PREAMBLE

The European Community humanitarian action is embedded in the right of victims of natural disasters, wars and outbreaks of violence, or other comparable exceptional circumstances, to international humanitarian assistance when their own authorities prove unable to provide effective relief. It is based on and guided by the respect of international humanitarian law and the core humanitarian principles of humanity, impartiality, neutrality and independence.

The prime aim of the European Community humanitarian assistance is to save and preserve life, prevent or reduce suffering and safeguard the dignity of populations of third countries before, during and in the aftermath of such natural disasters and man-made crises and to facilitate and obtain freedom of access to victims as well as the free flow of such assistance.

The European Community allocates humanitarian funding solely according to the victims' needs on the basis of impartial needs assessments. Funding decisions are not to be guided by or subject to other considerations. The aid will be provided in a timely manner in response to the urgency of the needs and continued for the period of time necessary to meet the humanitarian requirements.

In accordance with article 3 of Council Regulation 1257/96 concerning humanitarian aid, Community funds may be used to finance the purchase and delivery of any product, equipment or service required for the implementation of humanitarian operations.

The European Community humanitarian assistance is delivered to the beneficiaries through Community funded programmes and projects that are designed and implemented by humanitarian international and non-governmental organisations. The assistance provided includes notably the provision of food, water and sanitation, shelter and health services, short-term rehabilitation and reconstruction work, actions to protect victims of fighting and operations to ensure preparedness for risks of natural calamities in disaster-prone areas.

The Humanitarian Aid Office, ECHO, is the Service of the European Commission responsible for managing the humanitarian assistance to third countries. ECHO's main mission is to fund the co-ordinated delivery of Community humanitarian assistance.

ECHO also works at promoting disaster preparedness -as part of an overall Commission Disaster Prevention and Preparedness approach- in order to reduce both vulnerability and exposure of people to risks and disasters as well as to reduce economic costs of such disasters.

Wherever and whenever possible, humanitarian assistance aims at facilitating together with other aid instruments, the subsequent return of affected populations to self-sufficiency paving the way for reconstruction and development activities.

Beyond the direct response to humanitarian needs in such situations, ECHO's policy also aims at contributing positively to the establishment at international level of a more integrated and sustainable approach to the solution of crises/problems of a complex nature.

ECHO's complementary mission aims at promoting and raising awareness of humanitarian issues on the part of decision-makers and the general public in order to ensure that these issues are properly publicised and dealt with in a way that fosters the overall effectiveness of humanitarian assistance.

With respect to the fulfilment of its mission, ECHO considers as its first duty towards the victims - its major stakeholders - to ensure that aid is delivered in the most relevant, effective and rapid manner acting in accordance with the provisions of Council Regulation 1257/96 on humanitarian aid.

ECHO is committed to transparency and accountability for the use of Community funds, not only for its own management but also for results of the operations funded. ECHO, as an active donor of humanitarian aid, intends to measure its own performance against the highest international standards.

ECHO will maintain a large and varied partnership based on the assessment of the different capabilities and the recognition of the specific and diverse mandates given by the international community to some of its partners. ECHO recognises the vital role and added value of non-governmental organisations in providing humanitarian assistance.

ECHO will ensure that the quality of its partners and of their operations meet high-level targets, in particular in terms of efficiency and accountability. In that sense, ECHO may support crosscutting activities that aim to improve the quality and effectiveness of the sector as a whole.

ECHO is committed to pursue the strengthening of its relationship with the partner humanitarian organisations in such a way that these are given the appropriate legal, administrative and strategic framework in order to deliver aid in a relevant, effective and rapid manner.

In addition, ECHO is committed to involving its partners in the programming and planning of humanitarian aid, and, when appropriate, to consulting with its partners regarding the implementation of the Framework Partnership Agreement and its procedures, as well as upon other issues of mutual interest.

The purpose of the Framework Partnership Agreement is to define the reciprocal roles and responsibilities of the partners in implementing humanitarian operations financed by the European Community with the aim of better achieving the objectives mentioned above.

The partnership, which is set up by the Framework Partnership Agreement, is based on trust and on respect for the objectives, principles, and values set out in this Preamble. The signatory Parties undertake to promote and consolidate their relationship and their co-operation by ensuring that each one knows and respects the mandates, charters or statutes of the other and by recognising the specificity of each other’s contribution to the humanitarian action. Signatory Parties carry out their roles in the execution of operations funded by the European Community preserving their freedom and autonomy and assuming their responsibilities.

Where in the implementation of this Framework Partnership Agreement the Commission makes a financial contribution to an operation, programme or project implemented by a humanitarian organisation, the relevant grant agreement shall comply with the principles contained in the Framework Partnership Agreement.

PROVISIONS

Title I

Legal base and purpose of the Framework Partnership Agreement

Article 1 – Legal base of the Framework Partnership Agreement

The European Commission Framework Partnership Agreement (FPA) with Humanitarian Organisations for the financing of humanitarian aid operations is based on article 16.2 of Council Regulation (EC) No 1257/96 concerning humanitarian aid[1] (hereafter RHA). It follows the objectives and complies with the requirements of article 163 of Commission Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget[2], (hereafter IRFR).

Article 2 – Purpose of the Framework Partnership Agreement

2.1. The purpose of the FPA is to define the common principles of humanitarian aid operations financed by the European Community implemented by non-governmental organisations and the nature of the relation established between the Commission and signatory non-governmental organisations.

2.2 In accordance with the provisions of the RHA and the IRFR, the FPA establishes the procedures and rules that govern the execution of humanitarian aid operations. Equally, it sets up the criteria applied by the Humanitarian Aid Office of the European Commission (ECHO) for the selection of its partners and for awarding grants.

Article 3 - Objectives of the Framework Partnership Agreement

3.1 The FPA aims at establishing a long-term co-operation relationship between the Humanitarian Aid Office of the European Commission and the non-governmental organisations signatories of the FPA, in order to ensure that humanitarian aid is delivered to the beneficiaries in the most relevant, rapid, efficient and effective manner.

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[1]Council Regulation (EC) 1257/96 of 20 June 1996 concerning humanitarian aid, published in the OJ L 163 of 2 July 1996.

[2] Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget, published in the OJ L 357 of 31 December 2002.

3.2 The main objectives of the FPA are:

a) To optimise the implementation and the results of humanitarian aid operations. Humanitarian aid operations shall be implemented in accordance with the principles of economy, efficiency and effectiveness. Specific, measurable, achievable, relevant and timed objectives shall be set out for all operations. Performance indicators shall monitor the achievement of those objectives.

b) To promote the concept of quality partnership. The signature of the FPA is based on a selection procedure and on a commitment to improve the delivery of aid. The Commission will support capacity building initiatives and other activities that aim to improve the quality of its partners.

c) To simplify the procedures and clarify the rules that govern the relations between the Commission and its partners. The FPA implements the specific provisions for humanitarian aid included both in the Financial Regulation applicable to the general budget of the European Communities[3] (hereafter FR) and the IRFR.

Article 4 - Principles of the Partnership

4.1 Partnership is based on trust and mutual respect between Partners. Signatory parties undertake to promote and consolidate their relationship and their co-operation by ensuring that each one knows and respects the mandate, charters or statutes of the other and by recognising the specificity of each other's contribution to the humanitarian action.

4.2 Ownership of the humanitarian aid operation is vested in the Humanitarian Organisation beneficiary of the Community contribution. It implements the operations funded by the European Community, preserving its freedom and independence, assuming its responsibilities.

Article 5 - Implementation of Partnership

5.1 Partners undertake to develop jointly a *quality partnership* based on:

a) transparency and accountability towards the stakeholders. To this end, and as a complement to legal and statutory provisions, Partners will support and adhere to voluntary codes of good practices or charters;

b) the formulation of strategies and the development of initiatives for humanitarian operations so as to make the humanitarian aid financed by the European Community more effective;

[3] Council Regulation (EC,Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, published in the OJ L 248 of 16 September, 2002.

c) the provision of fair working conditions of humanitarian workers, volunteers or salaried, with special attention to their safety in the field and, to the extent possible, to their professional development;

d) the promotion of a learning culture based on the evaluation of humanitarian operations and in sharing and disseminating lessons learnt and best practices.

5.2 Signatory non-governmental humanitarian organisations commit to highlight the Community nature of the aid and to promote the understanding of humanitarian values, in particular in Europe and in third countries where the Community funds major humanitarian operations. In information, visibility and advertising activities, victims shall be presented as dignified human beings and not as objects of pity.

5.3 In compliance with the spirit of partnership, Partners commit themselves to a regular exchange of information both on a bilateral and on a collective basis.

ECHO shall be invited to participate in meetings for the exchange of information and co-ordination, organised at the initiative of signatory humanitarian organisations.

ECHO will maintain a regular strategy programming dialogue with the signatory organisations, both at field and at headquarters level, involving them in the identification of priorities.

5.4 Once a year ECHO will organise a Partners' conference to debate issues of mutual interest.

5.5 ECHO and a representation mandated by the signatories of the Framework Partnership Agreement agree to meet once a year to monitor the implementation of the FPA.

Title II

Selection procedure and annual assessment of Partners; suspension and loss of the condition of Partner

Article 6 - Eligibility of non-governmental humanitarian organisations to the signature of the Framework Partnership Agreement

6.1. The signature of the FPA is open to all humanitarian non-governmental organisations which adhere to the values, principles and objectives herein, after verification of their compliance with the eligibility and suitability criteria following the selection procedure enunciated in this Title.

6.2. The period for presenting application starts with the adoption of the FPA and remains open until six months before its expiry date in accordance with the provisions of article 25 hereof.

Article 7 - Eligibility criteria and exclusion situations

7.1 To be eligible for the signature of the FPA, non-governmental organisations must meet the following criteria:

(a) Pursuant to article 7.1 of the RHA, organisations must:

– be non-profit-making autonomous organisations in a Member State of the Community under the laws in force in that Member State of the European Union,

and

– have their main headquarters in a Member State of the European Union or in the third countries in receipt of the aid. This headquarters must be the effective decision-making centre for all operations financed by the Community. Exceptionally, the headquarters may be in a third donor country;

(b) Pursuant to article 173.4 of the IRFR, organisations must produce certified audited financial statements covering the last two financial years. These must be carried out by professionals, which can be either firms or individuals, provided that they are fully independent from the organisation. Audit reports shall be conform to the standards most commonly used for NGOs.

7.2 To be eligible for partnership with ECHO, and in accordance with article 93 of the FR, non-governmental organisations must not be in any of the following exclusion situations:

(a) be bankrupt, wound up, have their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, be the subject of proceedings concerning these matters or analogous situations ;

(b) be convicted for an offence concerning professional conduct by a judgement with force of *res judicata* ;

(c) be guilty of grave professional misconduct proven by any justifiable means ;

(d) be unfulfilling the obligations relating to payment of social security and taxes in all countries where these payments are due ;

(e) be subject of judgement with force of *res judicata* for fraud, corruption, involvement in criminal organisation or any other illegal activity ;

(f) be declared in serious breach of contract in other grant award procedures financed by the Community.

7.3. Pursuant to article 114.2 of the FR, organisations must provide written certification, either by means of sworn statement or with a recent extract from judicial record or equivalent document, that they are not in one of the situations listed in article 7.2.

7.4 In accordance with article 94 of the FR, when applying to sign the FPA or for support for individual operations, organisations shall not:

(a) be subject of conflict of interest;

(b) be guilty of misrepresentation in supplying the information required by the Commission services or fail to supply this information upon request.

Article 8 – Assessment of the suitability

8.1 To determine an organisation's suitability to ECHO partnership, account shall be taken of the following factors:

a) its administrative and financial management capacities;
b) its technical and logistical capacity ;
c) its experience in the field of humanitarian aid;
d) the results of previous operations carried out by the organisation concerned, and in particular those financed by the Community;
e) its readiness to take part in co-ordination system set up for humanitarian operations;
f) its ability and readiness to work with humanitarian actors and communities in third countries;
g) its impartiality in the implementation of humanitarian aid;
h) its previous experience in third countries.

Article 9 – Selection procedure

9.1 Applicant organisations shall undergo a pre-screening procedure, respond to a screening and capacity survey and submit a complete set of documents in support of their declarations.

9.2 The application procedure shall be completed within a limited timeframe that is notified to the applicant in advance.

9.3 Failure to present an application *en bonne et due forme,* with complete and veridical documentation, within the time allocated for that purpose, will result in the organisation being discarded from the FPA selection procedure for a period that may range from 1 to 2 years.

9.4 ECHO will proceed with the verification of both the eligibility and suitability criteria by any of the following means:

- analysis of the information provided by the applicant, with the possibility to request additional documentation;

- request of confirmation of the information provided by the applicant and complementary information by the Member State's national authorities;

- verification missions by Commission representatives on the premises of the organisation. The provision of article 23 hereof will apply, *mutatis mutandis*, to the verification missions.

9.5 The following minimum eligibility requirements will be compulsorily verified:

- Act of legal registration with the national authorities and copy of the statute/bylaws of the organisation;

- List of members of the board and organisation chart, with reference to the number of permanent full time employees, accompanied by a sworn declaration certifying that the organisation does not fall within any of the exclusion causes enumerated in article 7.2;
- Annual activity reports of the last two years proving a minimum three years of operational experience in humanitarian aid;
- Certified audited financial statements for the last two financial years and indication of repartition per sector of activities showing that at least 10% of total annual budget is devoted to humanitarian aid operations;
- Subscription of a voluntary code of conduct or charter stating the adhesion to the principles of impartiality, independence and neutrality in the delivery of humanitarian aid.

Article 10 – Consultation with the national authorities

10.1 In accordance with article 10 Treaty of the European Communities and pursuant to article 48.2 of the FR, the Member States shall support the Commission in the fulfilment of its tasks and co-operate with the Commission in the budget execution, so as to ensure that the appropriations are used in accordance with the principles of sound financial management.

10.2 To this end, the Commission consult with the relevant national authorities of the organisation's country of registration in order to acquire the following elements:

(a) verification of legal registration in the Member State;

(b) where available, references on the operational performances as well as on the administrative and financial capacity of the organisation in managing national grants for humanitarian activities.

10.3 The national authorities consulted are those designated by each Member State to represent it in the Humanitarian Aid Committee established in article 17.1 of the RHA.

Article 11 – Annual assessment of Partners

Without prejudice to articles 21, 22 and 23 hereof, the Commission verifies annually that the signatory organisations continue to comply with the eligibility and suitability criteria enunciated in this Title. To this end, signatory organisations shall submit to ECHO a copy of their annual accounts with an audit statement by an external auditor, a copy of their annual activity report and, when requested, any other information judged pertinent by the Service.

The implementation of the humanitarian operations financed by the Community will also be part of the assessment.

Article 12 – Suspension of the condition of Partner

12.1 The European Commission reserves its right to suspend the application of the FPA with a signatory organisation serving 45 days' written notice in the event of negative assessment of the compliance with the suitability criteria enunciated in article 8 hereof.

The signatory organisation shall have 30 days after receiving the written notice to submit its observations and take any necessary measure, proposing, where relevant, a plan of action. If the organisation still fails to do so or the European Commission does not accept these observations confirmed by giving written consent within 15 days of reception of the organisation's observations, the suspension procedure shall continue to run.

12.2 The provisions of the FPA will continue to apply during the period of suspension, to the extent necessary to permit an orderly liquidation of any grant agreement in force when the suspension takes effect.

12.3 Organisations having their FPA suspended will not be eligible for new Community funding for humanitarian operations during the period of suspension.

12.4 Organisations may have their active status reinstated as soon as they prove by any relevant mean having regained compliance with the suitability criteria.

12.5 The FPA of those organisations that have remained suspended for a year will be terminated. At this respect, the Commission shall follow the procedure established in article 13.1, second paragraph.

Article 13 – Loss of the condition of partner and termination of the FPA

13.1 Signatory organisations shall lose the condition of Partners in any of the following cases: non-compliance with one the requirements of article 7.1, falling under any of the exclusion causes of article 7.2 or under one of the cases enunciated in article 7.4, and being in the situation of article 12.5.

The Commission shall inform the organisation, by registered letter with advice of delivery or equivalent procedure, of the termination of the FPA and of the grounds that justify this decision. The organisation may request the Commission to re-examine this decision, submitting whatever arguments and supporting documents it judges pertinent within 15 days of receiving the Commission communication.

If the organisation fails to present any allegation, or the Commission does not accept these allegations confirmed by giving written consent within 15 days of receiving them, the termination will take full effect.

13.2 The European Commission reserves its right to terminate the FPA with a signatory organisation serving 45 days' written notice in the event of actions that constitute a breach of the values, principles and objectives of the FPA.

The signatory organisation shall have 15 days after receiving the written notice to submit its observations and take any necessary measure. If the organisation fails to do so, or the European Commission does not accept these observations

confirmed by giving written consent within 15 days of receiving the organisation's observations, the termination procedure shall continue to run.

13.3 The provisions of the FPA will continue to apply after the termination, to the extent necessary to permit an orderly liquidation of any grant agreement in force when the termination takes effect.

Article 14 – Suspension and termination of the FPA on the grounds of substantial irregularities

Without prejudice to Articles 12 and 13, the European Commission reserves the right to suspend or terminate the Framework Partnership Contract signed with a Humanitarian Organisation in the event of a substantial irregularity.

A substantial irregularity shall be any infringement of a provision of the Grant agreement or a regulation resulting from an act or an omission which causes or might cause a loss to the Community budget.

The procedures established in article 12, for suspension, and article 13, for termination shall apply.

Title III

The humanitarian aid operations

Article 15 - Objectives of humanitarian aid operations

The prime aim of humanitarian aid operations is to save and preserve life, prevent or reduce suffering and safeguard the dignity of populations of third countries before, during and in the aftermath of natural disasters and man-made crises and to facilitate and obtain freedom of access to victims as well as the free flow of such assistance.

Humanitarian aid operations financed with Community contributions shall fall within the objectives established in articles 2 and 4 of the RHA.

Operations are implemented for the time needed to meet the humanitarian requirements resulting from these situations.

The assistance provided to the victims includes notably the provision of food, water and sanitation, shelter and health services, short-term rehabilitation and reconstruction work, the protection of the civilian population and operations to ensure preparedness for risks of natural calamities in disaster-prone areas.

Article 16 –Principles of humanitarian aid operations

Humanitarian aid operations shall respect and promote the enforcement of international humanitarian law and humanitarian principles. The action of the signatory organisations must be guided and comply with the following fundamental humanitarian principles:

Humanity, meaning focusing on saving and preserving human lives and relieving suffering.

Impartiality, meaning the implementation of operations solely to respond to identified needs, without discrimination of any kind between or within affected populations.

Neutrality, meaning that humanitarian operations must not favour any side in a conflict wherever a humanitarian operation is carried out.

Independence, implies the autonomy of the humanitarian objectives with regard to political, economic, military or other objectives that motivate actors in the regions where a humanitarian aid operation is carried out.

Article 17 – Essential procedures for the implementation of humanitarian operations

Signatory organisations commit to implement humanitarian operations in accordance with the best practices in the sector and taking into account the particular operating environment, based on the concept of quality in aid.

Quality in humanitarian aid implies a clear focus on the beneficiaries. Priority shall be given to analysis of the beneficiaries' situation given the circumstances and context of intervention, including assessments of the different needs, capacities, and roles that might exist for men and women within the given situation and its cultural context.

To this end, signatory organisations will:

a) allocate funds according to the needs and to needs assessment and promote the common objective of responding globally to humanitarian needs;

b) promote the participation of beneficiaries in the formulation, implementation and evaluation of humanitarian aid operations;

c) endeavour to base humanitarian aid operations on local capacities, respecting the culture, the structure and the customs of the communities and of the countries where the humanitarian aid operations are carried out, without prejudice to the fundamental rights of the person;

d) establish the linkage between relief, rehabilitation and development to help the affected population regain a minimum level of self sufficiency, taking long term development objectives into account, whenever possible;

e) co-operate to the strengthening of capacities of communities affected, in order to prevent, prepare for, reduce and respond to future humanitarian crises.

Article 18 – Initiation of humanitarian aid operations

18.1 Operations may be launched either at the initiative of the Commission, by means of a request to the humanitarian organisation to undertake an operation independently or in collaboration with other organisations, or at the initiative of the humanitarian organisation which presents a proposal and its related request for financing to the Commission.

18.2 Operation proposals and the related estimated budgets shall be presented on the standard forms annexed to the FPA, annexes I and II respectively.

18.3 The Commission may accept or refuse, in part or in full, a proposal made by a humanitarian organisation. In the event of refusal the Commission undertakes to inform the humanitarian organisation at the earliest opportunity and to give the grounds for its refusal.

Article 19 – Financing of humanitarian aid operations

19.1 Funds allocated by the European Community may finance an operation in part or in full. The Commission will notably take into account the urgency of the operation, any relevant circumstance and the availability of other donors when deciding the rate of financing for a specific operation.

19.2 In the event of co-financing, the humanitarian organisation shall include in the proposal the identity of the other donors invited to participate. When submitting final reports (narrative and financial), the humanitarian organisation shall inform the Commission of the identity of the other donors that have contributed to the financing, as well as of the amount of their respective contributions.

19.3 When the European Commission takes a financing decision, ECHO shall notify the humanitarian organisations identified as potential partners in writing, within fifteen days of the date of adoption of the funding decision.

19.4 The humanitarian organisation shall undertake to keep the same bank account number, preferably in EURO, for the administration of all grant agreements concluded with ECHO. It shall communicate the bank account number to ECHO upon signature of the Framework Partnership Contract.

Article 20 – Grant agreements for humanitarian aid operations

20.1 All operation proposals approved by the Commission will be confirmed by means of a grant agreement drafted by the Commission and signed by both Parties. The grant agreement will follow the standard Grant agreement with non-governmental organisations annexed to the FPA, (Annex III). Annex IV of the FPA establishes the General Conditions that will apply to the agreement.

20.2 Where the implementation of the operation requires the award of procurement contracts, the Humanitarian organisation shall award the contract in accordance with the rules and procedures established in Annex V of the FPA.

Title IV
General Provisions

Article 21 – Visits

The signatory organisation shall co-operate and facilitate the visits to the location of the operation by representatives of the European Community or persons mandated by it. All EC staff involved should bear in mind the resources available and the capacity to handle these visits by the Humanitarian Organisation.

Article 22 – Evaluation

22.1 The Commission shall carry out evaluations of the humanitarian operations financed by the Community. These evaluations shall be carried out in accordance with article 8 of the General Conditions, Annex IV.

22.2 The humanitarian organisation shall undertake, where possible, both *ex ante* and *ex post* evaluations. The humanitarian organisation shall be able to include in its financing request the cost related to this evaluation providing in the proposal the terms of reference, the working method, the duration and any other relevant information. The humanitarian organisation undertakes to communicate to ECHO all the results of the evaluation.

Article 23 - Audit

23.1 The humanitarian organisation shall give Commission departments, any organisation mandated by the Commission, OLAF and the Court of Auditors, access to its accounts and those of its partner humanitarian organisations and/or contractors to verify any document, notably financial and accounting documents, relating to the operations financed and/or co-financed by the European Community.

In this context, the humanitarian organisation inspected shall enable the auditor to obtain any information necessary for the achievement of his tasks. This inspection shall be done at the headquarters of the humanitarian organisation and/or at the site of the operation.

The General Conditions shall set detailed provisions at this respect.

23.2 Signatory organisations shall use an internal control mechanism taking account of their size and shall have their accounts audited annually by an external auditor.

Article 24 Disputes

The Parties endeavour to settle amicably any dispute or complaint relating to the interpretation, application or fulfilment of the Framework Partnership Agreement and specific grant agreements, including their existence, validity or termination.

Disputes relating to the implementation or interpretation of the Framework Partnership Agreement and of Grant Agreements, which cannot be settled amicably, shall be brought before the Court of First Instance of the European Communities and, in case of appeal, before the Court of Justice of the European Communities.

The FPA shall be governed by Belgian law.

Article 25 - Duration of the Framework Partnership Agreement

The Framework Partnership Agreement shall remain valid until 31 December 2007. The FPA may be carried over tacitly for a further maximum period of one year, unless one of the Parties expresses a request to the contrary, informing the other by registered letter with advice of delivery at least one month before this date.

The Commission reserves the right to terminate the FPA prior to this date, notably in the event of changes in the legal base of humanitarian aid, serving 60 days advance notice.

A signatory organisation may renounce to its FPA at any moment by serving 30 days advance notice.

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

GRANT AGREEMENT

SINGLE FORM FOR HUMANITARIAN AID OPERATIONS

1. GENERAL INFORMATION

1.1. Name of humanitarian organisation
1.2. FPA number (if applicable)
1.3. Purpose of the submission
  1.3.1. Proposal
    New proposal ☐ date: dd-mm-yy
    Revised proposal ☐ date: dd-mm-yy
    ECHO reference A/ date: dd-mm-yy
  1.3.2. Interim narrative report ☐ date: dd-mm-yy
  1.3.3. Preliminary final report ☐ date: dd-mm-yy
  1.3.4. Final report ☐ date dd-mm-yy
1.4. Grant agreement number ECHO/
1.5. Implementing rules applicable to this agreement
  Grant, 100% financing ☐
  Grant, co-financing ☐
1.6. Framework of this submission
  Primary emergency decision ☐
  Emergency decision ☐
  Ad hoc decision ☐
  Global plan decision ☐
  DIPECHO ☐
  Other, please specify ☐
1.7. Executive summary of operation
  (4.1.) Title of the operation
  (4.2.) Country(ies) and location(s) of implementation
  (4.3.) Start date of the operation
  (4.4.) Duration in months
  (4.5.1.) Total number of direct beneficiaries
  (4.5.2.) Identify the status and give details of the beneficiaries
  (4.7.1.) Operation specific objective
  (4.7.2.) Indicators and sources of verification
  (4.8.1.) Expected result 1
  (4.8.n.) Expected result n
  (11.1.) Total budget of the operation: EUR
  (11.2.) Contribution requested from EC: EUR
  (11.5.) Eligibility date of expenditure

2. NEEDS ASSESSMENT

2.1. Date(s) of assessment
2.2. Methodology and sources of information used
2.3. Organisation/person(s) responsible for the assessment
2.4. Problem statement and stakeholder analysis
2.5. Findings of the assessment

3. HUMANITARIAN ORGANISATION'S STRATEGY

3.1. Partner's strategy in country and/or region(s) of operation
3.2. Link between operation, the findings of the assessment and the problem statement
3.3. Is/are there similar operation(s) in the country/region?
If yes, explain the measures foreseen to avoid overlap/duplication
3.4. Previous humanitarian operations with EC grants in the country/ region
3.5. Have you discussed this proposal with ECHO's technical assistance office in the country/region of operation?
Yes ☐ No ☐
Comments:

4. OPERATIONAL FRAMEWORK

4.1. Title of operation
4.2. Exact location of the operation - Map
4.3. Start date of the activities in the field, (start date of the operation)
4.4. Duration in months
4.5. Beneficiaries
4.5.1. Total number of direct beneficiaries
4.5.2. Identify the status and give details of the beneficiaries:
4.5.3. "*Catchment*" population
4.5.4. What are the identification mechanisms and criteria?
4.5.5. To what extent and how were the beneficiaries involved in the design of the operation?
4.5.6. Sectors of activity
- Sector 1:
- Sector 2:
- Sector n:

4.5.7. Give the following information for each sector
- Total number of direct beneficiaries
- Types of beneficiaries and number of beneficiaries per type
- Location

4.6. Principal objective
4.7. Operation specific objective
4.7.1. Specific objective

4.7.2 Indicator(s) and source(s) of verification

4.8. Results and indicators

4.8.1. Result 1, relevant indicator(s) and source(s) of verification

4.8.2. Result 2, relevant indicator(s) and source(s) of verification

4.8.n. Result n, relevant indicator(s) and source(s) of verification

4.9. Activities

4.10. Work plan

4.11. Monitoring, evaluation and external audit

4.11.1. Monitoring

4.11.2. Evaluation

- Is an evaluation foreseen during the operation?
  Yes ☐ No ☐
- Is an evaluation foreseen after the operation?
  Yes ☐ No ☐

4.11.3. External audit

- Is an audit foreseen during the operation?
  Yes ☐ No ☐
- Is an audit foreseen after the operation?
  Yes ☐ No ☐

5. RISKS AND ASSUMPTIONS

5.1. Pre-conditions

5.2. Assumptions and risk assessment profile

5.3. Security

5.3.1. Situation in the field

5.3.2. Have you established a specific security protocol for this operation?

Yes ☐ No ☐ Standard procedures ☐

If yes please elaborate:

5.3.3. Have you a specific plan for security-related and medical evacuations for this operation?

Yes ☐ No ☐ Standard procedures ☐

If yes please elaborate:

5.3.4. Are your field staff and expatriates informed of and trained in these procedures?

Yes ☐ No ☐

6. RESOURCES REQUIRED

6.1. Total budget (point 11.1.)

6.2. Human resources

6.2.1. Staff included in Title 1: “Goods and services delivered to the beneficiaries”

- Number of staff

- Status
- Function

6.2.2. Staff included in Title 2: “Support costs”

- Number of staff
- Status
- Function

6.3. Material resources

6.3.1. Equipment needed. Describe the procedure to be followed for the procurement of equipment.

6.3.2. Goods to be purchased. Describe the procedure to be followed for the awarding of contracts.

6.3.3. If the operation requires the purchase of medicines and/or medical equipment: Do you have standard procedures for the purchase, handling and storage of these medicines/equipment?

Yes ☐ No ☐

Please specify:

Who certifies and validates the supplier and how is it done?

7. PERSPECTIVES OF THE HUMANITARIAN ORGANISATION IN TERMS OF LINKING RELIEF, REHABILITATION AND DEVELOPMENT

7.1. This (or similar) operation is under way since

7.2. Describe the expected level of sustainability

7.3. Continuum strategy

8. MAINSTREAMING

9. VISIBILITY PLAN AND COMMUNICATION STRATEGY

10. FIELD COORDINATION AND LOCAL IMPLEMENTING PARTNERS

10.1. National and local authorities

10.2. Field co-ordination fora

10.3. Implementing partner(s)

10.3.1. Name and address of implementing partner(s)

10.3.2. Role of implementing partner(s) in this operation

10.3.3. Type of relationship with implementing partner(s)

10.3.4. History of previous collaboration with implementing partner(s)

10.3.5. Name and title of the person(s) authorised to represent the implementing partner(s) with regard to this operation

10.4. Contractor(s) and procedure envisaged for the award of contracts

10.4.1. Name and address of contractor(s)

10.4.2. Role of contractor(s) in implementing this operation

10.4.3. Describe the procedure followed for the selection of contractor(s)

11. FINANCIAL INFORMATION

11.1. Total budget of the operation: €…

11.2. Contribution requested from European Community: €…

Percentage of the total amount: … %

11.3. Co-financing:

11.3.1. Indicate your own contribution: €…

11.4.1. Contributions by other donors: €…

Name: €…

11.4. Pre-financing requested from European Community: €….

Percentage of the total EC contribution: … %

11.5. Eligibility of expenditures, date :

(4.3.) Start date of the operation :

11.5.1. If the operation has already started explain the reason that justifies that situation:

- Primary emergency operation ☐
- Emergency operation ☐
- Other ☐

Please elaborate:

11.5.2. If the eligibility date of expenditure precedes the start date of the operation please justify this request

12. ADMINISTRATIVE INFORMATION

12.1. Humanitarian organisation's official name, address, phone/fax n°

12.2. ECHO FPA number, (if applicable)

12.3. Name and title of legal representative

12.4. Name, telephone, fax and e-mail of desk officer at HQ

12.5. Name, telephone, fax and e-mail of the representative in the country of operation

12.6. Bank account

- Name of bank: […]
- Address of branch: […]
- Precise denomination of the account holder: […]
- Full account number (including bank codes): […]
- IBAN account code, (or BIC country code if the IBAN code does not apply): […]

13. CONCLUSIONS AND PARTNER'S COMMENTS

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

GRANT AGREEMENT

Name of the humanitarian organisation:
Title of the operation:
Grant agreement number:
Initial budget **Modified Budget** **Date:**

BUDGET SUMMARY and FINANCIAL PLAN			
A. ELIGIBLE EXPENDITURE		**B. FINANCIAL PLAN**	
01. Goods & services delivered to beneficiaries			
01.01. Food Security		*** Total eligible costs:**	**€**
01.02. Water and Sanitation			
01.03. Health		*** Maximum EC contribution :**	**€**
01.04. Nutrition		Percentage of total eligible costs	**%**
01.05. Shelter		Corresponding amount	**€**
01.06. Non food items			
01.07. Rehabilitation/continuum		*** Contribution Organisation :**	**€**
01.08. Disaster preparedness and mitigation			
01.09. Special mandates		*** Contributions by other donors :**	**€**
01.10. Specific actions		Percentage of total eligible costs	**%**
01.11. De-mining and awareness			
01.12. International transport		*** Pre-financing payment :**	**€**
01.13. Personnel		Percentage of EC contribution	**%**
02. Support costs			
02.01. Personnel			
02.02. Local logistic costs			
02.03. Durable equipment			
02.04. Security			
02.05. Feasability, need assesment and other studies			
02.06. Specialised services			
02.07. Insurance costs			
02.08. Visibility and communication programmes			
02.09. Others: as specified in the proposal			
Subtotal: direct costs			
03. Indirect costs			
04. Reserve (pro memoria)			
Total Eligible Costs :			

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

GRANT AGREEMENT

Humanitarian Organisation:

Title of the Operation:

Grant agreement number :

BUDGET BREAKDOWN

Total estimated budget	
Total direct costs of the Operation	
Maximum EC contribution	
Percentage of total eligible costs	

Code	Heading	Initial	Modified	Actual Budget
01	**Goods & services delivered to the beneficiaries**			
01.01.	***Food Security***			
01.01.01.	Basic food security			
01.01.02.	Other food distribution			
01.01.03.	Food for work			
01.01.04.	School feeding			
01.01.05.	Public Canteens			
01.01.06.	Agricultural activities			
01.01.07.	Livestock			
01.01.08.	Fisheries			
01.01.80.	Training, local capacity building			
01.01.99.	Other food and security			
01.02.	***Water and Sanitation***			
01.02.01.	Waste disposal and latrines			
01.02.02.	Rural water sources			
01.02.03.	Urban and municipal supply system			
01.02.04.	Water treatment			
01.02.80.	Training, local capacity building			
01.02.99.	Other water and sanitation			
01.03.	***Health***			
01.03.01.	Primary health care			
01.03.02.	Secondary health care			
01.03.03.	General health care : primary and secondary			
01.03.04.	Emergency health care			
01.03.05.	Epidemics			
01.03.06.	Drugs supply			
01.03.07.	Routine vaccination			
01.03.08.	Support of specialised institutions			
01.03.09.	Disabled population			
01.03.10.	Health education and training			
01.03.11.	Family planning			
01.03.12.	AIDS and STD			
01.03.13.	Targeted control of endemic diseases			
01.03.14.	Psychosocial			
01.03.15.	Rehabilitation of medical facilities			
01.03.80.	Training, local capacity building			
01.03.99.	Other health			

Code	Heading	Initial	Modified	Actual Budget
01.04.	***Nutrition***			
01. 04. 01.	Therapeutic feeding			
01. 04. 02.	Supplementary feeding			
01. 04. 03.	Supplementary and Therapeutic feeding			
01. 04. 04.	Nutritional education			
01. 04. 05.	Surveys and monitoring			
01. 04. 80.	Training, local capacity building			
01. 04. 99.	Other nutrition			
01.05.	***Shelter***			
01. 05. 01.	Emergency shelter			
01. 05. 02.	Post emergency/semi-permanent shelter			
01. 05. 80.	Training, local capacity building			
01. 05. 99.	Other shelter			
01.06.	***Non food items***			
01.06. 01.	Domestic items			
01. 06. 02.	Heating and cooking fuel			
01. 06. 03.	Survival items			
01. 06. 04.	Hygiene items			
01. 06. 05.	Educational items			
01. 06. 06.	Resettlement items			
01. 06. 80.	Training, local capacity building			
01. 06. 99.	Other non food items			
01.07.	***Rehabilitation/continuum***			
01. 07. 01.	Permanent shelter			
01. 07. 02.	Educational facilities			
01. 07. 03.	Social services			
01. 07. 04.	Self-sufficiency			
01. 07. 80.	Local capacity building/training			
01. 07. 99.	Other rehabilitation			
01.08.	***Disaster preparedness and mitigation***			
01. 08. 01.	Infrastructure support			
01. 08. 02.	Advocacy and public awareness raising			
01. 08. 03.	Mitigation works			
01. 08. 04.	Mapping and data computerization			
01. 08. 05.	Education			
01. 08. 06.	Early warning systems			
01. 08. 07;	Research and dissemination			
01. 08. 08.	Facilitation of co-ordination			
01. 08. 09.	Institutional strengthening			
01. 08. 80.	Local capacity building/training			
01. 08. 99.	Other DIPECHO			
01.09.	***Special mandates***			
01. 09. 01.	Protection			
01. 09. 02.	Facilitation of co-ordination			
01. 09. 03.	Info management and dissemination			
01. 09. 04.	Family reunification/tracing			
01. 09. 05.	Care and maintenance			
01. 09. 06.	Facilitation of return			
01. 09. 80.	Local capacity building/training			
01. 09. 99.	Other special mandates			
01.10.	***Specific actions***			
01. 10. 01.	Logistics			
01. 10. 02.	Security and protection			
01. 10. 03.	Emergency rehabilitation infrastructure			
01. 10. 04.	Capacity building (NGOs and other humanitarian actors)			
01. 10. 80.	Local capacity building/training			
01. 10. 99.	Other specific actions			

Code	Heading	Initial	Modified	Actual Budget
01.11.	***De-mining and awareness***			
01. 11. 01.	De-mining			
01. 11. 02.	Awareness			
01. 11. 80.	Local capacity building/training			
01. 11. 99.	Other de-mining			
01.12.	***International transport***			
01. 12. 01.	Maritime			
01. 12. 02.	Overland			
01. 12. 03.	Air			
01.13.	***Personnel***			
01. 13. 01.	Expatriate staff			
01. 13. 02.	Local staff			
02.	**Support costs**			
02 01.	***Personnel***			
02. 01. 01.	Expatriate staff			
02. 01. 02	Local staff			
02 02.	***Local logistic costs***			
02. 02. 01.	Office expenses			
02. 02. 02.	Office consumable and supplies			
02. 02. 03.	Local contracted transport			
02. 02. 04.	Distribution, storage and daily labour			
02. 02. 05.	Running costs			
02. 02. 06.	Other			
02 03.	***Durable equipment***			
02. 03. 01.	Vehicles			
02. 03. 02.	Communication			
02. 03. 03	Other			
02 04.	***Security***			
02 05.	***Feasibility, need assessment and other studies***			
02 06.	***Specialised services***			
02. 06. 01.	External quality and quantity controls			
02. 06. 02.	External evaluation			
02. 06. 03.	External audit			
02 07.	***Insurance costs***			
02 08.	***Visibility and communication programmes***			
02 09.	***Others to be specified in the proposal***			
03	**Indirect costs**			
04	**Contingency reserve (pro memoria)**			

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

GRANT AGREEMENT

Humanitarian Organisation:

Title of the Operation:

Grant agreement number :

INTERIM FINANCIAL REPORT

Total estimated budget	
Total direct costs of the Operation	
Maximum EC contribution	
Percentage of total eligible costs	

Code	Heading	Initial	Modified	Actual Budget
01	**Goods & services delivered to the beneficiaries**			
01.01.	***Food Security***			
01.01.01.	Basic food security			
01.01.02.	Other food distribution			
01.01.03.	Food for work			
01.01.04.	School feeding			
01.01.05.	Public Canteens			
01.01.06.	Agricultural activities			
01.01.07.	Livestock			
01.01.08.	Fisheries			
01.01.80.	Training, local capacity building			
01.01.99.	Other food and security			
01.02.	***Water and Sanitation***			
01.02.01.	Waste disposal and latrines			
01.02.02.	Rural water sources			
01.02.03.	Urban and municipal supply system			
01.02.04.	Water treatment			
01.02.80.	Training, local capacity building			
01.02.99.	Other water and sanitation			
01.03.	***Health***			
01.03.01.	Primary health care			
01.03.02.	Secondary health care			
01.03.03.	General health care : primary and secondary			
01.03.04.	Emergency health care			
01.03.05.	Epidemics			
01.03.06.	Drugs supply			
01.03.07.	Routine vaccination			
01.03.08.	Support of specialised institutions			
01.03.09.	Disabled population			
01.03.10.	Health education and training			
01.03.11.	Family planning			
01.03.12.	AIDS and STD			
01.03.13.	Targeted control of endemic diseases			
01.03.14.	Psychosocial			
01.03.15.	Rehabilitation of medical facilities			
01.03.80.	Training, local capacity building			
01.03.99.	Other health			

Code	Heading	Initial	Modified	Actual Budget
01.04.	***Nutrition***			
01. 04. 01.	Therapeutic feeding			
01. 04. 02.	Supplementary feeding			
01. 04. 03.	Supplementary and Therapeutic feeding			
01. 04. 04.	Nutritional education			
01. 04. 05.	Surveys and monitoring			
01. 04. 80.	Training, local capacity building			
01. 04. 99.	Other nutrition			
01.05.	***Shelter***			
01. 05. 01.	Emergency shelter			
01. 05. 02.	Post emergency/semi-permanent shelter			
01. 05. 80.	Training, local capacity building			
01. 05. 99.	Other shelter			
01.06.	***Non food items***			
01.06. 01.	Domestic items			
01. 06. 02.	Heating and cooking fuel			
01. 06. 03.	Survival items			
01. 06. 04.	Hygiene items			
01. 06. 05.	Educational items			
01. 06. 06.	Resettlement items			
01. 06. 80.	Training, local capacity building			
01. 06. 99.	Other non food items			
01.07.	***Rehabilitation/continuum***			
01. 07. 01.	Permanent shelter			
01. 07. 02.	Educational facilities			
01. 07. 03.	Social services			
01. 07. 04.	Self-sufficiency			
01. 07. 80.	Local capacity building/training			
01. 07. 99.	Other rehabilitation			
01.08.	***Disaster preparedness and mitigation***			
01. 08. 01.	Infrastructure support			
01. 08. 02.	Advocacy and public awareness raising			
01. 08. 03.	Mitigation works			
01. 08. 04.	Mapping and data computerization			
01. 08. 05.	Education			
01. 08. 06.	Early warning systems			
01. 08. 07.	Research and dissemination			
01. 08. 08;	Facilitation of co-ordination			
01. 08. 09.	Institutional strengthening			
01. 08. 80.	Local capacity building/training			
01. 08. 99.	Other DIPECHO			
01.09.	***Special mandates***			
01. 09. 01.	Protection			
01. 09. 02.	Facilitation of co-ordination			
01. 09. 03.	Info management and dissemination			
01. 09. 04.	Family reunification/tracing			
01. 09. 05.	Care and maintenance			
01. 09. 06.	Facilitation of return			
01. 09. 80.	Local capacity building/training			
01. 09. 99.	Other special mandates			
01.10.	***Specific actions***			
01. 10. 01.	Logistics			
01. 10. 02.	Security and protection			
01. 10. 03.	Emergency rehabilitation infrastructure			
01. 10.04.	Capacity building (NGOs and other humanitarian actors)			
01. 10. 80.	Local capacity building/training			
01. 10. 99.	Other specific actions			

Code	Heading	Initial	Modified	Actual Budget
01.11.	***De-mining and awareness***			
01. 11. 01.	De-mining			
01. 11. 02.	Awareness			
01. 11. 80.	Local capacity building/training			
01. 11. 99.	Other de-mining			
01.12.	***International transport***			
01. 12. 01.	Maritime			
01. 12. 02.	Overland			
01. 12. 03.	Air			
01.13.	***Personnel***			
01. 13. 01.	Expatriate staff			
01. 13. 02.	Local staff			
02.	**Support costs**			
02 01.	***Personnel***			
02. 01. 01.	Expatriate staff			
02. 01. 02	Local staff			
02 02.	***Local logistic costs***			
02. 02. 01.	Office expenses			
02. 02. 02.	Office consumable and supplies			
02. 02. 03.	Local contracted transport			
02. 02. 04.	Distribution, storage and daily labour			
02. 02. 05.	Running costs			
02. 02. 06.	Other			
02 03.	***Durable equipment***			
02. 03. 01.	Vehicles			
02. 03. 02.	Communication			
02. 03. 03	Other			
02 04.	***Security***			
02 05.	***Feasability, need assesment and other studies***			
02 06.	***Specialised services***			
02. 06. 01.	External quality and quantity controls			
02. 06. 02.	External evaluation			
02. 06. 03.	External audit			
02 07.	***Insurance costs***			
02 08.	***Visibility and communication programmes***			
02 09.	***Others to be specified in the proposal***			
03	**Indirect costs**			
04	**Contingency reserve (pro memoria)**			

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECH

GRANT AGREEMENT

Humanitarian Organisation:

Title of operation:

Grant agreement number:

BREAKDOWN OF EXPENDITURE - FINAL FINANCIAL REPORT

Code	Heading	Quantity	Unit	Duration	Unit	Unit price in EUR	Total in EUR	Accounting reference number
01	**TITLE : Goods and services delivered to the beneficiaries (direct costs)**							
01.01	***Food Security***							
01.01.01.	*Basic Food security*							
01.01.02.	*Other food distribution*							
01.01.03.	*Food for work*							
01.01.04.	*School feeding*							
01.01.05.	*Public Canteens*							
01.01.06	*Agricultural activities*							
01.01.07.	*Livestock*							
01.01.08.	*Fisheries*							
01.01.80.	*Training, local capacity building*							
01.01.99.	*Other food and security*							
01.02	***Water and sanitation***							
01.02.01.	*Waste disposal and latrines*							
01.02.02.	*Rural water sources*							
01.02.03.	*Urban and municipal supply system*							
01.02.04.	*Water treatment*							
01.02.80.	*Training, local capacity building*							
01.02.99.	*Other water and sanitation*							

Code	Heading	Quantity	Unit	Duration	Unit	Unit price in EUR	Total in EUR	Accounting reference number
01.03	***Health***							
01.03.01	*Primary Health care*							
01.03.02.	*Secondary health care*							
01.03.04.	*Emergency health care*							
01.03.05.	*Epidemics*							
01.03.06.	*Drugs supply*							
01.03.07.	*Routine vaccination*							
01.03.08.	*Support of specialised institutions*							
01.03.09.	*Disabled population*							
01.03.10.	*Health education and training*							
01.03.11.	*Family planning*							
01.03.12.	*AIDS and STD*							
01.03.13.	*Targeted control of endemic diseases*							
01.03.14.	*Psychosocial*							
01.03.15.	*Rehabilitation of medical facilities*							
01.03.80.	*Training, local capacity building*							
01.03.99.	*Other health*							
01.04	***Nutrition***							
01.04.01	*Therapeutic feeding*							
01.04.02.	*Supplementary feeding*							
01.04.03.	*Supplementary and therapeutic feeding*							
01.04.04.	*Nutritional education*							
01.04.05.	*Surveys and monitoring*							
01.04.80.	*Training, local capacity building*							
01.04.99	*Other nutrition*							
01.05.	***Shelter***							
01.05.01.	*Emergency shelter*							
01.05.02.	*Post emergency/semi-permanent shelter*							
01.05.80.	*Training, local capacity building*							
01.05.99.	*Other shelter*							

Code	Heading	Quantity	Unit	Duration	Unit	Unit price in EUR	Total in EUR	Accounting reference number
01.06	***Non food items***							
01.06.01.	*Domestic items*							
01.06.02.	*Heating and cooking fuel*							
01.06.03.	*Survival items*							
01.06.04.	*Hygiene items*							
01.06.05	*Educational items*							
01.06.06.	*Resettlement items*							
01.06.80.	*Training, local capacity building*							
01.06.99.	*Other non food items*							
01.07	***Rehabilitation / continuum***							
01.07.01.	*Permanent shelter*							
01.07.02.	*Educational facilities*							
01.07.03.	*Social services*							
01.07.04.	*Self-sufficiency*							
01.07.80.	*Local capacity building/training*							
01.07.99	*Other rehabilitation*							
01.08	***Disaster preparedness and mitigation***							
01.08.01.	*Infrastructure support*							
01.08.02.	*Advocacy and public awareness raising*							
01.08.03.	*Mitigation works*							
01.08.04.	*Mapping and data computerization*							
01.08.05.	*Education*							
01.08.06.	*Early warning systems*							
01.08.07.	*Research and dissemination*							
01.08.08	*Facilitation of co-ordination*							
01.08.09.	*Institutional strenghthening*							
01.08.80	*Local capacity building/training*							
01.08.99.	*Other DIPECHO*							
01.09	***Special mandates***							
01.09.01.	*Protection*							
01.09.02.	*Facilitation of co-ordination*							
01.09.03.	*Info management and dissemination*							
01.09.04.	*Family reunification/tracing*							
01.09.05.	*Care and maintenance*							
01.09.06.	*Facilitation of return*							
01.09.80	*Local capacity building/training*							
01.09.99.	*Other special mandates*							

Code	Heading	Quantity	Unit	Duration	Unit	Unit price in EUR	Total in EUR	Accounting reference number
01.10	***Specific actions***							
01.10.01.	*Logistics*							
01.10.02.	*Security and protection*							
01.10.03.	*Emergency rehabilitation infrastructure*							
01.10.04.	*Capacity building of NGOs*							
01.10.80.	*Local capacity building/training*							
01.10.99.	*Other specific actions*							
01.11	***De-mining and awareness***							
01.11.01.	*De-mining*							
01.11.02	*Awareness*							
01.11.80.	*Local capacity building/training*							
01.11.99.	*Other de-mining*							
01.12	***International transport***							
01.12.01.	*Maritime*							
01.12.02.	*Overland*							
01.12.03.	*Air*							
01.13	***Personnel***							
01.13.01.	*Expatriate staff*							
01.13.02.	*Local staff*							
2	**TITLE : Support costs (direct costs)**							
02.01.	***Personnel***							
02.01.01.	*Expatriate staff*							
02.01.02.	*Local staff*							
02.02.	***Local logistic costs***							
02.02.01.	*Office expenses*							
02.02.02.	*Office consumable and supplies*							
02.02.03.	*Local contracted transport*							
02.02.04	*Distribution, storage and daily labour*							
02.02.05.	*Running costs*							
02.02.06.	*Other*							
02.03.	***Durable equipment***							
02.03.01.	*Vehicles*							
02.03.02.	*Communication*							
02.03.03	*Other*							

Code	Heading	Quantity	Unit	Duration	Unit	Unit price in EUR	Total in EUR	Accounting reference number
02.04	***Security***							
02.05.	***Feasability, need assesment and other studies***							
02.06.	***Specialised services***							
02.06.01.	*External quality and quantity controles*							
02.06.02.	*External evaluation*							
02.06.03.	*External audit*							
02.07.	***Insurance costs***							
02.08	***Visibility and communication programmes***							
02.09.	***Others to be specified in the proposal***							

Subtotal: direct costs	
EC contribution to direct costs in %	
EC contribution to direct costs in EUR	

3	**TITLE : Indirect costs**		
4	**TITLE : Reserve (pro memoria)**		

Total eligible costs:	
Prefinancing	

Final payment requested	

EUROPEAN COMMISSION
HUMANITARIAN AID OFFICE (ECHO)

GRANT AGREEMENT WITH HUMANITARIAN ORGANISATIONS

AGREEMENT NUMBER - [insert number][1]

The European Community ("the Community"), represented by the Commission of the European Communities ("the Commission"), itself represented for the purposes of signature of this agreement by [name, forename and function,], Humanitarian Aid Office, ECHO,
of the one part,

and

[full official name], [acronym]
[full official address]
("the Humanitarian Organisation"), represented for the purposes of signature of this agreement by [name, forename and function]
of the other part,

hereafter referred to as "the Parties",

HAVE AGREED

the following **General Conditions, Special Conditions** and **Annexes**:

Annex I Description of the operation[2];
Annex II Summary of the estimated budget and financial plan of the operation;

which form an integral part of this grant agreement ("the agreement").

The **General Conditions applicable to European Community grant agreements with Humanitarian organisations for humanitarian operations**, ("the General Conditions"), annexed to the European Commission Framework Partnership Agreement, which the Humanitarian Organisation declares to have read and accepted, shall apply.

The terms set out in the General Conditions shall take precedence over those in the Annexes.

The terms set out in the Special Conditions shall take precedence over those in the other parts of the agreement.

[1] [Plain text]: items to be filled in. Please note that the footnotes serve only to explanatory purposes and that will not be reproduced in the real agreements.
[2] This annex is chapter 1 of the last version of the proposal presented by the Humanitarian Organisation and accepted by ECHO.

SPECIAL CONDITIONS

ARTICLE 1 - PURPOSE

1.1 Subject to the conditions established in this agreement, which the Humanitarian Organisation declares to have read and accepted, the Commission will contribute to the eligible costs of the humanitarian aid operation entitled [….][3] ("the Operation") implemented by the Humanitarian Organisation

1.2 The description of the operation is annexed to this agreement, Annex I. The Humanitarian Organisation shall ensure that the operation is carried out in accordance with the description of the operation and the related proposal submitted on [insert date] and registered at the Humanitarian Aid Office under reference […]. The proposal can be completed or modified subsequently where appropriate in accordance with article 10 of the General conditions. The proposal and any possible additional information and modifications are an integral part of this agreement.

1.3. The Humanitarian Organisation accepts the financial contribution and undertakes to do everything in its power to carry out the operation, acting on its own responsibility.

1.4 The Humanitarian Organisation will implement the operation in accordance with the principles, provisions and procedures established in the European Commission Framework Partnership Agreement with Humanitarian Organisations for the financing of humanitarian aid operations.

ARTICLE 2 – ENTRY INTO FORCE AND IMPLEMENTATION PERIOD OF THE AGREEMENT

2.1 Subject to the conditions laid down in article 9 of the General Conditions, the agreement shall enter into force on the date of reception by the Commission of one of the originals of the grant agreement duly signed by both Parties.

2.2 The implementation period of the agreement shall run for [insert "round" number] months from [insert date] ("the start date of the operation")[4].

ARTICLE 3 – FINANCING THE OPERATION

3.1 The direct costs of the operation eligible for Community[5] financing are estimated at EUR […]. In accordance with article 15.5 of the General Conditions, a fix percentage of direct eligible costs, not exceeding 7%, shall be eligible as indirect costs. Accordingly, indirect costs are calculated at EUR […][6]. The total eligible costs of the operation are estimated at

[3] Insert also the country of operation when not included in the title of the Operation.

[4] The implementation period of the agreement usually should equal the implementation period of the operation. However, in some exceptional cases, (e.g. co-financing of large operations), the implementation period of the operation can be longer.

[5] When the contribution agreement is financed out of the European Development Fund, the references to the Community must be replaced by "European Development Fund" whenever the text of the agreement deals with financial contributions.

[6] Indirect costs cannot be higher than the amount of the Community contribution established in article 3.2 below.

EUR […][7], as set out in the summary budget in Annex II.

3.2 The European Community undertakes to finance a maximum of EUR […], equivalent to […%] of the estimated total eligible costs specified in paragraph 1.

3.3 Subject to the conditions laid down in article 15 of the General Conditions, expenditure is eligible from [insert date][8].

3.4. The final amount of the European Community contribution shall be determined in accordance with article 18 of the General Conditions.

ARTICLE 4 – SUBMISSION OF REPORTS

4.1 *Option 1*[9]

The humanitarian organisation shall submit an interim report on the operation's implementation with a statement of the costs incurred and a financial report at least one month before the end of the implementation period established in article 2.2 hereof[10].

The humanitarian organisation shall submit the final narrative and financial reports within six weeks after the end of the implementation period of the agreement.

Option 2[11]

Within the first […] months following the start date of the operation, the humanitarian organisation shall submit an interim report with a statement of the costs incurred and a financial report, covering the first […] months of its implementation.

The humanitarian organisation shall submit a report on the operation's implementation, focussing, in particular, on the achievements and results, one month before the end of the implementation period established in article 2.2 hereof[12].

The humanitarian organisation shall submit the final narrative and financial reports within three months after the end of the implementation period of the agreement.

4.2 Subject to Article 2 of the General Conditions, reports shall be submitted in [two] paper copies, together with an electronic version.

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[7] The total eligible costs figure is the result of the addition of direct and indirect cost, and where applicable the contingency reserve.

[8] As a rule, the date of eligibility of expenditure shall be equal to the starting date of the operation. For well-substantiated reasons, an earlier date can be established, but not before the date of submission of the proposal. However, in Primary emergency and Emergency operations, expenditure can be declared eligible even before the submission of a proposal from the date when the humanitarian crisis unfolds.

[9] Whenever options are presented in the text, the person responsible for preparing the agreement will delete the option that is not applicable. Option 1 is for primary emergency operations, emergency operations and other operations up to six months of duration.

[10] Where applicable, (in the cases of 100% grants), the humanitarian organisation will have to provide together with this report the information referred to in article 7.4 of the General Conditions.

[11] Option for all operations longer than six months. The interim report should be sent half way through the implementing period.

[12] Where applicable, (in the cases of 100% grants), the humanitarian organisation will have to provide together with this report the information referred to in article 7.4 of the General Conditions.

ARTICLE 5–PAYMENT ARRANGEMENTS

5.1 Pre-financing payments

In accordance with article 16.2 of the General Conditions, the Commission shall make a payment of pre-financing of EUR […], representing […%][13] of the amount specified in article 3.2 hereof.

Option[14]

On production of the interim narrative and financial reports, an additional payment of pre-financing of EUR […], representing […%] of the amount specified in article 3.2 hereof may be granted when 70% of the previous payment has been used up.

5.2 Payment of the balance

The request for payment of the balance shall be accompanied by the final narrative and financial implementation reports specified in article 2 of the General Conditions. The approval of the final reports will be done in accordance with the procedure established in article 16.4 of the General Conditions.

ARTICLE 6 – BANK ACCOUNT

Payments shall be made to the Organisation's bank account denominated in EURO indicated below:

Name of bank: […]
Address of branch: […]
Precise denomination of the account holder: […]
Full account number (including bank codes): […]
IBAN account code, (or BIC country code if the IBAN code does not apply): […]

ARTICLE 7– CONTACT ADDRESSES

Any communication relating to this agreement shall be in writing, shall state the number of the agreement and title of the Operation, and shall be sent to the following addresses:

To the Commission:
European Commission
Humanitarian Aid Office
Mr/Mrs […] Head of Unit ECHO […]
B- 1049 Brussels
Belgium.

To the Organisation:
[Name of the Humanitarian organisation]
Mr/Mrs […] [Function]
[Full official address]

[13] From 50% up to 80%, to be established taking into account past record of the Organisation in particular as regards timely submission of reports and budget execution. The risk profile of the humanitarian organisation and the specific needs of the operation may also be taken into account to establish the rate of pre-financing.

[14] A second pre-financing payment is an option, only include this paragraph when the first payment has been of 50%.

ARTICLE 8 – DATA PROTECTION

Any personal data included in the agreement will be processed in accordance with the requirements of Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data. The data will only be processed for the purposes of the performance, management and follow up of the agreement by the European Commission's Humanitarian Aid Office without prejudice to a possible transmission to the bodies in charge of a monitoring or inspection task in conformity with Community law. The data subject may, upon request, obtain the communication of his/hers data and rectify any inaccurate or incomplete personal data. Should the data subject have any queries concerning the processing of his/hers data, he/she shall address them to European Commission's Humanitarian Aid Office. As regards the processing of personal data, the data subject has a right of recourse at any time to the European Data Protection Supervisor.

ARTICLE 9[15] – SPECIFIC CONDITIONS APPLYING TO THE OPERATION

9.1 The following shall supplement the General Conditions:
9.1.1 [.....]

9.2 The following derogations from the General Conditions shall apply:
9.2.1 By derogation from article [……..]

SIGNATURES

Done in two originals in the English language, one for the Commission and one for the Organisation.

For the Organisation	For the Commission
[name / forename / function]	[name / forename / function]
Signature	Signature
Done at [place], [date]	Done at [place], [date]

ENCLOSURES

Annex I Description of the Operation;
Annex II Summary of the estimated budget and financial plan of the Operation.

[15] Article 9 is optional, delete if not applicable.