



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES
MEDITERRANEAN AND BLACK SEA
MARITIME POLICY AND BLACK SEA

Call for proposals

GUARDIANS OF THE SEA

MARE/2013/09

<GUARDIANS OF THE SEA>

1. INTRODUCTION – BACKGROUND

Preparatory Action within the meaning of Article 54(2) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the Financial Regulation applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.

The project links up with the Integrated Maritime Policy and the Common Fisheries Policy in areas such as the protection of the marine environment, local development, conservation of fisheries resources, improvement and dissemination of knowledge and information, the fight against marine litter, preservation of the marine cultural heritage and diversification and improvement of services.

Fishermen and ship-owners who decide to leave the fishing sector due to the imbalance between the size of the fishing fleet and the available resources can play an important role as 'guardians of the sea', by putting their professional knowledge and experience to good use in a number of activities in the above-mentioned areas.

This Preparatory Action addresses the definitive re-assignment of fishing vessels and professional re-orientation of fishermen outside fishing. While activities under this Action can also include the collection of marine litter, this Preparatory Action is different from the Pilot Project on Marine Litter¹ due to its wider scope and coverage.

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

Overall objective

The purpose of this Action is to promote a better balance between the EU fishing fleet and the available fisheries resources and to contribute to the reduction of the EU fishing fleet while at the same time preserving jobs in coastal communities. The Action should examine and demonstrate the feasibility and economic viability of maritime activities other than fishing, using a re-assigned fishing vessel, which are carried out by fishermen and captains who have left fishing, thus making the best use of their knowledge, experience and expertise.

The Action should also serve to promote such re-assignment of fishing vessels and the professional re-orientation of fishermen for activities and services which should contribute to the sustainable management and use of marine and maritime resources. The EU support through this Preparatory Action may take the form of co-financing of the vessels' operational costs and crew costs during the first year of operations outside fishing.

Furthermore, this Preparatory Action aims to promote the objectives of an Integrated Maritime Policy and of the Blue Growth strategy.

¹ ENV.D.2/SER/2012/0039

Specific objectives of the project

- (a) Test in Mediterranean coastal regions, the feasibility of professionally re-orienting fishermen using fishing vessels re-assigned to activities other than fishing;
- (b) Identify and develop technical solutions for sea cleaning, such as for example to solve the problem of collecting small plastic debris and small fragments;
- (c) Identify the economic conditions and operational costs of vessels operating as a platform for a number of environmental and maritime activities outside fishing and identify ways for future funding;
- (d) Identify the relevant training needs of fishermen, and where appropriate, vessel owners, and identify ways to cover these needs and fund them;
- (e) Support the reduction of fishing capacity in line with CFP Reform objectives by providing incentives to both fisherman and vessel owners to leave the sector and opt for professional reorientation.

3. TIMETABLE

The indicative planning foresees:

	Stages	Date and time or indicative period
a)	Publication of the call	End July 2013
b)	Deadline for submitting applications	18 October 2013
c)	Evaluation period	2 nd half of October 2013
d)	Information to applicants	November 2013
e)	Notification of grant decision	End November 2013
f)	Signature of grant agreement	End November 2013
g)	Pre-financing payment (20%)	December 2013
h)	Interim activity report by contractor	4 months after signature
i)	Interim payment (40%)	March-April 2013
j)	Starting date of the action/work programme	January 2014
k)	Final activity report by contractor	12 months after signature
l)	Final payment (40%)	July 2015

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at €1.200.000, and shall be financed from budget line 11.09.06 of the General Budget of the European Union for 2013.

The indicative grant per project will be between €100 000 and €400.000.

The Commission expects to fund 4-5 proposals.

The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than 18 October 2013.
- Applications must be submitted in writing (see section 14), using the application form in Annex 1.
- Applications must be drafted in one the EU official languages.

Failure to comply with these requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

The following types of entities located in a Mediterranean coastal region are eligible to participate in the call, in accordance with the relevant legal basis and the objectives to be achieved:

- public authorities (national, regional, local administration);
- public or semi-public bodies;
- profit or non-profit making private bodies;
- research centres and educational institutions;
- other interested associations, such as FLAGs within the meaning of Regulation (EC) 1198/2006.

Applicants must demonstrate the availability of an EU fishing vessel as defined in Regulation (EC)2371/2002, to be withdrawn or that has been withdrawn from the EU fishing fleet since no longer than 6 months prior to the publication of this call, and that was, up to the moment of withdrawal, equipped with a valid fishing licence within the meaning of Regulation (EC)1224/2009. Applicants must further demonstrate that the fishing vessel is being or has been modified for the new re-assignment outside fishing activities and that the crew, where appropriate, has been or will be trained to perform the new activities.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2.

For that purpose, applicants shall identify such affiliated entities in the application form.

Affiliated entities, i.e. legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, shall take part in the action **as applicants** in order to declare eligible costs.

Only applicants established in Cyprus, Greece, Malta, Italy, Croatia, Slovenia, France and Spain are eligible.

All applicants must fill in the "Legal entity form" (if they are not already registered as service providers of the Commission) and the "Financial identification form" available at the following addresses:

Legal entity form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Financial information form:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

In case of consortium: In addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation in the project

6.2. Eligible activities

The following types of activities shall be eligible under this call for proposals:

6.2.1. Desk work

- analyse the technical and economic feasibility of projects where fishermen use their maritime experience and expertise to undertake maritime activities other than fishing;
- identify and analyse the cost for start-up and the operational cost of a vessel and its crew carrying out the above-mentioned activities, and identify potential sources of funding;
- identify training needs of fishermen and vessel owners to perform these functions and achieve useful results.

6.2.2. Operational activities at sea

- test the feasibility of using a re-assigned fishing vessel as a platform for a number of environmental and maritime activities outside fishing, such as, for example,
 - fishing for marine litter;
 - sea and ecosystem observation;
 - collection of lost fishing gear;
 - leisure and tourist services;
 - marine data collection;
 - monitoring of marine protected areas or other restrictions based on sea management measures;
 - monitoring of environmental indicators, including data on water quality, pollution, toxic algae proliferations, etc.

6.2.3. Physical tests and experimentation

- identify and develop technical solutions for sea cleaning.

6.2.4. Reporting and dissemination

- conferences, seminars and awareness and dissemination actions in relation to the above.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of Commission or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation (FR).

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 FR, filling in the relevant form attached to the application form accompanying the call for proposals.

8. SELECTION CRITERIA

Applicants must have the economic, financial, technical and professional capacity required to implement and complete the proposed project. The application must show the legal status of the applicant and his financial and operational capacity to carry out the proposed project.

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour and,

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

On the basis of the documents submitted, if the Commission considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.3 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the persons primarily responsible for managing and implementing the project and other persons involved such as the captain of the vessel and, where applicable, the crew;
- where appropriate, the organisations' last activity report;
- a description of the technical equipment, tools or facilities at the disposal of the applicant;
- an inventory of natural and economic resources involved in the project, and in particular the vessel referred to under paragraph 6.1;
- curriculum vitae and the relevant professional documents and permits showing the aptitude and experience to carry out the activities, as described in the project, of the vessel captain and, where appropriate, of the crew.

9. AWARD CRITERIA

The Grant will be awarded to the proposal which reaches the highest score on the basis of the following award criteria and which demonstrates efficiency and cost-effectiveness. A maximum of 100 points will be awarded for the quality of the proposal. The minimum overall score required is 60 points and the minimum for each criterion is 50%. The criteria for the assessment of the quality are:

– *Relevance (minimum required 10 points - maximum 20 points)*: relevance of the proposal to the objectives of the call, and in particular the extent to which the project promotes the best use of fishermen's knowledge and experience in maritime activities other than fishing;

– *Added value and innovation (minimum required 10 points - maximum 20 points)*: usefulness of the proposal, and in particular the extent to which the project generates results directly usable by the society and creates synergies with existing institutions and bodies, i.e.; the institutions and bodies responsible for the exploitation of marine resources, the preservation and conservation of the marine environment or those responsible for the maritime economy;

- *Methodology (minimum required 7.5 points - maximum 15 points)*: Applicants should describe their proposed working methodology to achieve a timely and successful implementation of the project. In particular, applicants should provide a comprehensive business plan for the project that includes a detailed timetable and work plan and also the training and organisational needs; the project should favour an integrated approach to deliver services in an inclusive, collaborative and iterative way of working;

– *Means of implementation of the project (minimum required 7.5 points - maximum 15 points)*: Applicants should demonstrate that the resources (personnel, crew, equipment, re-assigned fishing vessel, financial etc.) that will be mobilised are adequate to achieve a timely and successful implementation of the project; in particular, applicants should demonstrate that their implementation means are cost-effective;

- *Project management (minimum required 7.5 points - maximum 15 points)*: Applicants should demonstrate that the organisation and management structure proposed for the project are sufficient and adequate to achieve the required quality, meet the deadlines and establish a real partnership;

- *Dissemination and visibility (minimum required 7.5 points - maximum 15 points):*
Applicants should describe their dissemination plan and how they intend to ensure that the results of the project can be optimally used by others.

Since assessment of the calls will be based on the quality of the proposed services, calls should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain points of these specifications are not expressly covered by the call, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, a framework partnership agreement, or a grant decision, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed first by the beneficiary (where appropriate, on behalf of the consortium) and returned to the Commission immediately.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources;
- income generated by the action or work programme;

- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible.

d) Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

e) Implementation contracts/subcontracting

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC² or contracting entities in the meaning of Directive 2004/17/EC³ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

11.2. Funding forms

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 80% of **eligible costs**.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ **Contributions in kind**

² Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

³ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

The external co-financing may be made up of contributions in kind in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules.

➤ Eligible costs

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement;

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b);

- ✓ they are indicated in the estimated budget of the action or work programme;
- ✓ they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
- ✓ they are 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;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent

manner whenever the same kind of work or expertise is required and independently from the source of funding used;

- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices;

- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel;

- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission;

- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;

- costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;

- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);

- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;

- costs relating to external audits where required in support of the requests for payments;

Value added tax ("VAT") is not eligible.

Eligible indirect costs (overheads)⁴:

- a flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

➤ **Ineligible costs**

- return on capital;

- debt and debt service charges;

- provisions for losses or debts;

- interest owed;

- doubtful debts;

- exchange losses;

- costs of transfers from the Commission charged by the bank of a beneficiary;

- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;

⁴ Indirect costs do not apply to operating grants.

- contributions in kind;
- excessive or reckless expenditure;
- others (in accordance with the relevant legal base).

➤ **Calculation of the final grant amount**

The final amount of the grant, within the limits of the overall amount indicated under section 4 and the co-financing rate indicated under chapter 11.2., to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents, including relevant supporting documents where appropriate:

- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred;

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action or work programme.

11.3. Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment, but it is not automatic.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this, they must use the text, the emblem and the disclaimer available at: http://europa.eu/about-eu/basic-information/symbols/flag/index_en.htm.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by DG MARE. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

⁵ European Union Official Journal L 39, of 10 February 2007.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and no later than the 18 October 2013.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

➤ Submission on paper

Application forms are available at http://www.cc.cec/budg/imp/grants/imp-090_014_agreement_en.html

(Go to section Grant application forms > Multibeneficiary > Form. **CAUTION:** Part V - declaration by applicant is not updated. Go to section Grant application forms > Multibeneficiary > Declaration on honour of the applicant (grants > 60000).

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 copies (one original clearly identified as such, plus 2 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications must be submitted as follows:

The date must be the same in both cases

either sent by post (registered mail) or by courier service no later than 18 October 2013 to the following address:

Post:

European Commission
Directorate-General for
Maritime Affairs and Fisheries
Unit MARE/D1
(Ref. MARE/2013/09)
Office: J-99 02/020
B – 1049 BRUSSELS

Courier service:

European Commission
Directorate-General for
Maritime Affairs and Fisheries
Unit MARE/D1
(Ref. MARE/2013/09)
Office: J-99 02/020
Avenue du Bourget 1
B – 1140 BRUSSELS (Evere)

In this case, the evidence of the date of dispatch shall be constituted by the postmark (registered mail) or the date of dispatch on the deposit slip (courier service).

or delivered by hand (by the tenderer in person or by an agent) to the following address:

European Commission
Directorate-General for Maritime Affairs and Fisheries
Unit MARE/D1 (Ref. MARE/2013/09)
Office: J-99 02/020
Avenue du Bourget 1
B – 1140 BRUSSELS (Evere)

no later than 16.00 on 18/10/2013. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who takes delivery.

The department is open from 08.00 to 17.00 from Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

➤ Contacts

All questions related to the call may be sent by electronic means (e-mail) to: MARE-D1@ec.europa.eu, indicating the subject title 'Guardians of the Sea'. Such questions, together with their answers, if of a general interest, will be published on: http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/2013_09/index_en.htm

In addition, important information for the applicants may, if need be, be published on this website. Applicants are thus strongly recommended to consult this website regularly. Questions submitted during the month of August 2013 will probably not be answered before September.

In order to ensure equal treatment, questions will only be answered if submitted no later than 4 October 2013.

➤ Documents to be found on the website:

- Application form
- Model grant agreement
- Legal entity form
- Financial information form
- Estimated budget form
- any other relevant statement according to the call.