**< Letterhead of contracting authority >**

**[Restricted] [Open] call for proposals**

< Date >

< Name and address of the lead applicant >

**Call for proposals: < Publication reference and title >**

**Application reference: < Number and title >**

Dear Sir / Madam,

With reference to the above application and having checked the documents in support of the eligibility of your organisation, possible co-beneficiary(ies) and affiliated entity(ies),

NEGATIVE ANSWER

[I regret to inform you that you that your application has not been selected by the contracting authority for the award of a grant for the following reason(s):

Delete rows not applicable

* The following requested supporting documents were not provided by the deadline set: <list documents>
* Your organisation is not eligible according to the criteria set out in the guidelines for applicants.
* One or more of the co-applicants is not eligible according to the criteria set out in the guidelines for applicants.
* One or more of your affiliated entities is not eligible according to the criteria set out in the guidelines for applicants.
* Your organisation is not compliant with the exclusion criteria set out in the guidelines for applicants.
* One or more of the co-applicants is not compliant with the exclusion criteria set out in the guidelines for applicants.
* One or more of your affiliated entities is not compliant with the exclusion criteria set out in the guidelines for applicants.
* <Another reason, to be specified>.

Should you believe that your rights have been adversely affected by this decision you might consider consulting Section 2.12. of the practical guide (<https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.12.Legalremedies>), which contains all information on the available means of redress to contest this decision, including the nature of the redress, the body or bodies before which they can be brought, the time limits for their exercise and the conditions that need to be fulfilled to bring such actions.

I would also like to take this opportunity to thank you for your participation in this call for proposals.]

RESERVE LIST

Delete rows not applicable

* [I regret to inform you that your application has not been considered as eligible for the following reason(s): <enter reasons> and therefore cannot remain on the reserve list.
* I would like to inform that your application been considered eligible and remains on the reserve list valid until <date>. Should you not have been contacted by the contracting authority by that date, you should assume that you will not be considered for the award of a grant for this application.

Should you believe that your rights have been adversely affected by this decision you might consider consulting Section 2.12. of the practical guide (<https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules#id-2.Basicrules-2.12.Legalremedies>), which contains all information on the available means of redress to contest this decision, including the nature of the redress, the body or bodies before which they can be brought, the time limits for their exercise and the conditions that need to be fulfilled to bring such actions.]

POSITIVE ANSWER

[I am pleased to inform you that the contracting authority has decided that your application may be awarded a grant of a maximum of EUR <amount>, representing <..> % of the total eligible cost [and <…>% of the total accepted cost] of the action.

Please note that this letter does not give you a right to the grant. You will not acquire that right until both parties have signed the grant contract and then it will depend upon the terms of the contract.

A grant contract between the contracting authority and your organisation will now be prepared. For this purpose, you are kindly requested to submit the information and documents detailed below:

Delete rows not applicable

* [**Bank account**

Please provide the financial identification form (see annex E of the guidelines for applicants) detailing the bank account to which the payments shall be made. The bank must be located in the country where the applicant is established. If you have already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and you intend to use the same bank account, a copy of the previous financial identification form may be provided instead.]

* [**Audit[[1]](#footnote-1)**

A report on the verification of the action's expenditure, produced by an approved auditor who meets the specific conditions of the terms of reference for the expenditure verification (see Annex H of the guidelines for applicants, Annex VII of the standard grant contract) is required in accordance with Article 15.7 of the general conditions of the grant contract.

Please communicate the name and address of the proposed auditor.]

* **Modifications to the description of the action and/or the budget**

Please note that, in accordance with Section 6.5.10.2 of the PRAG, prior to signing the contract, the budget proposed for the action may be corrected to remove any obvious arithmetical errors or ineligible costs. The description of the action is corrected accordingly if need be.

The contracting authority may decide that other clarifications or minor corrections may be made to the description of the action or to the budget in so far as they do relate to matters clearly identified by the evaluation committee or aim at taking into consideration changes that have occurred since the date of receipt of the proposal.

None of these final corrections shall call into question the grant award decision or be contrary to the equal treatment of applicants.

These amendments cannot lead to an increase in either the amount of the grant or the percentage of the co-financing fixed by the evaluation committee for the European Union contribution.]

[If there are specific recommendations by the evaluation committee:

During the evaluation of your application, the following point(s) of the description of the action and/or the budget raised concerns:

* + <provide explanation>
  + <provide explanation>

Please review the proposal accordingly and submit with the required modifications.]

* **[Starting date of the action**

The starting date of the action corresponds to the beginning of the eligibility period of the costs (i.e. the implementation period). Please note that the special conditions to the grant contract, Article 2.2 (or the relevant provisions of the Contribution Agreement), foresees options for the starting date.

Please communicate the starting date of the action in accordance with one of those options.]

* **[Payment instalments**

The payment instalments will be indicated in the grant contract. In accordance with the general conditions to the grant contract, Article 15.1 (or the relevant provisions of the Contribution Agreement, where applicable), the schedule for payments for your contract will be the following:

<enter the payment arrangements that you intend to specify in Article 4 of the special conditions>]

* [**Qualified Electronic Signature (QES)** For contracts that are not already managed through OPSYS:

To facilitate the contract preparation, kindly confirm as soon as possible whether you are able to sign the contract using a Qualified Electronic Signature (QES). Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted[[2]](#footnote-2).

Documents signed with a QES benefit from the highest level of security and legal certainty under the eIDAS Regulation. You can find more background information here: <https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eSignature+-+Businesses>.

It is recommended that you check the QES signature and the validity of your certificate before sending back the countersigned document. Please use one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> to check the validity of a certificate by indicating the number and type of valid signatures in a document.

- Adobe Acrobat Reader: <https://helpx.adobe.com/be_en/acrobat/using/validating-digital-signatures.html>

- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#/>

To make sure you use a QES that is compliant with the eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

In case you do not have the possibility to sign the contract using QES, a hand-written (“blue ink”) signature and date will be accepted*.*]

* **[Important notice**

In order to proceed as soon as possible with the preparation of the contract, we would like to ask you to send us the requested information within 15 days from the date of the present letter to the address mentioned here below.

Note that the contracting authority may not be in a position to finalise the preparation of the contract if the required details are not submitted within the specified time limit. [The contract must be signed by the two parties by <specify date> at the latest.]]

<Name and address of the contracting authority, for the attention of <address of unit/section>

Yours faithfully,

< Name >

1. If the successful applicant is an international organisation, please refer to the relevant articles of the contract template. [↑](#footnote-ref-1)
2. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-2)