



European  
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# Union Civil Protection Knowledge Network

**Knowledge for Action in  
Prevention and Preparedness**  
Call for Proposals

**Information Day - 28 January 2025**



# Agenda

## Information Day Overview

- Welcome of participants and preliminary remarks
- Introduction
- Overview of the call
- Topic 1: Prevention and Preparedness
- Topic 2: Full-Scale Exercises
- Financial and legal issues and recommendations for good proposals
- Introduction to Funding & Tenders opportunities platform
- Questions and answers
- Closing remarks





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# Preliminary remarks

Union **Civil Protection** Knowledge Network



# UCPM Capacity Building Opportunities

**Technical Assistance for Disaster Risk Management (Track 1)**



**Knowledge for Action in Prevention and Preparedness (KAPP)**



**Aligned with the EU Disaster Resilience Goals**

**Technical Assistance Financing Facility (TAFF)**





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# Introduction

Union **Civil Protection** Knowledge Network

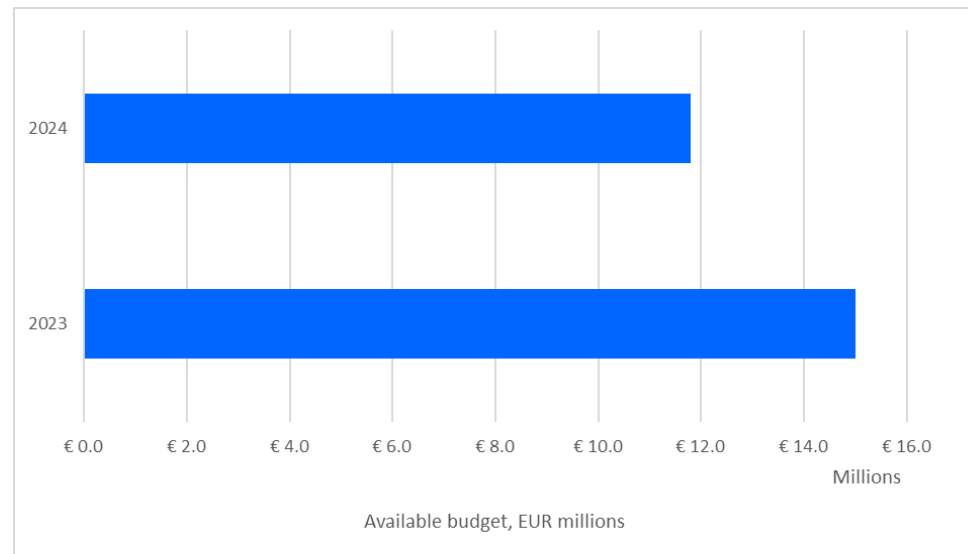
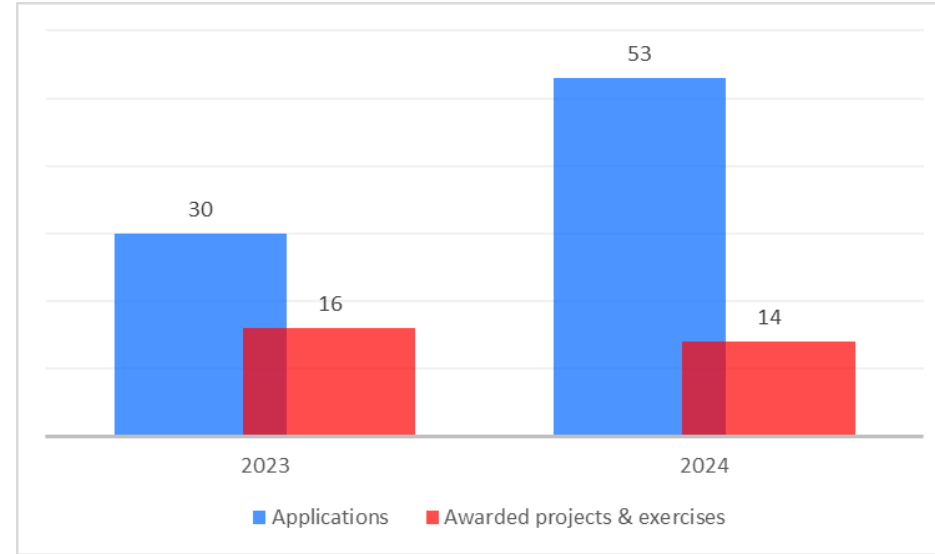
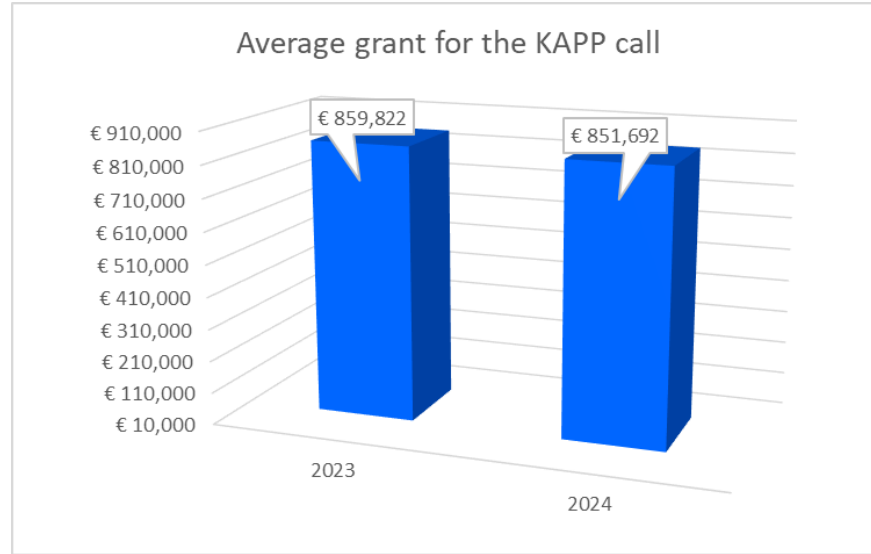


# UCPM grants for Disaster Resilience

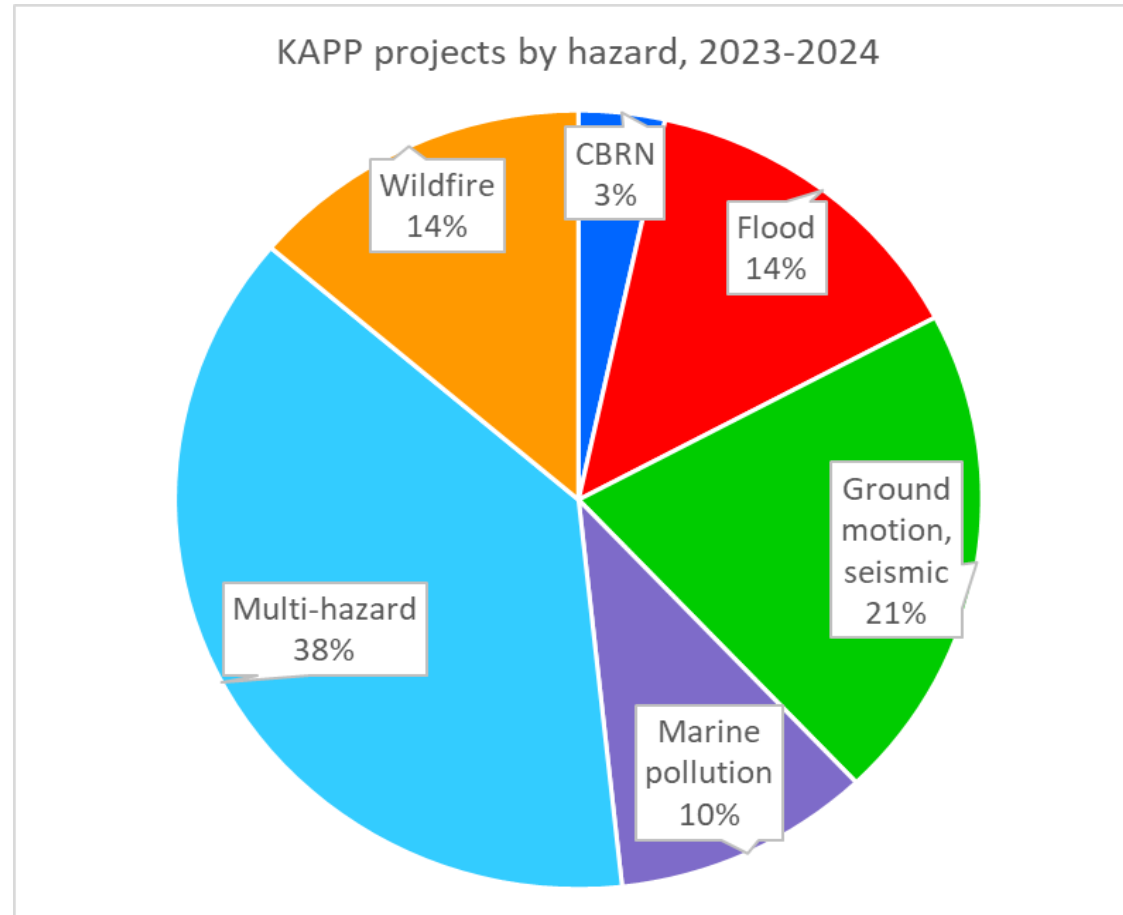
## KAPP - Knowledge for Action in Prevention and Preparedness

- **Multi-country grants** aimed to foster collaboration between countries
  - KAPP projects are expected to be replicable across the UCPM
  - **Topics:**
    - Prevention and Preparedness (risk assessment, risk awareness, early warning, institutional preparedness and individual capacity)
    - Full-scale exercises
- **Beneficiaries:** Public and private entities of EU MS, UCPM PS, IPA and neighbourhood countries (minimum of 3 entities from 3 different countries)
  - **Max grant amount:** EUR 1.000.000
  - Annual call: in the 2024 edition, 14 projects awarded for almost EUR 12 million
  - **New call opens on 4 February 2025 (EUR 14 million) - until 29 April 2025 for PVPP and 15 May for EX**

# Knowledge for Action in Prevention and Preparedness (KAPP) in figures – 2023 - 2024

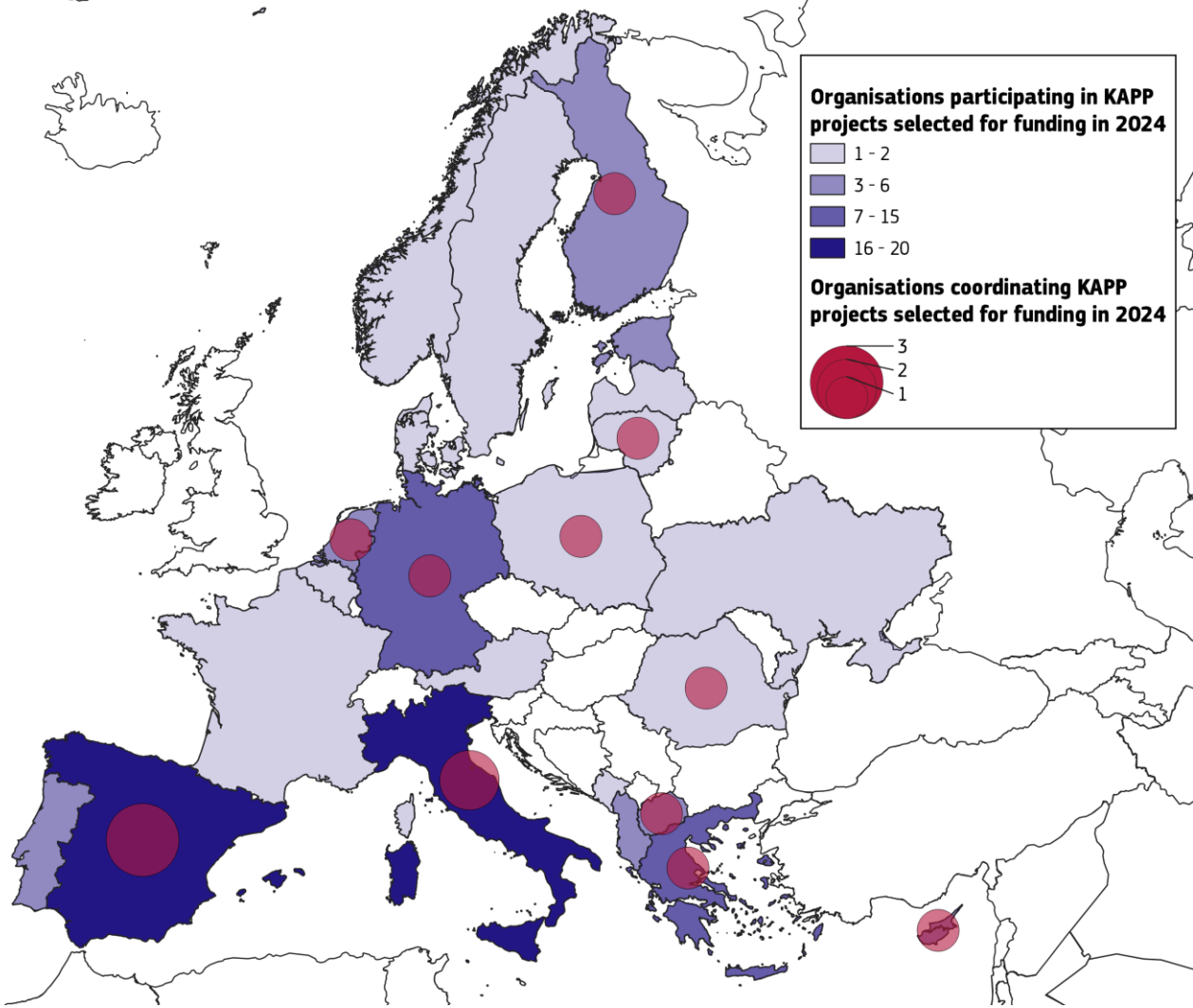


# Knowledge for Action in Prevention and Preparedness (KAPP) in figures 2023 - 2024



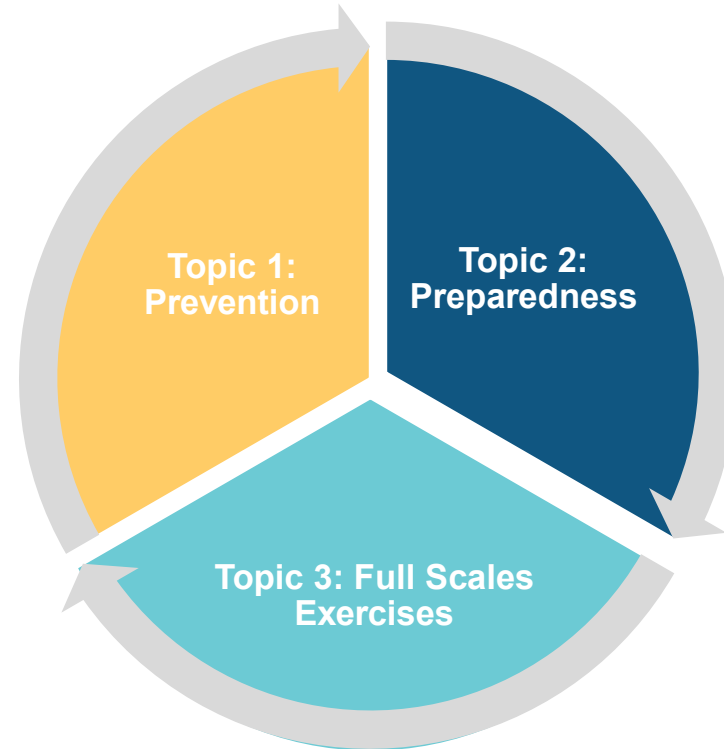


# Knowledge for Action in Prevention and Preparedness (KAPP) – 2024



# Knowledge for Action in Prevention and Preparedness (KAPP) - awarded projects in 2024 – General overview

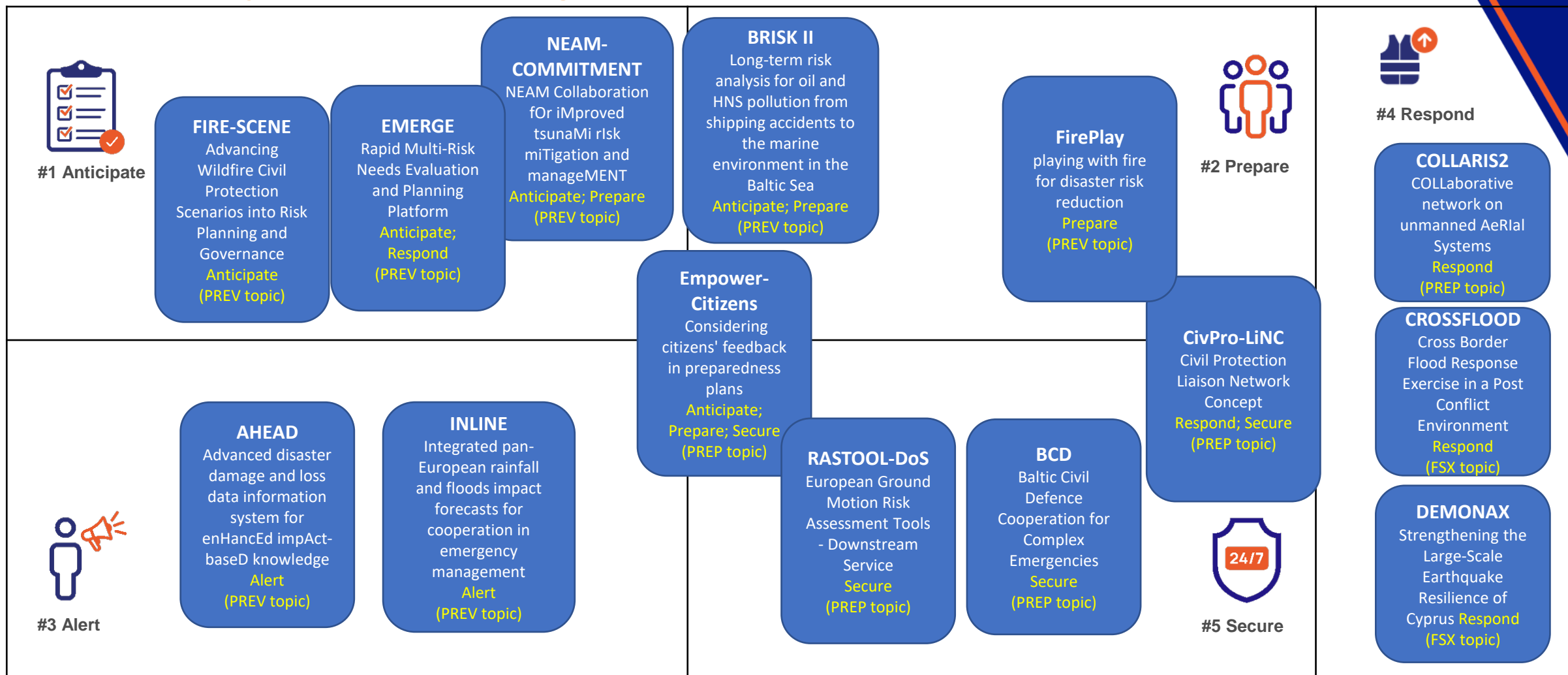
- EMERGE
- BRISK II
- NEAM-COMMITMENT
- FIRE-PLAY
- INLINE
- AHEAD
- FIRE-SCENE



- COLLARIS2
- RASTOOL-DoS
- BCD
- CivPro-LiNC
- Empower-Citizens

- CROSSFLOOD
- DEMONAX

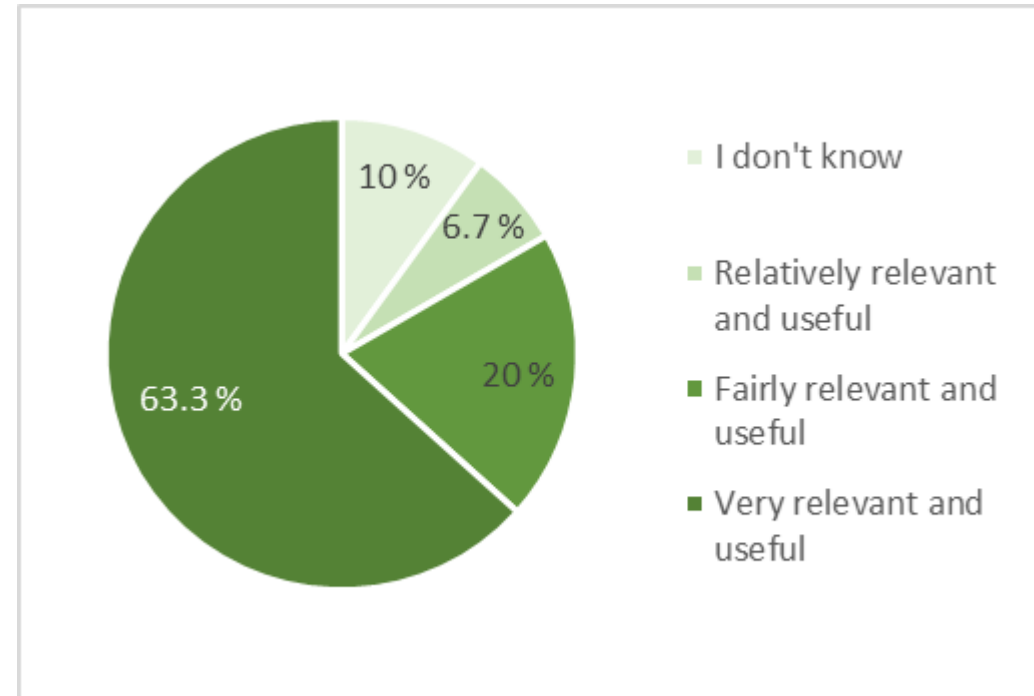
# Knowledge for Action in Prevention and Preparedness (KAPP) – awarded projects in 2024 - by DRGs



## Knowledge for Action in Prevention and Preparedness (KAPP)

## Results of the EU Survey (Oct. 2024)

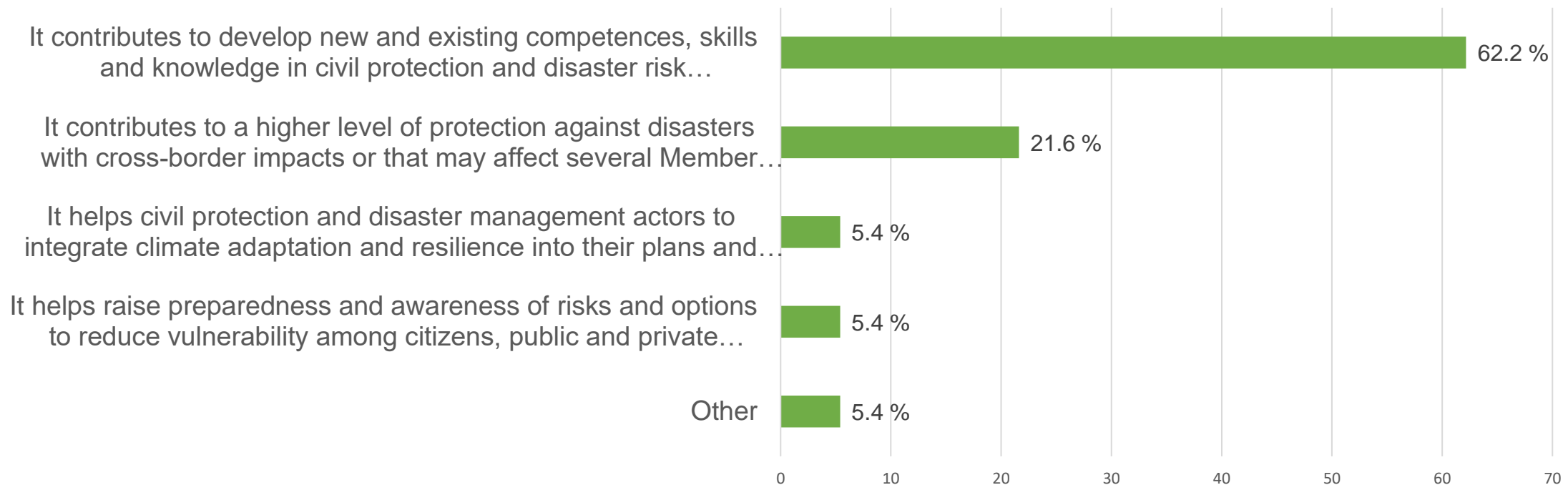
Please evaluate the level of relevance and usefulness of the KAPP call grants for your organisation



## Knowledge for Action in Prevention and Preparedness (KAPP)

## Results of the EU Survey (Oct. 2024)

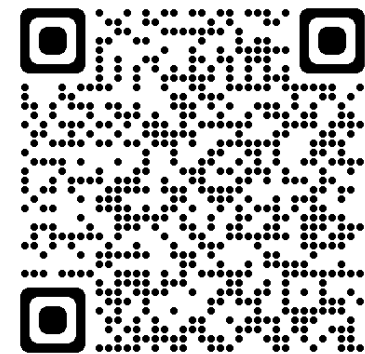
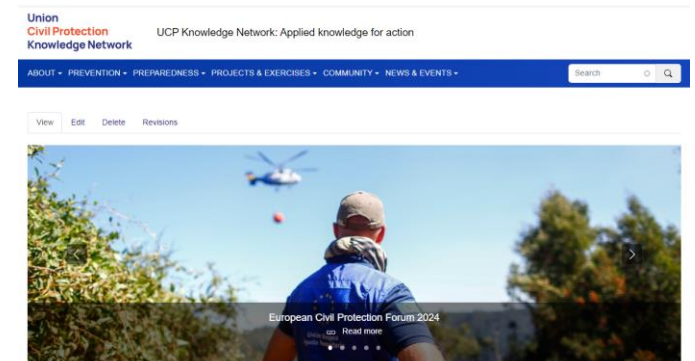
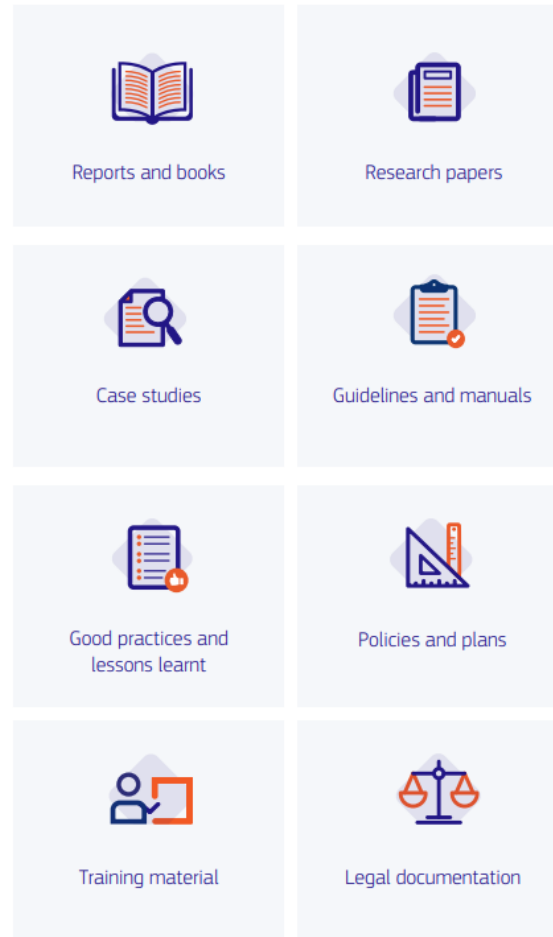
What do you consider to be the main added value of the KAPP call, according to your experience? Please select a maximum of two.



# Union Civil Protection Knowledge Network

The UCPKN and its platform as the Prevention and Preparedness hub of the UCPM

- Current state of the network
- Role of projects
- Knowledge Network Platform
  - Project pages
  - User profiles
  - Discussion Groups
  - Knowledge Library



# UCPM prevention & preparedness projects

## Success stories



### Success stories: Prevention and preparedness projects supported by the Union Civil Protection Mechanism

Find out more about recent projects and how they have benefitted the UCPM, including innovative disaster risk management tools and solutions

UPDATE – October 2024

Union Civil Protection  
Knowledge Network



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# Overview of the call

Union **Civil Protection** Knowledge Network





# KAPP: Objectives

Proposal must define work packages, outputs and deliverables that contribute to the general objectives of the call

- Support Union disaster resilience goals
- Higher level protection against disasters through prevention and preparedness, and by improving cooperation and coordination
- Develop competences, skills, and knowledge in civil protection and disaster risk management
- Strengthen knowledge partnerships and support the uptake of scientific outputs
- Integrate climate adaptation and resilience into disaster risk management activities
- Raise awareness and preparedness among citizens and stakeholders



# Overview

The call for proposals aims to identify projects strengthening cooperation among Member and Participating States on disaster prevention and preparedness, as well as providing a testing environment and a learning opportunity through full-scale field exercises.



## Prevention and Preparedness

Strengthen efforts in preventing disasters while improving the overall preparedness of the UCPM, its stakeholders, and the wider population



## Full-scale Exercises

Provide a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions

# Available Budget

## Indicative allocation of funds by topic

- **Prevention and Preparedness topic: EUR 10 000 000**
- **Full-scale field exercises topic: EUR 4 000 000**
- EU Funding from this call - up to **90%** of any proposal budget
- EU funding is capped at **EUR 1 000 000** per proposal
- Minimum EU Funding per proposal
  - Prevention and Preparedness: EUR 400 000
  - Full-scale exercises: EUR 500 000

# Timeline

## For Prevention and Preparedness, and Full-scale exercises

- **Single timeline with two deadlines**

Timetable and deadlines (indicative)	
Call opening:	04 February 2025
<u>Deadline for submission:</u>	29 April 2025 – 17:00 CET (Brussels) :KAPP-PVPP  15 May 2025 - 17:00 CET (Brussels) : KAPP-EX
Evaluation:	May-July 2025
Information on evaluation results:	July 2025
GA signature:	October-November 2025

This information is provided for information purposes only. Refer to call documents for official requirements

# Admissibility

## Specific for Prevention and Preparedness, and Full-scale exercises

- Deadlines!
- Funding & Tenders Portal Electronic Submission System/ **No paper submissions**
- Complete: Part A, Part B and topic **specific mandatory**

### Annexes

- Mandated to act
- 50 page maximum (excluding annexes)

Mandatory Annexes		
Annex	Prevention & Preparedness	Full-scale Exercises
Detailed budget table	✓	✓
CVs project team	✓	✓
Activity reports	✓	✓
List of previous projects	✓	✓
Letter of support from CPA	✓	✓
Annex of KPIs	✓	

# Admissibility

## Specific for Prevention and Preparedness

- Keywords from the list 'List of Keywords for the UCPM 2025 Calls for Proposals' (*Application form Part A*)
- Mapping of relevant past and present initiatives (*Technical description, Application form Part B*)
- End-user and stakeholder engagement plan (*Technical description, Application form Part B*)
- Annex of KPIs (*annex to Application form Part B*)

2025 KAPP page  
(Knowledge Network platform)



# Eligibility

## Specific elements for Prevention and Preparedness, and Full-scale exercises

### Eligibility

- Minimum 3 legal entities from 3 eligible countries (**topic specific composition**)
- See section 13 for special cases (e.g. affiliated entities)
- [Participant register](#) **before** submission each beneficiary
- Meaningful contribution from each beneficiary
- Non-eligible activities: online platforms duplicating UCPKN platform functions, third party financial support, full-scale exercises restricted to Topic 1 of KAPP call
- Geographic location

#### Financial, operational capacity and exclusion

- Sufficient financial and operational resources
- Exclusion situations (section 7)

Consortium Eligibility		
Consortium	Prevention and Preparedness	Full-scale Exercises
<b>Eligible Countries</b>	EU MS, UCPM PS, IPA, ENP,	EU MS, UCPM PS
<b>Consortium coordinator</b>	Public or private entity from EU MS, UCPM PS	Civil protection authority
<b>Composition</b>	Minimum 3 beneficiaries from 3 different eligible states	Minimum 3 beneficiaries from 3 different eligible states
<b>Natural persons</b>	⊘	⊘
<b>EU bodies</b>	⊘ (except JRC)	⊘ (except JRC)
<b>International organisations</b>	✓ Participation ⊘ Coordinator ⊘ Counted	✓ Participation ⊘ Coordinator ⊘ Counted

# Award criteria

## Specific for Prevention and Preparedness, and Full-scale exercises

- Criteria: Relevance, Quality, Impact
- Sub-criteria:
  - Different for topic 1 and topic 2

Scores for Prevention and Preparedness Topic

Award criteria	Minimum pass score	Maximum score
Relevance	30	40
Quality	20	30
Impact	20	30
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Scores for Full-scale Exercise Topic

Award criteria	Minimum pass score	Maximum score
Relevance	30	40
Quality	20	30
Impact	20	30
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>



# Award criteria

## Relevance

Prevention and Preparedness	Full-scale Exercises
Background and general objectives	Aim, objectives and expected results
Needs analysis	Scenario consistency and complexity
Complementarity with other actions and EU added value	Exercising participants
	UCPM elements
	EUCP Teams

# Award criteria

## Quality

Prevention and Preparedness	Full-scale Exercises
Concept and methodology	Organisation and planning
Consortium set-up and project team	Exercises
Consortium management and project management	
Cost effectiveness	

## Impact

Prevention and Preparedness	Full-scale Exercises
Impact and ambition	Evaluation and Lessons learned dissemination
Communication, dissemination and visibility	
Sustainability and continuation	

# Legal and financial set-up of the Grant Agreements

## Common for Prevention and Preparedness, and Full-scale exercises

The Grant Agreement will be the framework for the grant including:

- Starting date/project duration: maximum 24 months
- Milestones and deliverables: specific to topic
- Budget categories and eligible costs
- Reporting and payment arrangement (including prefinancing and final report (outside of continuous reporting))
- Etc.

Required milestones and deliverables	
Prevention and Preparedness	Full-scale Exercises
<b>Progress reports</b> at 9 months (also at 17 if project exceeds 20 months)	<b>Progress reports:</b> at mid-term
<b>Mapping</b> of relevant initiatives within UCPM including an evaluation of potential synergies	<b>Invitations</b> to EUCPT experts and Observers programmes
<b>Dissemination plan</b> including end user and stakeholder analysis	Organisation into predetermined <b>work packages</b>
<b>Deliverable on key performance indicators</b> , which shall contain the data on realised indicator values	

# Communication

## General approach and requirements

- Increased connection to other initiatives relevant to the theme of the proposal:
  - At EU level: Horizon, LIFE, ERDF,
  - National
  - Regional/local
- General increase in communication of activities to general public and end-users
- Long-term availability of relevant content

Communication Requirements		
Requirement	Prevention and Preparedness	Full-scale Exercises
EU visibility requirements	✓	✓
Use of UCPKN platform and tools	✓	✓
Layman report	✓	✓
High quality visuals	✓	✓
End-user engagement plan	✓	✗

# Tips & Tricks

## Helpful hints for preparing successful proposals

- **Orient yourself:** Call Document, application form
  - Topic specific content
  - Evaluation criteria (and guiding questions)
  - Answer the questions in the application form
- **Consortium structure:** added value of partners
- **Logical progression:** Needs-aim-objectives-methodologies/activities-resources
- **Understand the landscape**
  - Look at previous projects / UCPKN platform use
  - Ongoing initiatives UCPM, national, regional level
- **Be clear, concise, coherent**

Have a look at our “[Tips&Tricks](#)” on the UCPKN Platform





# Topic 1: Prevention and Preparedness

# Prevention and Preparedness

Strengthen efforts in preventing disasters while improving the overall preparedness of the UCPM, its stakeholders, and the wider population

You are invited to select one or several of the topic priorities

## Priorities:



**1. Improving risk assessment, anticipation, and disaster risk management planning**



**2. Increasing risk awareness and preparedness of the population**



**3. Enhancing early warning**



**4. Ensuring a robust civil protection system by strengthening institutional preparedness and individual capacity**

# Priority 1: Improving risk assessment, anticipation, and disaster risk management planning

Enhancing the eligible entities' capability to identify and assess relevant disaster risks with potential transboundary/trans-European and cross-sectoral impacts and use that information to reinforce disaster prevention and preparedness activities.

## Outputs

- Improved or new **risk assessment methodologies** of relevance for the UCPM, including to measure and/or enhance the understanding of the impact of current and future disasters.
- Improved or new **DRM planning tools**.
- Harmonised multi-country **risk management plans or action plans** for one or more risks (identified in a multi-cross risk assessment) developed and/or further improved.
- **'Build-back better' tools and guidelines**, including cost-benefit analysis tools, feasibility studies for green prevention solutions (including nature-based solutions), considering climate adaptation, climate mitigation and disaster risk reduction





# Priority 2: Increasing risk awareness and preparedness of the population

Enhancing risk awareness and preparedness of the population, including through increasing the overall level of risk awareness, prevention and preparedness measures amongst the population, improving public access to disaster risk information, and enhancing the culture of risk prevention and self-protection.

## Outputs

- Improved or new **multi-risk awareness raising methodologies** for various DRM stakeholders.
- Compilation of **good practices and knowledge** in the field of risk communication and risk awareness.
- **Awareness raising and risk education products**, such as media campaigns, including social media, open-source platforms, augmented reality, or other.
- **Training modules, tools, guidelines, and methodologies** aimed to improve individual and household preparedness.
- ...



# Priority 3: Enhancing early warning

Building and improving forecasting, detection and monitoring capabilities, as well as public warning and alert systems.

## Outputs

- Improved systems for **hazard monitoring, forecasting and prediction**, including through the use of new technologies.
- Mechanisms and procedures for **information sharing with the ERCC** and for a better integration of **early warning systems** in decision making at various levels.
- **User manuals** for early warning systems.
- Methodologies and applications of **hazard mapping for early warning systems**.
- ...



# Priority 4: Ensuring a robust civil protection system by strengthening institutional preparedness and individual capacity

Advancing preparedness, both within and across organisations, and sharing knowledge throughout the UCPM community

## Outputs

- Analyses, **feasibility studies, background studies**, ex-ante evaluations for scenario-based capacity-development and applied science activities.
- Scenario **frameworks, manuals, guidelines and planning tools, action plans, evaluation reports** and other analytical products on developed, tested and assessed disaster risk scenarios.
- Development of **training modules** and corresponding **training materials** to build relevant skills for changing work environment in DRM.
- **Guidance material** for translating lessons learnt into existing learning initiatives.
- ...





## Topic 2: Full-scale Exercises

# Full-scale Exercises

## What is a Full-scale exercise ?

UCPM full-scale exercises are the most complex and resource-intensive operations-based exercise.

They should involve **multiple agencies, organisations, and jurisdictions** at different levels.

The exercise incorporates **political, strategic, operational and/or tactical aspects** and involves the **local, regional, national, European and/or international response**.



# Full-scale Exercises

## Scenario mirroring the reality

- A realistic and challenging scenario linked to risk assessments.
- Cross-cutting issues.
- Civil-Military cooperation



# Full-scale Exercises

## Aims and objectives

The objectives of an exercise project should be based on an assessment of the needs, which help define the reasons to conduct the exercise and identify the capability and capacities to be tested.

They focus on:

- **Establishing/Exploring:** procedures, plans, policies and/or inter-agency agreements that do not exist and need to be established.
- **Improving:** on procedures, plans, policies and/or inter-agency agreements that do exist but have a potential for improvement or development.
- **Validating/Ensuring:** procedures, plans, policies and/or inter-agency agreements that exist, have been developed or improved but require validation to ensure their adequacy.

# Full-scale Exercises

## Aims and objectives

The objectives of the exercise project as well as the exercises conducted need to be **SMART**:





# Full-scale Exercises

## What ingredients should be included in a FSX?

A **building block approach** which includes at least one TTX and one FSX, or one CPX and one FSX or all three



# Full-scale Exercises

## What ingredients should be included in a FSX: Deployment of an EUCPT

- All MS and PS shall be **invited to nominate** experts.
- **UCPM trained** according to position.
- **Minimum 4, maximum 7** experts in addition to **ERCC LO**.
- Selection by **Commission** and **consortium**.



# Full-scale Exercises

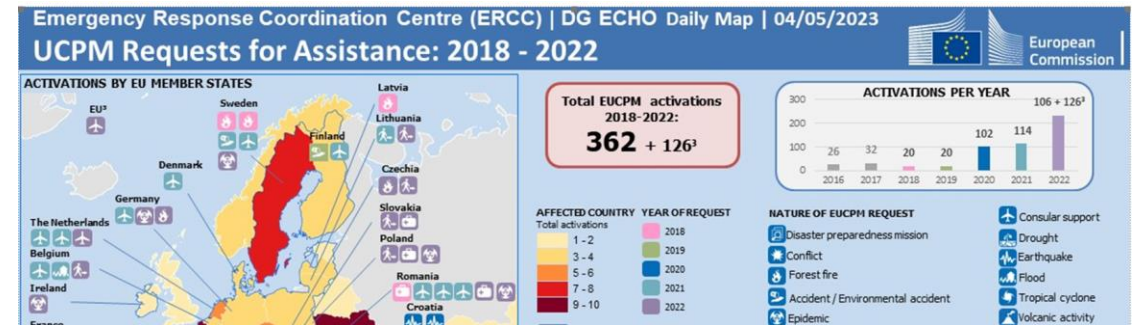
## What ingredients should be included in a FSX: EU Observers

- Minimum **10 EU observers**.
- May be increased **if appropriate**, but only one per eligible country.
- **All eligible countries**, MS, PS and neighbourhood countries, shall be invited to nominate an observer.
- **UCPM trained**.
- **Be engaged** in the exercise if appropriate



# Full-scale Exercises

## What ingredients should be included in a FSX: Activation of the UCPM



# Full-scale Exercises

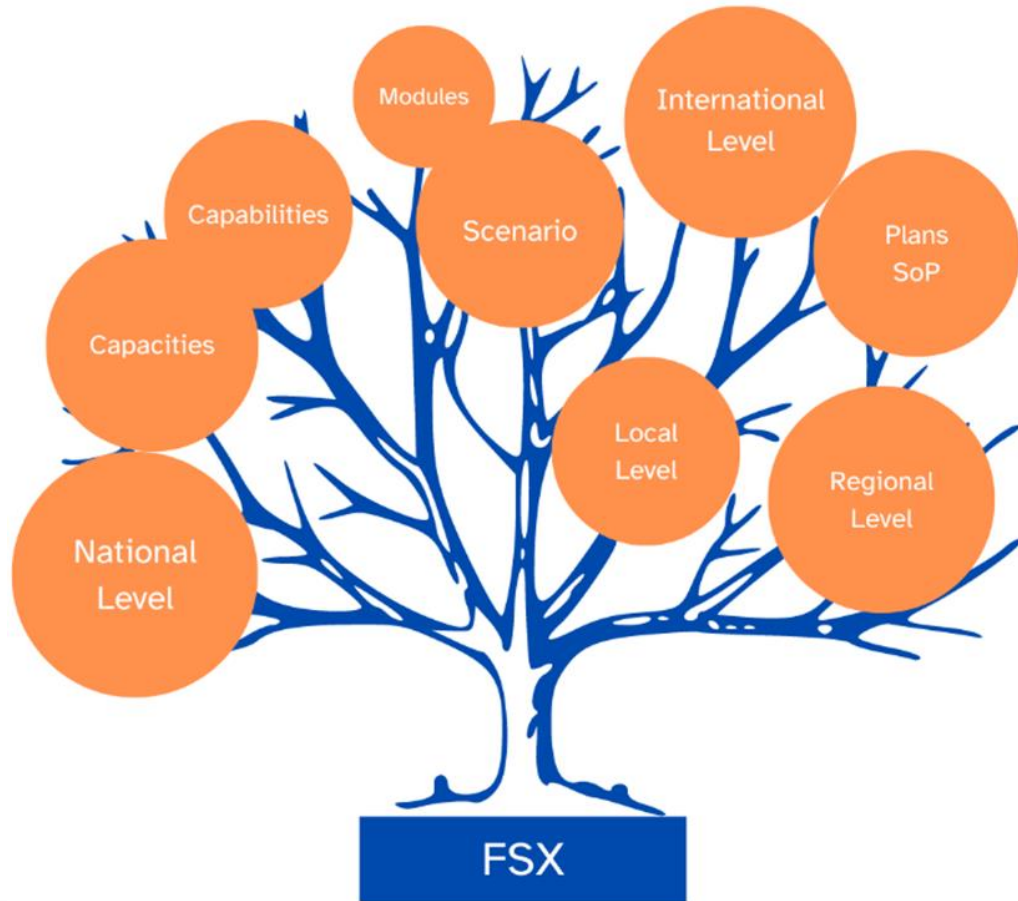
## What ingredients should be included in a FSX: Host Nation Support

New guidelines as of November 2024



# Full-scale Exercises

## What ingredients should be included in a FSX: Evaluation programme



- **Evaluation** of the Project and the FSX
- Presentation of the **Lesson Learned**
- **Way forward:** how to implement lessons learned.

# Full-scale Exercises

## Activities should be included in a FSX:

### Preparatory Actions

- Kick-off meeting.
- 1st planning conference.
- 2nd planning conference.
- 3rd planning conference.
- Workshops, trainings, seminars, etc. (optional).

### Exercises

- Tabletop exercise or command post exercise.
- Full-scale exercise.

### After Actions

- Evaluation meeting.
- Way forward meeting.
- Workshops, trainings, seminars, etc. (optional).



**No FSX during first year of project period!**

# Full-scale Exercises

## Non-eligible activities

- Full-scale exercises in Eastern and Southern Neighbourhood countries that can be funded under other UCPM programmes (example: PPRD East, IPA Care)
- The VIP program is not eligible for funding and cannot have more participants than the number of EU Observers

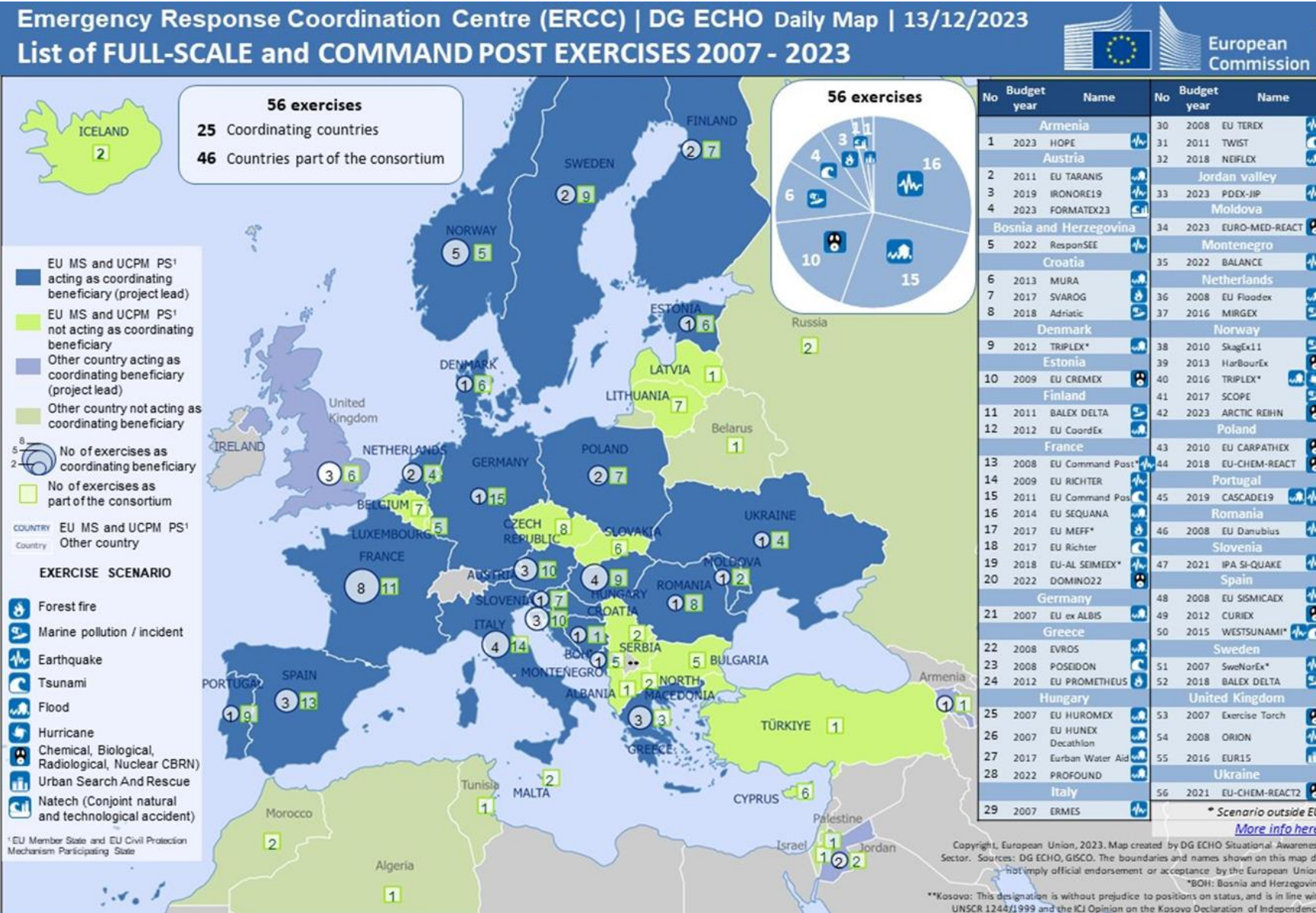
## Consortium Composition:

- UCPM MS/PS from 3 different countries
- Coordinator must be the National Civil Protection Authority of the Host Country





# Full-scale Exercises





# Financial & Legal issues

Union **Civil Protection** Knowledge Network



*Grants are direct financial contributions from the European Union budget awarded by way of a donation to beneficiaries.*

*Grants for actions finance actions intended to help to achieve an objective that forms part of a Union policy.*

*The results of the action remain the property of the beneficiaries.*

# What's in the grant agreement?

- Rights and obligations of the beneficiaries

Provisions on:

- Subject of the agreement
- Coordinator/Beneficiaries (if consortium, coordinator + beneficiaries), Affiliated entities, Associated partners, Subcontractors
- Duration of the Action
- Maximum grant amount, funding rate, eligibility of costs, technical and financial reporting



# What's in the grant agreement?

- Rights and obligations of the beneficiaries

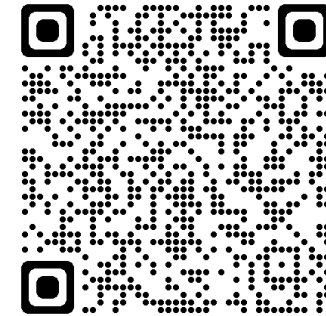
Provisions on:

- Communication and visibility
- Amendment, suspension and termination of the grant agreement
- Audits by the Commission or OLAF, record keeping
- Recoveries, data protection, Intellectual Property Rights
- Applicable law and settlement of disputes



# Financial Aspects

- Guidance published on the Funding & Tenders portal  
Guidance & Manuals ([europa.eu](https://europa.eu))
- Please review the annotated grant agreement (AGA)



# Financial Aspects



- Grants may NOT produce a profit
- Please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*)

# Reporting and payment

- Only 1 pre-financing payment of 70% of the maximum grant amount
- All payments will be made to the coordinator
- Final payment with a final periodic report, which includes a technical and a financial part:
  - Pay attention to the **Certificates on the financial statements (CFS)**, only if requested EU contribution to costs  $\geq$  EUR 325 000 per beneficiary - cost for the auditor carrying out this CFS should be included as eligible cost
    - Examples: Financial report of 400 000 EUR.
      - Project with 2 beneficiaries requesting each 200 000 EUR>>> no need for CFS
      - Project with beneficiary 1 requesting 350 000 EUR and beneficiary 2 requesting 50 000 EUR>>> Only beneficiary 1 needs to provide a CFS



# ELIGIBLE COSTS – TYPES

- Actual costs
- Unit costs – travel, accommodation and subsistence costs (Annex 2a)
- Flat-rate – Indirect costs – 7% of the eligible direct costs

# A few examples:

## Eligible costs

- Conference before the end of the project, but paid after the end date
- Interpretation and translation of documents
- Travel for project meetings
- Visibility
- Costs for reporting at the end of the action

## Ineligible costs

- VAT
- Purchase of equipment
- Currency exchange loses
- Excessive or reckless expenditure
- Commission staff missions
- Project communication website



# Introduction to the Funding & tender opportunities portal

# Funding & Tenders Participant Portal

Where do I start to prepare a proposal?

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Fun... Procure... Projects & re... News & ev... Work as an ex... Guidance & docu... Search...

Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

**Find calls for proposals**  
Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.

**Find calls for tenders**  
Find business opportunities in the calls for tenders managed by EU institutions, bodies and agencies.

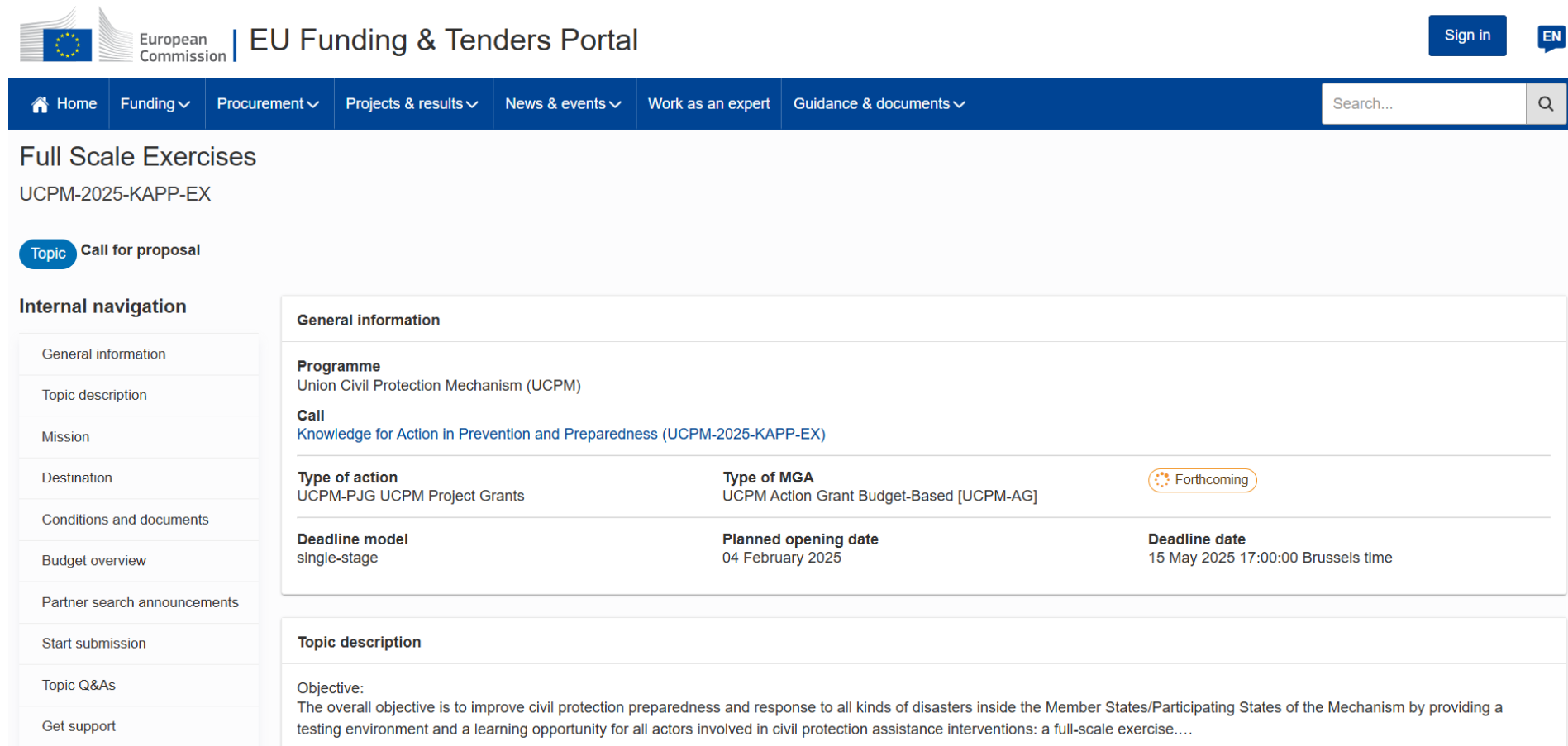
# Funding & Tenders Participant Portal

## Where do I start to prepare a proposal?

The screenshot shows the EU Funding & Tenders Portal interface. At the top, there is a navigation bar with the European Commission logo and the text 'EU Funding & Tenders Portal'. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled 'Calls for proposals'. A paragraph explains that calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. A link for 'More details' is provided. On the left side, there is a 'Filters' section with a 'Quick search' box and several filter buttons: 'Programming period', 'Union Civil Protection M...' (highlighted with a red circle), 'Call', 'Submission status', and 'All filters'. The main content area displays 'GRANTS RECOMMENDED FOR YOU' and a message asking if the user wants to receive personalised recommendations. It shows '3 item(s) found' and a list of grants. The first grant is 'Full Scale Exercises' under the 'Union Civil Protection Mechanism (UCPM)' programme, with an opening date of 04 February 2025 and a deadline date of 15 May 2025. The second grant is 'Prevention and Preparedness Projects' under the same programme. Both grants are marked as 'Forthcoming'.

# Funding & Tenders Participant Portal

## Where do I start to prepare a proposal?



The screenshot displays the EU Funding & Tenders Portal interface. At the top, the European Commission logo and the text 'EU Funding & Tenders Portal' are visible, along with 'Sign in' and 'EN' buttons. A navigation menu includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. A search bar is located on the right. The main content area is titled 'Full Scale Exercises' and 'UCPM-2025-KAPP-EX'. A 'Topic Call for proposal' button is present. An 'Internal navigation' sidebar lists various sections. The main content is organized into sections: 'General information', 'Programme', 'Call', 'Type of action', 'Type of MGA', 'Deadline model', 'Planned opening date', and 'Deadline date'. The 'Deadline date' is 15 May 2025 17:00:00 Brussels time. A 'Topic description' section follows.

**General information**

**Programme**  
Union Civil Protection Mechanism (UCPM)

**Call**  
Knowledge for Action in Prevention and Preparedness (UCPM-2025-KAPP-EX)

**Type of action**  
UCPM-PJG UCPM Project Grants

**Type of MGA**  
UCPM Action Grant Budget-Based [UCPM-AG] Forthcoming

**Deadline model**  
single-stage

**Planned opening date**  
04 February 2025

**Deadline date**  
15 May 2025 17:00:00 Brussels time

**Topic description**

Objective:  
The overall objective is to improve civil protection preparedness and response to all kinds of disasters inside the Member States/Participating States of the Mechanism by providing a testing environment and a learning opportunity for all actors involved in civil protection assistance interventions: a full-scale exercise....

# Submission of application

Submission system – Open on 4 February 2025

## Start submission

 [Need help?](#)

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

### Please select the type of your submission:

UCPM Project Grants [UCPM-PJG], UCPM Action Grant Budget-Based [UCPM-AG]

[Start submission](#)

# Funding & Tenders Participant Portal

## Additional Resources

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular :

### 1) Call Document outlines the:

- Background, objectives, scope, activities that can be funded and the expected results
- Available budget and timetable
- Admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion
- Evaluation, award procedure and award criteria
- Legal and financial set-up of the Grant Agreements
- How to submit an application







# Submission of application

## Two step approach

1. User account and registration
  - Personal EU Login
  - Participant register for organisation
  - 9 digit “PIC” for each organisation
2. Submit proposal
  - 3 parts submission (A, B, Annexes)
  - Page limits
  - Deadline
  - Confirmation email





### Help

- [Online Manual](#) 
- FAQs on the Topic page (for call-specific questions) - see Funding&Tenders Portal
- [Portal FAQ](#) (for general questions)  
- Individual questions on Portal Submission System: [IT Helpdesk](#).
- Questions on the validation of the legal entities 
- Non-IT related questions: [ECHO-CP-KAPP@ec.europa.eu](mailto:ECHO-CP-KAPP@ec.europa.eu).



# Helpdesk and Support Services

## Technical support

### Support & Helpdesk

 Online Manual	 IT How To
 IT Helpdesk	 FAQ

**Service Desk:**

	<a href="mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu">EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu</a>
	+32 2 29 92222

# Key Resources:

When in doubt, always refer to the call document for the topic you are pursuing.

[Topic 1: Funding & Tender opportunities portal](#)



[Union Civil Protection Knowledge Network: KAPP page](#)



[Topic 2: Funding & Tender opportunities portal](#)



For questions regarding the KAPP call for proposals:  
[ECHO-CP-KAPP@ec.europa.eu](mailto:ECHO-CP-KAPP@ec.europa.eu)

**Deadline for submission:**

- ✓ **KAPP-PVPP 29 April 2025 (17:00 CET)**
- ✓ **KAPP-EX 15 May 2025 (17:00 CET)**