

Call for Proposals for Cooperation Development Support no. 1/2022

**Norwegian Financial Mechanism 2014–2021
European Economic Area Financial Mechanism 2014–2021
Bilateral Cooperation Fund**

Date of announcement: 08 February 2022

<https://en.parp.gov.pl/component/site/site/norway-grants>

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Clause 1: Call for Proposals for Cooperation Development Support

1. The Polish Agency for Enterprise Development (Polish, Polska Agencja Rozwoju Przedsiębiorczości, or PARP) announces **call for Proposals for Cooperation Development Support** from the Bilateral Cooperation Fund under the Norwegian Financial Mechanism 2014–2021 and the EEA Financial Mechanism 2014–2021.
2. Proposals can be filed from 08 February, 10:00:00 hrs to 2022 to 30 November 2024, to 16:00:00 hrs, subject to Clause 1.3.
3. If the total amount of support in the Proposals exceeds 150% of the allocation referred to in Clause 4.1, the acceptance of Proposals shall be stopped at 16:00:00 on the day following the date of publication of information on this matter at <https://en.parp.gov.pl/component/site/site/norway-grants>, (News).

Clause 2: Definitions, Abbreviations and Legal Bases

The terms and abbreviations used in the Call for Proposals shall mean:

- 1) **Applicant's Email:** the email indicated in the Proposal in the Contact Person; Email Section;
- 2) **Beneficiary:** the entity with which the cooperation development support agreement is concluded;
- 3) **Days:** calendar days;
- 4) **EEA:** the European Economic Area;
- 5) **de minimis Aid Form:** a form of information submitted when applying for *de minimis* aid, defined in the Polish Regulation of the Council of Ministers of 29 March 2010 on the scope of information submitted by an entity applying for *de minimis* aid (Journal of Laws No 53, item 311, as amended), which constitutes Annex 1 to the Call for Proposals;
- 6) **Memorandum:** the Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2014–2021, concluded on 20 December 2017 between the Republic of Poland and the Kingdom of Norway (M.P. of 2018, item 392, as amended); and the Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014–2021, concluded on 20 December 2017 (M.P. of 2018, item 378, as amended);
- 7) **Norwegian Legal Entity:** a Norwegian legal entity that operates in the Kingdom of Norway as evidenced by an entry in the relevant register or another document issued by the competent authority of the Kingdom of Norway;
- 8) **Regulations:** the Regulations on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014–2021 adopted by the EEA Financial Mechanism Committee on 8 September 2016, pursuant to Article 10.5 of Protocol

38c to the EEA Agreement and approved by the Standing Committee of the EFTA States on 23 September 2016 and the Regulations on the Implementation of the Norwegian Financial Mechanism 2014–2021 adopted by the Norwegian Ministry of Foreign Affairs on 23 September 2016, in accordance with Article 10.5 of the Agreement between the Kingdom of Norway and the European Union on a Norwegian Financial Mechanism 2014–2021 available at

<https://en.parp.gov.pl/component/site/site/norway-grants#learnmore>;

- 9) **GDPR:** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119 of 4.5.2016, p. 1, as amended);
- 10) **Regulation:** Regulation of the Polish Minister of Development, Labour and Technology of 20 October 2020 on granting financial aid not related to operational programmes by the Polish Agency for Enterprise Development (Journal of Laws, item 1933, as amended), constituting a public aid scheme (reference number SA.101633);
- 11) **Regulation No 1407/2013:** Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (OJ L 352 of 24.12.2013, p. 1, as amended);
- 12) **Meetings:** at least two meetings of a business nature between a Norwegian Legal Entity with at least two different entities operating in the Republic of Poland;
- 13) **Website:** a subpage of PARP website operating at <https://en.parp.gov.pl/component/site/site/norway-grants>;
- 14) **BCF and NFM Agreement:** the Agreement on the Bilateral Cooperation Fund under the European Economic Area Financial Mechanism 2014–2021 and the Norwegian Financial Mechanism 2014–2021 concluded on 4 September 2018 between the Polish Minister of Investment and Development and the EEA Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs;
- 15) **Programme Agreement:** the agreement on the Business Development and Innovation Programme concluded between the Norwegian Ministry of Foreign Affairs and the Polish Minister of Investment and Development on 12 September 2019;
- 16) **Public Finance Act:** the Polish Act of 27 August 2009 on public finance (Journal of Laws of 2021, item 305, as amended);
- 17) **PARP Act:** the Polish Act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Journal of Laws of 2000, item 299);
- 18) **Proposal:** an application for cooperation development support, which includes information about the Applicant and specific actions to develop bilateral cooperation between Polish and Norwegian entities;

- 19) **Applicant:** the entity which has filed the Proposal;
- 20) **Event:** an Event organised by PARP in cooperation with Innovation Norway during trade fairs or conferences listed in Annex 2 to the Call for Proposals.

Clause 3: Objectives and Purpose of Cooperation Development Support

1. The purpose of support is to develop bilateral cooperation between Polish and Norwegian entities through the organisation of trade missions consisting of the activities indicated in Clause 3.3.
2. The support for cooperation development is intended to cover the costs of entrance tickets for trade fairs or conference participation fees, as defined in Annex 2 to the Call for Proposals, and the costs of a business travel from Norway to the Republic of Poland for the purpose referred to in Clause 3.1.
3. As part of the trade mission, the Applicant/Beneficiary shall be in each case obliged to participate in:
 - 1) at least one forthcoming edition of the selected trade fair or conference listed in Annex 2 to the Call for Proposals; and
 - 2) the Event organised by PARP and Innovation Norway in connection to the trade fair or conference; and
 - 3) at least two Meetings with two different Polish entities.
4. The trade mission shall be attended by the Applicant/Beneficiary, her/his partner, a member of the body or seconded employee, where the same (one) natural person may represent only one Applicant/Beneficiary.
5. The Applicant/Beneficiary may start the trade mission at the earliest on the day PARP sends information about the approval of the Proposal. Expenditure eligible for support for cooperation development is expenditure referred to in Clause 4.2 incurred starting from date of sending by PARP the information about the approval of the Proposal, no later, however, than on 31 December 2024.
6. From the date of PARP's sending of the information on the approval of the Proposal to the date of concluding the cooperation development support agreement, the Applicant organises the trade mission at her/his own risk.
7. If the trade fairs or conferences listed in Annex 2 to the Call for Proposals are cancelled, PARP may change Annex 2 to the Call for Proposals by indicating other trade fairs or conferences. The Applicant/Beneficiary may take part in other trade fairs or conferences listed in Annex 2 to the Call for Proposals and the Event, concerning the subject area indicated in the Proposal.
8. If the format of the trade fair or conference listed in Annex 2 to the Call for Proposals is changed to remote (online), the Applicant/Beneficiary may participate in:
 - 1) a trade fair or conference and the Event organised remotely (online); or

- 2) the next edition of the trade fair or conference and the Event; or
 - 3) other trade fairs or conferences listed in Annex 2 to the Call for Proposals and the Event, in the subject area indicated in the Proposal.
9. In the case of a hybrid format of a trade fair or conference listed in Annex 2 to the Call for Proposals, i.e. where part of their agenda will be followed at the place of its organisation and part remotely (online), the Applicant/Beneficiary, within the trade mission, may participate in:
- 1) the nearest edition of the selected trade fair or conference listed in Annex 2 to the Call for Proposals, either in the place of its organisation or remotely (online); and
 - 2) the Event in the place of its organisation or remotely (online), and the information on the final formula of Event will be published by PARP at least 30 days before the Event.
10. In the cases referred to in Clause 3.8 and Clause 3.9, the Meetings covered by the trade mission cannot take place remotely (online).
11. Support for cooperation development may be granted and paid, provided that the trade fair, conference, the Event and the Meetings take place no later than 31 December 2024.

Clause 4: Allocation and Expenditure Eligible for Support

1. The allocation of cooperation development support shall be **EUR 100,000**.
2. Expenditure eligible for support for cooperation are the following costs incurred for the purpose referred to in Clause 3.1 of:
 - 1) one business trip abroad in the amount of EUR 1,800 per trade mission (lump sum);
 - 2) admission tickets to the trade fair or fees for participation in the conference, specified in Annex 2 to the Call for proposals, for a maximum of two people, in the amount not exceeding a total of EUR 200 per trade mission (costs actually incurred).
3. The amount of support for cooperation development may be up to 100% of the expenditure referred to in Clause 2.2.
4. The Applicant/Beneficiary may receive support for the organisation of a maximum of two trade missions.
5. Recoverable VAT constitutes a non-eligible cost. The catalogue of non-eligible costs is in Article 8(7) of the Regulation.

Clause 5: Eligibility of Applicants

1. Support can be applied for by the Norwegian Legal Entities that **operate in the Kingdom**

of Norway, as evidenced by entry in the relevant register or another document issued by the competent authority in the Kingdom of Norway.

2. Support may not be applied for by the Applicants that are subject to exclusion from support under:
 - 1) Article 207 of the Finance Act (i.e. they are in the register of excluded entities kept by the Polish Minister of Finance);
 - 2) Article 211 of the Public Finance Act of 30 June 2005; Journal of Laws No 249, item 2104, as amended (i.e. in the case of using public funds contrary to their purpose in a manner resulting in failure to implement the full material scope of the project);
 - 3) Article 6b(3)(1)–(4) of the PARP Act, i.e. in the case of:
 - a) where an entrepreneur who is a natural person has been convicted by a final judgment of an offence of making false statements, bribery, offences against property, document credibility, money and securities trading, the business system, the banking system, penal fiscal offences or other offences concerning business activities or an offence committed for financial gain;
 - b) an entity other than a natural person where a member of the governing bodies or a partner in a partnership has been convicted by a final judgment of offences referred to in a);
 - c) when an entity:
 - is in arrears with public liabilities; or
 - remains under receivership or is in the course of liquidation or insolvency; or
 - has materially breached an agreement concluded with PARP, for a period of 3 years of the termination date of that agreement;
 - d) where the collective entity has been prohibited by a court from receiving grants, subsidies or other forms of financial support from public funds.

Clause 6: *de minimis* Aid

1. If the Norwegian Legal Entity carries out economic activities, then, by virtue of Clause 2(1) of the Regulation, support for cooperation development constitutes *de minimis* Aid and shall be granted in accordance with Regulation 1407/2013.
2. *de minimis* Aid may be granted if the gross value of that aid together with the value of another *de minimis* Aid granted by the Republic of Poland to the Applicant who is a single undertaking within the meaning of Article 2(2) of Regulation No 1407/2013, in the current year and two previous fiscal years, has not exceeded an amount equivalent to EUR 200,000, and in the case of an entrepreneur conducting activity in the road freight transport sector EUR 100,000, and other conditions set out in Regulation No 1407/2013 are met.

Clause 7: Language of Proposal

The Proposal should be prepared in English. PARP shall provide certified translation of the Proposal into Polish.

Clause 8: Proposal Filing Rules

1. The Proposal must be submitted only in electronic form using the form provided on the website: <https://www.parp.gov.pl/component/site/site/travel-grant-application>. Any other form of electronic or paper visualisation of the Proposal content shall not constitute the Proposal and shall not be evaluated. The template of the Proposal Form constitutes Annex 3 to the Call for Proposals.
2. All fields of the Proposal must be completed in English, in accordance with Clause 7.
3. Communication with the Applicant shall be electronic and sent to the Applicant's Email.
4. In the event of failure of the Proposal Form, the Applicant shall report the failure to: travelgrants@parp.gov.pl. In the event of prolonged technical problems that prevent the filing of the Proposals, follow the messages posted on the website.
5. The Applicant shall receive the acknowledgement of the filing of the Proposal to the Applicant's Email.

Clause 9: Evaluation of Proposals

1. PARP shall evaluate the Proposals in compliance with the criteria laid down in Annex 4 to the Call for Proposal, in the order of receipt PARP of complete Proposals, until the allocation referred to in Clause 4.1 is exhausted.
2. The Proposal shall receive approval if every criterion is met.
3. The Proposal shall receive rejection if any of the criteria are not met.
4. PARP shall immediately notify the Applicant on the Proposal evaluation result to the Applicant's Email.
5. In the case of rejection of the Proposal, the Applicant may submit another Proposal within the Call for Proposals period specified in Clause 1.2 and Clause 1.3.
6. The expected time for evaluation of the Proposals shall be 30 days.
7. If, after submitting the Proposal and before its evaluation, the trade fairs or the conferences listed in the Proposal are cancelled, PARP shall call upon the Applicant to amend the Proposal by indicating other trade fairs or conferences listed in Annex 2 to the Call for Proposals. The Applicant shall be obliged to file the amended Proposal as specified in Clause 8.1, within 7 days of the date of sending the call. In case this deadline is not met, PARP shall leave the Proposal unprocessed.
8. PARP shall publish on its website the list of Applicants selected for support on a quarterly basis and collectively, after evaluation of all Proposals is completed.

Clause 10: Leaving the Proposal Unprocessed

1. The Proposal shall be left without consideration if:
 - 1) it was filed after the deadline referred to in Clause 1.2 and Clause 1.3;
 - 2) it was not filed in accordance with Clause 8.1 and Clause 8.2;
 - 3) the allocation referred to in Clause 4.1 has been exhausted.
2. PARP shall notify the Applicant on leaving the Proposal unprocessed to the Applicant's Email.
3. If the Proposal is left unprocessed according to Clause 10.1.2, the Applicant may file another Proposal within the Call for Proposals period set in Clause 1.2 and Clause 1.3.

Clause 11: Cooperation Support Agreement

1. In case of approval of the Proposal and availability of allocation referred to in Clause 4.1, PARP shall send information on the evaluation result to the Applicant's Email and request the Applicant to provide:
 - 1) the *de minimis*¹ Aid form completed;
 - 2) the *de minimis* Aid declaration, the form of which is attached as Annex 5 to the Call for Proposals²;
 - 3) EUR bank account number to which support will be paid;
 - 4) address for service of communications by registered letter or courier service and the address for service of communications by email;
 - 5) the identity of the persons who will represent the Applicant at the conclusion of the cooperation development support agreement and, if the agreement is to be concluded by a proxy, the power of attorney;
 - 6) update information contained in the Proposal if the data in the Proposal has changed.
2. The Applicant shall be required to provide the documents referred to in Clause 11.1:
 - 1) in hard copy with handwritten signature(s), to the following address:
Polish Agency for Enterprise Development
ul. Pańska 81/83
00-834 Warsawor
 - 2) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.plwithin 7 days of the date of sending the call referred to in Clause 11.1. In the case of failure to deliver complete and correct documents within this period, PARP may refuse to conclude the cooperation development support agreement.

¹ If the Norwegian Legal Entity carries out business activities.

² As above.

3. PARP shall verify completeness and correctness of the documents submitted by the Applicant at PARP's request referred to in Clause 11.1.
4. Before concluding the cooperation development support agreement, PARP shall verify whether the Applicant may receive support, and in particular:
 - 1) shall request the Polish Minister of Finance for information whether the Applicant is not an entity excluded under Article 207 of the Public Finance Act;
 - 2) shall verify whether the Applicant has not materially breached the agreement concluded with PARP in connection with Article 6b(3)(3)(c) of the PARP Act;
 - 3) shall verify the possibility of granting *de minimis* Aid on the basis of the *de minimis* Aid Form completed, the *de minimis* Aid declaration referred to in Clause 11.1.2 and on the basis of the data contained in the SHRIMP application referred to in Article 2(18) of the Act of 30 April 2004 on proceedings in public aid cases (Journal of Laws of 2021, item 743)³;
 - 4) in the case of update information contained in the Proposal, shall verify whether the changes do not affect the fulfilment of the Proposal evaluation criteria in a way that would result in rejection of that Proposal.
5. The cooperation development support agreement may be concluded if:
 - 1) the Proposal received approval;
 - 2) the Applicant has provided all complete and correct documents necessary for the conclusion of the cooperation development support agreement;
 - 3) there are no unfavourable prerequisites for concluding the cooperation development support agreement as a result the verification referred to in Clause 11.4;
 - 4) the allocation referred to in Clause 4.1 has not been exhausted.
6. PARP may refuse to grant support under Article 6b(4)–(4c) of the PARP Act.
7. The Applicant who has been refused support shall not acquire a new right to support once the obstacle preventing the conclusion of the cooperation development support agreement has ceased to exist.
8. The template of the cooperation development support agreement is attached as Annex 6 to the Call for Proposals.
9. The cooperation development support agreement shall be concluded in writing or electronically, according to the preference indicated by the Applicant.

Clause 12: Payment of Support

1. The Beneficiary shall file a payment request, in accordance with the template contained in Annex 7 to the Call:
 - 1) in hard copy with handwritten signature(s) to the following address:
Polish Agency for Enterprise Development

³ If the Norwegian Legal Entity carries out business activities.

ul. Pańska 81/83
00-834 Warsaw

or

- 2) in electronic form with qualified electronic signature(s) (in PDF format) to:
travelgrants@parp.gov.pl

within 30 days of the end of the last trade mission. The day of completion of the trade mission shall be the day of participation in the last of the activities referred to in Clause 3.3.

2. Together with the payment request, the Beneficiary shall enclose the following items regarding each trade mission completed:
- 1) in the case of applying only for the payment of the lump sum to covering the costs of a business trip abroad:
 - a) boarding passes or other documents proving the fact of having travelled abroad on a business trip (dates, route and destination) by one of the persons referred to in Clause 3.4; and
 - b) confirmation of participation in the Meetings, the Event and trade fairs or conferences listed in the Proposal, in accordance with the template included in Annex 8 to the Call for Proposals, with handwritten signature(s) or qualified electronic signature(s), as appropriate;
 - 2) in the case of applying for the payment of the lump sum covering the costs of a business trip abroad and the refund of the cost of admission tickets to the trade fair or the fee for participation in the conference:
 - a) boarding passes or other documents proving the fact of having travelled abroad on a business trip (dates, route and destination) by persons referred to in Clause 3.4 and who participated in this trade fairs or conference (maximum two); and
 - b) confirmation of attendance at the Meetings, the Event and trade fairs or conferences listed in the Proposal, in accordance with the template included in Annex 8 to the Call for Proposal, with handwritten signature(s) or qualified electronic signature(s), as appropriate; and
 - c) copies of accounting documents (invoices or documents of equivalent probative value) together with proofs of payment, confirming that the costs of admission tickets to the trade fair or the fee for participation in the conference were incurred, and they must be described in a way that allows them to be linked to the trade fair or conference listed in Annex 2 to the Call for Proposals (when applying for reimbursement of these costs). In the case of submission of the accounting documents issued in a currency other than EUR, their value will be converted into EUR according to the monthly exchange rate of the European Commission published on InforEuro website (ec.europa.eu/budg/inforeuro/index#!/convector) applicable on the day when the cost was actually incurred. The risk of exchange rate differences

shall be borne by the Beneficiary.

3. PARP shall reserve the right to contact the entities with which the Beneficiary had the Meetings in order to confirm the information provided in the payment request.
4. PARP shall verify and approve the payment request within 30 days after the day when it received a complete payment request correctly filled in.
5. The condition for the payment of support is the approval of the payment request by PARP, confirming that particular trade missions were completed and expenses were incurred, in accordance with the Agreement.
6. Support shall be paid to the Beneficiary's euro bank account.

Clause 13: Personal Data Protection

1. The Data Controller of personal data of Applicants, Beneficiaries and third-party entities, whose data is included in the Proposal, collected and processed for the purpose of their participation in the in the process of applying for cooperation development support is the Polish Agency for Enterprise Development, with its registered office in Warsaw (00-834), ul. Pańska 81/83.
2. The legal basis for the Data Controller's processing of personal data is:
 - 1) the fulfilment of legal obligations incumbent on PARP (Article 6(1)(c) GDPR);
 - 2) the performance of tasks carried out in the public interest by the Data Controller, in particular the tasks set listed the PARP Act (Article 6(1)(e) GDPR);
3. Personal data shall be processed for at least five years after the adoption of the final Strategic Report referred to in the Regulations, Article 2.6.4. After the expiry of the periods resulting from the agreements concluded, when it is required by the Act of 14 July 1983 on the national archive resource and archives (Journal of Laws of 2020, item 164, as amended), personal data shall be processed for the period set in that Act.
4. Personal data shall be transferred to:
 - 1) entities carrying out tasks within the scope necessary for decision making on grant awards, reporting, irregularities, audits, inspections, monitoring visits and evaluation on the side of the Kingdom of Norway and the Republic of Poland, i.e. the National Focal Point, the Norwegian Ministry of Foreign Affairs, the Financial Mechanism Office in Brussels, the EEA Financial Mechanism Committee, the EFTA Board of Auditors, the Office of the Auditor General of Norway or entities authorised to act on their behalf;
 - 2) the Polish Ministry of Finance for payments, audits and irregularities;
 - 3) entities providing services necessary for PARP to perform its tasks, including IT partners and entities providing technical or organisational support.
5. Persons who have provided their personal data in the Proposal shall have the rights of:
 - 1) access to their data and obtaining of information on the scope of the data processed by PARP and obtaining a copy of the data;
 - 2) modification and rectification of their data, including, if there are no other legal

- objections, limitation of the scope of processing;
- 3) erasure of their data (the “right to be forgotten”), unless there are other legal reasons against it;
 - 4) not being subject to automated decisions based on profiling;
 - 5) lodging the objection to inappropriate processing of personal data (including withdrawal of consent);
 - 6) lodging a complaint to the supervisory authority (the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw).
6. The persons referred to in Clause 13.5 may request the exercise of their rights by means of an application which can be downloaded directly from PARP’s website, the Personal Data Protection section, or by means of an email sent at the request of the person by the Data Controller. The detailed information on this subject is available in the Personal Data Protection section on PARP’s website.
 7. The Applicant may contact the Data Controller on all matters concerning the processing of personal data via the email of the Data Protection Officer iod@parp.gov.pl or at the Data Controller’s registered office address.
 8. The Applicant shall be obliged to inform third-party entities whose personal data have been included in the Proposal of the personal data protection principles laid down in this Clause.

Clause 14: Explanation of Call for Proposals

Any questions can be sent:

- 1) by email travelgrants@parp.gov.pl (from 08 February 2022);
- 2) by phone +48 22 432 88 08 (from 15 February 2022 between 15:00 and 16:00 hrs).

Clause 15: Final Provisions

1. PARP may verify the truthfulness of declarations and data included in the Proposal during the evaluation of the Proposal as well as before and after concluding the cooperation development support agreement.
2. PARP shall reserve the right to change the Call for Proposals.
3. In case the Call for Proposals is changed, PARP shall post on the website the current version of the Call for Proposals and the date from which the change shall apply. PARP shall make previous versions of the Call for Proposals available on the website.
4. PARP shall reserve the right to cancel the Call for Proposals, in particular in case of significant changes in legal regulations affecting the conditions of the Call for Proposals or in case of force majeure events.
5. PARP shall retain the Proposals filed in electronic form for 5 years after the date of the

adoption of the final Strategic Report referred to in Article 2(6)(4) of the Regulations.
After this date, the Proposals shall be permanently deleted.

6. Any irregularities can be reported following the rules set out at <https://www.eog.gov.pl/en/site/learn-more-about-the-grants/complaint-mechanism/>.

Clause 16: List of Annexes

Annex 1: Form of Information Provided when Applying for *de minimis* Aid.

Annex 2: List of Supported Trade Fairs and Conferences.

Annex 3: Template of the Proposal for Cooperation Development Support.

Annex 4: Evaluation Criteria for the Proposal for Cooperation Development Support.

Annex 5: Template of the *de minimis* Aid Declaration.

Annex 6: Template of the Cooperation Development Support Agreement.

Annex 7: Template of the Payment Request.

Annex 8: Template of the Beneficiary Trade Mission Participation Confirmation.