

Explanatory Notes – Preparing and submitting your application

1. Submission of the proposal

1.1. Preparing your submission

Please, go through the following steps before submitting your application:

- read the key background documents (call for proposals and information on the website) and check whether:
 - your project falls within the scope of the call
 - your organisation/application meets the eligibility criteriaand inform yourself about the:
 - award criteria
 - financial and operational capacity requirements
 - exclusion criteria
 - admissibility conditions (e.g., call deadline, character limits, etc.)
 - other (e.g., pre-financing guarantees)
- create a MyGulbenkian user account by clicking on the “Apply” button on the EMIF’s call page.

Submission is a 2-step process:

a) register your organisation on MyGulbenkian;

b) submit the proposal as follows:

- Fill in the form directly online. This includes administrative information about the applicant organisations, the technical content of the proposal and the summarised budget for the proposal.
- Fill in the detailed budget template, the timeline template, and the declaration of honour template. Fill in the Excel and Word templates and upload them as PDF file.

- Add annexes & supporting documents. Upload them as PDF files.

Documents must be uploaded to the right category (otherwise your proposal might be incomplete and, therefore, inadmissible).

Each application form may be filled in step by step, at your convenience. We advise you to save uncomplete applications using SAVE button at the bottom of the application page.

You should not submit the application before the full application is filled in. Submission is irrevocable. If an application is submitted, but the applicant(s) wants to change it, the application will have to be deleted and restarted.

If you want to change or delete your application, you can do so by sending an email to info@emifund.eu requiring that the system administrators perform the deletion.

Before submitting your application, please make sure you tick the consent box on data processing. You will not be able to submit your application without this check.

Once the proposal is submitted, you will receive a CONFIRMATION E-MAIL. This email is not automatic, please allow for a 24-hour window to receive it. If you do not receive this email, it means your proposal has NOT been submitted.

Questions on submission:

- can be sent at all times to the EMIF's email account, but the EMIF can only guarantee responses within 48 hours. This means that immediately before closing dates there is no assurance that questions posed within the 48 hours previous to the closing hour will be responded before the closing;
- should clearly indicate the reference of the call you are interested in or applying to.

1.2. How to fill in your application

All mandatory fields of the application form are marked accordingly by an asterisk; you will not be able to submit the application unless these fields are filled in.

APPLICATION FORM, SECTION 1. INFORMATION ON THE APPLICANTS

In the field Tax/VAT Number or Equivalent, indicate your VAT number, if your organisation does not have a VAT number, indicate a relevant official national registration number of your entity. This number may coincide with the number indicated in the previous field Registration Number.

In the field Contact Person Responsible for Proposal, indicate the person who will be the first point of contact for any communications related to the application.

In the field Legal Representative(s) for Lead Applicant, indicate the person(s) who will be signing the grant agreement in case your application is approved, click add legal representative to add multiple representatives.

In the field Year of foundation, indicate the year of official incorporation.

In Subsection 1.2, in the field Number of employees, indicate the total number of employees.

In the field Equivalent in Annual Working Units (AWUs), i.e., the number of persons who worked fulltime within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and

the work of seasonal workers are counted as fractions of AWU.

In the field Partner Applicants, please list all entities involved in the call that would have an allocated budget under the Project.

In the field Non-Funded Partner Applicants, list all the partners in the project that would not have an allocated budget under the Project.

APPLICATION FORM, SECTION 2. OPERATIONAL AND FINANCIAL CAPACITY

Here you should describe activities and financial information of the Lead Applicant organisation and Partner Applicant organisations in the last two years.

APPLICATION FORM, SECTION 3. PROJECT DESCRIPTION

In Subsection 3.1.2 Objectives and advance beyond the state-of-the-art,

- The objectives describe the desired results of the project and must be specific and measurable.
- An indicator is a specific, observable and measurable criterion that is used to show changes or progress of the project.
- A baseline value is the quantitative expression of an indicator before the implementation of the project.
- A target value is a specific quantitative threshold for an indicator that must be achieved at the end of the implementation of the project.

In the table where you describe your objectives, it is mandatory to fill in information on two cross-cutting objectives and indicators predefined for each call:

Objective	Indicator	Unit of measurement	Baseline value	Target value
[...]	[...]	[...]		
[...]	[...]	[...]		

The baseline and target values must refer to all members of the consortium.

All the indicators will be cross-checked in the reporting stage.

In Subsection 3.3 Communication and dissemination strategy, describe how you are planning to ensure the visibility of your work in the public sphere and plans for transferability and knowledge exchange.

In subsection 3.4 Work Packages, you should fill in information regarding the three mandatory Work Packages and you may add other work packages by clicking the button “Add Work Package”.

- Description of work should include the tasks foreseen for the work package and the identification and description of the role of the partners involved in it.
- Deliverables are quantifiable tangible or intangible results produced in the course of the project.
- Milestones mark specific points in a project’s timeline. These points can signalise the start and finish of the project or mark the completion of a specific phase of work.

APPLICATION FORM, SECTION 4. BUDGET

In the Budget section, submit costs break up per category listed in the form. Bear in mind that the total costs of the project should be the sum of costs attributed to the Lead Partner and to each member of the consortium in case you are applying as a consortium.

The submitted budget must match the detailed budget annexed to the application.

The detailed budget should follow the template available on the website.

In order to ensure coherence, we recommend to first prepare the detailed budget and then transposing the headings’ and partner’s total figures to the application form.

APPLICATION FORM, SECTION 5. SUPPORTING DOCUMENTS

Assessment of the operational and financial capacity of the applicant is based on the declaration on honour, as well as on legal and financial supporting documents that must be submitted with the application.

Failure to submit all mandatory documents requested in the Application Form results in the exclusion of your application.

Supporting documents must be submitted in the original official language accompanied by an English translation. Non-official translations are acceptable.

The applicant assumes full responsibility for the content of the documents and the accuracy of the translation. In case of false declarations and/or intentional manipulation of the translation, the Fund shall terminate any ongoing relationship with the applicant including termination of ongoing Grant Agreements.

You can attach multiple support documents in each DOCUMENT category.

Document Checklist:

Name of Document	Mandatory / Optional	Original Document	English Translation	Description	No. of Documents
Registration Documentation of the Lead Applicant	Mandatory	Yes	Yes	-	2
Statutes of the Lead Applicant	Mandatory	Yes	Yes	-	2

Declaration on Honour of the Lead Applicant *	Mandatory	-	-	Declaration on Honour regarding exclusion clauses and the applicant's financial and operational capacity.	1
Registration documentation – Partner applicants	Mandatory	Yes	Yes	-	(N) x2
Statutes - Partner applicants	Mandatory	Yes	Yes	-	(N) x2
Declaration on honour – Partner applicants	Mandatory	-	-	Declaration on Honour regarding exclusion clauses and the applicant's financial and operational capacity.	N
Detailed Budget*	Mandatory	-	-	-	1
Project Activities Timeline*	Mandatory	-	-	-	1
Balance Sheets of the Lead Applicant	Mandatory	Yes	Yes	Balance sheets or extracts from balance sheets for the financial years referred to in section 2.2 of the form, submitted in the original language and translated into English.	2
Profit and Loss Account of the Lead Applicant	Mandatory	Yes	Yes	Profit and loss account for the financial years referred to in section 2.2	2

				of the form, submitted in the original language and translated into English.	
Business Plan – New Entities, if applicable	Mandatory	Yes	Yes	For newly created entities, the business plan will replace the above-mentioned documents, submitted in the original language and translated into English.	2
Balance Sheets – Partner Applicants	Mandatory	Yes	Yes	Balance sheets or extracts from balance sheets for the financial years referred to in section 2.2 of the form, submitted in the original language and translated into English.	(N) x2
Profit and Loss Account – Partner Applicants	Mandatory	Yes	Yes	Profit and loss account for the financial years referred to in section 2.2 of the form, submitted in the original language and translated into English.	(N) x2
Business Plan – New Entities, if applicable	Mandatory	Yes	Yes	For newly created entities, the business plan will replace the above-mentioned documents, submitted in	(N) x2

				the original language and translated into English.	
Curriculum Vitae	Mandatory	-	Yes	Curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation.	-
Activity reports of the Lead applicant	Mandatory	-	Yes	Activity reports if available, or an exhaustive list of previous projects and activities performed and connected to the field of this Call or to the actions to be carried out.	1
Activity reports – Partner Applicants	Mandatory	-	Yes	Activity reports if available, or an exhaustive list of previous projects and activities performed and connected to the field of this Call or to the actions to be carried out.	N
Additional documents and/or information	Optional	-	-	Additional documents and/or information further supporting the relevance of the project.	-

Letters of support from experts and organisation	Optional	-	-	Letters of support from experts and organisations with expertise in areas relevant to the call.	-
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N = number of partner applicants

(*) Templates can be found at your MyGulbenkian account and at emifund.eu.

2. Reporting and Payments

The grant is a REIMBURSEMENT OF ELIGIBLE COSTS GRANT (actual costs grant).

This means that it reimburses only the costs actually incurred by your project (not the budgeted costs).

The costs will be reimbursed up to the maximum grant amount fixed in the Grant Agreement.

For purposes of easing the process of certification of expenses, we welcome the auditing certification of the project's expenses, only applicable to the final report.

The grant will be paid out in one or more parts:

- PRE-FINANCING PAYMENT — provides beneficiaries with an initial endowment to start the project; normally paid at the beginning of the project.
- INTERIM PAYMENTS — reimburses costs incurred for project implementation (during the corresponding reporting period); paid on receipt and approval of the interim report.
- PAYMENT OF THE BALANCE — reimburses the outstanding part of the costs incurred for the project implementation; calculated as the difference of

total amount due and payments already made; paid on receipt and approval of the final report.

As a counterpart of all payments, the EMIF requests a receipt in English certifying the reception of the due amount, to be sent up to 7 calendar days after the date of reception.