

**CONTRACTING AUTHORITY
E-GOVERNANCE ACADEMY**

**KNOWCYBER GRANTS FOR THE WESTERN
BALKANS CIVIL SOCIETY ORGANISATIONS**

**GUIDELINES
FOR GRANT APPLICANTS
RESTRICTED CALL FOR PROPOSALS**

REFERENCE: 001EGAGRANT

DEADLINE FOR SUBMISSION OF CONCEPT NOTE: 17:00 (EEST/GMT+3) 25 June, 2024

DEADLINE FOR SUBMISSION OF FULL APPLICATION: 17:00 (EEST/GMT+3) 9 August, 2024

NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (**ANNEX A.1** to these guidelines) and signed Declaration of Honour (**hereinafter:** declaration, **ANNEX B** to these guidelines) must be submitted for evaluation.

Thereafter, grant applicants who have been pre-selected shall be invited to submit a full application (**ANNEX A.2** to these guidelines). After the evaluation of the full applications, an eligibility check shall be performed for those which have been provisionally selected.

Eligibility shall be checked based on the signed declaration sent together with the full application. Contracting authority reserves the right to request supporting documentation, if necessary, to confirm the accuracy of the information provided in the declaration.

Disclaimer: this document provides the grant applicants with a quick summary of the main legal and financial rules for applying for a grant. The information given is not exhaustive and grant applicants are therefore asked to carefully read all the documentation provided in this call for proposals, including the model grant agreement published with this call and, in case of selection, the grant agreement sent to them, as it will constitute the legal basis for the grant.

TABLE OF CONTENTS

DEFINITIONS	4
1. GENERAL INFORMATION CONCERNING RESTRICTED CALL FOR PROPOSALS	5
1.1. OBJECTIVES.....	5
1.2. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY.....	5
1.3. NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS	6
2. GENERAL RULES FOR THIS CALL FOR PROPOSALS	6
2.1. ELIGIBILITY CRITERIA	6
2.2. ELIGIBILITY OF GRANT APPLICANT	6
2.3. GROUNDS OF EXCLUSION.....	7
2.4. ELIGIBILITY OF ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE	7
2.5. TARGET GROUPS OF THE ACTIVITIES.....	8
2.6. FINANCIAL SUPPORT TO THIRD PARTIES	8
2.7. VISIBILITY	8
2.8. ELIGIBILITY OF EXPENDITURE: COSTS THAT CAN BE INCLUDED	9
2.9. GENERAL CRITERIA FOR ELIGIBILITY OF COSTS.....	9
2.10. ELIGIBLE COSTS	9
2.11. MAIN PROCUREMENT RULES FOR THE AWARD OF IMPLEMENTING CONTRACTS AND SUBCONTRACTING.....	10
2.12. ADDITIONAL RULES CONCERNING SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION	10
2.13. INELIGIBLE COSTS.....	11
2.14. ETHICS CLAUSES AND CODE OF CONDUCT	12
3. CONCEPT NOTES - HOW TO APPLY AND PROCEDURES TO FOLLOW	12
3.1. CONTENT OF CONCEPT NOTES.....	12
3.2. SUBMISSION OF CONCEPT NOTES	13
3.3. DEADLINE FOR SUBMISSION OF CONCEPT NOTES.....	13
3.4. FURTHER INFORMATION ABOUT CONCEPT NOTES	14
4. FULL APPLICATIONS – PROCEDURES TO FOLLOW	14
4.1. CONTENT OF FULL APPLICATIONS	14
4.2. SUBMISSION OF FULL APPLICATIONS	15
4.3. DEADLINE FOR SUBMISSION OF FULL APPLICATIONS.....	15
4.4. FURTHER INFORMATION ABOUT FULL APPLICATIONS	15
4.5. EVALUATION AND SELECTION OF APPLICATIONS.....	16
4.6. NOTIFICATION OF THE CONTRACTING AUTHORITY’S DECISION.....	19
4.7. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY’S DECISION TO AWARD A GRANT	19
4.8. IMPLEMENTATION CONTRACTS	19
4.9. AWARDED IMPLEMENTATION CONTRACTS.....	19
4.10. SUBCONTRACTING.....	19
5. INDICATIVE TIMETABLE	20
LIST OF ANNEXES	21

DEFINITIONS

AFFILIATED ENTITIES

Affiliated entities are legal entities, which have a link with the beneficiary. On that basis, they may incur eligible costs for the action covered by the grant under certain conditions, *i.e.* they are legal entities satisfying the eligibility criteria of the particular call for proposals and non-exclusion criteria and having a link with a beneficiary, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation.

CONTRACTING AUTHORITY

This call for proposals is launched and managed by the e-Governance Academy (**hereinafter:** eGA) referred to as the "contracting authority" or "eGA" for the purposes of this call for proposals. Further information about eGA can be obtained on its website <https://ega.ee/>.

CONTRIBUTIONS IN KIND

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs. Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

The beneficiary shall be responsible for carrying out the action in accordance with the terms and conditions of the grant agreement.

GRANT APPLICANT/S – GRANT BENEFICIARY/IES

The designation "grant applicants" refers to the organisations, which submit a project proposal; "grant beneficiaries" (**hereinafter:** beneficiary) are entities, which sign the grant agreement with the contracting authority. They are actively involved in the implementation of the action and are financially engaged, be it by engaging staff or other costs or by providing a direct financial contribution. The text of this call for proposals will specify, *inter alia*, the eligibility criteria for grant applicants as the proposals can be submitted by a single applicant (if selected, a "mono-beneficiary agreement" will be signed). The model grant agreement (**ANNEX F** to these guidelines) is published with this call for proposals and provides details on the specific obligations of the beneficiary.

FINANCIAL SUPPORT TO THIRD PARTIES (CASCADING GRANTS)

If the implementation of the action requires financial support to be given to third parties, the call for proposals can authorise the beneficiary to do so, provided the amount does not exceed EUR 5000 per third party unless the financial support is the primary aim of the action, and on condition that the types of activity that may receive such support, the criteria for determining the exact amount of the financial support, the categories of persons which may receive financial support and the criteria for giving the financial support are clearly defined in the description of the action. Allowability of financial support to third parties is specified in these guidelines.

IPA III BENEFICIARIES

The Instrument for Pre-accession Assistance (IPA) is the means by which the European Union has been supporting reforms in the enlargement region with financial and technical assistance since 2007. The general objective of the IPA III instrument is to support the beneficiaries in adopting and implementing the political, institutional, legal, administrative, social and economic reforms.¹

THIRD PARTIES (OTHER DONORS)

Other entities outside beneficiaries, affiliated entities and associate organisations are considered as third parties. Third parties can provide a financial contribution to the implementation of the action if these are specifically assigned by the third party to the financing of the eligible reimbursable costs of the action. Such third parties are not involved in the implementation of the action.

¹ https://neighbourhood-enlargement.ec.europa.eu/enlargement-policy/overview-instrument-pre-accession-assistance_en.

1. GENERAL INFORMATION CONCERNING RESTRICTED CALL FOR PROPOSALS

1.1. OBJECTIVES

The main objective of this call for proposals is to support initiatives, projects, and activities that foster a culture of cyber hygiene and responsible online behaviour, that promote and enhance online safety awareness, education, and practices among individuals, communities, and organisations as well as proactive cybersecurity measures to ensure individuals and communities can safely and confidently navigate the digital world.

In the context of rapid digitalisation and the exponential growth of cyberattacks, strengthening the cyber resilience and cooperation of the EU and the Western Balkans partners has become an essential enabler of sustainable development and an urgent precondition for security in the European continent.

In the spring of 2023, the project "Cybersecurity Capacity Building in the Western Balkans" (**hereinafter:** the project) was launched with the support of the European Commission.

The leading partner of the project is the e-Governance Academy (hereinafter: eGA *or* contracting authority). The project is focusing on Albania, Bosnia and Herzegovina, Kosovo*², Montenegro, North Macedonia, and Serbia (hereinafter: target countries).

The project focuses, among other topics, on cybersecurity governance and awareness because cybersecurity comes hand in hand with internet use at every level of society. Therefore, it is also in the interest of the civil society to follow and as appropriate contribute to the national discussions about cybersecurity and promote that the citizens have good cyber hygiene and resilience and awareness of cybersecurity as a career opportunity.

Civil Society KnowCyber grants for the Western Balkans organisations' (**hereinafter:** KnowCyber grant) initiatives, projects, and activities that foster a culture of cyber hygiene and responsible online behaviour, that promote and enhance online safety awareness, education, and practices among individuals, communities, and organisations and may contribute to more inclusive and effective national cybersecurity.

1.2. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

This call for proposals is divided into six (6) different lots (**hereinafter:** LOT *or* LOTS) according to the **IPA III beneficiaries**:

	TITLE OF THE LOT
1.	LOT 1 Albania
2.	LOT 2 Bosnia and Herzegovina
3.	LOT 3 Montenegro
4.	LOT 4 Kosovo
5.	LOT 5 North Macedonia
6.	LOT 6 Serbia

Grant applicant may submit grant application to one or each LOT under the present call for proposals. Each LOT will be assessed independently of any other LOT. Note that a division of LOTs into sub-lots is not possible.

Overall indicative amount made available under this call for proposals is EUR 180,000.00.

² *All references to Kosovo, whether the territory, institutions or population, in this text shall be understood in full compliance with United Nations' Security Council Resolution 1244 and without prejudice to the status of Kosovo.

Contracting authority reserves the right not to award all available funds, which will be allocated to the LOTS as follows:

- (1) One (1) grant in each LOT.
- (2) The maximum amount of grant to be awarded for each beneficiary in each Lot is EUR 30,000.00 (**hereinafter:** maximum amount).

1.3. NUMBER OF APPLICATIONS AND GRANTS PER APPLICANTS

- (1) The same grant applicant is entitled to submit grant application in one (1) or more or all six (6) LOTS under this call for proposals.
- (2) The same grant applicant may not submit more than one (1) application per LOT under this call for proposals.
- (3) The same grant applicant may not be awarded more than one (1) grant per LOT under this call for proposals.

Contracting authority reserves the right not to award all the available funds.

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 20,000.00
- maximum amount: EUR 30,000.00

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- minimum percentage: 50 % of the total eligible costs of the action.
- maximum percentage: 95 % of the total eligible costs of the action.

2. GENERAL RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the action financed under this call for proposals.

2.1. ELIGIBILITY CRITERIA

There shall be three (3) sets of eligibility criteria, relating to:

- **ACTORS:** grant applicant.
- **ACTIONS:** action for which a grant shall be awarded.
- **EXPENDITURE:** types of costs exclusively and directly necessary for the implementation of the action. Grant will not cover ineligible costs.

2.2. ELIGIBILITY OF GRANT APPLICANT

In order to be eligible for a grant, the grant applicant:

- a) must be a registered Civil Society Organization (**hereinafter:** CSO) established in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia or Serbia. CSO is any non-profit, voluntary citizens' group which is organized on a local, national or international level;
- b) must have been active for at least two (2) years.
- c) must have no outstanding financial obligations.
- d) must have a verifiable track record in awareness-raising projects (provided portfolio) and/or advocacy activities related to digitalization and cybersecurity.
- e) will be directly responsible for the preparation and management of the action.

Co-applicants and/or affiliated entities are not allowed.

2.3. GROUNDS OF EXCLUSION

Grant applicants may be excluded from the grant award procedure if the CSO or persons having powers of representation, decision-making or control within the CSO, or persons who are essential for the implementation of the project are in one or more of the following exclusion situations:

- a) bankruptcy, insolvency or winding-up procedures;
- b) breach of obligations relating to the payment of taxes or social security contributions;
- c) grave professional misconduct, including misrepresentation, incl. entering into agreement with other economic operators with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process of the contracting authority during the procurement procedure; attempting to obtain confidential information that may confer upon its undue advantages in the procurement procedure;
- d) fraud;
- e) corruption;
- f) conduct related to a criminal organisation;
- g) money laundering or terrorist financing;
- h) terrorist offences or offences linked to terrorist activities;
- i) child labour and other trafficking in human beings;
- j) irregularity;
- k) creating or being a shell company.

Contracting authority shall not award the grant agreement with the beneficiary if awarding of the grant agreement would violate an international sanction or a sanction imposed by the Government of the Republic within the meaning of the International Sanctions Act.

In this respect, grant applicant is required to certify that they are not in one of the grounds of exclusion by submitting a signed Declaration of Honour (**ANNEX B** of these guidelines).

2.4. ELIGIBILITY OF ACTIONS: ACTIONS FOR WHICH AN APPLICATION MAY BE MADE

DEFINITION: action is composed of a set of activities.

DURATION: initial planned duration of an action may not exceed 12 months.

SECTORS OR THEMES RELATED TO CYBERSECURITY: Cyber hygiene; Phishing, cybercrime and hacking; Keeping children and women safe online; Protecting money online; Protecting data and privacy protection; Fake news and misinformation; Cybersecurity field as a profession; Cybersecurity policies' impact on citizens and vulnerable groups.

LOCATION: actions must take place in all target countries as stated in **SECTION 2.2** of these guidelines.

OUTPUT: Strengthened organisational skills and mandates of public institutions on cybersecurity, and improved capacities and mechanisms for cooperation of public institutions, civil society, and the private sector.

ACTIVITIES: Conducting awareness raising events (workshops, seminars) and campaigns covering various aspects of information security, and different targeted audience (public, private, society).

TYPES OF ACTION: actions listed are by way of example only and are not limited to these types of actions:

- a) Trainings, workshops, seminars, masterclasses, roundtables;
- b) Online courses, online materials;
- c) Training materials (on paper and/or online);

- d) Information materials – paper and online materials (posters, flyers, outdoor media, materials, videos, e-books etc);
- e) Multimedia materials (videos, podcasts, online games, quizzes etc);
- f) Awareness campaigns (paid social media campaigns, paid articles, TV ads etc);
- g) Other activities that support the objectives as described in **SECTION 1.1** of these guidelines.

The following types of action **ARE INELIGIBLE:**

- a) Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars and any other events organised;
- b) Actions concerned only or mainly with individual scholarships for studies or training courses;
- c) Activities started before the signing of the contract with eGA;
- d) Lobbying activities;
- e) Commercial activities;
- f) Actions which are ideologically biased or partisan in nature;
- g) Actions supporting political parties;
- h) Financial support activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses);
- i) Construction or investments for the adoption of new/supplementary facilities;
- j) Actions that include provisions to finance the core activities currently carried out by grant applicants;
- k) Actions supporting establishment or activities of private or public enterprises, and profit-earning activities;
- l) Purchase of any equipment.

2.5. TARGET GROUPS OF THE ACTIVITIES

Target groups for the KnowCyber grant activities: Citizens, Civil Society Organisations (CSOs), Small and medium-sized enterprises (SMEs).

Examples of KnowCyber grant target groups: librarians, teachers, doctors and nurses, students, CSO leaders, civil servants, kids and youth, parents, vulnerable groups, and others.

2.6. FINANCIAL SUPPORT TO THIRD PARTIES

Applicants may not propose financial support to third parties.

2.7. VISIBILITY

Grant applicants shall be required to take all necessary steps to publicise the fact that the European Union (**hereinafter:** EU) has financed or co-financed the action. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support. All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission.

IMPORTANT NOTE: *In principle, applications should be "original" and unique to the target group's needs, problems, and be designed with proper solutions and implementation methodology. Therefore, "copy-paste applications" may be eliminated in the course of the evaluation process unless a solid ground is found to be considered acceptable by the evaluation committee and/or the contracting authority.*

Grounds of elimination: the proposals present the same scope of activity, wording or the same sentences differentiated only by rephrasing; budget; and/or implementation modalities with only few differences such as the implementation place, name of grant applicant, and the number of target group.

2.8. ELIGIBILITY OF EXPENDITURE: COSTS THAT CAN BE INCLUDED

Expenditure must include the estimated costs exclusively for the implementation of the action.

2.9. GENERAL CRITERIA FOR ELIGIBILITY OF COSTS

In order to be eligible for eGA funding, eligible costs must meet the following criteria:

- be incurred by the beneficiary during the duration of the action, with the exception of costs relating to final reports and audit certificates, if considered necessary;
- be indicated in the estimated overall budget of the action attached to the grant agreement;
- be necessary for the implementation of the action which is the subject of the grant;
- be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- comply with the requirements of applicable tax and social legislation;
- be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Value added tax (**hereinafter:** VAT) is considered as eligible where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person as defined in the first subparagraph of [Article 13\(1\) of Council Directive 2006/112/EC](#) of 28 November 2006 on the common system of value added tax.

Beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Documentation justifying costs must be kept by the beneficiary for five (5) years following the final payment of the grant (*i.e.* eGA's final payment).

IMPORTANT NOTE: *Successful grant applicant/s must take care to avoid any unnecessary or unnecessarily high expenditure.*

2.10. ELIGIBLE COSTS

Eligible costs for the action are those costs which, if they meet the criteria of eligibility described in **SECTION 2.9** of these guidelines, are identifiable as specific costs directly related to the implementation of the action and therefore eligible for direct funding.

In particular, the following categories of costs may be considered eligible:

- a) **STAFF COSTS.** The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. The salary costs must be actual and should not exceed the rates corresponding to the beneficiary's usual policy on remuneration.
- b) **TRAVEL, ACCOMMODATION AND SUBSISTENCE ALLOWANCES.** Costs of travel and related subsistence allowances are eligible if they are in line with the beneficiary's usual practices in force at the time of application. In the absence of usual practices for travel costs, these costs should not exceed the scales approved annually by the European Commission.

Attendance lists of all meetings that take place in the context of the action must be established and signed by all participants. These lists must be provided to the eGA if so requested.

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, *i.e.* return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

Daily subsistence allowances (DSA) are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and the two main meals, local transport, the cost of telecommunications and all other sundries.

- c) **COSTS OF SERVICES.** Implementation of the project may require the buying of goods or services in order to carry out specialised tasks that beneficiaries cannot do themselves (i.e. translations, production of documents, web site creation, informatics support, accountancy, catering, etc.). This does not involve externalisation of parts of the action directly related to the main objectives of the action. The related contracts are known as "Implementation contracts".

Beneficiary should have the operational capacity to carry out the activities related to the main objectives of the proposed action. Nevertheless, if the staff do not have all the skills required, where justified and necessary, specific tasks that are part of the action (except the core tasks defined in the call document) may be executed by another person or organisation by means of a contract between one or more of the beneficiaries and a subcontractor. This is known as "subcontracting of tasks forming part of the action".

- d) **ADMINISTRATION COSTS.** Administration costs may include: i) Rental of meeting rooms (coffee breaks included); ii) Rental of interpretation booths; iii) Costs for external audits required by the call or grant agreement; iv) Financial costs such as those relating to any bank fees and other administrative costs such as costs for consumables and supplies directly assigned to the action and purchased according to the procurement rules.

2.11. MAIN PROCUREMENT RULES FOR THE AWARD OF IMPLEMENTING CONTRACTS AND SUBCONTRACTING

Beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money, i.e. the best price-quality ratio, or, as appropriate, to the tender offering the lowest price. In doing so, the beneficiary shall take care to avoid any conflict of interests.

Beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of audit if the audit is required by contracting authority.

In addition, beneficiary shall ensure that the conditions applicable to itself under the articles of the General Conditions to the grant agreement related to liability, conflict of interests, confidentiality, ownership, and use of results (including intellectual and industrial property rights), checks, audits and evaluation are also applicable to the contractors.

Beneficiary shall remain solely responsible for carrying out the action and for the compliance with the grant agreement and must undertake the necessary arrangements to ensure that the contractors and subcontractors waive all rights in respect of the eGA under the grant agreement.

Within the respect of these principles, the beneficiary may conduct the purchase of goods and services and the contracting in accordance with its usual practices.

2.12. ADDITIONAL RULES CONCERNING SUBCONTRACTING OF TASKS FORMING PART OF THE ACTION

- a) subcontracting may not cover core tasks of the action such as project management or coordination;
- b) recourse to the award of subcontracts must be justified in relation to the nature of the action and what is necessary for its implementation;
- c) the tasks to be subcontracted must be set out in the description of the action and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) if not foreseen in the initial proposal (and subsequently in Annex I (Description of the Action) to the grant agreement), any recourse to subcontracting while the action is underway shall be communicated by the beneficiary in writing and approved by eGA. eGA may provide approval:

- i. before any recourse to subcontracting, if the beneficiary requests an amendment as provided for in the relevant Article of the grant agreement; or
- ii. after recourse to subcontracting if the subcontracting is specifically justified in the final technical report and does not entail changes to the Agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) beneficiary must undertake to ensure that the terms, mentioned above, applicable to itself under the agreement are also applicable to the subcontractor.
- f) beneficiary shall ensure that the conditions applicable to itself under the relevant article of the grant agreement regarding visibility of Union funding are also applicable to the subcontractors.
- g) beneficiary shall not subcontract any part of its tasks related to the project management (Article 10 of the General Conditions to standard grant agreement) to other beneficiaries or any other third party.

IMPORTANT NOTE: *Implementing contracts and subcontracting between beneficiaries and if applicable, between beneficiaries and affiliated entities is not allowed. Subcontracting project core tasks such as its coordination is also not allowed.*

IMPORTANT NOTE: *Since a negative opinion by eGA regarding the criteria indicated in **subsection (d) (i)(ii) of SECTION 2.12** of these guidelines would entail the related costs being declared ineligible, it is strongly recommended to seek prior written approval of eGA before recourse to any subcontracting not foreseen in Annex I (Description of the Action) to grant agreement.*

2.13. INELIGIBLE COSTS

The following costs are ineligible and therefore not accepted:

- a) debts and debt service charges (interest);
- b) provisions for losses or potential future liabilities or debts;
- c) exchange losses;
- d) doubtful debts;
- e) costs of transfers from the eGA charged by the bank of a beneficiary;
- f) costs declared by the beneficiaries financed by another action or work programme receiving a European Union grant;
- g) purchases of land or buildings, except where necessary for the direct implementation of the action;
- h) currency exchange losses;
- i) credit to third parties;
- j) in kind contributions: these are non-financial resources made available free of charge and thus not invoiced (*e.g.* voluntary work, equipment or premises made available free of charge);
- k) excessive or reckless expenditure;
- l) taxes, including deductible VAT. Taxes for which the contractor is liable in its capacity as a business entity. Especially when the tax itself is not a part of the salary or the payroll for staff assigned to the action, or other legal costs included in the remuneration. That kind of tax is actually payable by the entity or by the person subject to its productive activity in general. Therefore, it is not a necessary cost for the implementation of the action and is not considered as eligible. VAT will be ineligible when the activities to be supported through the grant are taxed activities/exempt activities with right of deduction or activities engaged in by bodies governed by public law acting as a public authority of a Member State.
- m) customs and import duties, or any other charges;
- n) salary cost of the personnel of national administration with the exception that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken;
- o) Costs incurred by a third party to the grant agreement.

2.14. ETHICS CLAUSES AND CODE OF CONDUCT

ABSENCE OF CONFLICT OF INTEREST. Grant applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application.

RESPECT FOR HUMAN RIGHTS AS WELL AS ENVIRONMENTAL LEGISLATION AND CORE LABOUR STANDARDS. Grant applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

ZERO TOLERANCE FOR SEXUAL EXPLOITATION, ABUSE AND HARASSMENT. Contracting authority applies a policy of “zero tolerance” in relation to all wrongful conduct which has an impact on the professional credibility of the applicant. Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment, and verbal abuse, as well as other forms of intimidation shall be prohibited.

ANTI-CORRUPTION AND ANTI-BRIBERY. Grant applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. Contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, “corrupt practices” are the offer of a bribe, gift, gratuity, or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

UNUSUAL COMMERCIAL EXPENSES. Applications will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified, or commissions paid to a company which has every appearance of being a front company.

BREACH OF OBLIGATIONS, IRREGULARITIES OR FRAUD. Contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities, or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, contracting authority may refrain from concluding the contract.

3. CONCEPT NOTES - HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1. CONTENT OF CONCEPT NOTES

Please note that this is a restricted call. Therefore, only **CONCEPT NOTE** and **DECLARATION OF HONOUR** will be submitted in the first stage. No full application will be submitted at this stage.

Applications must be submitted in accordance with the concept note instructions provided in **ANNEX A.1.1** to these guidelines.

Grant applicants must apply in English.

In the concept note, grant applicants shall submit only an initial estimate of the grant application and its indicative percentage of the eligible costs of the action. A detailed budget is to be submitted only by the grant applicants invited to submit a full application in the second phase.

Elements outlined in the concept note may not be modified in full application, except for the changes described below:

- (1) Contribution from contracting authority may not vary from the initial estimate by more than 20 %. Grant applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as described in **SECTION 1.3** of these guidelines.
- (2) Grant 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 in these guidelines.

Only concept note form (**ANNEX A.1** to these guidelines) will be evaluated. It is therefore of utmost importance that this document contains all relevant information concerning the action.

Explanation/justification of the relevant replacements/adjustments shall be included in **SECTION 2.1** of full application form (**ANNEX A.2** to these guidelines). Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.

IMPORTANT NOTE: *Please complete the concept note form carefully and as clearly as possible so that it can be assessed properly. Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note. Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.*

3.2. SUBMISSION OF CONCEPT NOTES

Concept notes and declaration by the grant applicant (**ANNEX A.1** and **ANNEX B** to these guidelines) must be submitted in one original and in A4 size, each bound.

Hand-written documents (*i.e.* concept notes and declarations) will not be accepted.

Concept note shall be submitted electronically in English. Documents submitted in other languages must be accompanied by English translation.

Contracting authority shall accept all commonly used document formats for the concept note, such as .pdf, .txt, .rtf, .odt, and MS Office formats.

Grant applicant shall not encrypt the submitted documents, as the confidentiality of the documents shall be ensured by contracting authority. Contracting authority shall open and review the concept notes only after the deadline for submission has passed.

Where grant applicant sends several different concept notes for different LOTS, each concept note, and declaration must be sent separately.

The subject of the submitted e-mail must bear the reference number and the title of the call for proposals, together with the number and title of the LOT.

Concept notes must be submitted to the email address grants@ega.ee.

IMPORTANT NOTE: *Concept notes sent by any other means and formats (e.g. post or private courier service, hand delivery) or delivered to other email addresses will be rejected. Incomplete concept notes may be rejected.*

3.3. DEADLINE FOR SUBMISSION OF CONCEPT NOTES

Deadline for the submission of concept notes is **25 June 2024** by **17:00** (EEST/GMT+3) as evidenced by the date of dispatch of the e-mail.

Contracting authority may, for reasons of administrative efficiency, reject any concept note submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the concept note evaluation, if accepting concept notes that were submitted on time but received late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified. Please see indicative calendar under **SECTION 5** of these guidelines.

Contracting authority shall send confirmation of the acknowledgement of the submission of the concept note by e-mail. If the acknowledgement e-mail is not received within 24 hours after submitting the concept note,

please either resend the documents or contact the contracting authority immediately at the e-mail address grants@ega.ee.

Any concept note submitted after the deadline will be rejected.

3.4. FURTHER INFORMATION ABOUT CONCEPT NOTES

Questions may be sent by e-mail no later than **21 calendar days** before the deadline for the submission of concept notes to the e-mail address below, clearly indicating the reference of the call for proposals:

E-mail address: grantquestions@ega.ee.

Contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than **10 business days** before the deadline for submission of concept notes.

To ensure equal treatment of grant applicants, contracting authority cannot give a prior opinion on the eligibility of grant applicants, action, or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to grant applicants will be published on the website where the call for proposals is published: <https://ega.ee/knowcyber>, as the need arises. It is therefore advisable to **check the abovementioned website regularly** to be informed of the questions and answers published.

Contracting authority may organise Q&A session in the form of virtual meeting for applicants, if deemed necessary.

IMPORTANT NOTE: *Contracting authority may decide to cancel the call for proposals procedure at any stage if: i) the call for proposals has been unsuccessful, i.e. no worthwhile proposal has been received or there were no replies; ii) the economic or technical data of the programme have been fundamentally altered; iii) exceptional circumstances or force majeure render the normal implementation of the planned actions impossible; iv) there have been irregularities in the procedure, in particular where these have prevented equal treatment.*

4. FULL APPLICATIONS – PROCEDURES TO FOLLOW

4.1. CONTENT OF FULL APPLICATIONS

Grant applicants invited to submit full application (including attached annexes) and declaration following pre-selection of their concept note shall do so using **ANNEX A.2** to these guidelines. Full applications must be submitted in accordance with the full application instructions provided in **ANNEX A.2.1** to these guidelines (**hereinafter:** instructions). Grant applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Elements outlined in the concept note may not be modified in full application except for the changes described below:

- (1) Contribution from contracting authority may not vary from the initial estimate by more than 20 %. Grant applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages as described in **SECTION 1.3** of these guidelines.
- (2) Grant 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 in these guidelines.

Explanation/justification of the relevant replacements/adjustments shall be included in **SECTION 2.1** of the full application form (**ANNEX A.2** to these guidelines). Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.

Only full application form (**ANNEX A.2** to these guidelines) and attached annexes to these guidelines) will be evaluated. It is therefore of utmost importance that this document contains all relevant information concerning the action.

IMPORTANT NOTE: Please submit full applications in the same language as concept notes. Please complete the full application form carefully and as clearly as possible so that it can be assessed properly. Any error related to the requirements described in the instructions or any major inconsistency in full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application. Clarifications will only be requested when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

4.2. SUBMISSION OF FULL APPLICATIONS

Full applications (including the attached annexes) and declaration by the grant applicant (**ANNEX A.2** and **ANNEX B** to these guidelines) must be submitted in one original and in A4 size, each bound.

Hand-written full applications (including attached annexes) and declarations will not be accepted.

Full application and attached annexes shall be submitted electronically in English. Documents submitted in other languages must be accompanied by English translation.

Contracting authority shall accept all commonly used document formats for the concept note, such as .pdf, .txt, .rtf, .odt, and MS Office formats.

Grant applicant shall not encrypt the submitted documents, as the confidentiality of the documents shall be ensured by contracting authority. Contracting authority shall open and review the submitted documents after the deadline for submission has passed.

Where grant applicants send several different full applications for different LOTS, each full application with attached annexes and declaration must be sent separately.

The subject of the submitted e-mail must bear the reference number and the title of the call for proposals, together with the number and title of the LOT.

Full applications must be submitted to the email address grants@ega.ee.

IMPORTANT NOTE: Full applications sent by any other means and formats (e.g. post or private courier service, hand delivery) or delivered to other email addresses will be rejected. Incomplete full applications may be rejected.

4.3. DEADLINE FOR SUBMISSION OF FULL APPLICATIONS

Deadline for the submission of full applications is **9 August 2024** by **17:00** (EEST/GMT+3) as evidenced by the date of dispatch of the e-mail.

Contracting authority may, for reasons of administrative efficiency, reject any full application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting full applications that were submitted on time but received late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified. Please see indicative calendar under **SECTION 5** of these guidelines.

Contracting authority shall send confirmation of the acknowledgement of the submission of the full application by e-mail. If the acknowledgement e-mail is not received within 24 hours after submitting the full application, please either resend the documents or contact the contracting authority immediately at the e-mail address grants@ega.ee.

Any full application submitted after the deadline will be rejected.

4.4. FURTHER INFORMATION ABOUT FULL APPLICATIONS

Questions may be sent by e-mail no later than **21 calendar days** before the deadline for the submission of full applications to the e-mail address below, clearly indicating the reference of the call for proposals:

E-mail address: grantquestions@ega.ee.

Contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than **10 business days** before the deadline for submission of full applications.

To ensure equal treatment of grant applicants, contracting authority cannot give a prior opinion on the eligibility of grant applicants, action, or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to grant applicants will be published on the website where the call for proposals is published: <https://ega.ee/knowcyber>, as the need arises. It is therefore advisable to **check the abovementioned website regularly** to be informed of the questions and answers published.

Contracting authority may organise Q&A session in the form of virtual meeting for applicants, if deemed necessary.

IMPORTANT NOTE: Contracting authority may decide to cancel the call for proposals procedure at any stage if: i) the call for proposals has been unsuccessful, i.e. no worthwhile proposal has been received or there were no replies; ii) the economic or technical data of the programme have been fundamentally altered; iii) exceptional circumstances or force majeure render the normal implementation of the planned actions impossible; iv) there have been irregularities in the procedure, in particular where these have prevented equal treatment.

4.5. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of application reveals that the proposed action does not meet the eligibility criteria described in **SECTION 2.1** of these guidelines, the application will be rejected on this sole basis.

STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative check, the following will be assessed:

- i. If the deadline has been met. Otherwise, the application will be automatically rejected.
- ii. Concept note satisfies all the criteria specified in concept note instructions provided in **ANNEX A.1.1** to these guidelines. This also includes an assessment of the eligibility of the action. 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 evaluated further.

Concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

Concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below.

SCORING: Evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

EVALUATION CRITERIA	Scores*	
1. RELEVANCE OF THE ACTION	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies)?	5	
1.3 How clearly defined and strategically chosen are those involved (e.g. final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, sustainable results or innovation and best practices??	5	
2. DESIGN OF THE ACTION	Sub-score	30

EVALUATION CRITERIA	Scores*	
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design consider external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome, and impact) realistic?	5x2**	
TOTAL SCORE	50	

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in **SECTION 1.1 (OBJECTIVES)** of these guidelines.

**this score is multiplied by two because of its importance.

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 300% of the available budget (EUR 540,000.00) for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each LOT, where relevant.

After the evaluation of concept notes, the contracting authority will send e-mails to all grant applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation.

Pre-selected grant applicants will subsequently be invited to submit full applications.

STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- i. If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- ii. If the full application satisfies all the criteria specified in full application instructions provided in **ANNEX A.2.1** to these guidelines. This also includes an assessment of the eligibility of the action. 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 evaluated further.

Full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of grant applicants using the evaluation criteria in the evaluation grid below.

There are two types of evaluation criteria: **SELECTION AND AWARD CRITERIA**.

SELECTION CRITERIA helps to evaluate the applicant(s)'s operational capacity and the grant applicant's financial capacity and are used to verify that they: i) have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding; ii) have the management capacity, professional competencies and qualifications required to successfully complete the proposed action.

AWARD CRITERIA helps to evaluate the quality of the applications in relation to the objectives and priorities described in these guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability, and cost-effectiveness.

SCORING: The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

EVALUATION GRID

SECTION		MAXIMUM SCORE
1.	FINANCIAL AND OPERATIONAL CAPACITY	20
1.1	Do the grant applicants have sufficient experience of project management?	5
1.2	Do the grant applicants have sufficient in-house technical expertise, incl. especially knowledge of the issues to be addressed?	5
1.3	Do the applicants have sufficient in-house management capacity, incl. staff, equipment, and capacity to manage the budget for the action?	5
1.4	Do the applicants have stable and sufficient sources of finance?	5
2.	RELEVANCE OF THE ACTION	30
2.1	<i>Score transferred from the concept note evaluation</i>	
3.	EFFECTIVENESS AND FEASIBILITY OF THE ACTION	20
3.1	Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5x2*
3.2	Is the action plan clear and feasible?	5
3.3	Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
4.	SUSTAINABILITY OF THE ACTION	15
4.1	Is the action likely to have a tangible impact on its target groups?	5
4.2	Is the proposal likely to have multiplier effects (<i>e.g.</i> scope for replication, extension and information sharing)?	5
4.3	Are the expected results of the proposed action sustainable? <i>Financial sustainability, e.g. how will the activities be financed after the funding ends?</i> <i>Institutional sustainability, e.g. will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i> <i>Sustainability at policy level (where applicable), e.g. what will be the structural impact of the action, e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> <i>Environmental sustainability (if applicable), e.g. will the action have a negative/positive environmental impact?</i>	5
5.	BUDGET AND COST-EFFECTIVENESS OF THE ACTION	15
5.1	Are the activities appropriately reflected in the budget?	5
5.2	Is the ratio between the estimated costs and the expected results satisfactory?	5x2*
MAXIMUM TOTAL SCORE		100

*this score is multiplied by two because of its importance.

If the total score for **SECTION 1** of the evaluation grid (financial and operational capacity) is less than 12 (twelve) points, the application will be rejected. If the score for at least one of the subsections under **SECTION 1** of the evaluation grid is 1 (one), the application will also be rejected.

PROVISIONAL SELECTION

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS

Eligibility verification will be performed based on the information confirmed in the declaration submitted by the grant applicant.

Contracting authority reserves the right to request from the grant applicant supportive documentation to verify the information submitted in declaration. If the grant applicant is unable to provide supporting document(s) or any incoherence between the declaration by the grant applicant and the supporting documents may lead to the rejection of the application on that sole basis.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

4.6. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

The grant applicants will be informed in writing (e-mail) of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision.

Grant applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint to Legal and Compliance Unit of eGA.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant agreement.

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

Following the decision to award a grant, the beneficiaries will be offered a contract based on the standard grant agreement (**ANNEX F** of these guidelines). By signing the application form (**ANNEX A.1** of these guidelines), the grant applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant agreement.

4.8. IMPLEMENTATION CONTRACTS

Where implementation of the action requires the beneficiaries to award procurement contracts, those contracts must be awarded in accordance with the standard grant agreement.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, *i.e.* the description of the action annexed to the grant agreement, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant agreement).

4.9. AWARDED IMPLEMENTATION CONTRACTS.

Implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, *i.e.* in the description of the action annexed to the grant agreement.

4.10. SUBCONTRACTING.

Subcontracting is the implementation, by a third party with which the beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant agreement (see also the general terms and conditions in the standard grant agreement).

5. INDICATIVE TIMETABLE

ACTIVITY		DATE	TIME (EEST/GMT+3)
1.	Deadline for requesting any clarifications from the contracting authority	4 June	17:00
2.	Last date on which clarifications are issued by the contracting authority	14 June	17:00
3.	Deadline for submission of restricted concept notes	25 June	17:00
4.	Information to grant applicants on opening, administrative checks and concept note evaluation (STEP 1)	9 July	17:00
5.	Invitations to submit full applications	9 July	
6.	Deadline for submission of full applications	9 August	17:00
7.	Information to grant applicants on the evaluation of the full applications (STEP 2)	23 August	
8.	Notification of award after the eligibility check (STEP 3)	6 September	
9.	Contract signature	20 September	

All times are in the time zone of the country of the contracting authority.

This indicative timetable refers to provisional dates (except for dates 3, 4, and 5) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site where the call was published: <https://ega.ee/knowcyber>

LIST OF ANNEXES

ANNEX A.1	CONCEPT NOTE (WORD FORMAT)
ANNEX A.1.1	CONCEPT NOTE INSTRUCTIONS (WORD FORMAT)
ANNEX A.2	FULL APPLICATION (WORD FORMAT)
ANNEX A.2.1	FULL APPLICATION INSTRUCTIONS (WORD FORMAT)
ANNEX B	DECLARATION OF HONOUR (WORD FORMAT)
ANNEX C	BUDGET FOR THE ACTION (EXCEL FORMAT)
ANNEX D	EXPERIENCE (EXCEL FORMAT)
ANNEX E	ACTION PLAN (EXCEL FORMAT)
ANNEX F	MODEL GRANT AGREEMENT (Special Conditions) (PDF FORMAT)
ANNEX F.1	MODEL GRANT AGREEMENT (General Conditions) (PDF FORMAT)

Please note: this guidance is not part of the grant agreement and has no legal value. It merely provides general guidance and may in some details differ from the signed grant agreement. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.