

APPLICATION GUIDELINES

Pre  ent

Prevent
Gender based violence &
violence against Children

Co-funded by:



CITIZENS, EQUALITY, RIGHTS AND VALUES
PROGRAMME (CERV) - DAPHNE

MAY 2024

HISTORY OF CHANGES			
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2.0	08/07/2024	Add footnote 5 regarding the definition of a child under the Prevent Programme.	12
3.0	10/09/2024	Table update for travel costs for air, rail, and combined air/rail travel in Greece and the Republic of Cyprus.	27 - 28
4.0	16/09/2024	Updated travel reimbursement policy for trips within Greece	27
5.0	19/09/2024	Add a clarifying sentence <i>In the case that the organisation does not have a financial statement</i>	20

Contents

1. Overview of the Programme	5
1.1. The PREVENT Programme	5
2. Capacity Building	6
3. Duration of Projects.....	7
4. Location of Projects	7
5. Size of Project Grants.....	7
6. Eligible Types of Activities - Work Packages (WP)	7
6.1. General Specifications	7
6.2. Work Package 1 - Project Management	8
6.3. Work Package 2 - Outcome 1 (1 st thematic area) or Outcome 2 (2 nd thematic area).....	8
6.4. Work Package 3 - Communication/Dissemination Plan	11
7. Gender Equality and Non-Discrimination Mainstreaming	11
8. Child Protection Policy.....	12
9. Partnerships.....	13
10. Administrative and Eligibility Criteria	13
10.1. Administrative Criteria.....	13
10.2. Eligibility Criteria.....	14
10.2.1 Eligible Lead Applicants & Partners	14
10.2.2. Eligible Applications.....	15
11. Budget and Eligible Costs	16
11.1. General Principles and information.....	16
11.2. Project budget	16
11.3. Eligible costs	16
11.3.1. Direct costs	16
11.3.2. Indirect Costs	18
11.3.3. Ineligible Costs.....	18
12. Application Process.....	19
13. Deadline for Submission of Applications.....	21
14. Selection Process.....	21
14.1. Administrative Check and Eligibility Check of the Application	21
14.2. Evaluation of the Applications and Eligibility Check of Lead Applicant and Partner (if applicable)	22
14.3. Evaluation Criteria	22
14.4. Final Selection of Projects	23
14.5. Project Contracts	24

15. Project Monitoring	24
15.1. Progress Reports.....	24
16. Payments	25
17. Irregularities and Risks.....	25
18. Complaints Mechanism	26
19. Contact Information	26
20. Personal Data Protection	27
Annex 1 - Travel Costs.....	27
Annex 2 - Depreciation Rates on Equipment Purchase Expenses (For the Republic of Cyprus)	

1. Overview of the Programme

1.1. The PREVENT Programme

The programme ‘**Preventing gender-based violence and violence against children**’ (PREVENT) aims to prevent and combat gender-based violence and violence against children, by supporting Civil Society Organisations (CSOs) in **Greece** and **Cyprus** that are active in these fields and by improving their knowledge, capacity and sustainability.¹

PREVENT is co-funded by the European Union, through the Citizens, Equality, Rights, and Values (CERV) programme, and by the Bodossaki Foundation and NGO Support Centre, with the total grant amounting to €2,3 million.

PREVENT is coordinated by the [Bodossaki Foundation](#) (Greece), in consortium with the [NGO Support Centre](#) (Cyprus).

During the 3 years of its implementation, running from February 2024 to January 2027, PREVENT, through the launch of the open call, will fund approximately 28 projects in Greece and 9 in Cyprus projects that prevent and combat either GBV or violence against children. **The total amount allocated through the call is €1,610,000 (€1,288,000 for Greece and €322,000 for the Republic of Cyprus).**

PREVENT will also provide an integrated 90-hour capacity building programme and professional support services, tailored to the needs of CSOs in Greece and Cyprus, to promote their organisational development and sustainability.

The main beneficiaries of the programme, through the CSO funding, will be victims and witnesses of gender-based violence in Greece and Cyprus (especially women² and girls), victims and witnesses of violence against children in Greece and Cyprus, frontline professionals and CSOs in Greece and Cyprus. The programme will also benefit policy makers, at national and European level, the media, the general public and the national authorities.

Under the PREVENT programme, one (1) Open Call for Project Proposals has been announced on the ‘**Prevention and Combating Gender-based Violence and Violence against Children**’ which focuses on the **two (2)** following thematic areas/outcomes:

- **1st thematic area/outcome:** ‘Preventing and combating gender-based violence’
- **2nd thematic area/outcome:** ‘Preventing and combating violence against children’

Open Call for Project Proposals	Thematic areas/outcomes	Opening date for applications	Total amount of grant available	Minimum and maximum grant amount in Euro	Minimum and maximum duration in months
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¹The regulatory framework for this EU funding programme is set out in Regulation 2018/1046 (EU Financial Regulation) and the basic act (Regulation CERV 2021/692).

²Following the EU Gender Equality Strategy 2020-2025, this project refers to both women and men in all their diversity, understanding these are heterogeneous categories including re sex, gender identity, gender expression or sex characteristics.

'Preventing and combating gender-based violence and violence against children'	1st thematic area/ outcome: 'Preventing and combating gender-based violence' 2nd thematic area/ outcome: 'Preventing and combating violence against children'	05/06/2024	€1,610,000 €1,288,000 (for Greece) €322,000 (for the Republic of Cyprus)	The minimum grant is €20,000 and the maximum grant is €60,000 per project.	Minimum duration of the projects is six (6) months and maximum duration of the projects is twelve (12) months.
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Each organisation can submit only one (1) application to the Open Call in one (1) of the two (2) thematic areas either as lead applicant or as partner.

2. Capacity Building

The Capacity Building programme will provide the selected organisations in Greece and the Republic of Cyprus with a wide range of opportunities for organisational and professional development. The CB programme will be coordinated by Social Dynamo, the NGO Hub of the Bodossaki Foundation, in collaboration with the NGO Support Centre. The purpose of capacity building for organisations is to increase their effectiveness and social impact, achieve their objectives, and enhance their sustainability over time.

The Capacity Building programme will start by supporting organisations interested in applying for funding under this programme to design their projects through 'how to apply' workshops and a training session on developing child protection policies. More information about the workshops and training, as well as registration details, is available on [the programme webpage](#).

The programme will continue with the design and provision of training workshops for funded CSOs focused on organisational development, along with thematic training seminars on EU laws relating to the prevention and response to sexual and gender-based violence, as well as child protection and related policies. In addition, a wide range of professional support services will be offered, including team mentoring, executive coaching, advisory services on legal and tax matters and targeted networking activities.

Capacity building activities for the funded CSOs are divided into optional and mandatory. The following activities are mandatory:

- Completion of the Capacity Mapping (<https://www.ngocapacitymap.gr/en/>)
- Participation in at least 3 of the training workshops offered as part of the 40-hour programme on organizational development.
- Participation in the thematic training seminars, totaling 12 hours, on the EU legislative framework.

3. Duration of Projects

The **minimum** duration of projects is six (6) months, while the **maximum** duration is twelve (12) months, with the possibility of extension for up to two additional months (subject to review and approval by the Programme Management Team, only in special circumstances and without increasing the project budget).

The duration of the projects, as well as their start and end dates, will be specified in the project contract for each project. The projects are expected to start in April-May 2025.

4. Location of Projects

Project applications submitted by organisations in Greece must include activities that will be implemented exclusively in Greece and project applications submitted by organisations in the Republic of Cyprus must include activities that will be implemented exclusively in the Republic of Cyprus³.

Additionally, ten (10) points in the evaluation criteria will be allocated to Civil Society Organizations based in rural and/or remote areas⁴.

5. Size of Project Grants

The **minimum** grant per project is €20,000 and the **maximum** grant is €60,000.

The project budget will include costs expected to be incurred by both the applicant and the partner (if applicable). The percentage and amount of the partner's share of the budget must be specified separately in the project budget.

Applicants must use the budget template available [on the programme website](#).

Grants for the selected projects will be issued as lump sums, in accordance with the European Commission's procedures and guidelines. This approach aims to reduce the administrative burden and simplify project management. Additional information can be found in Section 11: Budget and Eligible Costs.

6. Eligible Types of Activities - Work Packages (WP)

6.1. General Specifications

In the project application, the activities of the proposed project have to be structured into Work Packages (WPs). A Work Package (WP) is described as a collection of activities that contribute to the accomplishment of specific objective(s). Each Work Package must include

³ Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

⁴ For the purposes of this programme:

In Greece, all areas are considered rural and/or remote areas, except all the municipalities of the prefecture of Attica (except the islands) and all the municipalities of the prefecture of Thessaloniki.

In the Republic of Cyprus, rural and/or remote areas are considered all areas except the municipalities of the cities of Nicosia, Limassol and Larnaca.

the project activities along with the corresponding deliverables. Under the PREVENT programme, there are **three (3) predefined** Work Packages:

Work Package 1:	Project management
Work Package 2:	Preventing and combatting gender-based violence (GBV) (1 st thematic area/outcome) or Preventing and combatting violence against children (2 nd thematic area/outcome)
Work Package 3:	Communication/Dissemination plan

For WP 2 and 3 there are predefined types of activities and predefined outcome indicators which are listed below.

During the **contracting phase**, the Project Management Team may discuss the outcome indicators and project deliverables with the selected organisations in order to review and finalise them, in cases where they have not been adequately specified in the application. Funded CSOs guarantee the achievement of the specified target values.

6.2. Work Package 1 - Project Management

Work Package 1 - Project Management concerns the management and coordination of the whole project by the lead applicant and their partner (if applicable) and its duration corresponds to the total duration of the project.

In this Work Package, organisations should describe the project management activities (e.g. preparation of progress reports, project team meetings, etc.) and the corresponding deliverables (e.g. progress reports, minutes of meetings, etc.). **All progress reports have to be included as deliverables of Work Package 1.**

In Work Package 1, organisations can introduce a **maximum of six (6) activities**.

6.3. Work Package 2 - Outcome 1 (1st thematic area) or Outcome 2 (2nd thematic area)

Work Package 2 is linked to the thematic area/outcome of the Open Call that the organisation has chosen to apply for (1st or 2nd thematic area).

- **1st outcome (1st thematic area):** “Preventing and combating gender-based violence”

For the **1st thematic area:** “Preventing and combating gender-based violence”, the **predefined** types of activities and the corresponding outcome indicators eligible for funding are:

Predefined types of activities:

1. Development of approaches, tools, or systems to prevent all forms of gender-based violence.
2. Provision of gender-inclusive support services to victims or/and witnesses of violence.
3. Conducting research and analysis aimed at informing policymaking at EU and national level regarding the prevention and combatting of gender-based violence.

4. Implementation of advocacy, watchdog and monitoring activities on EU, national and international policies in the field of preventing and combatting gender-based violence.
5. Implementation of awareness-raising, training, or/and community-based mobilization activities to prevent and combat gender-based violence.

Predefined outcome indicators:

1. Number of beneficiaries of CSO support services for victims and/or witnesses of gender-based violence.
2. Number of approaches, tools, or systems to prevent gender-based violence.
3. Number of research, advocacy, monitoring & watchdog activities addressing gender-based violence.
4. Number of national policies or laws relating to gender-based violence influenced.
5. Number of publications addressing gender-based violence.
6. Number of people who participate in training activities addressing gender-based violence.
7. Number of people who participate in awareness-raising addressing gender-based violence.
8. Number of awareness-raising campaigns & activities addressing gender-based violence.

- **2nd outcome (2nd thematic area):** “Preventing and combating violence against children”

For the **2nd thematic area:** “Preventing and combating violence against children”, the **predefined** types of activities and the corresponding outcome indicators eligible for funding are:

Predefined types of activities:

1. Development of approaches, tools or systems to prevent all forms of violence against children.
2. Provision of child friendly support services to victims or/and witnesses of violence.
3. Conducting research and analysis aimed at informing policymaking at EU and national level regarding the prevention and combatting of violence against children.
4. Implementation of advocacy, watchdog and monitoring activities on EU, national and international policies in the field of preventing and combatting violence against children.
5. Implementation of awareness-raising, training or/and community-based mobilisation activities to prevent and combat violence against children.

Predefined outcome indicators:

1. Number of beneficiaries of CSO support services for victims of violence against children.
2. Number of approaches, tools, or systems to prevent violence against children.
3. Number of research, advocacy, monitoring & watchdog activities addressing violence against children.
4. Number of national policies or laws relating to violence against children influenced.
5. Number of publications addressing violence against children.

6. Number of people who participate in training activities addressing violence against children.
7. Number of people who participate in awareness-raising activities addressing violence against children.
8. Number of awareness-raising campaigns & activities addressing violence against children.

Depending on the choice of thematic area/outcome for which the application is submitted (outcome 1 or outcome 2), organisations should select types of activities **from the list of predefined activity types per outcome/thematic area**. They must then define and describe the specific proposed activities they will implement during the project and the deliverables that are linked with these activities. Following this, they must select outcome indicators from the list of predefined outcome indicators. After selecting indicators and describing deliverables, target values and groups have to be defined. Target values are crucial for assessing the potential impact of the project, as they determine the success level for each deliverable. Deliverables are tangible products directly resulting from the project. Funded CSOs ensure the achievement of the specified target values.

Each activity must be linked to at least one (1) predefined outcome indicator and at least one (1) deliverable. The outcome indicators and deliverables measure the achievement of the selected outcome.

Here is an example of how to fill out an activity:

Predefined type of activity (Select from the list of predefined types of activities)	Implementation of awareness-raising, training or/and community-based mobilisation activities to prevent and combat violence against children.	
Title/Description of activity (Indicate the title of the activity and give a detailed description)	Awareness-raising activity against bullying/ A total of 10 awareness-raising workshops will be held, each lasting 5 hours. Specifically, in 10 different schools, 5 in Attica and 5 in Thessaloniki ...	
Predefined outcome indicator (Select from the list of predefined outcome indicators)	Number of awareness-raising campaigns & activities addressing violence against children.	
Target Value/Target Group	Target Value: 10 (awareness-raising activities)	Target Group: Secondary school students (B & C Lyceum)
Who implements the activity (Select one of the following options: lead applicant or partner or both)	Lead Applicant	
Deliverable (Indicate and specify the deliverable)	Certification of school principals for their participation in the awareness-raising activities	

In Work Package 2, organisations can introduce a maximum of six (6) activities.

It is recommended that, where possible, activities that share common objectives, such as a series of trainings, **be grouped together** and defined as a single activity in the application. These grouped activities should be described in detail in the relevant section of the application.

6.4. Work Package 3 - Communication/Dissemination Plan

Work Package 3 - Communication/Dissemination Plan focuses on the communication activities of the project.

The **predefined** types of activities and the corresponding outcome indicators eligible for funding are:

Predefined types of activities:

1. Project Communications Activities
These activities can include a launch event, a closing event, an information event or a press conference.
2. Presence (promotion) on communications channels
These activities can include posting project information on the organisation's official website or social media.

Predefined outcome indicators:

1. Number of participants in project communication activities
2. Number of posts on social media
3. Number of unique visits to the official website of the organisation

Organisations must include in this Work Package **at least one (1) activity for each** predefined type of activity. **Each activity has to be linked to at least one (1) predefined outcome indicator and at least one (1) deliverable.** The aim of the communication activities is to ensure the broadest possible dissemination of the project's objectives, activities, results, and impact at local, national, and/or regional levels. Additionally, communication activities should emphasize the visibility of the prominent role of the EU in supporting CSOs and other stakeholders.

In Work Package 3, organisations can introduce a **maximum of six (6) activities**.

7. Gender Equality and Non-Discrimination Mainstreaming

Gender equality and non-discrimination mainstreaming is a horizontal priority of the PREVENT project. Proposed projects and activities under this Open Call should incorporate an approach that takes into account the unequal power relations and inequalities experienced by individuals due to their social identities, and how these identities interact to generate feelings of vulnerability and marginalisation.

Proposed projects are expected to address these unequal power relations and inequalities and strive to reduce disparities, and ensure equal rights, responsibilities, opportunities, and respect for all individuals, both in the design and implementation of their activities.

To address these issues, the proposed projects are expected to adopt the following general principles:

- **Ensuring Non-Discrimination:** Funded projects must ensure that all individuals, regardless of their gender identity or expression, are treated with dignity, respect, and fairness.
- **Promoting Gender Equity:** Ethical considerations arise in ensuring that the project's activities, resources, and outcomes promote gender equity. This involves addressing systemic barriers and ensuring that women and men have equal opportunities to participate, benefit, and lead within the project.
- **Ensuring Inclusive Participation:** Funded projects should actively promote inclusive participation and representation, especially of marginalised or underrepresented groups, including incorporating participatory methods into their implementation process to ensure that the voices and perspectives of marginalised groups are heard and valued.
- **Preventing Gender-Based Violence:** Gender equality projects often address issues related to gender-based violence, such as domestic violence, sexual harassment, or harmful practices. Funded projects must prioritise the safety and wellbeing of project participants and implement measures to prevent and respond to gender-based violence ethically and effectively.
- **Respecting Privacy and Confidentiality:** Funded projects must uphold the privacy and confidentiality of project participants.
- **Avoiding Tokenism:** Funded projects must avoid tokenistic approaches to gender equality, where women's participation is merely symbolic or superficial. Instead, they should strive for meaningful engagement and empowerment of women and other marginalised genders, ensuring that their contributions are valued and respected.

Applicants are also encouraged to consult the [European Union's Gender Equality Strategy 2020-2025](#).

8. Child Protection Policy

According to the European Commission Directives, funded organisations that will implement activities involving direct contact with children⁵ are required to have a Child Protection Policy. Therefore, at the application stage, any organization (both the lead applicant and the partner if applicable) proposing projects that include activities involving direct contact with children must submit their current Child Protection Policy.

A Child Protection Policy describes what safeguarding measures an organisation has in place to protect children from harm. In particular, it sets out rules on how employees (including trainees and volunteers) should behave when working directly with children, how to prevent abuse and harm, who to report to if anything of this nature should occur and how to respond to the situation appropriately. The Child Protection Policy should cover the **four (4)** areas/pillars outlined in the [Keeping Children Safe Child Safeguarding Standards](#).

⁵ The United Nations Convention on the Rights of the Child (UNCRC) defines a child as any human being below the age of eighteen (18) years, regardless of sex, origin, religion or disability, unless the age of majority is reached earlier, in accordance with the legislation applicable to the child.

In particular, the Child Protection Policy should cover:

1. Policy: how the organisation is committed to preventing and responding appropriately to harm caused to children.
2. Human Resources: the organisation assigns clear responsibilities and expectations for personnel and partners, and support for them to understand and act on them.
3. Procedures: the organisation creates a safe environment for children by implementing child protection procedures that are universally applied throughout the organisation.
4. Accountability and Responsibility: the organisation monitors and reviews protection measures. What mechanisms are in place within the organisation?

CSOs (both lead applicants and any partners) selected for funding that will include in their project activities involving direct contact with children should be guided in their work and philosophy by the best interests of the child, doing no harm and respecting the rights of the child as outlined in European and international legislation, including [the UN Convention on the Rights of the Child](#).

During the application submission period, an online training session on drafting a Child Protection Policy will be held. More information is available [here](#).

9. Partnerships

Each application may include one lead applicant or one lead applicant and **only one** partner. Informal partnerships may be developed for the implementation of the project. However, for a project to be considered as being implemented jointly with a partner, the project partner must share a common objective, actively contribute towards achieving the project objective(s) as identified in the application and carry a share of the project budget. The role and specific responsibilities of the partner must be clearly defined and justified in the application. Please refer to section 10.2.1. for more information on partner eligibility.

The partner will undertake the relevant commitments and obligations included in the partnership agreement signed by the grantee CSO with the Bodossaki Foundation / NGO Support Centre (NGO SC). At the same time, it is strongly recommended that a partnership agreement be signed between the lead applicant and the partner. This agreement should be based on the relevant indicative template provided to the lead applicants during the contracting process.

The eligibility of expenses incurred by the partner is subject to the same restrictions and conditions as expenses incurred by the lead applicant.

Organisations that are seeking to form a partnership for the implementation of a project can also refer to the '[Find your Partner](#)' platform.

10. Administrative and Eligibility Criteria

10.1. Administrative Criteria

Administrative criteria are conditions for the acceptance of the project application. Failure to meet these criteria will result in the application not being assessed further.

The administrative criteria include the following:

- The application, budget and supporting documents (legal and financial documents, the declaration of honor and Child Protection Policy, where required) must be submitted **within the deadline** indicated in this document and in the Open Call.
- The application, budget and supporting documents must be completed and submitted in **Greek** (for applications in Greece) and in **Greek or English** (for applications in the Republic of Cyprus).
- The application, budget and supporting documents **must be submitted electronically** through the [Bodossaki Foundation's Programme Portal](#).
- The budget and the declaration of honor must be completed in **accordance with the respective templates available on the website**.

10.2. Eligibility Criteria

Eligibility criteria are conditions to assess whether the lead applicant, its partner (if applicable), and the application are qualified for funding. The eligibility criteria shall be assessed only if the application has fulfilled the administrative criteria.

The eligibility criteria include the following:

- Eligibility of Lead Applicant & Partner
- Eligibility of Applications

10.2.1 Eligible Lead Applicants & Partners

Eligible lead applicants and partners are **Civil Society Organisations (CSOs)** with legal status in Greece and the Republic of Cyprus, and come under the following definition:

'A civil society organisation is an organisational structure whose members serve the general interest through democratic processes, and which plays the role of mediator between public authorities and citizens, including all non-state, non-profit, independent structures, which oppose all forms of violence and promote and protect the fundamental rights and values on the basis of which the EU was founded.'

Specifically for **Greece**, the following Civil Society Organisations, as defined in the relevant Law 4873/2021, are eligible lead applicants and partners: associations, civil non-profit companies, public benefit foundations under Law 4873/2021. 4182/2013 and public benefit institutions established by a special law.

Specifically for the **Republic of Cyprus**, eligible applicants and partners are Civil Society Organisations based in the Republic of Cyprus and established in accordance with the relevant Law 104(I)/2017 and its amendments (non-profit associations, foundations, federations and/or associations), the Companies Law (Cap. 113) (for non-profit companies) or the Charitable Foundations Law (Cap. 41).

Eligible lead applicants and partners must also be independent of local, regional and national governments, other (including public) authorities and political parties. In addition, the funded projects must not be of a religious, political or trade union/professional nature.

In addition, to be eligible, lead applicants and partners must:

- be based in Greece for applications received in Greece and in the Republic of Cyprus⁶ for application received in the Republic of Cyprus.
- be non-profit making.
- have completed twelve (12) months of operation since their legal establishment before the deadline for submission of applications.
- have no conflict of interest (even potential conflict of interest) between the lead applicant and the partner (if applicable) due to personal, family, financial, political, professional or other relationships between the members, partners, members of the management bodies, legal representatives, employees and associates in general of the lead applicant and its partner.

Ten (10) points in the evaluation criteria are given to grassroots organisations⁷, small organisations⁸, and organisations in remote and rural areas⁹.

Eligible lead applicants and partners must respect the principles of democratic and human rights and the fundamental rights and values on which the EU is founded. In addition, eligible lead applicants and partners must not promote, approve or support in their projects, communication strategies or public messages any kind of physical or psychological violence against women, children and other groups at risk.

Projects must also comply with the highest ethical standards, and any other applicable EU, international and national law (including the General Data Protection Regulation 2016/679 and the UNCRC).

10.2.2. Eligible Applications

Eligible applications must meet the following conditions:

- The requested grant amount is within the permissible limits as defined in the Open Call for proposals with the **minimum** grant amount being €20.000 and the **maximum** €60.000 per project.
- The proposed project implementation period must be within the permitted limits [**minimum** duration of six (6) months and **maximum** duration of twelve (12) months], as defined in the Open Call for proposals.
- Each organisation may submit **only one (1) application, either as an applicant or as a partner and only in one (1) of the two (2) thematic areas of the open call.**
- Each application may include only one lead applicant or one lead applicant and **only one** partner.

⁶ Areas of the Republic of Cyprus under the effective control of the Government of the Republic of Cyprus.

⁷ A grassroots CSO for the purposes of this programme is a non-governmental organization that originates and operates at the local level, usually driven by community members who are passionate about a particular cause or issue, such as poverty, education, health, environment and human rights. These organizations often work to address social, economic, and environmental problems within their own communities, without the influence or support of larger organizations or governments. They are typically formed by volunteers who are directly impacted by the issues they seek to address, and they rely heavily on the participation and support of the community to achieve their goals. They often use community mobilization and empowerment strategies to bring about change, and they may engage in advocacy and public education to raise awareness about their cause.

⁸ A small CSO for the purposes of this programme is a CSO with an annual turnover less than €40.000.

⁹ For the purposes of this programme:

In Greece, all areas are considered rural and/or remote areas, except all the municipalities of the prefecture of Attica (except the islands) and all the municipalities of the prefecture of Thessaloniki.

In the Republic of Cyprus, rural and/or remote areas are considered all areas except the municipalities of the cities of Nicosia, Limassol and Larnaca.

11. Budget and Eligible Costs

11.1. General Principles and information

Eligible project costs will be paid to the funded CSOs in the form of lump sums. No financial reports will be submitted along with the progress reports. Payments will be calculated on the basis of the progress and achievement of project results as indicated in the progress reports.

Organisations applying for funding must submit a detailed financial budget for the project, ensuring that the grant is used effectively. The costs declared should be proportionate and necessary for the full implementation of the project. Only costs from the eligible categories described below may be included in the budget.

Although financial reports will not be submitted, organisations are required to keep all accounting records as mandated by national legislation, applicable accounting standards, and generally accepted accounting principles

The programme and projects must fully comply with national and European Union law on public procurement of goods and services.

The disbursement of the grant amounts is subject to the full compliance of the lead applicants and their partners with the submission and approval of progress reports.

11.2. Project budget

The project Budget includes costs from the three (3) predefined Work Packages (WP) which include the project activities. Each activity is costed separately and includes in detail all the costs required for its implementation.

For the costing of the budget, the following principles regarding costs must be observed:

1. To be reasonable and necessary, and not to be over-priced or under-priced
2. Be related to the proposed activities
3. To be in accordance with the usual practices followed by the Organization
4. Comply with applicable national legislation.

The Selection Committee, before the contracting phase, reserves the right to reduce the proposed budget if it is found to be overestimated, includes costs that are not related to the project activities and does not respect the above principles. In any modification of the project budget, before or after the signature of the contract, it cannot be increased in relation to the amount budget that was submitted with the application.

11.3. Eligible costs

11.3.1. Direct costs

Direct costs that can be included in the project budget are the following:

A. Personnel Costs

A.1 Cost for Employees

Costs for employees are eligible as personnel costs if they fulfill the general eligibility conditions and are related to personnel working for the lead applicant or partner under an employment contract (or equivalent appointing act) and are directly linked to the activities.

They must be limited to salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

For the calculation of staff costs will be declared the monthly total cost of payroll (social security contributions, taxes, and other costs), the months of employment and the employment rate (estimated employment time) in each activity.

For example, in activity W.P.2.2, employee "E" has a total monthly payroll cost of €1,800. The activity lasts for 6 months and has an estimated time allocated for the implementation of the activity of 40%. In the Budget, the total salary cost of "E" for this action will be calculated as follows:

$$€1,800 \times 6 \text{ months} \times 40\% = €4,320.$$

A.2 Costs for Natural Persons

Costs for natural persons working under a direct contract outside of an employment contract (e.g., a service contract or a contract for work) and costs for seconded individuals from the lead applicant or the partner against payment are also eligible as personnel costs, provided they are related to the activity, meet the general eligibility conditions, and:

- a) presuppose that natural persons work under conditions akin to those of an employee (in particular as regards the way the work is organised, the tasks performed and the places where they are carried out).
- b) the result of the work belongs to the lead applicant or partner (unless agreed otherwise). The costs must be calculated on the basis of a rate which corresponds to the costs actually incurred for the direct contract or secondment and must not be significantly different from those for personnel performing similar tasks under an employment contract with the lead applicant or partner.
- c) consultant costs provided by legal entities cannot be included in this category, but they can be included in the other expenses category.

B. Purchase costs

Project purchase costs (including related duties, taxes and charges, such as non-deductible or non-refundable value added tax (VAT)) are eligible if they meet the general eligibility conditions - provided that these ensure best value for money (or, where appropriate, lowest price) and that there is no conflict of interest.

B1. Travel costs of project staff

The expenses for staff travel (employees and natural person) include transportation costs, accommodation, meals as well as other travel-related expenses, are eligible in the context of project implementation and are calculated as follows:

- a) within the EU Member States, in accordance with C(2023) 4928 of 26 July 2023 (more information available [here](#)).

- b) within Greece and the Republic of Cyprus, specific rules will be applied depending on the travel policies in force in each country (see relevant annexes for guidance).

B2. Other Expenses

Purchases of other **goods, works and services as well as the cost of depreciation of equipment (full or proportional) required for the implementation of the project** must be calculated on the basis of their actual cost.

These goods, works and services include, for example, consumables and supplies, translations, publications, certificates and financial guarantees, if required for the implementation of the project.

11.2.2. Indirect Costs

Eligible indirect expenses are all eligible costs that cannot be identified by the lead applicant or their partner as being directly related to the project, e.g. overheads.

Indirect costs have a fixed flat rate which is set at 7% of eligible direct costs in accordance with Article 181(6) of the EU Financial Regulation.

11.3.3. Ineligible Costs

The following costs are not considered eligible:

1. Costs or contributions that do not comply with the conditions set out above, in particular:
 - i. costs related to the return on capital and dividends paid by the lead applicant and the partner (where applicable)
 - ii. debts and interest charges
 - iii. provisions for future losses or debts
 - iv. interest owed
 - v. losses on foreign exchange operations and exchange differences arising from the valuation of foreign currency assets
 - vi. excessive or wasteful expenses
 - vii. deductible or refundable VAT (including VAT paid by public bodies acting as a public authority)
 - viii. the organisation's general operating costs
 - ix. activities that are not in line with EU values.
 - x. activities that do not respect European and international legal instruments on children's rights.
 - xi. activities that condone, promote or support any kind of physical or psychological violence against women, children and other risk groups.
2. Costs or contributions declared under other EU grants (or grants awarded by an EU Member State, a non-EU country or another body implementing the EU budget).
3. Costs or contributions for staff of a national (or regional/local) administration for activities which are part of the normal activities of the administration (i.e. not undertaken solely because of the grant).

12. Application Process

In order to submit an application for the 'PREVENT - Preventing Gender-Based Violence and Violence Against Children' programme, organisations will need to create an account at the [Programmes Portal of the Bodossaki Foundation](#). After selecting Sign Up (Not a member?), the person creating the account will be asked to fill in his/her full name (First Name, Surname), an email address (Email) and a password in order to register on the Programmes Portal.

Once the creation of the account in the Programmes Portal is completed, organisations can click on the 'Programmes' option and from the available programmes select 'PREVENT - Preventing Gender-Based Violence and Violence Against Children' and then 'Create Application'. Detailed instructions on how to create an application through the Portal are available [here](#).

The templates of the budget form and the Declaration of honor will be available [on the programme webpage](#).

Also, a preview of the application is available [on the programme webpage](#), which organisations can consult before or during the online completion of the application at the [Bodossaki Foundation's Programme Portal](#). It is stressed that the use of this file is purely advisory, it will not be attached, as the application is completed electronically through the Portal.

LIST OF REQUIRED DOCUMENTS (FOR APPLICATIONS SUBMITTED IN GREECE)

Core Application Documents	
1	Final submission of the application through the Bodossaki Foundation's Programme Portal
2	Budget form (using the template available on the programme webpage)
Supporting documents of lead applicant and partner ¹⁰	
1	Declaration of honor for the lead applicant and partner in Greece for the 'PREVENT' programme signed by their legal representative exclusively through the Digital Document Certification application located here .
2	Statute of the Organisation – Founding Act (duly published copy)
3	Organisation's current Child Protection Policy (where applicable)
4	<p>If the organisation has financial data for at least the last 2 tax years (2022 & 2023):</p> <ul style="list-style-type: none"> • If the organisation is audited by a certified auditor: <ul style="list-style-type: none"> ○ Audit report accompanied by the financial statements, including notes, for the required tax years (2022 & 2023). • If the organisation is not audited by a certified auditor: <ul style="list-style-type: none"> ○ Profit/Loss Accounts, signed by the Legal Representative & a Certified Accountant, the income tax returns (N) and the E3 declaration for the required tax years (2022 & 2023). <p>In the case that the organisation <u>does not</u> have profit/loss accounts:</p>

¹⁰ Only if there is a partner.

	<ul style="list-style-type: none"> ○ Revenue and expenditure ledger, the income tax returns (N) and the E3 declaration for the required tax years (2022 & 2023) (if the organisation has single-entry books) OR ○ Revenue and expenditure analytical general ledger accounts, the income tax returns (N) and the E3 declaration for the required tax years (2022 & 2023) (if the organisation has double-entry books). <p>If the organisation does not have financial data for at least the last 2 tax years (2022 & 2023):</p> <ul style="list-style-type: none"> • For the tax year 2023 the above applies • For the year 2024:¹¹ <ul style="list-style-type: none"> ○ Revenue and expenditure ledger for the period from 1 January 2024 to 31 July 2024, if the organisation maintains single-entry books, or ○ Revenue and expenditure analytical general ledger accounts for the period from January 1, 2024, to July 31, 2024, provided that the organization maintains double-entry books.
5	Tax information in force
6	Insurance certificate in force
7	Declaration for missing supporting documents signed by the legal representative of the organisation via the gov.gr portal, in the case that a supporting document cannot be submitted within the deadline.
8	Declaration of incomplete financial data signed by the legal representative of the organisation via the gov.gr portal, stating the reasons why financial data documents are not available.

**LIST OF REQUIRED DOCUMENTS
(FOR APPLICATIONS IN THE REPUBLIC OF CYPRUS)**

Core Application Documents	
1	Final submission of the application through the Bodossaki Foundation's Programme Portal
2	Budget form (using the template available on the programme webpage)
Supporting documents of the lead applicant and partner¹²	
1	Declaration of honor for the lead applicant and partner in the Republic of Cyprus for the 'PREVENT' programme signed by their legal representative
2	Statute of the Organisation – Founding Act, as amended and in force
3	Certificate of Registration in the relevant Register.
4	Organisation's current Child Protection Policy (where applicable)
5	<p>If the organisation has financial data for at least the last 2 tax years (2022 & 2023):</p> <ul style="list-style-type: none"> • If the organisation is audited by a certified auditor: <ul style="list-style-type: none"> ○ Audit report accompanied by the financial statements, including notes, for the required tax years (2022 & 2023). • If the organisation is not audited by a certified auditor:

¹¹ If the organisation has been established after 1 August 2023, you will be asked, during the application review period, to submit additional financial information for the period from 1 August to the application deadline.

¹² Only if there is a partner.

	<ul style="list-style-type: none"> ○ Trial balance signed by the legal representative of the organisation for the required tax years (2022 & 2023). <p>If the organisation <u>does not</u> have financial information for the 2022 tax year:</p> <ul style="list-style-type: none"> • <u>For the tax year 2023, the above applies.</u> • <u>For the year 2024:</u> <ul style="list-style-type: none"> ○ Trial balance signed by the legal representative of the organisation for the period from 1 January 2024 to 31 July 2024.
6	Certificate signed by the legal representative stating whether the organisation is registered with the Commissioner of Taxation and the Department of Social Insurance.
7	Declaration for missing supporting documents signed by the legal representative of the organisation, in the case that a supporting document cannot be submitted within the deadline.
8	Declaration of incomplete financial data signed by the legal representative of the organisation, stating the reasons why the financial data documents are not available.

During the contracting stage, the funded CSOs (both lead applicants and partners) will be asked to submit additional documents. Additionally, funded organisations will be asked to sign a declaration of integrity and the project contract.

13. Deadline for Submission of Applications

Applications will be submitted online, on the [Bodossaki Foundation’s Programme Portal](#), from **5 June 2024 until 25 September 2024 (at 17.00)**.

14. Selection Process

14.1. Administrative Check and Eligibility Check of the Application

During the first stage of the evaluation, the administrative criteria (10.1.) and eligibility criteria (10.2.2) of the application will be checked.

Organisations will have five (5) working days to submit any supporting documents that they may not have submitted, following a recommendation from the Bodossaki Foundation (Greece) or the NGO Support Centre (Republic of Cyprus). Supporting documents include financial and legal documents, the Declaration of honor and the Child Protection Policy (for projects whose activities have direct contact with children).

The project budget is not considered a supporting document but a core document and therefore, if it is not submitted at the outset, organisations will be automatically rejected and will not have the five (5) working days deadline.

Organisations whose applications are rejected due to non-compliance with the **administrative and eligibility criteria of the application will** be informed by email and will have the right to appeal within five (5) working days of being informed. The right of appeal can be exercised only once at this stage. The appeal must be fully documented and submitted electronically to the email address found under section *Contact Information*, no later than 17:00 (Greece time) on the 5th and last day of the deadline.

Appeals will be examined by the Appeals Committee and the organisations will be informed of its decision within ten (10) working days of the deadline for submitting the appeal. The decision on the appeal is final.

14.2. Evaluation of the Applications and Eligibility Check of Lead Applicant and Partner (if applicable)

During the second stage of the selection process, the applications that meet the administrative and eligibility criteria will be evaluated by two (2) impartial evaluators appointed by the Bodossaki Foundation and the NGO Support Centre. At least one of them will be independent (external) of the Bodossaki Foundation and the NGO Support Centre and will have been selected through an open call procedure. Evaluators will be required to sign a declaration of no conflict of interest in relation to the organisations whose applications they will be asked to evaluate.

The evaluators will individually and independently evaluate the project application according to the Evaluation Criteria set out below. The average score of the two evaluations will be taken into account for the evaluation of the application. To further examine the application, a minimum average score of 60 points is required as a minimum.

If the difference between the scores is greater than 30%, the application will be evaluated by a third evaluator appointed by the Bodossaki Foundation and the NGO Support Centre, who will be independent of both institutions.

In such a case, the average of the two closest scores will be the final average score and will be taken into account for the ranking of the application. Applications with a minimum score of 60 points will be ranked according to their score, without any change in the order of ranking.

The shortlisted applications and at least an additional 10% of the shortlisted applications will be checked, during the third stage of the selection process, for **legal eligibility of the lead applicant and the partner, as described in section 10.2.1.**

Organisations whose applications are rejected due to non-compliance with the legal eligibility criteria of the lead applicant and the partner (if applicable) will be informed by email and will have the right to appeal within five (5) working days of being informed. The right to appeal may be exercised only once at this stage.

The appeal must be fully documented and submitted electronically to the email address found under section *Contact Information*, no later than 17:00 (Greece time) on the 5th and last day of the deadline.

Appeals will be examined by the Appeals Committee and the organisations will be informed of its decision within ten (10) working days of the deadline for submitting the appeal. The decision on the appeal is final.

14.3. Evaluation Criteria

The application evaluation criteria and the maximum score per criterion are as follows:

Evaluation Criteria	Maximum score
1. Capacity and relevance of the applicant and the partner (if applicable) <ul style="list-style-type: none"> • Financial Capacity 	20

<ul style="list-style-type: none"> • Organisational Capacity & Expertise • Demonstrated Relevant Experience • Alignment with EU Values and Rights. • Quality of Child Protection Policy (where applicable) 	
<p>2. Relevance and justification of the activities</p> <ul style="list-style-type: none"> • The aims, objectives, activities, deliverables and results of the proposed action described are relevant to the objectives of the Open Call and of each thematic area. The proposed action is fully justified as necessary and beneficial to the proposed target audiences. 	20
<p>3. Quality, impact & sustainability of the proposed activities – including taking into consideration gender equality & non-discrimination mainstreaming.</p>	20
<p>4. Lead applicant and/or partner is a grassroots organisation,¹³ small¹⁴ organisation or organisation in remote and rural areas¹⁵</p>	10
<p>5. Partnerships and collaborations</p>	10
<p>6. Value for money (based on submitted project budget)</p>	20
TOTAL SCORE	100

14.4. Final Selection of Projects

The Selection Committee will review the ranking list of applications, based on their score and taking into account the evaluators' comments. The Selection Committee may modify the ranking only in justified cases if this is necessary for the achievement of the goals of the project and may make adjustments to the budgets of selected projects, only if this is deemed necessary in cases of non-eligible activities/costs and/or overbudgeted activities. In such cases, the Bodossaki Foundation/NGO Support Centre may request relevant clarifications from the CSOs. The Selection Committee will ensure that at least 70% of the selected projects of the **1st thematic area/outcome** "Preventing and combating gender-based violence" will have women as the **main target group** and that at least 20% of the selected projects will be under the **2nd thematic area/outcome** "Preventing and combating violence against children".

The decision of the Selection Committee is final and may not be changed. The final decision will be communicated to applicants and information on approved projects will be published

¹³ A grassroots CSO for the purposes of this programme is a non-governmental organisation that originates and operates at the local level, usually driven by community members who are passionate about a particular cause or issue. These organisations often work to address social, economic, and environmental problems within their own communities, without the influence or support of larger organisations or governments. They are typically formed by volunteers who are directly impacted by the issues they seek to address, and they rely heavily on the participation and support of the community to achieve their goals. They may focus on a wide range of issues, such as poverty, education, health, environment, human rights, and community development. They often use community mobilisation and empowerment strategies to bring about change, and they may engage in advocacy and public education to raise awareness about their cause.

¹⁴ A small CSO for the purposes of this programme is a CSO with an annual turnover of less than €40,000.

¹⁵ For the purposes of this programme, in Greece all areas are considered rural and/or remote except for the following: all municipalities within the prefecture of Attica (except the islands) and all municipalities within the prefecture of Thessaloniki.

In the Republic of Cyprus, all areas are considered rural and/or remote, except for the municipalities in the cities of Nicosia, Larnaca and Limassol.

on the project webpage within four (4) months from the deadline of submission of project proposals.

Organisations will have the right to request feedback on their applications following a relevant announcement.

14.5. Project Contracts

For each selected project, a project contract will be concluded between Bodossaki Foundation and the lead applicant (for projects implemented in Greece), which will be also co-signed by the partner (if any) as a funded CSO (but not beneficiary of the grant), and between the NGO Support Centre and the lead applicant (for projects implemented in the Republic of Cyprus), setting out the terms and conditions of the grant, as well as the roles and the responsibilities of the parties.

The project contract shall contain, as a minimum, provisions to ensure the application of the following rules and obligations: avoid conflict of interest, confidentiality and security obligations, respect of ethics and EU values give visibility to EU funding, fulfil information obligations, specific rules for carrying out projects, information and record-keeping as well as the exercise of rights of the bodies such as the European Commission – Directorate-General for Justice and Consumers (DJ JUST), European Anti-Fraud Office (OLAF), European Court of Auditors (ECA), etc. towards the grantees receiving financial support in case of checks, reviews, audits and investigations.

The contract for each project implemented in Greece will be signed electronically, through the Docusign application.

The contract for projects implemented in Cyprus may be signed by hand or electronically [using electronic signatures provided by a qualified trust service provider in the Republic of Cyprus or through the exchange of identical versions of the contract in Portable Document Format (PDF)].

15. Project Monitoring

The monitoring of projects is exclusively concerned with the technical implementation of the project and includes risk assessment, evaluation of progress reports and on-site, online or telephone meetings with the funded organisations to verify the implementation of their projects.

There is no foreseen monitoring and control of the financial documentation of the project.

15.1. Progress Reports

Each funded CSO will be required to submit at least one interim progress report during the project implementation period and one final report within thirty (30) days of the end of the project, as specified in the Project Contract. However, based on the project's progress, it may be deemed necessary for the grantee to submit an additional interim progress report.

The report should detail the progress or completion of the planned project activities.

The grantees have no contractual obligation to submit financial reports and data for the project but are required to comply with the rules on eligibility of expenditure as set out in

section 11. They must also keep all legal supporting documents and equivalent financial documents related to the cost of the project and comply with the provisions of Greek or Cypriot legislation.

16. Payments

The anticipated payment flow will have the form of a 50% advance payment, interim payment(s) up to 40% and final payment.

Advance Payments to funded CSOs.

The amount of the advance payment amounts to 50% of the total project budget and will be specified in the project contract. The advance payment will be made within ten (10) working days from the final signature of the contract or from the project start date.

Interim Payment to funded CSOs.

The total amount of the interim payment(s) will not exceed 40% of the approved grant and will be calculated on the basis of the evaluation of the interim progress report(s), the risk assessment and the achievement of the project results. In cases where it is deemed necessary, the funded CSO may submit an additional interim progress report. In this case the payment rate (up to 40 %) will be split accordingly.

The interim payment(s) will be paid within ten (10) working days from the date of approval of the corresponding interim progress report(s).

Final Payment to funded CSOs

The final payment will be calculated according to the final evaluation of the completion of the project, based on the achievement of the results and deliverables of the project both qualitatively and quantitatively. The final payment will be made within twenty (20) working days from the date of approval of the final project report.

Total payments cannot exceed the approved project budget but may be less than the total budget if the objectives are not met and the project activities and deliverables are not completed. In such cases the Programme Management Team will assess what percentage of the project has been completed as foreseen in the project contract. The final payment amount will be calculated on the basis of the completion rate. If the final evaluation determines that the funded CSO has received a higher percentage of the grant than the amount corresponding to the project completion rate, then, the funded CSO will have to reimburse the corresponding amount within twenty (20) working days from the date of approval of the final project report.

17. Irregularities and Risks

Bodossaki Foundation and the NGO Support Centre (NGO SC) implement a zero-tolerance policy towards corruption and mismanagement. A comprehensive system for the prevention, limitation, detection, reporting, and remediation of irregularities has been developed. Prevention and detection of irregularities are achieved through project monitoring and reporting. According to the project contract, grant beneficiaries will make every effort to prevent, detect, and minimise the impact of any irregularities. Suspicions of irregularity as well as actual cases of irregularity and risk are identified, for example, when any of the following

parameters apply: they involve allegations of an act or omission constituting a criminal offence according to the national law of Greece/Cyprus, such as corruption, fraud, bribery, or embezzlement, or indicate the existence of serious mismanagement affecting the utilisation of the grant in the project implementation, or pose a direct threat to the successful completion of any project due to the amounts involved in the total project cost, their seriousness, or any other reason.

Other types of risk include conflicts of interest, failure to implement the project and reputational risks.

18. Complaints Mechanism

All complaints related to the implementation of the PREVENT Project will be directed to and processed by the Project's **Complaints Committee**.

The Complaints Committee is responsible for the processing and deciding on complaints about suspected non-compliance with the principles of good governance in relation to the implementation of the Project.

The Complaints Committee examines complaints received either directly via the dedicated email cerv-complaints@bodossaki.gr or indirectly from the European Commission - Directorate-General for Justice and Consumers (DG JUST).

The Complaints Committee will make a decision within thirty (30) days from submission of the complaint.

To ensure transparency and accountability, in cases of fraud, deceit or irregularity, the opportunity to submit complaints to the European Anti-Fraud Office (OLAF) is provided through a special referral on the [programme's website](#). More information is available [here](#).

19. Contact Information

Questions relating to the Open Call for Project Proposals may be sent no later than ten (10) working days before the deadline for submission of applications to the following addresses, indicating in the subject line of the email the thematic area under which you are applying. Bodossaki Foundation and the NGO Support Centre (NGO SC) have no obligation to provide clarifications for questions received after this deadline.

- helpdesk@bodossaki.gr (for organisations in Greece)
- helpdesk@ngo-sc.org (for organisations in the Republic of Cyprus)

The answers will be posted on the 'Frequently Asked Questions' document on the project website. No individual answers will be given. Organisations are therefore encouraged to consult the website regularly.

Questions relating to the completion of the application form can be submitted through the Programmes Portal of the Bodossaki Foundation in the relevant section 'Contact a Programme Representative', after the organisation has created an account on the Portal.

20. Personal Data Protection

With regard to the data protection policy applied within the framework of the programme, please refer to the general policy - information from the Bodossaki Foundation [here](#) as well as the specific information on the policy applied by the Bodossaki Foundation and the NGO Support Centre [here](#).

Annex 1 - Travel Costs

For Greece

Travel refers to movements where the destination is outside the Regional Unit (former Prefecture) where the lead applicant or their partner is based. Movements within the Regional Unit (former Prefecture) of the lead applicant or their partner are not considered travel expenses but are treated as local trips, and these expenses are considered eligible provided they are detailed and separately budgeted.

The above does not apply to the Attica Region where if the lead applicant or their partner is based within this specific Region, movements within the constituent Regional Units will be considered as local trips.

Basic Guidelines

The travel cost budget consists of the following expenditure categories required to achieve the objectives and complete the actions of the project work packages. The budget should specify in detail the number of individuals and days for each trip.

Costs cannot exceed, per person and cost type, the maximum coverage limits set by Decision C(2023) 4928 of July 26, 2023¹⁶, of the European Union and the guidelines for costs within Greece as recorded in this annex (Annex 1).

Air / Rail Travel Costs

Travel expenses for air, rail and combined air/rail travel within the member states of the European Union must be calculated on the basis of the decision C(2023) 4928 of 26 July 2023¹ of the European Union as follows:

Distance band (in km) ²	Amount per return trip in EUR
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1 201
10001-max	1 376

For travel within Greece, the maximum round-trip airfare should not exceed €196.

This amount does not include the cost of transportation to and from the airport.

¹⁶ https://www.eacea.ec.europa.eu/system/files/2023-09/unit-cost-decision-travel_en.pdf

Similarly, for travel by train or boat, there is no maximum limit for covering the cost of the ticket, provided that it is in economy class.

All distances must be calculated using the rail/flight calculator at the following link:

https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

Travel costs include mileage reimbursement. Land travel within the Greek territory, using privately-owned vehicles, must be calculated based on the distance between the point of departure and the point of arrival (in kilometres) using a fixed rate of €0.25 (euros) per kilometre. For example:

Route	Km (to and from)	Calculation formula	Amount
Athens - Patras	422 km	€0,25 * 422	€105,50

Accommodation and Subsistence Costs

Accommodation costs include the cost of staying in a hotel or lodging in shared economy accommodation. Daily subsistence allowance includes the cost of meals and the cost of local transportation (e.g., bus ticket).

The daily rates for accommodation and subsistence in Greece are set at the predetermined amount established according to Decision C(2023) 4928 of July 26, 2023, of the European Union as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Greece	107	82

For the subsistence rates and daily living allowances for other EU member states, see page 13 of Decision C4928.

For the Republic of Cyprus

General Guidelines

The budget for travel costs consists of the following categories of costs required to achieve the objectives and complete the actions of the project work packages. The budget should specify the number of individuals and days for each trip.

Expenses must not exceed, per person and expense type, the maximum coverage limits set by decision C(2023) 4928 of July 26, 2023¹⁷, of the European Union and the guidelines for expenses within the Republic of Cyprus as set out in this Annex.

Air / Rail Travel Costs

Travel costs for air, rail and combined air/rail travel within the member states of the European Union must be calculated on the basis of Decision C(2023) 4928 of 26 July 2023¹⁸ of the European Union as follows:

¹⁷ https://www.eacea.ec.europa.eu/system/files/2023-09/unit-cost-decision-travel_en.pdf

¹⁸https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/unit-cost-decision-travel_en.pdf

Distance band (in km) ²	Amount per return trip in EUR
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659
4501-6000	796
6001-7500	900
7501-10000	1 201
10001-max	1 376

All distances must be calculated using the rail/flight calculator at the following link:

https://ec.europa.eu/info/calculate-unit-costs-eligible-travel-costs_en

Travel costs

Travel costs include the mileage allowance. Land travel in the Republic of Cyprus by private car must be calculated on the basis of the distance between the point of departure and the point of arrival (in kilometres) at a fixed rate of €0.36 (euro) per kilometre. For example:

Trip	Km from to	Calculation Formula	Total Cost
Nicosia to Limassol	90 km	€0,36 * 90 km	€32

Accommodation and Subsistence Costs

Accommodation costs include the cost of staying in a hotel or lodging in shared economy accommodation. Daily subsistence allowance includes the cost of meals and local transportation expenses.

The daily rates for accommodation and subsistence allowance in the Republic of Cyprus are set at the predetermined amount based on Decision C(2023) 4928 of July 26, 2023, of the European Union as follows:

Country	Accommodation - Amount in EUR per night	Subsistence - Daily Rate in EUR
Cyprus	120	88

For the expense rates for accommodation and daily subsistence allowances in other EU member states, please refer to page 13 of decision C4329.

Legal Points of Entry

The legal points of entry into the Republic of Cyprus are the airports of Larnaca and Paphos and the ports of Larnaca, Limassol, Latchi and Paphos, which are located in areas under the control of the government of the Republic of Cyprus.

It is illegal to enter the territory of the Republic of Cyprus through any other port or airport over which the government of the Republic of Cyprus does not exercise effective control.

For further instructions on entry into the Republic of Cyprus, please visit the following link: http://www.mfa.gov.cy/mfa/highcom/highcom_pretoria.nsf/page25_en/page25_en?OpenDocument

Annex 2 - Depreciation Rates on Equipment Purchase Expenses (For the Republic of Cyprus)

Other costs - the cost of equipment depreciation (whole or proportional) required for the implementation of the project.

Costs on the purchase of **equipment, infrastructure or other assets** used in the project **must be declared as depreciation costs** and calculated on the basis of expenditures incurred and depreciated in accordance with international accounting standards and the usual accounting practices of the lead applicant.

Only the portion of the depreciation corresponding to the project implementation period and the percentage of actual usage for the purposes of the project is considered eligible.

For proposals submitted to the Republic of Cyprus, calculation of equipment depreciation rates in the Budget Form should be made using annual rates for capital allowances known as annual wear and tear allowances (as approved by the Cyprus Tax Authorities), calculated according to the cost of acquiring fixed assets as follows:



Buildings	%
Commercial buildings and apartments.	3
Industrial, agricultural and hotel buildings.	4
Plant and machinery	%
Machinery.	10
Furniture and fittings.	10
Computer hardware and operating systems.	20
Application software.	33 1/3
Application software up to a cost of EUR €1.708.	100
Commercial vehicles.	20
Tools.	33 1/3
Boreholes.	10
Agricultural machinery.	15
Boats	%
New cargo vessels.	8
New passenger vessels.	6
Sailing vessels.	4 1/2
Motor launches.	12 1/2
Used vessels.	useful life

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