



EU Grants

Good practices for implementing financial support to third parties (FSTP) in EU grants

Version 1.0
15 June 2025



IMPORTANT NOTICE

This document is designed to help **applicants and beneficiaries** manage FSTP grants in EU funding programmes.

Grants with financial support to third parties ('FSTP' or 'cascade funding') are EU grants which include a budget window that can be used by the beneficiaries to publish calls for recipients downstream, in cascade mode. They are allowed if the call conditions of the EU call provide for it.

FSTP grants allow to reach also smaller projects and consortia that wouldn't necessarily have the capacity to apply directly for EU grants. They use the specific know-how, infrastructure and resources of beneficiaries to channel and distribute the EU support at larger scale and in smaller segments.

However, they also imply challenges and risks with regard to complexity and administrative and financial burden for beneficiaries.

This guidance is based on efforts to take stock and analyse the different kinds of FSTP that are currently in use (see, for instance, the [Guidance on Enhanced Outreach to CSOs – Collection of good FSTP practices in Neighbourhood and Enlargement countries](#)).

It aims to clarify the conditions and assist beneficiaries in designing their FSTP, by sharing best practices, along with specific examples and templates derived from past experience with the use of FSTP.



This guidance addresses ONLY the standard types of FSTP, i.e. the FSTP schemes that are governed by the standard EU MGA rules (standard cost category D.1 Financial support to third parties; no special cost categories/no special rules in Annex 5). Bespoke schemes, such as the cascade funding used in HE EIT KIC calls or the HE Co-funded European Partnerships are NOT covered by this guidance.

HISTORY OF CHANGES		
Version	Publication Date	Change
1.0	15.06.2025	▪ Initial version (new MFF).
		▪
		▪
		▪

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1. Introduction


Grants with financial support to third parties ('FSTP' or 'cascade funding') are EU grants which include a budget window that can be used by the beneficiaries to publish calls for recipients downstream, in cascade mode. They are allowed if the call conditions of the EU call/topic provide for it.

FSTP grants may allow to reach also smaller projects and consortia that wouldn't necessarily have the capacity to apply directly for EU grants. They use the specific know-how, infrastructure and resources of beneficiaries to channel and distribute the EU support at larger scale and in smaller segments.

However, they also imply challenges and risks with regard to complexity and administrative and financial burden for beneficiaries.


The present guidance is based on efforts to take stock and analyse the different kinds of FSTP that are currently in use (*see, for instance, the [Guidance on Enhanced Outreach to CSOs – Collection of good FSTP practices in Neighbourhood and Enlargement countries](#)*).

It aims to clarify the conditions and assist beneficiaries in designing their FSTP, by sharing best practices, along with specific examples and templates derived from past experience with the use of FSTP

 This guidance addresses ONLY the standard types of FSTP, i.e. the FSTP schemes that are governed by the standard EU MGA rules (standard cost category D.1 Financial support to third parties; no special cost categories/no special rules in Annex 5). Bespoke schemes, such as the cascade funding used in HE EIT KIC calls or the HE Co-funded European Partnerships are NOT covered by this guidance.

2. Writing an FSTP proposal

Proposal design

For financial support to third parties (FSTP) it is extremely important to carefully read the call conditions, in order to know whether it is allowed (or not) and what the conditions are.  The requirements for FSTP schemes are NOT harmonised and may be very different from call to call. Moreover, FSTP can ONLY be used if explicitly allowed in the call conditions.

To write a proposal which includes FSTP activities, you must use the standard proposal templates for the EU programme you are applying for. You will find the template to be used directly in the online Submission System.

You should present the objectives and methodology of your project and address the expected outcomes and impacts as in any EU grant proposal.

The design of your work plan is also essentially the same as in any proposal, except that you should put the FSTP activities into (one or more) separate work packages and describe the conditions for implementing the support. Make sure that you have a clear concept for the scope, objectives, expected impacts and outcomes, intervention logic and eligibility conditions (*including requirements regarding nationality/establishment/geographic location, consortium composition, etc*).

Where possible, avoid FSTP that results in only one sub-grant to be awarded. Normally FSTP should lead to multiple grants/clusters of projects, either by addressing different types of entities/in different socio-economic innovation environments or by addressing a specific domain with similar entities/in similar environments. Exceptions are allowed only exceptionally and in duly justified circumstances.

Make sure that your proposal contains at least the following elements (as required by art 6.2.D.1 MGA):

- the maximum amount per recipient
- the criteria for calculating the exact amount of the financial support
- the different types of activity that qualify for financial support, on the basis of a closed list
- the (the legal and/or natural) persons or categories of persons that will be supported and
- the criteria and procedures for giving financial support

AND that all the conditions set out in the EU call conditions are taken into account.

In this context, the EU call conditions will normally prescribe:


- specifications on the allowed types of support (*sub-grants, sub-prizes or similar*)
- the obligation to contribute to the expected outcomes and expected impact of the EU call
- the allowed maximum amounts per recipient (*60 000 EUR or more, if authorised*)
- the minimum conditions for the award and selection procedures (*obligation to ensure objective and transparent selection procedures*).

Additional EU call conditions may be, for instance:


- additional rules for eligible activities, eligible recipients and other conditions, e.g.:
 - that you must apply the same/similar rules as the EU call (*e.g. cost eligibility rules, different funding rates, nationality/establishment/geographic location, consortium composition, eligible activities, duration, etc*)
 - that the FSTP should lead to multiple subgrants and should not have the purpose to circumvent EU eligibility conditions and simply cascade down action tasks to a specific recipient
 - that certain rules must be cascaded into the sub-grant contracts/agreements, e.g.:
 - restrictions (*e.g. ownership control status restrictions (if FSTP exceptionally allowed); high risk supplier restrictions (if FSTP exceptionally allowed); compliance with EU restrictive measures, EU conditionality measures*)¹
 - obligations from the EU MGA (*see art 9.4 MGA*)
 - respect for basic values and principles commonly shared by the EU (notably concerning racism, incitement to violence, discrimination based on religion, gender or sexual orientation)
- additional conditions for the award and selection procedures (*e.g. obligation to publish calls widely and in line with EU standards; obligation to publish calls on the Funding & Tenders Portal; specific efforts regarding outreach and communication about the calls at*


¹ Beneficiaries implementing FSTP schemes also have to respect sanction regimes (also called 'EU restrictive measures' (EURM)) against persons, entities or certain economic sectors referring, including notably Russia and Belarus and also restrictions to participation of entities registered outside Israel's 1967 borders ('occupied Palestinian territories') or Russian occupied territories of Ukraine.

local level and/or through specific channels/media; minimum time for opening; publication of results; language requirements, etc).

 In case the funding rate for the EU grant is below 100%, you will have to co-finance the difference (either through own resources or by finding other co-financers for the subgrants).

Note that, in the EU grant, FSTP costs are almost always reimbursed as *actual costs* (there are currently only two *unit costs* authorised at EU level: [SMP COSME EYE](#) and [ERDF-TA IVY](#)). However, this has no impact on the way you may want to manage the FSTP downstream. You can for instance manage them as lump sums (often recommended, because simpler for both you and the recipients). In this case, you will pay the recipients lump sums, and then charge these payments to the EU as actual costs that you incurred.

 For the ceiling per third party, check whether the call conditions set the limit at EUR 60 000 or allow you to go above. Be aware, in this context, that the ceiling is usually calculated per subgrant (not per partner in a multi partner subgrant project). However, there may be exceptions, such as in [Horizon Europe](#), where there is always a ceiling counted per partner.

 Do NOT cascade down complex rules from the EU grant, unless explicitly required by the call conditions (*see above; e.g. cost eligibility rules, different funding rates, nationality/establishment/geographic location, consortium composition, eligible activities, duration, etc*).

FSTP schemes should primarily benefit third party recipients, not members of the EU grant consortium. If, very exceptionally, consortium members must be able to participate in FSTP calls, the details will have to be agreed with the granting authority during GAP and specific measures will have to be taken to ensure sound financial management (*e.g. special firewalls between departments of the entities to ensure that there is no conflict of interest, etc*).

For calls/topics that specifically aim at FSTP, you are encouraged to indicate your preferred payment schedule (single or multiple prefinancing) and reporting periods (18 months, less or more), knowing that in case the funding rate for the EU grant is below 100% you will have to ensure the rest of the cofinancing and that if the FSTP is subject to rigid payment schedules you might have to provide quite a bit of funding upfront. The final decision on both prefinancing and reporting periods will be taken during grant preparation, but we will try to follow your proposal, if possible.


Note that it is not a problem if your FSTP scheme lasts longer than the EU grant. In this case, the EU grant will simply cover the FSTP costs until the EU action ends (i.e. covering only payments for which the debt existed already during the action and for which the costs are known at the moment of the final report).

Budget structure and cost estimations

For standard FSTP schemes, the FSTP is a specific cost category in the normal budget (cost category D.1 Financial support to third parties).

This cost category is usually based on actual costs (— except in two specific cases: [SMP COSME EYE](#) and [ERDF-TA IVY](#) grants).

This means that the FSTP budget is normally based on cost estimations which you will need to present as part of your proposal.

 Note that cost category D.1 should be used ONLY for the amount of the financial support itself. All other amounts incurred for the FSTP (*e.g. costs relating to the preparation or management of the FSTP, in-kind contributions to the recipients*) must be charged under other cost categories (*e.g. A. Personnel costs, B. Subcontracting or C.3 Other goods, works and services*).

Your budget estimates must be:

- in line with the cost eligibility rules (see [AGA — Annotated Grant Agreement, art. 6*](#))
- in line with your normal practices
- reasonable/not excessive
- in line with and necessary for the activities proposed.

Ineligible costs must NOT be included (*e.g. costs for limiting the financial risks, such as costs for downstream guarantees, insurances, etc*).

For programmes that require a detailed budget breakdown for the proposal, the templates to be used are available in the online Submission System.

Operational and financial capacity

Please note that managing FSTP at large scale is usually linked to a significantly higher burden for you, both in terms of operational and financial capacity.

In order to minimise the risk both for you and us, please make sure that you (and other partners that propose to manage FSTP) have sufficient operational and financial capacity to successfully implement the planned activities. If financial or operational capacity is weak, the EU services may ask such activities to be removed from the project (or to move the activities to another participant).

3. Evaluation

Your proposal will be evaluated by an evaluation committee (in many programmes with involvement of independent external experts), against the standard award criteria of the EU programme concerned.

The evaluation committee will assess the amounts budgeted and the FSTP objectives, how it will be managed and what type of activities and recipients are covered and whether the activities described comply with the conditions (call conditions and MGA).

For EU calls/topics that do not specifically aim at FSTP, the evaluators will also assess explanation the proposal on why the FSTP is needed and why it is a good means to achieve the project results.

At the end of the evaluation, you will receive an evaluation result letter (ERL), which includes the evaluation summary report with detailed feedback on your proposal.

4. Grant preparation

If your proposal is selected for funding, the standard process will be followed to prepare the grant agreement in the online Grant Management System. The grant agreement for your project will be based on the standard MGA for the EU programme you are applying for.

The 'no negotiation' principle applies. Proposals are evaluated based on merit and not on their potential if certain improvements were made. This means that your proposal is taken 'as is'. The grant agreement will be prepared on the basis of the proposal you submitted. However, some changes might be necessary.

Apart from possible budget changes, the changes you may introduce during grant agreement preparation (GAP) should be limited to:

- correcting obvious errors and inconsistencies
- changes instructed by the evaluators in the evaluation summary report (ESR)

- other changes necessary to comply with applicable rules.

You cannot introduce changes to the scope or to the objectives of your proposal that would call in question the fair treatment of all other applicants; changes to the consortium are exceptionally possible, if needed (*e.g. a partner becomes bankrupt or can no longer participate*).

Following the result of the evaluation and the recommendations of evaluators, the maximum grant amount will be fixed in the grant agreement.

5. Grant amendments


The grant agreement can be amended, except where those changes would call into question the decision awarding the grant or breach the principle of equal treatment of applicants. The procedure to launch an amendment is the same as that for standard grants.

In case issues emerge during the project implementation, you can adjust the FSTP activities through an amendment, provided that the FSTP conditions (call conditions and MGA) continue to be respected and are not circumvented via the amendment.

Other parts and aspects of the grant can also be amended in the same way as for standard grants. This includes:

- extension of the project duration
- change of reporting periods
- changes in the work plan (change of Annex 1, *e.g. work packages, tasks, deliverables*)
- transfer of activities between beneficiaries
- new/additional activities to be subcontracted
- adding or removing beneficiaries, affiliated entities or associated partners.

Changes to the FSTP budget are in principle covered by the budget flexibility rules of the EU grant agreement, i.e. no amendment needed. However, in case the change implies a transfer from the FSTP budget category to another category this will normally be considered a significant change and thus require an amendment (see [AGA — Annotated Grant Agreement, art. 5.5](#)). Similarly, you must also pay attention if the call conditions contain specific requirements, such as for instance that the FSTP budget must be a minimum percentage of total EU grant budget and this percentage can no longer be reached.

 Note that any adjustments can only be valid for the future. Already open calls for sub-grants or already signed sub-grant contracts/agreements can NOT be impacted.

Moreover, the respective roles must be preserved. Beneficiaries must stay beneficiaries and recipients must stay recipients. Switching roles through an amendment is NOT allowed.

6. Monitoring, reporting and payments — Implementation of FSTP schemes

The obligation to properly implement the action is the same for all EU grants, including grants with FSTP. For details, see [AGA — Annotated Grant Agreement, art. 11](#).


Implementation of the FSTP schemes

The implementation of the FSTP schemes remains the sole responsibility of the beneficiaries. The EU granting authority will normally NOT intervene.

The beneficiaries must manage the schemes, monitor them and make sure that the FSTP funds are used in line with the EU grant agreement (and be able to demonstrate this in case of checks, reviews, audits or investigations, if any).

For this, the beneficiaries can in principle use their own usual practices and procedures. However, where the FSTP is subject to specific conditions (MGA or call conditions), these must be fulfilled, e.g. that


- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the calls must be published on the Funding & Tenders Portal, and on the participants' websites
- the calls must remain open for a minimum number of months
- the outcome of the calls must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

 EU standards concerning transparency, equal treatment, conflict of interest and confidentiality means, for instance, that if external experts are engaged for evaluating the FSTP proposals, they must ensure that they are independent from the organisations applying for FSTP sub-grants and keep proposal information confidential. In a similar vein, it means that any information, tools or (research) facilities provided to any one applicant must also be available to all others.

Example: *An evaluator may not evaluate a proposal of an applicant by which they are employed or from whom they have shares.*

If the call conditions provide that the calls must be published on the Portal, you will have to go through us. Contact your EU project officer for call validation and publication (see [Portal IT How To > Cascade Funding Calls](#)).

If a call must be cancelled or it was impossible to award any sub-grant (e.g. *because no proposals or no proposals of sufficient quality*), you should contact the EU project officer to assess the impact (e.g. *if an amendment is needed in the EU grant or continuation has become impossible*).


 Check if some of the call conditions may have to be cascaded down into your sub-grant contracts/agreements (if you use any), e.g.:

- restrictions (e.g. *ownership control status restrictions (if FSTP exceptionally allowed); high risk supplier restrictions (if FSTP exceptionally allowed); compliance with EU restrictive measures, EU conditionality measures*)²
- obligations from the EU MGA (see *art 9.4 MGA*)
- respect for basic values and principles commonly shared by the EU (notably concerning racism, incitement to violence, discrimination based on religion, gender or sexual orientation).

² Beneficiaries implementing FSTP schemes also have to respect sanction regimes (also called 'EU restrictive measures' (EURM)) against persons, entities or certain economic sectors referring, including notably Russia and Belarus and also restrictions to participation of entities registered outside Israel's 1967 borders ('occupied Palestinian territories') or Russian occupied territories of Ukraine.

You are NOT allowed to ask the recipients for a contribution to the FSTP management costs (including in more indirect forms, such as 'membership fees' or 'participation fees').

Don't forget that the visibility rules under the EU grant agreement apply also downstream. Avoid however to present the FSTP funding as grants 'by' or 'from' the EU. You can use the funding statements from the EU grant agreement ('funded' or 'co-funded' by the EU).

 In case of any issues at cascade level, they will need to be dealt with by you. In case of FSTP that does not respect the conditions (MGA and call conditions), we will consider the corresponding FSTP costs in the EU grant ineligible or reduce your grant. If this happens, you may then, in turn, go back to the recipients and recover the funds from them. However, please note that this is NOT required under the EU grant agreement and it is up to you whether you take recourse against them (or not). The EU financial interests are fully protected by excluding the amounts in question from the EU grant.

Where budgeted amounts are not spent or recovered back from recipients, they can normally be used for other recipients, as long as this is still in line with the description of the action (Annex 1).

If you don't have your own standard templates, the guidance in appendices 1-6 may be helpful:

- call publication notice (appendix 1)
- proposal acknowledgement of receipt (appendix 2)
- proposal evaluation form (appendix 3)
- declaration on confidentiality and conflict of interest for experts (appendix 4)
- declaration on double funding for recipients (appendix 5)
- call evaluation results (appendix 6).

Monitoring and project reviews

The EU services will monitor the implementation of the FSTP schemes — as in standard grants — through the deliverables, milestones and technical periodic reports.

In addition, there is a dedicated FSTP screen in the Continuous Reporting module of the Portal Grant Management System where the consortium must enter the details on the FSTP calls and selected recipients.

In case we organise a project progress review, the review may also cover the FSTP implementation. The review will monitor the proper implementation of the action as compared to the work described in the description of action (Annex 1). It will be based on the deliverables, milestones and technical periodic reports.

Periodic reporting

At the end of each reporting period, you need to submit the technical and financial report in the Periodic Reporting module of the online Grant Management System. The approach is the same as for standard grants.

You must use the standard technical periodic report template available directly in the Grant Management System.

The technical report should detail who did what, including for the work package covering the FSTP. Apart from the additional information on FSTP calls and selected recipients to be encoded

on the dedicated FSTP screen, normally NO other FSTP-specific information is required. For more details on the FSTP screens, see the IT How To on [Cascade Funding Calls/FSTP](#).

Depending on the programme, you will also need to fill out either a detailed cost reporting table or the 'use of resources' report. Moreover, depending on the amount of requested EU contribution, a certificate on the financial statements may be needed.

For the cost declaration, the normal cost eligibility rules under the EU MGA apply.

 Cost category D.1 is reserved ONLY for the FSTP amounts; all other amounts incurred for the FSTP must be charged under other cost categories (*see section 2*).

For the final payment, only FSTP costs that have been incurred during the action period can be charged to the EU grant. If the FSTP lasts longer than the EU grant, it will simply cover the FSTP costs until the EU action ends (i.e. covering only payments for which the debt existed already during the action and for which the costs are known at the moment of the final report).

Payments

Payments will normally follow the standard schedule: a prefinancing payment, additional pre-financing payments (in some programmes), interim payments (in some programmes), and a final payment of the balance.

In case a specific schedule was agreed during GAP for your project (sometimes the case in calls/topics that specifically aim at FSTP), this schedule will be followed.


7. Checks, reviews and audits

The rules for checks, reviews, audits and investigations of grants with FSTP are the same as for standard grants.

Controls can be both on the financial reporting and on the proper implementation of the work plan (of the activities), including compliance with specific rules for FSTP (MGA or call conditions).

Normally, these controls will take place at the level of the EU grant/EU beneficiary and they will have to be able to demonstrate that the FSTP was implemented in line with the EU grant agreement. In case of issues, these will be addressed with the consortium, as part of the usual procedures (project review, checks before payment or audit implementation).

If needed, EU audits or investigations can however also extend to the FSTP recipients. In this case, we will normally conduct the audit/investigation with the recipient, but then turn to the beneficiaries for follow-up, i.e. inform the beneficiary concerned about the findings, give them the right to submit observations and, if the suspicions are confirmed, reject the ineligible amounts or reduce the EU grant.

 In case you have evidence of fraud or serious irregularities by one of your recipients, you are encouraged report them to your EU project officer or directly to the EU Anti-fraud Office (OLAF).

8. Record keeping

The record-keeping obligations are the same as for standard grants.

Generally, you are advised to keep proper documentation on your usual practices and procedures.

In addition, you must keep documentation on the financial and technical implementation of the FSTP, i.e. on the costs incurred for the FSTP and on the implementation of the FSTP activities.

This is in principle the same type of documentation as for all grants (i.e. there is no additional documentation to be kept specifically for grants with FSTP).

For example, for the costs you should keep financial records on the amounts spent (both on the amounts charged as FSTP under cost category D.1 itself and the other eligible costs charged under other cost categories)

For the technical implementation, you should keep records on:

- call publication and selection process (names of evaluators; list of proposals and applicants (name and address); all communications with applicants before call closure and during evaluation; evaluation forms for all proposals; record of all incidents (conflicts of interest, deviations from standard procedures)
- contracts/agreements with recipients (if any)
- proof of payments
- deliverables or other proof that the activities for which the financial support was given were fulfilled (if the FSTP is linked to specific activities).

Appendix 1

CALL PUBLICATION NOTICE

OPEN CALL FOR PROPOSALS

Call id: [insert FSTP call name and id]

Call description: [Summary description of objectives, themes, activities that can be funded and expected impact of the FSTP call]

Call deadline: [insert FSTP call deadline]

Call budget: [insert FSTP call budget in EUR]

Funding body: [insert name of EU beneficiary managing the FSTP call]

Eligible applicants: [insert types of eligible entities]

Expected duration of projects: [insert minimum - maximum duration in months]

Maximum amount of funding per project: [insert expected project budgets in EUR]

Weblink for further information (full call text/application forms/guidance): [insert website]

Contact: [insert email for questions]



Appendix 2

PROPOSAL ACKNOWLEDGEMENT OF RECEIPT

RE: Call [insert call name and id] (deadline: [insert deadline])

Dear Madam/Sir,

We acknowledge receipt of your proposal submitted for the above-mentioned call.

We will contact you as soon as it has been evaluated. This should normally take around [2] month(s) (indicative timing).

For any questions, please contact us via the following link: [insert email for questions].

Yours faithfully,

[function]



Appendix 3**PROPOSAL EVALUATION FORM****IMPORTANT NOTICE**Scoring:

The scoring range depends on the maximum points for each criterion.

Criteria with max 5 points:

- 0** — The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
- 1** — Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
- 2** — Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.
- 3** — Good. The proposal addresses the criterion well, but a number of shortcomings are present.
- 4** — Very Good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
- 5** — Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Half marks (0,5) are allowed, no decimals.

Thresholds & weighting:

The minimum quality threshold for the individual criteria is normally 21/40, 21/40, 11/20. The overall quality threshold, applying to the sum of the 3 individual scores, is 60 points.

Scores are normally NOT weighted.

Specific rules may be set out in the call.

PROJECT

Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call name and id]
Call deadline:	[dd/mm/yyyy]

APPLICANTS

Partner No	Role	Short Name	Legal Name	Country
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1	COO			
2	BEN			
3	BEN			

PROJECT SUMMARY

1. EVALUATION

AWARD CRITERIA

1. Relevance (0-40)

Comments:

0/4000 characters

Score 1 (0-40):

Threshold: 21/40

2. Quality (0-40)

Comments:

0/4000 characters

Score 2 (0-40):

Threshold: 21/40

3. Impact (0-20)

Comments:



0/4000 characters	
Score 3 (0-20): Threshold: 11/20	
Total score Overall threshold: 60/100	

2. COMMENTS

OVERALL COMMENTS
[Comment box]

3. DECLARATIONS

DECLARATIONS	
I confirm that I have performed the evaluation to the best of my abilities, with the rigour and respect for the standards of professional ethics required for this function.	
I confirm that, to the best of my knowledge, I have no direct or indirect conflict of interests regarding the evaluation of this proposal.	
Evaluator 1	[insert date and signature]
Evaluator 2	[insert date and signature]
Evaluator 3	[insert date and signature]



Appendix 4

DECLARATION ON CONFIDENTIALITY AND CONFLICT OF INTEREST FOR EXPERTS

I the undersigned: [insert name NAME]

hereby declare

that:

- 1 — I will fulfil my role as evaluator for **call** [insert call name and id] with the rigour and respect for the **standards of professional ethics** required for this function.
- 2 — I am aware that 'conflict of interests' means any situation where the impartial and objective performance of the work is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest.

I will therefore inform the responsible staff about any **conflict of interests** arising in the course of the work (including proposals competing with a proposal where I may have a conflict of interest) and comply with the measures decided by them.

I will confirm for each project explicitly that there is no conflict of interests, if asked to do so.

- 3 — I will observe strict **confidentiality** in relation to the work to be performed (both during the evaluation and afterwards) and, in particular,:
 - treat confidentially any information and documents, in any form (i.e. paper or electronic) that have been disclosed in writing or orally in relation to the work
 - not discuss projects with others (including other experts or staff not directly involved in the work), except during formal discussions in meetings with the knowledge and approval of the responsible staff
 - not disclose any details about the work, its outcome or the projects for any purpose other than the work itself
 - not disclose details about my assessment
 - not communicate with the applicants about the work (including team members, and other entities or persons involved), except during formal discussions in meetings, on-site visits or contradictory meetings with the knowledge and approval of the responsible staff
 - return, erase or destroy all confidential documents or files after the end of the work as instructed
 - not remove from the premises any documents, materials or information relating to the project or the work (including copies or notes on the evaluation), either on paper or in electronic form
 - comply with the rules for confidentiality when seeking further information for the work to be performed (for example, through the internet, specialised databases, etc)



- not disclose the names of other evaluators participating in the evaluation
and acknowledge

that:

- 1 — Personal data must be processed in compliance with the applicable legislation.

SIGNATURE

[forename/surname]
[signature]
[date]



Appendix 5

DECLARATION ON DOUBLE FUNDING FOR RECIPIENTS

AT PROPOSAL SUBMISSION:

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	

SIGNATURE

[forename/surname]

[function]

[signature]

[date]

AT END OF PROJECT:

Double funding	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	

SIGNATURE

[forename/surname]

[function]

[signature]

[date]



Appendix 6**CALL EVALUATION RESULTS****EVALUATION RESULTS**

Call [insert call name and id] has closed on the [insert call deadline].

A total of [insert number] proposals have been submitted.

The evaluation and selection has been completed on [insert last award date for the call]. All applicants have been informed about the evaluation results for their proposals.

[insert number] proposals will receive funding for a total amount of [insert total amount in EUR].

List of funded projects			
Project id and acronym	Organisation	Country	Funding awarded

Breakdown	Number of proposals	Funding requested (EUR)
Proposals submitted		
Proposals eligible		
Proposals above minimum quality threshold for evaluation		
Proposals selected		

Weblink for further information: [insert website]

