



EUROPEAN UNION AGENCY FOR ASYLUM (EUAA)

Call for proposals

**From Learning to Convergence: The Implementation of the
European Asylum Curriculum (EAC)
(EAC Implementation)
(Call ID: EUBA-EUAA-2026-EAC)**

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for **action grants** in the field of training and professional development through the European Asylum Curriculum (EAC) managed by the European Union Agency for Asylum (EUAA).

The regulatory framework is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))¹
- The basic act ([EUAA Regulation](#))².

The call is launched in accordance with the [2025 Work Programme](#)³.

We invite you to read the **call documentation** carefully, and in particular this Call document, the [Lump Sum Grant Agreement](#) for the call, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call document](#) outlines the following:
 - 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 0 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 Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Regulation (EU) 2021/2023 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (OJ L 468).

³ European Union Agency for Asylum. 2025. Single programming document: Multi-annual programming 2025-2027: Work programme year 2025. [Revision 2]. Publications Office of the European Union. ISBN 978-92-9410-933-0.

- the Online Manual outlines the following:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions, set out in the Grant Agreement that you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).



Please note that after the submission of your application (through the EU Funding & Tenders Portal) the evaluation, grant agreement preparation and project implementation will be managed by the EUAA outside the standard Commission IT tools.



To shorten time-to-signature, we plan to sign both grant agreements, amendments and financial statements (and other documents that need to be signed) electronically using qualified electronic signature (QES) within the meaning of Articles 3(12) and 25(2) of Regulation (EU) No 910/2014 (eIDAS Regulation). QES is recognised to be legally equivalent to a handwritten signature in all EU Member States. To do this, your legal representative(s) must have valid qualified digital certificates for QES. For useful information and practical instructions on using QES, please refer to this [video](#) and [documentation](#).

1. Background

On 15 December 2021, the EUAA Regulation was adopted establishing a European Union Agency for Asylum. The EUAA Regulation introduced the possibility for the EUAA to award grants in order to implement its reinforced mandate. This marks an important step towards making instruments and tools available to EU+ countries⁴ to support them in implementing the Common European Asylum System (CEAS).

To fulfil its mandate under Article 2(1)(a) and (b) of the EUAA Regulation, the EUAA is committed to facilitating, coordinating, and strengthening practical cooperation and information exchange among Member States regarding their asylum and reception systems.

According to Article 8 of the EUAA Regulation, the EUAA is tasked with developing and reviewing training for staff of national administrations responsible for asylum and reception matters, including the development of a European Asylum Curriculum (EAC). Training is essential across CEAS instruments to ensure that staff in EU Member States have the knowledge and skills to harmonise asylum policy and practice, ensuring fair and efficient procedures in line with EU standards.

⁴ For the purpose of this document, the term "EU+ countries" is to be understood as including the EU Member States as well as the EUAA associated countries ((EUAA Regulation Article 34) (Norway, Switzerland, Lichtenstein and Iceland).

The principle of convergence is essential for ensuring a fair, efficient, and harmonized CEAS. The EUAA plays a vital role in driving this convergence by developing common standards, providing training, and monitoring asylum systems. Addressing workforce capacity through professionalization is a key element in overcoming challenges to convergence. Continued efforts to strengthen the EUAA, enhance monitoring, promote dialogue, and invest in professionalization are crucial for achieving full convergence and ensuring that asylum seekers receive the protection they deserve, regardless of where they seek it in the EU.

The significance of training within the Pact on Migration and Asylum of the EUAA lies in its emphasis on enhancing the skills and competencies of the workforce. Training is crucial for ensuring that personnel are well-equipped to meet the evolving challenges in the sector. By prioritizing training, the Pact on Migration and Asylum aims to foster a more professionalized workforce, ultimately leading to improved efficiency and effectiveness in operations as well as adequately addressing the complexities of asylum processes. Furthermore, it supports the goal of convergence among EU+ countries by standardizing skills and knowledge, which can enhance collaboration and mutual support across the EUAA framework.

2. Objectives —Activities— Expected impact

Objectives

The call for proposals aims at supporting the EU+ countries (i.e. EU Member States and EUAA associated countries) in building capacities of asylum and reception officials via the European Asylum Curriculum. The call for proposals promotes the implementation of the European Asylum Curriculum in EU+ countries, based on identified needs and in line with established quality standards, contributing to enhance the capacity of asylum and reception officials in national administration and to increase convergence in the implementation of the CEAS. The call for proposal targets a specific group of eligible applicants – namely, national asylum and reception authorities or entities formally designated by EU+ countries to operate in the field of asylum and reception.

Capacity Building for Asylum and Reception Officials:

Provide support to EU+ countries to ensure that asylum and reception officials acquire the necessary knowledge, skills, and competencies to effectively operate in the sector. This will be achieved through identifying training needs using the EUAA Training Needs Analysis (TNA) methodology, developing comprehensive annual training plans, and implementing the EUAA Curriculum modules.

Professionalisation of Asylum and Reception Sector

Contribute to the professionalisation of asylum and reception officials working in the asylum and reception sectors by incentivizing national administrations to organize online accredited training sessions in English.

Strengthening Sustainability of Asylum and Reception Services

Enhance the sustainability of asylum and reception services by reinforcing the network of EUAA-accredited trainers and content experts. These professionals will play a crucial role in continuously designing EUAA modules and delivering high-quality training within the framework of the EAC Curriculum.

Fostering Regional Cooperation and Exchange of Best Practices

Support the development of regional cooperation and the exchange of best practices by organizing joint training sessions and fostering cross-border collaboration. Support the work of the Training Advisory Group.

Supporting Training National Contact Points

Assist Training National Contact Points in fulfilling their role as the liaison between each EU+ country's national administration and the EUAA.

Activities that can be funded (scope)

In order to achieve the above-mentioned objectives, this call for proposals foresees funding opportunities for the following activities. Projects can propose additional activities. All activities must have a clear link to the European Asylum Curriculum and the promotion of its implementation across EU+ countries.

The following activities may be funded:

- Organisation and delivery of training sessions for asylum and reception officials and grading and verification of assessments in English (where applicable), based on identified needs and in line with established quality standards, including costs of trainers and trainees.
- Supporting the EUAA training pool by enhancing national authorities' pools and the deployment of trainers for the delivery of EUAA training sessions.
- Supporting EU+ countries who deploy content experts/trainers involved in EAC curriculum development and updates.
- Supporting cooperation between EU+ countries through the organisation and delivery of regional training sessions, enabling exchange of knowledge, development of synergies and enhancement of the pool of national trainers.
- Coordinate and deliver an established number of EAC sessions annually, including the management of associated costs such as venue rental, catering, interpretation services (as required), and all other logistical arrangements to ensure smooth execution of each session.
- Ensure the provision of expert knowledge and support throughout the training process allocating to the EUAA qualified and accredited trainers required for the delivery of these training sessions.

- Support the organisation of, and participation in, the Training National Contact Points and Training Advisory Group work, enabling appointed national asylum and reception officials to efficiently perform their coordination role between their national administrations and the EUAA.

Expected impact (results/outcomes)

- Increased capacity to deliver training sessions to national asylum and reception officials.
- Improved grading and verification of assessments in English performed by EU+ countries on accredited modules delivered at national level.
- Increased competence and capacity of asylum and reception national authorities, based on identified needs and the European Asylum Curriculum;
- Sustained pool of EUAA trainers ensuring that high quality training delivery is in place;
- Maintained compliance with the Standard and Guidelines in the European higher education area, including further implementing policies and procedures, which cover the entire training cycle;
- Provision of high quality training to asylum and reception officials from the European Asylum Curriculum and the opportunity to demonstrate their knowledge and skills to implement CEAS.

Additional considerations applicable to this call



For more information about EUAA training strategy and methodology, see <https://euaa.europa.eu/publications/training-and-learning-strategy>

3. Available budget

The estimated available call budget is **EUR 300 000**.

We expect to fund 3 projects of approximately EUR 100 000 each, nevertheless the actual number of the funded projects will depend on the evaluation outcomes and the available call budget. However, note that the requested grant amount per project must be between **EUR 60.000 and EUR 200.000**.(see section 6 (project budget)).

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

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening ⁵ :	18 Dec 2025
<u>Deadline for submission:</u>	<u>31 March 2026 – 17:00:00 CET (Brussels)</u>
Evaluation:	April-May 2026
Information on evaluation results:	June 2026
GA signature:	July 2026

5. Admissibility and documents

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

Proposals must be submitted **electronically** via the EU Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) section⁶). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

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

- **Application Form Part A** — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- **Application Form Part B** — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*)
- **Mandatory annexes and supporting documents** (*templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table
 - *CVs of core project team: not applicable*
 - *activity reports of last year: not applicable*
 - *List of previous projects: not applicable*

⁵ A date when the call is opened for submission.

⁶ Note that EUAA's calls are published under EU Bodies and Agencies (EUBA) programme.

Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (see [AGA — Annotated Grant Agreement, art. 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money principle (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later or during the project implementation or after the end of the project).

In case of consortia, when submitting proposal, the coordinator will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (especially *eligibility, financial and operational capacity, exclusion, etc.*). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable** (please check carefully the layout of the documents uploaded).

Proposals are limited to maximum **50 pages** (Application Part B). Evaluators will not consider any additional pages. Shorter proposals are welcome.

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



For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - EUAA associated countries (EUAA Regulation Article 34): Iceland, Liechtenstein, Norway and Switzerland.
- national asylum and reception authorities or entities with a public service mission mandated by EU+ countries to operate in the field of asylum and reception. **NGO's and civil society organisations may only apply in role of an affiliated entity.**

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the EU Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).


Specific cases and definitions

Natural persons: natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations: international organisations are NOT eligible.

Entities without legal personality: entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁷.

EU bodies: EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings: entities composed of members may participate as ‘sole beneficiaries’ or ‘beneficiaries without legal personality’⁸.  Please note that if the action is implemented by the members, they should also participate in the application (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)⁹. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092¹⁰. Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc). Currently such measures are in place for Hungary - Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see [Council Implementing Decision \(EU\) 2022/2506](#), as of 16 December 2022).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

⁷ See Article 200 (2)(c) of EU Financial Regulation [2024/2509](#).

⁸ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).


⁹ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹⁰ Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

Consortium composition

A single applicant or consortia may apply.

NGO's and civil society organisations may only apply in role of an affiliated entity. There are no other requirements set on the consortium composition.

 Please read the *eligible participants* section above for the eligibility conditions that apply to applicants.

Eligible activities

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the call description for which they are submitted.

Eligible activities are the ones set out in section 2 above. Projects must relate to the European Asylum Curriculum and strengthen applicants' capacity with regards to EAC implementation.

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

- Trainings on content other than the European Asylum Curriculum of EUAA.

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

Financial support to third parties is not allowed.

Duration

Projects should normally range between 10-12 months.

Projects of longer or shorter duration may be accepted in duly justified cases. Extensions are possible, if duly justified and through an amendment.

Project budget

The requested grant amount per project must be **between EUR 60.000 and EUR 200.000**.

The grant awarded may be lower than the amount requested.

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 projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) 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 analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

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 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.



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

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 (tasks, qualifications and experiences) of the staff responsible for managing and implementing the project (*section of Application Form Part B*)
- description of the consortium participants (*section of Application Form Part B*)

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

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or are in one or more of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹¹:

- 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 misconduct¹² (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 EU Regulation [2988/95](#) (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)

¹¹ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

¹² 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

- intentionally and without proper justification resisted¹³ an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

In addition, applicants will also be rejected if it turns out that¹⁴:

- 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 (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score, a **priority order** will be determined according to the scores they have been awarded for the award criterion 'Relevance'.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the remaining ones will be put on the reserve list or rejected.

Grant preparation may 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. Full compliance will be a pre-condition for signing the grant. Also, as part of the grant preparation, your application will be transferred to the grant agreement annex 1 (description of action) and annex 2 (estimated budget).

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).

¹³ 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

¹⁴ See Article 143 of EU Financial Regulation [2024/2509](#).

9. Award criteria

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

1. Relevance (40 points):

- Extent to which the proposal contributes to the objectives and expected impact/outcomes of the call (as defined in section 2)
- Clearly defined training and professional development needs and related specific project's objectives
- Adherence to EUAA's training strategy and methodology¹⁵

2. Quality (30 points):

- Clarity and consistency of project with logical links between the identified needs and proposed actions (logical frame concept and methodology)
- Quality of the consortium (if applicable), participants' profiles and project teams, including appropriate division of roles and procedures to cooperate within the project
- Methodology for implementing the project including organisation of the work (procedures and allocation of resources, project management, involvement of subcontractors, timetable and feasibility, risk management, monitoring and evaluation)
- Cost effectiveness (sufficient/appropriate budget for proper implementation; value for money)

3. Impact (30 points):

- Level of expected short and long-term results/impact on target group, including foreseen number of EAC training sessions and trained participants. Where applicable, clarity of defined metrics to assess training effectiveness based on participant feedback (e.g. satisfaction rate), and mechanisms to ensure that EUAA feedback forms are duly filled in by learners as follow up of the session.
- Appropriate communication and dissemination strategy with regard to EAC including visibility of EU funds
- Sustainability of results after EUAA funding ends, such as follow-up sessions and availability of ongoing resources to reinforce learning and replicability/usability/potential for amplification of the results

¹⁵ Available at: <https://euaa.europa.eu/publications/training-and-learning-strategy>

Award criteria	Minimum pass score	Maximum score
Relevance	21	40
Quality	16	30
Impact	16	30
Overall (pass) scores	60	100

Maximum points: 100 points.

Individual thresholds per criterion: 21/40, 16/30 and 16/30 points.

Overall threshold: 60 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

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 EUAA Project Officer.

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

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.

Project duration: *see section 6 above*.

Milestones, deliverables and KPIs

Activities must be grouped into work packages which are major sub-divisions of the project (*e.g. Project Management*). For each work package, an objective and lists of tasks/activities and deliverables must be defined. Milestones are not applicable for this call.

The deliverables for each project will be reflected in Annex 1 of the Grant Agreement and will be monitored by the EUAA Project Officer to assess the project's progress.

The following deliverables will be mandatory for all projects:

- Kick-off meeting with EUAA project officer (focal point) with an action plan as an outcome
- Quarterly summary progress meetings with EUAA project officer
- Quarterly summary progress report of activities performed

When relevant for the project's activities, the following KPIs will be mandatory:

- Number of participations of national officials
- Number of sessions
- Number of trained participants envisaged to become trainers.

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*).

Requested grant amount: *see section 6 above*.

The grant will be a **lump sum grant**. This means that it will reimburse a fixed amount, based on a lump sum. The amount will be fixed by the EUAA on the basis of the estimated project budget and a funding rate of **80%**.

For more information, see [How to manage your lump sum grants](#). Please note that while the general approach applies, the evaluation, grant agreement preparation and project implementation will be managed by the EUAA outside the standard Commission IT tools.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art. 6 and Annex 2*).

Budget categories for this call:

- Lump sum contributions¹⁶

Specific cost eligibility rules for this call:

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum authorising decision and using the detailed budget table provided (if any)
- the lump sum calculation should respect the following conditions:
 - the estimated budget must comply with the basic eligibility conditions for EU actual cost grants (*see [AGA — Annotated Grant Agreement, art. 6¹⁷](#)*), in particular:
 - A. personnel costs¹⁸:

¹⁶ [Decision](#) of authorising the use of lump sum contributions for EUAA-EUBA-2026-EAC — EAC Implementation.

¹⁷ Note that the EUAA applies standard cost options for “all programmes”.

¹⁸ EUAA cost eligibility options: standard supplementary payments - Yes; Parental leave – No; Average personnel costs (unit cost according to usual cost accounting practices) – No.

- Employees (A.1), Natural persons under direct contract (A.2), and seconded persons (A.3): Yes
- SME owner/natural person unit cost¹⁹: n/a
- volunteers unit cost²⁰: n/a
- B. Subcontracting costs: Yes
- C. Purchase costs: Yes
 - travel and subsistence (C.1): Yes²¹ - unit cost²²
 - equipment costs (C.2): Yes - depreciation
 - other goods, works and services (C.3): Yes
- D. other cost categories:
 - costs for financial support to third parties (D.1): Not allowed
- E. indirect cost flat-rate: Yes - 7% of the eligible direct costs (categories A-D)
- VAT: non-deductible/non-refundable VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - other ineligible costs: No

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 agreement signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/starting date/financial guarantee (if required) — whichever is the latest.

There will be no interim 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.

¹⁹ Commission [Decision](#) 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)7115) – as applicable by Responsible Authorising Officer for this call.

²⁰ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646) – as applicable by Responsible Authorising Officer for this call.

²¹ See [EU Grants AGA — Annotated Grant Agreement](#), art 6 on eligible costs: travel and subsistence costs must be declared using the unit cost according to [Annex 2a of the grant agreement](#). If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35 the actual costs may be used.

²² Commission [Decision](#) 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) – as authorised by Responsible Authorising Officer for this call.



Please be aware that payments will be automatically lowered if you or 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.

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 normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via grants@euaa.europa.eu 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 (*art. 23*).

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, we may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: see [Grant Agreement](#) (art. 16 and Annex 5):

- rights of use on results: Yes

Communication, dissemination and visibility of funding: see [Grant Agreement](#) (art 17 and Annex 5):

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: see [Grant Agreement](#) (art. 18 and Annex 5):

- EU restricted measures: Yes

Communication between the parties: see [Grant Agreement](#) (art. 36):

- Grants managed outside of the EU Funding & Tenders Portal: Yes

Other specificities

Consortium agreement: No

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).



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the EU Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section²³ (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners²⁴) and the summarised budget for the proposal. Fill it in directly online.
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.


The proposal must keep the format unchanged and respect the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed, and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation email** (with date and time of your application). If you do not receive this confirmation email, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

 Please, note that after the submission of your application (through the EU Funding & Tenders Portal), the evaluation, grant agreement preparation and the project implementation will be managed by the EUAA outside the standard Commission IT tools.

²⁴ See section 13 for more information on consortium roles and the roles of coordinator, affiliated entities and associated partners.

12. Help

Before contacting us, you may find answers to your questions in:


- [Online Manual](#) – step by step guidance (*note only sections 1, 2 and 3.1 apply; EUAA will evaluate the proposals and manage the grants outside of the EU Commission's IT platform*).
- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)

Please consult the Topic page regularly, since we will use it to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: **grants@euaa.europa.eu**.

 Please send your questions at the latest 10 days before the submission deadline (see section 4) AND indicate clearly the reference of the call and topic to which your question relates (see cover page).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Call and Topic pages regularly. We will use them to publish updates and additional information on the call (call and topic updates).
- **EU Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **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). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the partners 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 have the role of 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).
- **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** — 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).
- **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).
- **No-profit rule** — Grants may NOT 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 cumulation of funding/no double funding** — It is strictly prohibited to cumulate 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 be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **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 Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).

- **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 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](#), information about EUAA grants awarded is published each year on the [EUAA Website](#).

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 submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with [Regulation 2018/1725](#). It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the EU [Funding & Tenders Portal Privacy Statement](#) and the [EUAA privacy notice](#).