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DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Budget, Communication and General Affairs

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Subject: Call for proposals No 2019CE16BAT117 - Support for information measures relating to the EU Cohesion policy

Action 1 - Support for the production and dissemination of information and content linked to EU Cohesion policy by media and other eligible entities

Ref.: Proposal No 50 - EXPANDING HORIZONS

Dear Sir,

You have submitted an application to the call for proposals for the Action specified above. The call for proposals closed on 10th December 2019. DG REGIO registered **122** eligible applications for action 1 of this call.

I am pleased to inform you that your application has been selected for EU co-funding. It received **83/100 points**. For your information, out of the 122 eligible applications, **24** have been selected for funding, and **3** have been placed on a reserve list.

You are kindly invited to confirm your commitment to implement the action, presented in your application, or to inform us of any circumstances preventing you to do so by 05/06/2020.

Please be informed that, in line with the provisions of the call for proposals and the recommendations of the evaluation committee, the following corrections and adjustments need to be introduced in your proposal:

- Clerical error in the application form: you put the total eligible costs of 88.018,20 € instead of the EU contribution amount of 70.414,56 €. Please provide the updated application form.

You are therefore invited to submit on this basis a revised description of the action by 05/06/2020.

In addition, please provide the valid documentary evidence demonstrating that:

- you are not in one of the situations of exclusion referred to in the call for proposals in section 5.2, and that
- you comply with the selection criterion related to financial capacity referred to in the call for proposals in section 5.3.
- the documentary evidence necessary to verify the legal existence and status of your organisation.

To this end, you are kindly requested to submit the required supporting documents and/or information as follows:

- a) in order to proceed with the verification of **legal existence and status of your organisation and its financial capacity**, please register to the **Participant Register** (<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>) so as to be assigned a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of your organisation. The **PIC number** must be communicated to REGIO-CONTRACTS@ec.europa.eu no later than 5 calendar days from the receipt of this letter.

In case your organisation is already registered in the Participant Register, you would just need to communicate us the existing PIC of your organisation. In case of a multi-applicant proposal, a PIC is required for each applicant and must be communicated within the above-mentioned deadline.

Following the communication of the PIC number to the above-mentioned address, the **EU Validation Services** (Research Executive Agency Validation Services) will contact you via the messaging system embedded in the Participant Register and request you to submit, within a specified deadline, supporting documents necessary to prove the legal existence and status and to assess the financial capacity of your organisation (see list provided in **Annex 1**). In case of a multi-applicant proposal, each applicant will be contacted individually. All necessary details and instructions regarding this procedure will be provided via this separate notification.

Parallel to the validation of your organisation in the Participant Register, its legal representative(s) (e.g. typically the CEO of the company, the rector of the university, the Director-General of the Institute... always in accordance with the statutes of your organisation) must nominate a Legal Entity Appointed Representative (LEAR). The LEAR role, which can be performed by an administrative staff member in the organisation's central administration, is key: once validated by the Commission, the LEAR will be authorised to:

- manage the legal and financial information about the organisation

- manage access rights of persons in the organisation (but **not** at the project level)
- appoint representatives of the organisation to electronically sign grant agreements ('Legal Signatories' - LSIGN) or financial statements ('Financial Signatories' - FSIGN) via the Participant Portal

b) Other documents (see list provided in **Annex 2**) and any communication or information required by this letter should be submitted by 05/06/2020 to the following address:

European Commission
DG REGIO – TA Cell
Sylvia Fernández y Tuñón
BU-1 00/181
B-1049 Brussels

Please be informed that we may refuse to sign the grant agreement, if the requested valid documentary evidence is not sent by the deadlines indicated in this letter and the deadlines given to you by the Research Executive Agency Validation Services.

Please note that the present letter does not represent any commitment on the part of the Commission and could not constitute a ground to claim any expectations concerning the signature of a grant agreement. The Commission may, until such time as the agreement is signed, either abandon or cancel the procedure without this entitling you to any compensation.

The list of all selected projects will be published on the following website:
http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Attached to this letter you will find the summary conclusions of the evaluation of your application.

Please do not hesitate to contact us should you have any further questions.

Yours faithfully,



Philippe Jouret

- Annexes:
1. List of supporting documents necessary to prove the legal existence and status and to assess the financial capacity as specified in point a) above (to be submitted via the Participant Register)
 2. List of other documents to be submitted to the address specified in point b) above
 3. Summary conclusions of the evaluation of your application

Annex 1

List of supporting documents necessary to prove the legal existence and status and to assess the financial capacity as specified in point a) above (to be submitted via the Participant Register)

(1) For the purpose of the **LEAR** appointment:

- LEAR appointment letter — completed, dated and signed (handwritten blue-ink original signature) by the legal representative and the LEAR
- Declaration of Consent to the Participant Portal Terms & Conditions — completed, dated and signed (handwritten blue-ink original signature) by the legal representative of the organisation
- Copy of the official, valid proof of identity for the legal representative (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving license)
- Copy of the official, valid proof of identity for the LEAR (identity document issued by the national authority containing the photo and signature of the holder, i.e. ID card, passport or driving licence) and
- Valid official document to demonstrate that the legal representative has the authority to engage the organisation in its entirety.

(2) For the purposes of the legal validation of the entities:

- **Signed legal entity identification form²⁵**:
 - Natural Person
 - Private Law Body
 - Public Law Body
- **Official VAT document** or — if the entity is not registered for VAT — the proof of VAT exemption, not older than 6 months.
- **Signed Financial Identification Form²⁶, and**

²⁵ Available at http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

²⁶ Available at http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm

– the following additional documents, where relevant:

Status	Documents to be submitted
Private body (including SME)	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organization	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members. ❖ The certificate of tax exemption may only constitute an indication of the non-profit status of the entity which has to be assessed together with other elements.
Research organization	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment' by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation International organisation of European interest	Copy of the relevant international treaty creating the organisation under international public law.
Natural person	Copy (legible) of valid identity card or passport.
Entities without legal personality	<ul style="list-style-type: none"> – Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf. – Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity: i.e. <ul style="list-style-type: none"> ○ a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and ○ a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.

(3) For the purpose of preparing the financial capacity assessment:

Status	Documents to be submitted
Legal entity	<ol style="list-style-type: none"> 1. Profit and loss account 2. Balance sheet 3. Explanatory notes and/or annexes that form part of the above financial statements (if available) 4. External audit report, for the procurement domain - to be submitted on voluntary basis if the entity has already been audited for other purposes
Natural Person	<ol style="list-style-type: none"> 1. Income tax declaration 2. Certified declaration of current patrimony (may not be applicable to procurement), including: <ol style="list-style-type: none"> a) fixed patrimony (e.g. land, tenement, hereditament, medium/long-term time deposits (more than one year), stock options that cannot be exercised within one year) b) current patrimony (e.g. available cash, savings, short-term time deposits (maximum of one year), stock-options that can be exercised within one year) 3. List of certified debts, which must contain all debts (with dates and figures), broken down in short-term debts (of maximum one year) and medium/long-term debts (of more than one year)(may not be applicable to procurement).
Start-up companies without closed accounts	Business plan

Annex 2

List of other documents to be submitted to the address specified in point b) of the letter

- Declaration on honour: N/A
- Application form: Please correct provide the application form in Word format.
- Budget table: Please provide the budget table in Excel format

Annex 3

Summary conclusions of the evaluation of your application

Proposal No	Names of applicants	Title of proposal	Scores obtained per criterion	Overall score attributed to the proposal	Justification
50	Arco Solidarietà	EXPANDING HORIZONS	Criterion 1 – 25 Criterion 2 – 31 Criterion 3 – 18 Criterion 4 - 9	83	The proposed information measures are very relevant with regard to the objectives and priorities of the call for proposals. The project is innovative in the sense that it combines physical presence in schools and events and a multimedia approach to foster active citizenship. The outreach and dissemination plans are good. The methodology proposed to reach the objectives of the call for proposals, combining physical and on line presence, is good. Taking into account cost as well as expected results, the efficiency of the proposed measures is good. The proposed coordination mechanisms, quality control and risk management systems as well as the allocation of tasks are very good.