections 3 and 4)
  + admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  + criteria for financial and operational capacity and exclusion (section 7)
  + evaluation and award procedure (section 8)
  + award criteria (section 9)
  + legal and financial set-up of the Grant Agreements (section 10)
  + how to submit an application (section 11)

# 1. Background

Road safety Key Performance Indicators (KPIs) are an integral part of the “Safe System” approach to road safety, which underpins the Commission’s Road Safety Policy Framework 2021-2030. In order to gain a clearer understanding of the different issues that influence overall safety performance, the Commission elaborated, in close cooperation with Member States, a first set of KPIs for road safety which were defined in the above-mentioned framework.

Commission Implementing Decision C(2021)5763 final of 5.8.2021 concerning the adoption of the work programme for 2021-2023 and the financing decision for the implementation of the CEF foresees a technical assistance action for the “Collection of Key Performance Indicators for road safety”. This action will be implemented through a grant awarded following this call to national authorities. The action will build on a previous CEF support action in 2020-2022 which established the Baseline project to collect 8 road safety Key Performance Indicators (KPIs) in 18 EU Member States.

# 2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

### Objectives (expected outcome)

The aim of this TA action will be to build on the work undertaken during the Baseline project (where data on 8 KPIs were collected in 18 EU Member States), support a new round of data collection for KPIs and provide a solid basis for monitoring progress in joint road safety work at EU, Member State, regional and local level.

More specifically, the funding will assist Member States’ authorities in the collection and harmonised reporting of KPIs and contribute to building the capacity of countries with little or no experience in collecting KPIs. The action will also enable countries to exchange experience on the use of KPIs at national level for policymaking and will be used to develop methodologies for possible target setting, in cooperation with the Commission.

The Commission is encouraging all EU Member States to take part in this next phase of the project, as part of a single consortium. Member States who commit to collecting and providing data for a minimum of 3 road safety KPIs are eligible to join the project and participate in the decision-making process. To be eligible for a grant under the TA action for a particular indicator, a Member State needs to follow the common definitions and methodology. Countries which are unable to provide data for the minimum of 3 indicators can participate as observers.

### Themes and priorities (scope)

The action will focus largely on collecting comparable and quality data for the current set of 8 KPIs, as laid down in the Commission’s Road Safety Policy Framework 2021-2030, though each indicator will be subject to review. The methodological guidelines for each KPI, as defined in Baseline, will be the basis and starting point for future activities. However, the guidelines, including the minimum requirements, will be reviewed, refined and simplified, where appropriate.

In addition, the action will test some new, complementary and experimental indicators, to be defined by the consortium and agreed by the Commission. As a minimum, an indicator related to enforcement should be included.

### Activities that can be funded (scope)

a) Review and customisation of methodological requirements for the current set of KPIs (including new, readily-available complementary indicators)

b) Data collection work, including fieldwork where appropriate

c) Data processing, calculation of KPIs and provision of datasets in a harmonised format

d) Training of personnel involved in the data collection and data processing

e) Analysis, dissemination and use of the results

f) For new experimental indicators and methodologies - development of common methodology, data collection, data processing, provision of datasets, analysis, dissemination and use

g) Project management and coordination at European level (as opposed to national level only) as well as outreach

Note that outreach activities that incur costs outside the EU should be agreed in advance with the Commission. Note also that revision of the common methodology falls under g).

The indicative budget for this topic is EUR 5 000 000 of which indicatively 10% (up to a maximum of 15%) would cover activities under activity f)

The funding rates for each activity are set out in section 10 below.

# 3. Available budget

The available budget is **EUR 5 000 000**, out of which indicatively 10% (up to a maximum of 15%) would fund activities under activity f) (see section 2 above)

We reserve the right not to award all available funds, depending on the results of the evaluation.

# 4. Timetable and deadlines

|  |  |
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| **Timetable and deadlines (indicative)** | |
| Call opening: | August 2022 |
| Deadline for submission: | 13 October 2022 – 17:00:00 CET (Brussels) |
| Evaluation: | November 2022 |
| Information on evaluation results: | December 2022 |
| GA signature: | December 2022 / January 2023 |

# 5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

* Application Form— contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities), and the technical description of the project
* annexes and supporting documents:
  + general budget overview (based on the model published with this call)
  + detailed budget table per WP (based on the model published with this call)
  + timetable/Gantt chart (based on the model published with this call)

Your application must be **readable**, **accessible and** **printable**.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc.)*.

# 6. Eligibility

### Eligible applicants (eligible countries)

### According to section 9 of the Work Programme applications to this call are restricted to national Ministries, road safety agencies and road-safety related research organisations or similar bodies as defined by the EU Member States.

### Consortium composition

Proposals must be submitted by a consortium composed of a minimum of fourteen EU Member States (national Ministries, road safety agencies and road-safety related research organisations or similar bodies as defined by EU Member States).

### Eligible activities

Eligible activities are the ones set out in section 2 above.

The following activities are not considered as eligible for funding under this invitation:

− Language trainings;

− General study tours to other Member States;

− Activities related to the preparation and monitoring of CEF/EFSI/ESIF (European Structural and Investment Funds) projects which are attributable to individual projects and are covered from other EU sources (e.g. translation of CEF specific applications, individual financial statements/ audits of each CEF funded project, projects funded from ESIF)

(However, the certificate on the financial statement required for the payment of the balance of this Programme Support Action is an eligible cost);

− Project-related activities which are eligible under other CEF calls;

− All activities funded from the EU budget under different Technical Assistance or from different co-funded EU Programmes;

− Supplies of souvenirs, other than publication material (guidelines, brochures, guide to applicants etc);

− Travel expenditure related to general study tours to other Member States;

− Lobbying.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities *(such as environment, social, security, industrial and trade policy, etc.)*.

Financial support to third parties is not allowed.

### Geographic location (target countries)

### Proposals must relate to activities taking place in the eligible countries (see above).

### Duration

The project should normally have a duration between 24 and 36 months (extensions are possible, if duly justified and through an amendment).

# 7. Financial and operational capacity and exclusion

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to provide during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc)*.

The check will normally be done for all beneficiaries, except:

* public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
* if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

* further information
* an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities *(see below, section 10)*
* prefinancing paid in instalments
* (one or more) prefinancing guarantees *(see below, section 10)*

or

* propose no prefinancing
* request that you are replaced or, if needed, reject the entire proposal.

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the ‘Quality’ award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

* general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
* description of the consortium participants
* applicants’ activity reports of last year

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, road safety agencies and road-safety related research organisations or similar bodies as defined by EU Member States and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[[2]](#footnote-3):

* + - * bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant’s debts)
    - in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant’s debts)
    - guilty of grave professional misconduct[[3]](#footnote-4) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
    - committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
  + shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
  + guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31995R2988&qid=1501598622514) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
  + created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that[[4]](#footnote-5):

* during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
* they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

# 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria andthen ranked according to their scores *(see sections 7 and 9)*.

Image No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc*.

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access. Please also be aware that for complaints submitted electronically, there may be character limitations.

# 9. Award criteria

The **award criteria** for this call are as follows:

* **Priority and urgency:** evaluating correspondence of the proposal with the sectoral policy objectives and priorities, measuring its EU added value and where applicable assessing the possible synergies with other sectors. (5 points)
* **Maturity:** assessing the maturity of the action in the project development. The criterion will measure, among others: the readiness/ability of the project to start by the proposed start date and to complete by the proposed end date, the status of the contracting procedures and of the necessary permits (if applicable), and information on the financial availability needed to complement the CEF investment (if applicable) (5 points)
* **Quality:** evaluating the soundness of the implementation plan proposed, both from the technical and financial point of view, the architecture and design approach, the organisational structures put in place (or foreseen) for the implementation, the risk analysis, the control procedures and quality management and the communication strategy. Moreover, when applicable, it will also assess the information related to the maintenance strategy for the completed project (5 points)
* **Impact:** assessing, when applicable, the economic, social and environmental impact, including the climate impact, and other relevant externalities. The evaluation will look at the soundness, comprehensiveness, and transparency of the analysis as well as proposed means to monitor its impact. Moreover, when applicable, the criterion will assess, among others, the innovation and digitalisation, safety and interoperability and accessibility aspects of the proposal, as well as its cross-border dimension, effect/contribution to the network territorial accessibility (5 points)
* **Catalytic effect:** evaluating the financial contribution, the capacity to mobilise differentiated investments sources, the capacity to trigger important overall investments with limited EU support and when appropriate the extent to which externalities justify the CEF financial assistance. It also assesses the catalytic effect of the EU financial assistance (5 points).

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| **Award criteria** | **Minimum pass score** | **Maximum score** |
| Priority and urgency | 3 | 5 |
| Maturity | 3 | 5 |
| Quality | 3 | 5 |
| Impact | 3 | 5 |
| Catalytic effect | 3 | 5 |
| **Overall (pass) scores** | **15** | **25** |

Maximum points: 25 points.

Individual thresholds per criterion: 3/5, 3/5, 3/5, 3/5 and 3/5 points.

Overall threshold: 15 points.

# 10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used is published with this call text.

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons but never earlier than the proposal submission date.

Project duration: between 24 and 36 months; extensions are possible, if duly justified and through an amendment.

### Milestones and deliverables

The milestones and deliverables for each project will be reflected in Annex 1 of the Grant Agreement.

### Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (maximum grant amount): EUR 5.000.000- indicatively 10% (up to a maximum of 15%) would cover activities under activity f) (see section 2 above). The amount granted for any one member of the consortium should not exceed EUR 350 000, with the exception of the coordinating country/countries.

Image Please be aware that you may be asked to request an amendment to reduce the grant awarded if your project encounters major delays during the project implementation. If you do not comply with this request, we may have to terminate the grant *(see art 32)*.

The grant will be a budget-based mixed actual cost grant (actual costs, with flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For flat-rates, you can charge the amounts calculated as explained in the Grant Agreement *(see art 6 and Annex 2 and 2a)*.

The costs will be reimbursed at 50% of the total eligible costs for the activities a) to e) in section 2 above and 100% for the costs of activity f) on new experimental indicators and methodologies and g) regarding project management and coordination. The applicant shall indicate activities with different co-funding rates in separated work packages.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount *(see art 22.3)*.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement *(e.g. improper implementation, breach of obligations, etc)*.

Image Please be aware that project management costs (including related tasks, such as consortium-internal progress meetings, project reporting etc) should not exceed 10% of total costs for the project. Costs exceeding this limit will be rejected during grant preparation.

*Budget categories for this call:*

* A. Personnel costs
  + A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  + A.4 SME owners and natural person beneficiaries
* B. Subcontracting costs
* C. Purchase costs
* C.1 Travel and subsistence
* C.2 Equipment
* C.3 Other goods, works and services
* E. Indirect costs

*Specific cost eligibility conditions for this call:*

* personnel costs:
* average personnel costs (unit cost according to usual cost accounting practices): Yes
* SME owner/natural person unit cost[[5]](#footnote-6) : Yes
* subcontracting costs:
* country restrictions for subcontracting costs: Yes, subcontracted work must be performed in the eligible countries
* travel and subsistence unit cost[[6]](#footnote-7): No (only actual costs)
* equipment costs: depreciation
* other cost categories:
* costs for financial support to third parties: not allowed
* indirect cost flat-rate: 0% of the eligible direct costs Indirect costs are not eligible.
* VAT: VAT is NOT eligible
* other:
* in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
* project websites: communication costs for presenting the project on the participants’ websites or social media accounts are eligible;
* eligible cost country restrictions: Yes, only costs for activities carried out in eligible countries or target countries are eligible, with the possible exception of some limited outreach activities in non-EU countries to be agreed in advance with the Commission.

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **pre-financing** to start working on the project. The amount will be established based on the grant type or estimated project duration at the time of grant signature and will vary between 25% and 50%. The pre-financing will be paid 30 days from entry into force/financial guarantee (if required — whichever is the latest*.*

There will be one or more **interim payments** (with detailed cost reporting).

In addition, you will be expected to submit one or more progress reports not linked to payments.

**Payment of the balance**: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

Image Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount *(by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc)*. It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22).*

For beneficiaries, it is one of the following:

* limited joint and several liability with individual ceilings — *each beneficiary up* to their maximum grant amount
* unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

* individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

Security rules: *see Model Grant Agreement (art 13 and Annex 5)*

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

* rights of use on results: Yes
* access to results for policy purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

* communication and dissemination plan: *Y*es
* additional communication and dissemination activities: Yes
* special logos: No

### Other specificities

n/a

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

# 11. How to submit an application

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in three paper copies (one original clearly identified as such, plus two copies), and must be signed by the person authorised to enter into legally binding commitments on behalf of the coordinating applicant organisation.

All additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the following address:

By registered mail, to the following address:

**European Commission**

**Directorate-General for Mobility and Transport**

**DM 28 - 0/110 - Mail/Archives**

**B-1049 Brussels**

**Belgium**

Or

by hand-delivery, (evidence will be constituted by the acknowledgement of receipt), or by courier service (evidence will be constituted by the acknowledgement of receipt) to the following address:

European Commission

**European Commission**

**Directorate-General for Mobility and Transport**

**DM 28 - 0/110 - Mail/Archives**

**B-1049 Brussels**

**Belgium**

Applications sent by fax or e-mail will not be accepted.

The proposal must be submitted before the call deadline in Section 5. After this deadline applications can no longer be submitted.

Once you have submitted your application, you will receive a confirmation e-mail (with date and time of your application). If you do not receive this confirmation e-mail, it means your application has NOT been submitted.

# 12. Contact

Questions should be sent to the following email address: [MOVE-TENDER-C2@ec.europa.eu](mailto:MOVE-TENDER-C2@ec.europa.eu)

Please indicate clearly the reference of the call and topic to which your question relates *(see cover page)*.

# 13. Important

Image **IMPORTANT**

* **Don’t wait** **until the end** **—** Complete your application sufficiently in advance of the deadline to avoid any last-minute **problems**. Problems due to last minute submissions will be entirely at your risk. Call deadlines can NOT be extended.
* **Consult** the DG MOVE Website regularly. We will use it to publish updates and additional information on the call (call and topic updates).
* **Consortium roles —** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding).

For EU framework partnerships, the consortium must be formed at FPA level. Only entities which are part of the FPA can become beneficiaries in the grants awarded under the framework partnership.

* **Coordinator —** In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
* **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
* **Associated partners** — Applicants may participate with associated partners(i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
* **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.
* **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).
* **No-profit rule —** Grants mayNOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
* **No double funding****—** There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
* **Completed/ongoing projects** **—** Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
* **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see* [AGA — Annotated Model Grant Agreement, art 6.2.E](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)*).*
* **Resubmission** **—** Proposals may be changed and re-submitted until the deadline for submission.
* **Rejection —** By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn’t, they must be replaced or the entire proposal will be rejected.
* **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
* **Language** **—** You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).
* **Transparency —** In accordance with Article 38 of the [EU Financial Regulation](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012),information about EU grants awarded is published each year on the [Europa website](https://ec.europa.eu/budget/fts/index_en.htm).

This includes:

* beneficiary names
* beneficiary addresses
* the purpose for which the grant was awarded
* the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

* **Data protection** **—** The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Director of Directorate C of DG MOVE

# Annexes

**The following Annexes can be downloaded at:**

[Grants- Calls for proposals in the field of transport](https://transport.ec.europa.eu/facts-fundings/grants-calls-proposals-field-transport_en?f%255B0%255D=oe_call_proposals_status:past)

**Annex 1 – Application Form**

**Annex 2 – Legal identity forms**

**Annex 3 – Financial identification form**

**Annex 4 – General Budget Overview template**

**Annex 5 Detailed Budget Overview template**

**Annex 6 – Timetable template**

**Annex 7 Model Grant Agreement**

1. Regulation (EU) 2021/1153 of the European Parliament and of the Council of 7 July 2021 establishing the Connecting Europe Facility (OJ L 249, 14.7.2021, p. 38). [↑](#footnote-ref-2)
2. See Articles 136 and 141 of EU Financial Regulation [2018/1046](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012). [↑](#footnote-ref-3)
3. Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage. [↑](#footnote-ref-4)
4. See Article 141 EU Financial Regulation [2018/1046](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012). [↑](#footnote-ref-5)
5. Commission [Decision](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-sme-owners-natural-persons_en.pdf) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715). [↑](#footnote-ref-6)
6. Commission [Decision](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35). [↑](#footnote-ref-7)