

€urofunding 2009

10 KEYS TO FULLY
UNDERSTAND
EUROPEAN SUBSIDIES
FOR 2009

Guide



Eurofunding is a Welcomeurope service

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Why is this guide useful for you ?

Accessing to European subsidies appears for most projects leaders as an underestimated and difficult task. Indeed, many organisations are missing financing opportunities that would help them developing their activities.

Thanks to this guide, you get a first concrete approach of how subsidies work. Besides, it aims to explain you easily the various steps, rules and priorities that you will have to follow to obtain European subsidies and to optimize your chance of succeeding.

Throughout this guide, follow the questions of our projects leader and the practical answers of Welcomeurope.



Hello, I'm Mister X, I've got various questions on European subsidies !

Welcome, I'm Welcomeurope.com,
at your service to answer all your questions and inform
you about European subsidies.





Summary

- 1- European subsidies: definition and explanation
- 2- European programmes: definition and explanation
- 3- The Community action programmes
- 4- External cooperation programmes
- 5- Structural funds
- 6- The project leader's journey
- 7- Evaluation of the project by the European Commission
- 8- The progression of the European project
- 9- Welcomeurope's role
- 10- Practical vocabulary





1- European subsidies: definition and explanation



What is a European subsidy ?

It is a financial aid allocated by the European Commission to a public or private organization.



How can I find the most relevant subsidy for my project ?

The european funds search engine
All the European grants available for your organisation!
Search among over 500 European funds

Key words

Sector

Organisation

Welcomeurope offers a very competitive search engine with a search by organization, sector... to find the subsidy the most suited to your project.
To discover the search engine, meet us on: www.welcomeurope.com.



Who can be on ?



Every type of organizations can be on subsidies, whatever the country of origin.
Each programme has its proper beneficiaries (for example: the criminal justice programme is aimed at the universities and the associations among others) and its specifics eligibilty principles (for example: the reelancy and the durability for a project).



Where can I get more information ?

Log on to www.welcomeurope.com:
Welcomeurope helps you by giving you an access to various services on European grants. You can also contact us:
by dialing: +33 (0)1.42.54.60.64
or by emailing: contact@welcomeurope.com.



+33 (0)1.42.54.60.64



2- European programmes: definition and explanation



What is a European programme ?



It is a thematic programme (culture, youth, etc...) that translates the European Commission's purposes and that finances projects in order to achieve its goods (example of project: improving facilities for the training of physicians in Yugoslavia).



Who is it aimed at ?



It is aimed at all types of society or organization in the European Union. Each programme has its proper beneficiaries.
(for example: the Erasmus programme is aimed at training centres and universities)



How long is a programme valid ?

The programmes are valid for a period of 3 to 7 years.
(for example: the culture programme is valid for the period 2007-2013)



For which sectors are there financing programmes ?



Example of sector: research

There are programmes for all types of sectors (for examples: finance, health, research, education...).





Is there a typology for programmes ?

Of course, programmes are classified into 3 categories :

- the community action programmes
- external cooperation programmes
- structural funds

Those programmes are introduced in the next three key points.



For each category of programmes, Welcomeurope offers practical training sessions in order to help you financing your projects.
Discover those training sessions in the next three key points.





3- The community action programmes

Definition: those are all programmes which allow you to finance your projects in the European Union (for organizations situated in the EU zone).



Member states of the European Union eligible to community funding



Example of project: to limit the pollution of groundwaters.



Example of project: the international student training

Welcomeurope offers training sessions in line with community funding:

MODULE 1

How to get funding from the European Commission? Building up a project, applying for calls for proposals, maximising the chances of success.

MODULE 2

To successfully manage a project cofinanced by the European Commission. Master the reporting rules and optimize the grant payments.

MODULE 3

How to build up and formalise a European partnership? A contractual obligation in your projects financed by the European Commission.



To receive the detailed catalogue of our training sessions 2009, contact Gaëlle Chatelie: training@welcomeurope.com, +33 (0)1 42 54 60 64



4- External cooperation programmes*



External cooperation programmes concern all geographical zones outside the European Union

Definition: those are all programmes that allow you to finance your projects throughout the World.



Countries which are eligible to ENPI funds

Potential candidate countries to the European Union: Albania, Bosnia-Herzegovina, Montenegro, Serbia

Official candidate countries: Croatia, FYROM (Former Yugoslav Republic of Macedonia), Turkey



Countries that are eligible to IPA funds



Example of project: to improve rural transport in Madagascar to reduce the cost of the school access

Welcomeurope offers training sessions in line with external cooperation programmes:

MODULE 7
To finance external cooperation projects and draw up a logical framework. Master the geographical and thematic programmes and the horizontal instruments.

MODULE 8
How to get IPA funds? : Instrument for Pre-Accession. This applies to Croatia, Turkey, Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Albania.

MODULE 9
How to get ENPI funds - European Neighbourhood and Partnership Instrument?
Partners from the Mediterranean and countries East of the European Union.



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* definition in point 10- Practical vocabulary



Territories which can benefit from ESF, ERDF and EAFRD in the French parts

Definition : those are all programmes which allow you to finance your projects at regional, local and inter-regional levels.



Example of European territorial cooperation: the Atlantic space



Example of ERDF project: promoting urban wind turbines

Contact us for training courses tailored to your country: training@welcomeurope.com

Welcomeurope offers training sessions in line with structural funds:

MODULE 10

How to get funds from the European Social Fund (ESF)? Building a project under the European Social Fund, optimising your application.

This module is addressed to organisations situated in France – please contact us for training courses tailored for your country.

MODULE 11

Managing a project financed by the European Social Fund (ESF). Getting familiar with the rules on reporting and optimise grant payments.

This module is addressed to organisations situated in France – please contact us for training courses tailored for your country.

MODULE 12

How to get structural funds from the European Regional Development Fund (ERDF)? Build up a project under the European Regional Development Fund, optimise your application.

This module is addressed to organisations situated in France – please contact us for training courses tailored for your country.

MODULE 13

How to get European Regional Development Fund for European territorial cooperation? Benefit from ERDF through INTERREG IV.

MODULE 14

How to get a grant from the European Agricultural Fund for Rural Development (EAFRD)? Build up a project under the European Agricultural Fund for Rural Development, optimise your application.

This module is addressed to organisations situated in France – please contact us for training courses tailored for your country.



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* definition in point 10- Practical vocabulary



How to obtain subsidies ?



You just have to follow the 3 steps below.



1 Define a solid project and identify your programme

There are three points to follow :

1- To define a pertinent project

This project has to be innovative and provide a surplus-value to the European Union (in terms of growth, employment or research for example).

Example: the development of a neighbourhood with the sustainable development rules in London.

2- To formalise the partners' network*

Each project leader (either called the contractor) has to formalise a partners' network (with minimum 2 partners) in the European Union and outside its own territory.

This partnership has two objectives:

- for the contractor, partners give an helping hand by making available their know-how and their human resources to the contractor, which will ameliorate the project's quality.
- for the partners, when they participate to a project it allows them to exchange practical abilities and to increase their European visibility.

The contractor establishes and proposes to partners an operating mode for the project and for the agreement.

* definition in point 10- Practical vocabulary



Example of alerts in the EU partners database:

MY PARTNER ALERTS

This is the list of partners who have selected calls for proposals common with yours.

Date	Organization	funding calls	Status	action
April 16th, 2008		Preparatory Action MEDIA International Call under MEDIA programme to promote the development of the audiovisual sector ...	member	prevent this contact
April 16th, 2008		Intelligent Energy — Europe The Executive Agency for Competitiveness and Innovation (EACI) publishes 2008 call 'Intelligent Energy — Europe' according to 2008 workprogramme. 4 strands are co ...	member	prevent this contact
April 16th, 2008		Non-State Actors and Local Authorities in Development, Actions in Partner Countries - Nepal The EC Delegation to Nepal launches a call to strengthen the capacity of civil society organisatio ...	member	prevent this contact

NEW FOR 2009

Welcomeurope has developed an EU partners database to facilitate the cooperation between the various structures which wish to involve in a European project.

This database allows you to find European partners for your project.

To subscribe, to forecast your offer or to consult the partnership's demands:

www.welcomeurope.com.

3- To identify the relevant programme

The project must fall within the framework of the programme. Nevertheless, do not conceive projects on the base of a funding opportunity, you may end up spending lots of energy for meagre results!

You have to be aware that you cannot apply for several programmes at the same time for the same action.

Is your project eligible to European funds ? Do not hesitate to submit your project to the Welcomeurope team for a preliminary survey on the potential of your project.

Contact us by emailing: contact@welcomeurope.com, or by dialing: +33 (0)1.42.54.60.64.

Example of a programme sheet from the Eurofunding guide 2009:



Thanks to the Eurofunding database, you have an access to all the funding programmes introduced in 450 practical and comprehensive sheets summarising all the key information you need to apply for funding and a practical guide of 120 pages to accompany you through each stage of your application. To subscribe: www.welcomeurope.com.



For more information on Eurofunding 2009 and to discover our packs, contact Dominique Guillard: contact@welcomeurope.com, +33 (0)1 42 54 60 64

2 Formalise your application

1- Reading and analysis of a call for proposals*

Difference between a call for proposals and a European tender:

The call for proposals, related to a European programme, allows to a project leader to submit his project to the European Commission and then to obtain funds to finance his project (if the application is accepted by the European Commission).

The European tender allows to answer a government contract (it is a contract that outlines the transaction between the European Commission and an identity), and so to obtain a new consumer in order to develop the company's business.

The text of the call for proposals specifies the expectations of the Commission, especially the eligibility criteria (as the related countries, the organizations' status...) and the objectives (for example: the reintegration of minorities in Kosovo).

The call text is composed by 6 essential components to know:

- beneficiaries
- the actions
- the budget
- the timetable
- the procedure
- sources of information.

* definition in point 10- Practical vocabulary



Example of email alert on calls for proposals:

European funding calls for proposal

• Fundings corresponding to your profile has just been published :

Funding N.2990

- **Title of the Call** : EU Election Observation - Ecuador 2009
- **Funds** : EU ELECTION ASSISTANCE AND OBSERVATION
- **Areas** : **Public management, Human Rights, Co-op & Development**
- **Summary** : The Commission wishes to announce the launching of the selection of the Core team for a possible EOM to Ecuador for the General Elections scheduled to take place on 26 April 2009
 - **Deadlines for submission** : 2009-02-15
 - **Who can apply** :
 - **Regions concerned** : EU Member States
 - For more information, [click here](#)
 - **New: Find partners in relation to this call, [click here](#)**

Funding N.2991

- **Title of the Call** : 2008 Food Security Programme for Timor Leste
 - **Funds** : FOOD SECURITY
- **Areas** : **Social Affairs, Agriculture - Fisheries, Local development, Humanitarian, Co-op & Development, Health**
- **Summary** : This call, launched under the Food Security Programme, aims at acting on the dietary situation in Timor Leste
 - **Deadlines for submission** : 2009-05-08
 - **Who can apply** : Associations, Associations, Development NGOs
 - **Regions concerned** : EU Member states, Candidate countries, EEE Countries, Timor Leste

By subscribing to [Welcomeurope](#), you receive each week on your e-mail address the Funding Alerts to have all the last calls for proposals in your domains of activities.

You can choose among 31 domains of activities those for whom you are interested in (for examples: citizenship; enlargement; industry; transport...)

To get more informations:
www.welcomeurope.com.

2- The application documents

- The guide for applicants which recalls the participation rules, the eligibility criteria and some information like the deadline for filing applications and contracts.
- The application form. You must use the form indicated in the call for proposals to draft your project proposal.
- The budget appendix (document in Excel format) must be used to present the expenses and the resources of your project.
- The financial data sheet (or bank identification form) gives the contact details of the coordinator's bank account.
- The check-list helps you in finalising the file and in ensuring that there is not a forgotten document or signature.
- Acknowledgement is the document that you will receive to prove that your file is arrived within the deadline at the European Commission.

To discover an example of application, click here: <http://tinyurl.com/Welcomeurope>.



By subscribing to the Eurofunding database 2009 updated every day and available online at www.welcomeurope.com, you will find all of those information and practical links concerning the last calls for proposals.

3

Implement and manage your funded project

1- Activities reports

While the project is under construction, you will have to submit several intermediary reports and a final report to the European Commission.

The intermediary report must give a statement of project execution mid-way in the project.

The final report must apprise the Commission about the project's realities, its complete execution process with the difficulties and successes encountered and the conclusions drawn.

2- Financial reports

They have to be submitted with the activities reports to the European Commission.

Thus, the intermediary financial report covers the reporting period while the final financial report shall cover the full project period.

They compare the actually incurred expenses with the budget forecast.

To successfully draw up the budget of your application, to optimize the grant awarded and to encourage your file, we offer training sessions:

Module 1: How to get funding from the European Commission ?

Module 2: To successfully manage a project cofinanced by the European Commission.

Module 3: How to build and formalise a European partnership ?

Module 4: To successfully draw up the budget of an EU application.

Module 5: Managing research projects financed within FP7.

Do not hesitate to contact Gaëlle Chatelier: training@welcomeurope.com, +33 (0)1 42 54 60 64 to receive the training courses catalogue 2009.

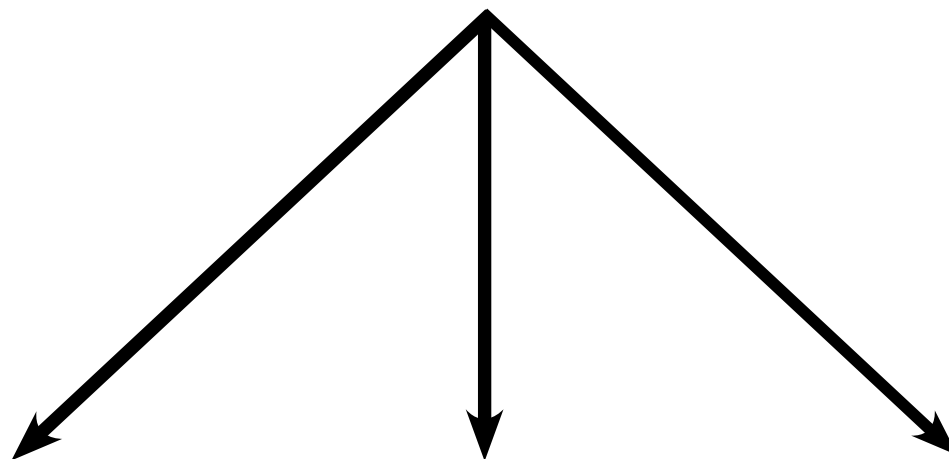


What are the valuation criteria of a project by the European Commission ?

There are 3 types of criteria presented below.



Valuation criteria of a project by the European Commission



ELIGIBILITY CRITERION

eligibility of the applicant
and eligibility of the proposal

SELECTION CRITERION

financial and operational
capacities of the contractor

APPOINTMENT CRITERION

quality and relevance
of the proposal

To optimize your application and the grant awarded, do not hesitate to contact
Valérie Buisine: ubuisine@welcomeurope.com.



What is the procedure we have to follow ?

The scheme below presents you the project leader journey.



PUBLICATION OF THE CALL FOR PROPOSALS WRITING AND REGISTRATION OF THE APPLICATION

- APPLICATION ACCEPTED
- SIGNATURE OF THE CONVENTION

APPLICATION REFUSED
(improvement of the project for a future application)

- RECEPTION OF THE FIRST PAYMENT (between 30 and 40% of the grant awarded)
- STARTUP OF THE PROJECT
- EVALUATION AND WRITING OF THE INTERMEDIARY REPORT

AGREEMENT OF THE INTERMEDIARY REPORT

APPLICATION REFUSED
documentary evidence required

RECEPTION OF THE SECOND PAYMENT
(30% of the amount)

ACCEPTANCE

DEFINITIVE REBUFF

- CONTINUANCE OF THE EXECUTION OF THE PROJECT
- DEADLINE: WRITING AND SELLING THE FINAL REPORT

FINAL REPORT ACCEPTED

REPORT REFUSED
documentary evidence required

RECEPTION OF THE LAST PAYMENT

ACCEPTANCE

DEFINITIVE REBUFF

CONTINUANCE OF THE EXECUTION OF THE PROJECT OFF EUROPEAN SUBSIDIARIES



500 000 projects will be financed thanks to 75 billion € of subsidies in 2009

EUROPEAN COMMISSION

Management of the programmes of European funding

Projects valuation



WE WelcomeEurope.com

Welcomeurope is the middle-man between the European Commission and the project leaders.

3 main subject areas to help you in gaining European funding

Information



www.welcomeurope.com

Training session

14 training sessions on EU funding



Consultancy

A team of professional consultants at your disposal



PROJECT LEADERS

(companies, associations, NGO, universities, chambers of commerce, unions, public services...)



I would like to be sure of some words significance.

No problem, the vocabulary below will help you understanding all the technical words.



Call for proposals: a European Commission publication which describes the aims and priorities for funding required for project. The publication indicates clearly the priorities funded on a precise budget.

ERDF – European Agricultural Fund for Rural Development: only financial instrument for the rural development policy.

ENPI – European Neighbourhood and Partnership Instrument: the financial instrument for the European Neighbourhood policy (ENP). It finances projects in partner countries and in Russia and offers a co-financing to reinforce good governance and an equitable economic and social development. It also supports the cross-border cooperation and cross-regional cooperation.

ERDF – European Regional Development Fund: one of the two structural funds which is intended to narrow the development disparities among European regions.

ESF – European Social Fund: one of the two cohesion instruments, main source of financial support to develop employability and human resources.

External cooperation: European Union's support to third countries.

FP7: Seventh generation of the Framework Programme for research, technological development and demonstration activities.

IPA – Instrument for Pre-Accession: the financial instrument that help candidate countries and potential candidate countries.

Logical framework: appendix for all external cooperation projects which presents in board the coherence between the project and the European call for proposals objectives.

Partner: all legal persons/entities participating in the submission of a project's proposal. The partners of the project must sign a Partnership Declaration by which they agree to contribute to the implementation of the project, as described in the grant's application.

SME – Small and Medium sized Enterprise: enterprise corresponding to the following criteria: employ less than 250 individuals (full-time) and annual turnover not exceeding 50 Million euros or an annual balance which total does not exceed 43 Million euros. They must also respect the independence criterion.

Structural funds: distributed for the regional policy support actions which aim is to reduce the inequality of development (for example : employment) between regions. For 2007-2013 period, there are two structural funds: the ERDF and the ESF. A total of 308 billion € will be allocated to financing regional policy between 2007 and 2013 to work towards the three new objectives: convergence, regional competitiveness and employment and territorial cooperation.



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