



The Resilience, Sustainable Energy, and Marine Biodiversity Programme for
Caribbean Overseas Countries and Territories

Contracting authority: Expertise France

II PROCEDURAL GUIDELINES FOR APPLICANTS

(Application, review, approval and award procedures)

Overseas Countries and Territories - the Thematic Programme Allocation of
the 11th European Development Fund

Ref. no. RES-01

Sint Maarten, May 2021



NOTICE / DISCLAIMER

The following guidelines describe grant application, review, award and contracting procedures, in line with the agreement between Expertise France and European Union (EU).

This guideline is integral part of the Call for Submission of Proposals, RES-01.

More about programmatic approach and eligibility criteria for grant award procedures can be found in the document I Programmatic Guidelines for Applicants, RES-01.

ACRONYMS

CSP	Call for Submission of Proposals
EDF	European Development Fund
EF	Expertise France
EU	European Union
EUD	EU Delegation to Guyana, for Suriname, and with responsibility for Aruba, Bonaire, Curaçao, Saba, Saint Barthelemy, Sint Eustatius and Sint Maarten.
EUR / €	Euros
GFDRR	World Bank: Global Facility for Disaster Reduction and Recovery
OCTs	Caribbean Overseas Countries and Territories
PRAC	Project Review and Approval Committee
RAO	Regional Authorising Officer
RESEMBID	The Resilience, Sustainable Energy, and Marine Biodiversity Programme

TABLE OF CONTENTS

ACRONYMS	2
1. HOW TO APPLY	3
1.1. Concept Note.....	3
1.2. Project Document.....	4
2. REVIEW AND APPROVAL PROCESS OF PROPOSALS	6
2.1. Step 1 - Administrative Compliance Checks	6
2.2. Step 2 - Eligibility Compliance Check.....	6
2.3. Step 3 - Review of the Application	6
3. ADMINISTRATIVE, LEGAL AND FINANCIAL VERIFICATION	8
3.1. Submission of supporting documents for provisionally selected applications.....	8
4. AWARD	9
5. INDICATIVE TIMETABLE	9
6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT	10
7. ANNEXES TO THE GUIDELINES	10

1. HOW TO APPLY

RESEMBID applies a two-step approach, involving first a concept note and then, if approved, a fully developed project document.

Accordingly, during the first step, only the concept notes (Annex A) are to be submitted for substantive review according to pre-established and transparent criteria listed below. RESEMBID will review only concept notes that are clearly and formally endorsed by RESEMBID Focal Point.

Subsequently, preliminary selected lead applicants will be invited to submit a full project document. After review of the full project documents, the eligibility of the preliminary selected applicants will be verified on the basis of supporting documentation requested by RESEMBID/Expertise France¹.

FOCAL POINT ENDORSEMENT

RESEMBID as a Programme funded in the framework of the EU's European Development Fund (EDF) – works hand in hand with national governments, who are the Programme's official counterpart. Accordingly, proposed projects **must be formally endorsed by the respective OCT's national RESEMBID Focal Point**. Please contact RESEMBID team at grants@resembid.org for further guidance on obtaining endorsement by the respective RESEMBID Focal point(s) for your project.

RESEMBID, on the basis of consultations with OCTs and on the basis of its understanding of OCTs priorities and needs, may collaborate with international or regional organisations to prepare a draft project to be discussed with OCTs. Following the endorsement by OCTs of project content and approach, RESEMBID will seek endorsement of the Regional Authorising Officer (RAO) for formal project approval.

1.1. CONCEPT NOTE

A concept note is a summary of a proposal containing a brief description of the idea of the project and the objectives to be pursued.

1.1.1. Content

Applications **must be submitted in accordance with the instructions in the concept note** form annexed to these guidelines (Annex A). Kindly note only typewritten concept notes will be accepted. Concept Notes may be submitted either in English or French. Concept notes submitted in French may be translated into English, in which case the review exercise will be based on this translation.

The applicants shall also consider the following:

- a) In the concept note, lead applicants **must only provide an estimate or budget range of the requested grant** as well as an indicative percentage of that contribution in relation to the eligible costs of the project. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
- b) The **project logic and objectives outlined in the concept note may not be modified** in the project document.
- c) The **EF contribution may not vary from the initial estimate presented in the concept note by more than 20%**. RESEMBID will exceptionally consider modification to this percentage in duly justified cases. Lead applicants are free to adapt the percentage of co-financing.
- d) The lead applicant **may replace a partner or an affiliated entity only in duly justified cases** (e.g., bankruptcy of initial partner or affiliated entity). In this case the new partner/affiliated entity must be of a similar nature as the initial one.
- e) The lead applicant **may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place** following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the **duration must remain within the limits imposed by the guidelines for applicants**.
- f) **Own contributions by the applicants can be replaced by other donors' contributions at any time.**

Proper explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Please note that only the concept note form will be subject of substantive review. It is therefore of utmost importance that this document contains ALL relevant information concerning the project. No additional annexes should be sent.

¹ More details on the administrative, legal and financial verification can be found below at section 3 of this Guidelines.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note. Concept notes submitted in formats different than provided in Annex A² will be rejected. All parts of the concept note must be completed.

Clarifications will only be requested when information provided is not sufficient to conduct an objective review. The concept note **must also include all the information and documents, required to assess applicants' eligibility**, as specified in the Annex A.

1.1.2. Where and how to send concept notes

Once the concept note has been fully finalised and enjoys the formal endorsement of the OCT must be submitted to the following email address: grants@resembid.org. The applicant must send altogether:

- 1) The final version of the concept note.
- 2) The declaration signed by the lead applicant.
- 3) Focal Point's formal and specific endorsement.

Incomplete concept notes may be rejected.

Final concept notes sent by any other means (e.g., by fax or regular mail) or delivered to other e-mail addresses will be rejected. Please include in the subject of your email message the following text: *Submission of a concept note to CSP, RES-01*.

Note: The applicants' attention is drawn to the fact that RESEMBID is assessing the need and degree of interest for online grant application system that will provide additional mean for filling out the application forms and their submission. Availability of this system will be publicly announced via RESEMBID communication channels.

1.1.3. Deadline

Submission of the concept notes is on rolling basis. Nevertheless, lead applicants shall take into consideration **that all proposed projects must complete implementation before 30 June 2023**. Having in mind the length of individual stages of application, review, award and contracting process, **concept notes should be submitted by 31 March 2022 at the latest**.

1.1.5. Further information about concept notes

Questions may be sent by e-mail, clearly indicating the reference of the CSP, RES-01 to the following email address: grants@resembid.org.

To ensure equal treatment of applicants, the contracting authority cannot give a prior formal opinion on the eligibility of lead applicants, partners, affiliated entity(ies), an action or specific activities.

All questions and answers as well as other important notices to applicants during review procedure will be published on the RESEMBID website, as the need arises. It is therefore advisable to consult the abovementioned website regularly to be informed of the questions and answers published.

Contracting authority has no obligation to answer questions that are not asked by email stated above.

1.1.6. Information sessions

RESEMBID team will hold information session and if needed, webinars, about this CSP. The tentative schedule for the initial information session is during May 2021. Exact timing and communication channel for this information session and any other session or webinars will be published on [RESEMBID website](#).

Note: The applicants' attention is drawn to the fact that RESEMBID is assessing the need and degree of interest for project development accelerator that will provide support to OCTs to identify, formulate and design projects. Availability of this accelerator will be publicly announced via RESEMBID communication channels.

1.2. PROJECT DOCUMENT

Lead applicants invited to submit a project document following pre-selection of their concept note must do so using forms annexed to these guidelines (Annex B). Lead applicants should then keep strictly to the format of the project document form and fill in the paragraphs and pages in order. The applicants shall also consider the following:

Please note that in the project document lead applicant may apply following provisions:

² This does not apply to fully completed concept notes submitted under regular Programme funding window submitted before the launch date of this CSP. Such concept notes will be automatically accepted for a compliance check and if compliant, for a review. In this process, contracting authority may request an additional information or documents to ensure objective review and equal treatment with other applicants. The applicant can decide to re-submit their existing concept note in the form provided in Annex A.

- a) The project logic and objectives on which the project document will be predicated must be the same as the one proposed in the concept note.
- b) The EF contribution may not vary from the initial estimate by more than 20%. RESEMBID will exceptionally consider modification to this percentage in duly justified cases.
- c) Lead applicants are free to adapt the percentage of co-financing.
- d) The lead applicant may replace a partner or an affiliated entity only in duly justified cases (e.g., bankruptcy of initial partner or affiliated entity). In this case the new partner/affiliated entity must be of a similar nature as the initial one.
- e) The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants.
- f) Own contributions by the applicants can be replaced by other donors' contributions at any time.

Proper explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their project document in the same language as their concept notes.

The project document shall be completed carefully and as clearly as possible so that it can be assessed properly.

Any major inconsistency in the full project document (e.g., if the amounts in the budget worksheets are inconsistent or logical model in the logical framework is not consistent with the logical model in the project document) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents RESEMBID from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that **only** the project document form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the members of Project Review and Approval Committee (PRAC). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the project.

With the project document the lead applicant also has to submit completed legal entity file (Annex C) for the lead applicant, each (if any) partner and each (if any) affiliated entities.

No additional annexes should be sent.

1.2.1. Where and how to send project documents

Project document (including its annexes, the budget, and the logical framework as well as the declaration signed by the lead applicant) must be submitted to following email address: grants@resembid.org. Project Documents sent by any other means (e.g., by fax or regular mail) or delivered to other e-mail addresses will be rejected. Please include in the subject of your email message the following text: *Submission of a project document to CSP, RES-01.*

Incomplete project documents submitted in formats other than published ones will be rejected.

1.2.2. Deadline

Submission of the project documents is on rolling basis. Nevertheless, lead applicants shall submit project documents **no later than two months from the date of receipt of the notification letter** sent by RESEMBID for approval of the respective concept note.

Lead applicants shall take into consideration **that all proposed projects must complete implementation before 30 June 2023.**

1.2.3. Further information about project document

Questions may be sent by e-mail, clearly indicating the reference of the CSP, RES-01 to the following email address: grants@resembid.org.

To ensure equal treatment of applicants, the contracting authority cannot give a prior formal opinion on the eligibility of lead applicants, partners, affiliated entity(ies), an action or specific activities.

All questions and answers as well as other important notices to applicants during the review procedure will be published on the RESEMBID website, as the need arises. It is therefore advisable to consult the abovementioned website regularly to be informed of the questions and answers published.

Contracting authority has no obligation to answer questions that are not asked by email stated above.

2. REVIEW AND APPROVAL PROCESS OF PROPOSALS

Concept notes and project documents will be reviewed by RESEMBID Team and a dedicated Project Review and Approval Committee (PRAC) according to the steps and criteria described below.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in the part I of this Guidelines i.e., the Programmatic Guidelines for Applicants, Section 2, the application will be rejected on this sole basis.

2.1. STEP 1 - ADMINISTRATIVE COMPLIANCE CHECKS

Contracting authority will conduct compliance check of the administrative quality of the application according to the following criteria:

- **Concept note/project document**, the application is fully completed and submitted in the right form and through proper channel.
- **Language**, the application is drafted in the English and or French language.
- **Declaration**, the declaration by the applicant is complete and has been signed.

Compliance with the instructions on how to complete the concept note and project document will be also checked and verified.

2.2. STEP 2 - ELIGIBILITY COMPLIANCE CHECK

Eligibility compliance check is composed of an assessment of the eligibility of the actor³, action and costs as well as the existence of a formal and written endorsement by the respective national RESEMBID Focal Point(s). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be reviewed further.

If examination of the application reveals that the proposed project does not meet the eligibility criteria set out in Section 2. of the I Programmatic Guidelines, the application will be rejected on this basis alone.

2.3. STEP 3 - REVIEW OF THE APPLICATION

2.3.1. Review of the Concept Note

The concept notes that pass administrative and eligibility compliance check will be reviewed by the RESEMBID Project Review and Approval Committee (PRAC) based on the following selection criteria:

1. Relevance of the project
1.1. How relevant is the proposed project to the objectives and priorities of the call for submission of proposals and to the specific thematic areas or any other specific requirement stated in the I Programmatic Guidelines for Applicants? Are the expected results of the project aligned with the objectives defined in the I Programmatic Guidelines for Applicants (Section 1.2)?
1.2. How relevant is the proposed project to the particular needs and constraints of the target OCT(s), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)? Does the proposed project have local ownership?
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?
2. Design of the project
2.1. How coherent is the overall design of the project? Does the proposal indicate the expected results to be achieved by the project? Does the project's logic explain the rationale to achieve the expected results?
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?
2.3. Does the design take into account external factors (risks and assumptions)?
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?
2.5. Are the expected results of the proposed project sustainable?

Concept notes that have been successfully reviewed are subsequently non-objected or/and cleared by the Regional Authorising Officer on behalf of the OCTs, and Expertise France.

³ Please check the eligibility criteria set out in section 2. of the I Programmatic Guidelines

After the clearance of concept notes, the contracting authority will send letters to all lead applicants, informing them of the reference number they have been allocated, whether the concept note was reviewed and the results of that review. The pre-selected lead applicants will subsequently be invited to submit full project document.

Notification letter in this stage does not affect any potential grounds for approval or rejection of the project.

2.3.2. Review of the Project Document

The project documents that pass the administrative and eligibility compliance check (please check above the step 2) will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be reviewed using the review criteria in the grid below. There are two types of review criteria: selection and award criteria.

The selection criteria help to assess the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

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

The award criteria help to review the quality of the applications in relation to the objectives and priorities set forth in the I Programmatic Guidelines, and to award grants to projects which maximise the overall effectiveness of this CSP. They help to select applications which the contracting authority can be confident will comply with RESEMBID objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the RESEMBID and CSP, quality, expected impact, sustainability and cost-effectiveness.

1. Financial and operational capacity
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (including staff, equipment and ability to handle the budget for the action)?
1.4 Does the lead applicant have stable and sufficient sources of finance?
2. Relevance
2.1. How relevant is the proposed project to the objectives and priorities of the call for submission of proposals and to the specific thematic areas or any other specific requirement stated in the I Programmatic Guidelines for Applicants? Are the expected results of the project aligned with the objectives defined in the I Programmatic Guidelines for Applicants (Section 1.2)?
2.2. How relevant is the proposed project to the particular needs and constraints of the target OCT(s), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)? Does the proposed project have local ownership?
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?
3. Design of the project
3.1. How coherent is the design of the project? Does the proposal indicate the expected results to be achieved by the project? Does the project theory of change underlying that the project will lead to desired change? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?
3.2. Does the project and its logical framework include evidence-based baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?
3.3. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?
4. Implementation approach
4.1. Is the work plan for implementing the project clear and feasible? Is the timeline realistic?

4.2. Does the project include a sound monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?
4.3. Is the partner(s)'s and affiliated entity(ies)'s (if any) level of involvement and participation in the project satisfactory?
5. Sustainability of the project
5.1. Is the project likely to have a tangible impact on its target groups?
5.2. Is the project likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing? Does the proposed project show potential for broader regional impact as well?
5.3. Are the expected results of the proposed project sustainable? - Financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>will structures allow the results of the project to be sustained at the end of the project? Will there be local 'ownership' of the results of the project?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the project — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the project have a negative/positive environmental impact?</i>)
6. Budget and cost-effectiveness of the project
6.1. Are the activities appropriately reflected in the budget?
6.2. Is the ratio between the estimated costs and the results satisfactory?

Project documents that have been successfully reviewed are subsequently sent for non-objection to EUD, approval and signature to the Regional Authorising Officer (RAO) on behalf of the OCTs and for clearance by Expertise France.

3. ADMINISTRATIVE, LEGAL AND FINANCIAL VERIFICATION

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority. It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2 of the document I Programmatic Guidelines.

3.1. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Lead applicants whose project documents have been provisionally selected will be notified in writing by RESEMBID. They will be asked to provide the following documents to enable RESEMBID team and Expertise France to verify their eligibility and, as applicable, that of their partners⁴:

- 1) The statutes or articles of association of the lead applicant, (if any) of each partner and (if any) of each affiliated entity. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
- 2) An external audit report produced by an approved auditor, certifying the accounts of the lead applicant for the last available financial year where the total amount of the grant is above EUR 750,000. The partners, if any, are not required to submit an external audit report. This obligation does not apply to public bodies or international organisations.
- 3) A copy of the lead applicant's most recent financial statements (income statement and balance sheet for the most recent completed financial year)⁵. The partners, if any, are not required to submit a copy of their financial statements.

⁴ No supporting documentation will be required for grant applications of €60,000 or less.

⁵ This obligation does not apply to public bodies or international organisations. Neither does it apply where the accounts are, in practice, the same documents as in the external audit report provided under 2).

- 4) The legal entity form (Annex C) duly completed and signed by the lead applicant and each of its partners (if any), accompanied by the requested supporting documentation.
- 5) A financial identification form for the lead applicant (Annex D), certified by the bank to which payment is to be made. The bank must be located in the country where the lead applicant is established. If the lead applicant has submitted a financial identification sheet in the past for a contract when the Expertise France was responsible for payments and intends to use the same bank account, a copy of the previous financial identification sheet may be provided instead of this document.
- 6) Duly completed form setting out the financial and organisational capacities of the applicant (Annex E).

The documents may be provided in the form of scanned original (clearly showing the applicant's stamps, signatures and dates). Originals shall be available upon request.

Where such documents are not written in French or English or in the official language of the OCT where the project is to be implemented, a translation in English or French must be submitted.

If the aforementioned supporting documentation is not provided before the deadline specified in the request for submission of supporting documentation issued by RESEMBID team/Expertise France to the lead applicant, the request may be rejected.

After verification of the supporting documentation, PRAC will make a final recommendation to the Contracting Authority. When the project reaches the completed stage, as a properly formed project document, the Regional Authorising Officer signs and approves each project on behalf of the OCT.

4. AWARD

The lead applicants will be informed in writing of the award decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint directly to Expertise France. Expertise France must issue a response within 30 days of receiving the complaint.

Furthermore, if the response from Expertise France is unsatisfactory to the applicant, within two months following notification of their decision, said applicant may lodge an appeal with the Registrar of the Paris Administrative Court, at 7, rue de Jouy, 75004 Paris - <http://paris.tribunal-administratif.fr/>.

5. INDICATIVE TIMETABLE

1. Information Session	May 2021
2. Submission deadline for concept notes	By 31 March 2022
3. Review of the concept notes	No later than one month from the date of submission of the final version of the concept note
4. Notification of lead applicants regarding results of the review of the concept note	No later than 14 days from the date of the clearance by the Regional Authorising Officer
5. Submission deadline for project documents	No later than two months from the date of receipt of the notification letter sent by RESEMBID for approval of the respective concept note.
6. Review of the project document	No later than one month from the date of submission of the final version of the project document
7. Notification of lead applicants regarding results of the review of the project document	No later than 14 days from the date of the approval and signature by the Regional Authorising Officer
8. Notification of awards	No later than 14 days from the date of the clearance by the Expertise France
9. Signing of the contract	No later than one month from the date of the notification of the award
10. Implementation of the projects awarded under this CSP	All projects must complete implementation before 30 June 2023.

This is an indicative timeline and may be updated by Expertise France during the procedure. In such cases, the updated timetable will be published on the RESEMBID website.

6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following a decision to award a grant, the applicants will be offered a contract based on the model grant contract (Annex F). By signing the project document form (Annex B), applicants also accept - if awarded a grant - the contractual terms set out in the model grant contract.

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

7. ANNEXES TO THE GUIDELINES

Please find enclosed the following annexes and templates:

DOCUMENTS TO BE COMPLETED

- Annex A: Concept note form (Word format)
- Annex B: Project document form (Word format), including: Annex 1. Logical framework (Word format) and Annex 2. Budget (Excel format)
- Annex C: Legal entity form
- Annex D: Financial identification form/ third-party identification sheet (Excel format)
- Annex E: Form setting out the financial and organisational capacities of the applicant (Excel format)

INFORMATION DOCUMENTS

- Annex F: Standard grant contract
 - Annex II: General conditions applicable to Expertise France grant contracts
 - Annex IV: Procurement procedures to be applied by the beneficiaries of grants awarded by Expertise France
 - Annex V: Payment request model
 - Annex VI: Model narrative and financial report and simplified report model (TBA)
 - Annex VII: Model asset ownership transfer
 - Annex VIII: Beneficiary's undertaking regarding integrity and anti-corruption measures
 - Annex IX: Communication and visibility plan of the Project (TBA)
- Annex G: Sworn Statement (*Declaration on Honour*)
- Annex H: Daily allowance rates (per diem), available at the following address:
http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en (as all necessary information is available via the link the publication of the annex is optional)

Useful links:

Project Cycle Management Guidelines: http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

A Users' Guide: <http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit: http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

NOTE: The links, guides and toolkits are not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.