

Eurofunding 2017

10 KEYS TO FULLY UNDERSTAND EUROPEAN SUBSIDIES FOR 2017

European subsidies 2014 - 2020



Welcomeurope
contact@welcomeurope.com
161 rue Montmartre - 75002 Paris
Tél.: +33 (0) 1 42 54 60 64 - Fax: +33 (0) 1 42 54 70 04

A PRACTICAL GUIDELINE

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

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

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

SUMMARY

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

WELCOMEUROPE ADVICES YOU FOR
EVERY STEPS OF YOUR PROJECT

1 EUROPEAN SUBSIDIES:

DEFINITION AND EXPLANATION

What is a European subsidy ?

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

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

Welcomeurope offers a very competitive search engine with a search by organization, sector... to find the subsidy the most suited to your project.

To discover the search engine, meet us on :
www.welcomeurope.com.

Who can be on ?

Every type of organizations can be on subsidies, whatever the country of origin.

Each programme has its proper beneficiaries (for example: the criminal justice programme is aimed at the universities and the associations among others) and its specific eligibility principles (for example: the relevancy and the durability for project).

Where can I get more information ?

Log on to www.welcomeurope.com :
Welcomeurope helps you by giving you an access to various services on European grants.

You can also contact us :
by dialing: +33 (0)1.42.54.60.64
or by emailing: contact@welcomeurope.com.

2 EUROPEAN PROGRAMMES :

DEFINITION AND EXPLANATION

What is a European programme ?

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

Who is it aimed at ?

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

How long is a programme valid ?

The programmes are valid for a period of 3 to 7 years. (for example: HORIZON 2020 programme is valid for the period 2014-2020).

For which sectors are there financing programmes ?

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

Is there a typology for programmes ?

Of course, programmes are classified into 3 categories :

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

Those programmes are introduced in the next three key points.

3 THE COMMUNITY ACTION PROGRAMMES

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



Member states of the European Union eligible to community funding



Example of project : the international student training.



Example of project: to limit the pollution of groundwaters.



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Example of subsidies

► Erasmus plus

New 2014 - 2020 programme for education, training, youth and sport.

[More information](#)

► Horizon 2020

New 2014-2020 framework programme for research and innovation.

[More information](#)

4 EXTERNAL COOPERATION PROGRAMMES

PROGRAMMES

Those are all programmes that allow you to finance your projects throughout the World.

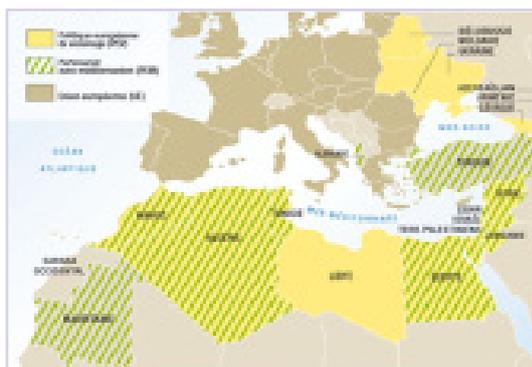
INSTRUMENT FOR PRE-ACCESSION ASSISTANCE for candidates countries



Candidate country: This means a country that has applied to join the European Union and whose application has been officially accepted.

Turkey, Former Yugoslav Republic of Macedonia (FYROM), Monténégro, Iceland et Serbia

ENI - EUROPEAN NEIGHBOURHOOD INSTRUMENT



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

Other Countries

External cooperation programmes concern all geographical zones outside the European Union.

5 STRUCTURAL FUNDS

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

EUROPEAN SOCIAL FUND

Main source of financial support to develop employability and human resources. ESF resources are concentrated on four areas in the 2007-13 period: adaptability among workers and businesses, access to employment, reducing social exclusion, and promoting partnerships for reform. These measures will come under two of the three new objectives: «Convergence» and «Regional competitiveness and employment».

EUROPEAN REGIONAL DEVELOPMENT FUND

Financial instruments of European Union (EU) regional policy, which is intended to narrow the development disparities among European regions. The European Regional Development Fund (ERDF) is currently the largest. Since 1975 it has provided support for the creation of infrastructure and productive job-creating investment, measures which support regional and local development, including support and services for businesses, in particular small and medium-sized enterprises (SMEs).

Exemple of Structural funds

► ERDF

EUROPEAN REGIONAL DEVELOPMENT FUND

[More](#)

► ESF

EUROPEAN SOCIAL FUND

[More](#)

6 DEFINE A SOLID PROJECT AND IDENTIFY YOUR PROGRAMME

1- Define a pertinent project

This project has to be innovative and provide a surplus-value to the European Union (in terms of growth, employment or research for example). Example: the development of a neighbourhood with the sustainable development rules in London.

2- Formalise the partners' network

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

This partnership has two objectives:

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

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

3- To identify the relevant programme

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

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



Identify quickly the relevant grant for your projects by connecting you on <http://www.welcomeurope.com>

7 FORMALISE YOUR APPLICATION

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

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

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

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

The application documents

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

8 IMPLEMENT AND MANAGE YOUR FUNDED PROJECT

1- Activities reports

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

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

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

2- Financial reports

They have to be submitted with the activities reports to the European Commission. Thus, the intermediary financial report covers the reporting period while the final financial report shall cover the full project period. They compare the actually incurred expenses with the budget forecast.

Our consultant support you during your project

In order to ensure proper management of the funds allocated by the European Union, guarantee compliance with the rules and optimise the actual grant instalments, Welcomeurope puts all the tools needed in place from the moment the action is launched.

Throughout project implementation, the Welcomeurope team checks the action and the reports for compliance and suggests remedial measures and lines of optimisation. Welcomeurope also supports the grant beneficiary in replying to questions posed by the authorities.

This assignment is eligible for granting as long as it is included in the initial budget

Method:

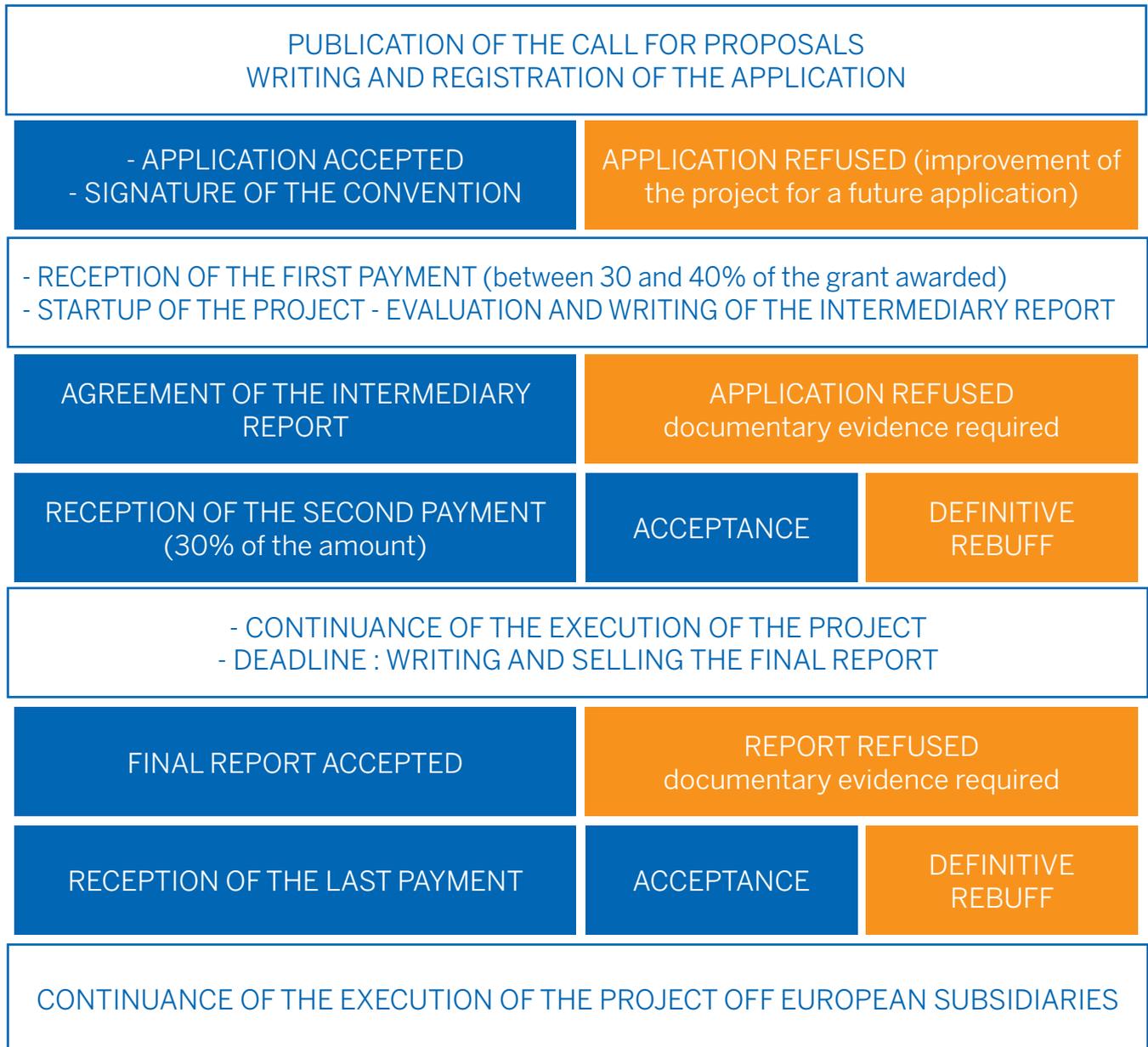
Stage 1: Developing management tools that take account of internal constraints and European regulations

Stage 2: Close cooperation with the project manager in drafting reports and monitoring the instalments

Stage 3: Support in drafting the final report and monitoring the balance of the grant

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9 EVALUATION OF THE PROJECT BY THE EUROPEAN COMMISSION



THE VALUATION CRITERIONS ?

ELIGIBILITY CRITERION
eligibility of the applicant
and eligibility of the proposal

SELECTION CRITERION
financial and operational
capacities of the contractor

APPOINTMENT CRITERION
quality and relevance
of the proposal

10 PRACTICAL VOCABULARY

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

EAFRD - EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT : only financial instrument for the rural development policy.

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

ERDF - EUROPEAN REGIONAL DEVELOPMENT FUND : one of the two structural funds which is intended to narrow the development disparities among European regions.

ESF - EUROPEAN SOCIAL FUND : one of the two cohesion instruments, main source of financial support to develop employability and human resources.

EXTERNAL COOPERATION : European Union's support to third countries.

H2020 : Seventh generation of the Framework Programme for research, technological development and demonstration activities.

IPA - INSTRUMENT FOR PRE-ACCESSION : the financial instrument that help candidate countries and potential candidate countries.

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

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

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

STRUCTURAL FUNDS : distributed for the regional policy support actions which aim is to reduce the inequality of development (for example : employment) between regions. For 2014-2020 period, there are two structural funds: the ERDF and the ESF. A total of 308 billion € will be allocated to financing regional policy between 2007 and 2013 to work towards the three new objectives: convergence, regional competitiveness and employment and territorial cooperation.

WELCOME EUROPE SUPPORT YOU DURING ALL STEPS OF YOUR PROJECT

Information

Identify the right grants for your project, do not miss any opportunity and receive all calls for proposals, be supported by an experienced methodology to success your funding application...

Our [website](#) and our [guides](#) support during your european project trip

- ▶ Online monitoring
- ▶ Guides
- ▶ tailor-made monitoring

Contact Alex Temery for further information: premium@welcomeeurope.com

Training

Improve your skill on european project building, understand methods to identify simply European Grants, Learn at your own pace EU subsidies Logic

our [consultants](#) offer you training solution open to all the stakeholders

- ▶ Training catalogue
- ▶ In-house training
- ▶ Tailored-made training

Marine Rossi support you on training@welcomeeurope.com

Consultancy

Get a meeting with the keys contact in europe, Formalise your application and get Eu funds, Grow your place and your strategy towards Public Funds

Our [experts](#) advice all organisation for their EU public Affairs needs and EU Subsidies Strategy

- ▶ Identify EU Funds
- ▶ Answer to call
- ▶ Manage an EU project

Geraldine Nebout answer to your request on consultancy@welcomeeurope.com

WELCOME EUROPE TEAM...

Directorate general

Lorraine de Bouchony
Nicolas Gerschel
Valerie Buisine

lbouchony@welcomeeurope.com
ngerschel@welcomeeurope.com
vbuisine@welcomeeurope.com

Consultancy Mission Directors

Mireille van der Graaf
Christina Bézès
Moothoo Claire

mvdgraaf@welcomeeurope.com
cbezès@welcomeeurope.com
mmoothoo@welcomeeurope.com

Eurofunding and Training

Celine Ghibaud
Christophe Damour

training@welcomeeurope.com
cdamour@welcomeeurope.com

Administration and customers

Matthieu Cortet

admin@welcomeeurope.com

... wish you to carry out your projects successfully !

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161 rue Montmartre - 75002 Paris - France • email :
contact@welcomeurope.com • Tel : 33 (0)1 42 54 60
64 • Fax : 33 (0)1 42 54 70 04

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- 75006 Paris).

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Welcomeurope
contact@welcomeurope.com
161 rue Montmartre - 75002 Paris
Tél.: +33 (0) 1 42 54 60 64 - Fax: +33 (0) 1 42 54 70 04