



## **CALL FOR PROPOSALS**

**Applications for contributions by private entities to projects focused on Italy's participation in international peacekeeping and humanitarian initiatives, pursuant to Article 23ter of Presidential Decree no. 18, Jan. 5th, y. 1967.**

### **Article 1 Subject**

1. As defined by Decree of the Director General for Political Affairs and Security 2023 No. 2100/343 of July 26th, this public notice is aimed at collecting all proposals from public and private entities interested in obtaining grants to finance Italy's participation in international peacekeeping projects and humanitarian initiatives with respect to the issues listed in Article 3 below. In full compliance with administrative transparency and on the basis of Law No. 241/1990, the Directorate General for Political Affairs and Security (hereinafter: "DGAP") pre-defines criteria and procedural arrangements for the allocation of said grants, which are made available to public and private entities interested in financing those peacekeeping and international security projects that meet the requirements described in Article 23 ter of Presidential Decree No. 18 of 1967.

2. The total resources for funding the above proposals for the year 2024 are 500,000 euros (five hundred thousand/00) and will be allocated through the International Missions Decree year 2024, whose definition process is still ongoing (reference: law no. 145/y. 2016).

3. The Directorate also reserves the right not to allocate all or part of the funding specified in this Notice in case all or part of the received project proposals prove to be wholly or partially:

- ineligible
- manifestly inconsistent
- tainted by unsuitability of the applicants
- not considered sufficient after evaluation by the Examining Committee

4. If the resources mentioned in the above-mentioned International Missions Decree should fail to be assigned for unforeseeable reasons as of this date, or should they be assigned for a lesser amount, DGAP reserves the right not to disburse such contributions or to reduce the total financial contribution referred to in this Notice correspondingly and proportionately, as well as to be entitled to equally reduce the specific amount foreseen for single projects. Should needs arise that are defined as a priority by the indisputable judgment of the Administration, DGAP also reserves the right to allocate said resources to other commitments alternative to those outlined herein. Prompt notice of this will be given, if necessary, via the MAECI website ([www.esteri.it](http://www.esteri.it)).

### **Article 2 Recipients of contributions and requirements for submitting proposals**

1. Italian and foreign private entities are eligible to apply for a grant:
  - a) if the conditions of exclusion referred to in Article 94, 95, 96, 97, 98 of the Legislative Decree No. 36/2023 are not applicable to them;
  - b) if they are in compliance with the tax, social security and insurance obligations provided for by national legislation;
  - c) if they are in compliance with the anti-mafia documentation pursuant to Article 85 of Legislative Decree No. 159/2011 and subsequent amendments and additions.

### **Article 3**

#### **Areas of intervention and financial activity**

1. Grants shall be awarded to proposals for initiatives meeting purposes set forth in Article 1 above and relating to following priority issues:
  - a) *Stabilization and strengthening of security in the entire Middle East and North Africa ("Mena") area;*
  - b) *Strengthening the power and influence of institutions and civil society in Libya, Tunisia and Levant countries (Lebanon, Egypt, Syria, Jordan, Israel and Palestine), especially through support for initiatives in the socio-economic field, with special attention to vulnerable groups;*
  - c) *Supporting the integration process between the two shores of the Mediterranean Sea and an active involvement of civil society, with a view to emphasizing its "positive (shared) commonalities" and values with a view to a sustainable and inclusive development;*
  - d) *Strengthening of the Syrian civil society and its capability to actively participate in the negotiation processes towards a resolution of the crisis;*
  - e) *Pursuit of the "two-state solution" perspective within the Israeli-Palestinian Peace Process, in light of the situation on the ground and from a cross-cultural perspective;*
  - f) *Support for institution-strengthening processes in Lebanon and Palestine, with particular emphasis on the development of its democratic institutions and the consolidation of civil societies;*
  - g) *Strengthening the power of institutions, supporting civil society dialogue and building a national shared identity in war and post-war scenarios in the Gulf Region (such as: Yemen, Iraq);*
  - h) *Strengthening the weight of international humanitarian law with particular emphasis on the issue of infants involved in armed conflicts within MENA countries/territories;*
  - i) *Humanitarian assistance to the Afghan people and tackling drug and illicit trafficking in general in Afghanistan;*
  - j) *Capacity and institutional building in support of Ukraine's resilience and in favour of South Caucasus countries;*
  - k) *Strengthening, modernizing and improving governance transparency; implementing counterterrorism activities and supporting civil society in Central Asian countries;*
  - l) *Promoting human rights in the MENA region, with a particular emphasis on advocating international action towards a universal moratorium on death penalty;*
  - m) *Spreading Italian culture in the wider Mediterranean, as an instrument of peace and a vehicle aimed at the affirmation of universally recognized human rights and basic freedoms;*

### **Article 4**

#### **Presentation of the project proposal - terms and conditions**

1. The submission of proposals by private entities who have their registered office in Italy or in another country of the European Union takes place exclusively by certified e-mail to the address [dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it). The e-mail's object must mention "Bando Privati 2024" as a reference.
2. For entities with a registered office in a non-EU country, the application is presented exclusively through the Italian Diplomatic Representation within their territorial jurisdiction.
3. The documentation – which must necessarily be submitted either in Italian or English – must be sent using the appropriate grant application form, attached to this Notice ("Annex A").
4. The grant application and affidavit must be complete in all parts, signed by the legal representative (or his/her/their attorney) and accompanied by a photostatic copy of valid ID of the person signing.
5. Those private parties with registered offices in the Italian territory or in another country within the European Union may submit the affidavit in the form of self-certification, as per Articles 46 and 47 of Presidential Decree No. 445 (as amended and supplemented). Those private entities with registered office in the territory of a Non-UE country, on the other hand, will have to provide relevant equivalent documentation, depending on the legislation of the state where the legal domicile is located, either in Italian or English language after due legalization by the territorially competent Italian Diplomatic Representation.

6. Under penalty of exclusion, the final deadline for submitting the application is set **at h 12.00 of September 13th, 2024**, Rome local time. The date and time of receipt certified by e-mail or by the stamp of the Diplomatic Representation will be considered as certification.

7. Any question relating to this procedure may be addressed not later than August 27th, h 12.00 Rome local time, exclusively via e-mail to [dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it), indicating in the "subject" field the keywords "*Bando Privati 2024 - QUESTIONS*" as a reference.

## **Article 5**

### **Accompanying documentation**

1. The grant application must be accompanied by the following documents:
  - a) Descriptive Note of the activities proposed to be carried out, listing which specific theme and methodologies/tools are to be used (such as: constitution of a working group, seminars, meetings, workshops, expected time- and deadlines), the product of the project, the expected results and any other element to be evaluated by the Commission pursuant to Article 7 below;
  - b) Planning of the specific activities and expected timelines in light of their full execution;
  - c) Analytical estimate of all expenses accompanied by a detailed description of single entries, in accordance with the eligibility criteria in Article 6 below;
  - d) Summary (for a maximum length of 2000 words) of the activities carried out by the proposing party, sorted by type, setting out its/*their* past relevant experience(s) gained in the prospected area of expertise (list projects carried out, total gross value/contributions, time of execution, etc.);
  - e) Business name, address, contact person, e-mail address and-if in Italian-tax code or VAT number of the entity/company;
  - f) Bank account details.
2. Following data/documents must also be included with the application:
  - a) Memorandum and Articles of Association of the Entity (true copy of the original);
  - b) Advisory budget for the fiscal year 2023 approved by the relevant statutory bodies (true copy of the original);
  - c) Budget for the financial year 2024 and any note of variation thereof, approved by the competent statutory bodies (true copy of the original);
  - d) Auditors' reports on the aforementioned financial statements - where an auditing body is provided for in the bylaws of the applying entity/company;
  - e) List of all members of the governing bodies and complete organizational chart of the Entity (by name);
  - f) List of all public or private funding grants received in the year 2023;
  - g) Summary list of all facilities and equipment (assets) owned by the private individual/company/entity to carry out their purposes/activities;
3. The documentation listed above must be prepared on letterhead bearing the logo/name of the proposing party and electronically signed by the relevant administrative bodies; alternatively, where electronic signatures are not available, a photocopy of any valid identity document of the subscriber may be attached to the above documentation; the required statement of compliance of said copy to the original has to be submitted using the template provided in Annex B.
4. Applications and all accompanying documentation must necessarily be submitted in pdf. format and attached to the PEC-e-mail message used to submit said application. Should the application and its accompanying documentation be in a language other than Italian, these must necessarily be translated into Italian and legalized.

5. In the event that incompleteness or other irregularities are detected in the documentation received Person in charge of the procedure may provide the proposing party with an additional period of time, never exceeding 10 (ten) days, to submit additions or correct the deficiencies in the necessary documentation/attachments. In case of failure to meet the deadline, the subject/entity shall be automatically excluded from the procedure.

### **Article 6** **Eligibility criteria**

1. To be eligible for admission, the proposal must:

- a) Be consistent with DGAP's mission within the Ministry of Foreign Affairs and International Cooperation;
- b) Not exceed 90% of the total projected cost (including coverages that will be obtained from other entities and not at MFA)
- c) Provide for a project duration of no more than 12 months with start of activities/work by December 2, 2024. Failure to start by that date will result in automatic forfeiture of the grant and repayment of any sums received in advance for the implementation of the approved initiative;
- d) Be complete with the documentation as described in Article 5;
- e) Demonstrate knowledge and recognition of situations of potential risk in terms of safety and demonstrate the ability to prevent them by ensuring the safety of the personnel employed. On that note, those activities proposed in areas where our internal Crisis Unit (Italian: Unità di Crisi. See: [www.viaggiariesicuri.it](http://www.viaggiariesicuri.it)) categorically advises against any kind of travel, will not be allowed.
- f) With regards to other countries with safety concerns, the proposing subjects must however clearly state in writing, as part of the documentation provided, their commitment to implement, under their sole responsibility, any necessary actions to ensure the safety of the personnel at any title employed in the realization of the projects proposed; this should be done in accordance with the updated guidelines available on the above-mentioned website, and in coordination with the local authorities and the Italian Diplomatic-Consular Representations in the country of intervention.

2. Each subject may only submit one proposal. If two proposals or more are submitted, only the latest submission, within the specified deadlines in previous article 4, will be taken into consideration for the subsequent evaluation phase.

### **Article 7** **Evaluation Committee**

1. After the closing date for applications, the Director General will appoint a Committee in charge to evaluate the proposals. The Committee shall be chaired by a diplomatic official of not less than Embassy Counsellor rank and shall consist of at least 3 members in addition to the Secretary of the Committee.
2. The Committee will first check that the requirements of Article 2 are met and that deadlines and procedures have been respected (Article 4). It then goes on to check the eligibility of the application (Article 6) based on the required documentation (as per Article 5).
3. The Committee assigns a score to each project deemed eligible based on the guidelines and criteria outlined in Article 8 and then, accordingly, develops a ranking list.
4. The Committee, in evaluating the proposed project, may write off costs deemed ineligible and propose changes to the percentage of contribution demanded by the individual.

### **Article 8** **Rating and evaluation criteria**

The committee scores each project according to the following evaluation criteria:

- a) "How much does this project align with the goal of this call for proposals? That is, to support international humanitarian and peacekeeping initiatives? Additional criteria:
- i. Suggested in-depth topics/particular focus on a certain subject
  - ii. Suggested methods, tools and materials.

**(Max Score: 30)**

- b) "How well does this project outline its future development and the type of work carried out?
- i. Are the proposed activities and expected results clear?
  - ii. How well has the context/area of implementation of this initiative been analysed, also compared to any similar projects/initiatives in the same area?
  - iii. How thoroughly have the risks in the area/suggested locations been assessed/analysed in terms of safety? (as required by Article 6, point. 1, letter e)

**(Max Score: 20)**

- c) "How suitable the proposing party's overall structure is, with respect to the initiative to be implemented and in terms of:
- i. organizational chart;
  - ii. adequacy of facilities and equipment owned by the proposing party;
  - iii. previous year's budget: positive or otherwise characterized by low debt exposure;

**(Max Score: 30)**

- d) "How deeply does this project plan to fit into/create international networks and involve (if relevant) local authorities?":

**(Max Score: 10)**

- e) Assessment of the quality and relevance of previous experience with regard to similar projects/in the same area of expertise:

**(Max Score: 10)**

### **Article 9** **Identification of fundable proposals**

1. Based on the scores assigned to each project, the Committee elaborates a ranking list, handing it to Director General for Political and Security Affairs for his personal approval. Projects are declared fundable if they score at least 60 points.
2. The amount of the grant, which can be adjusted by the Committee itself, is allocated in order of ranking.
3. The entities who have proposed the initiatives usefully placed in the ranking for funding are informed by the DGUE by means of communication via PEC, or by communication from the Italian Diplomatic Representation with territorial competence, to which the subject replies via PEC within 10 days, for acceptance, under penalty of forfeiture of the financing.
4. In case more funds than those indicated in article 1, clause 2, become available, or in the event of waiver or loss of the contribution, DGAP reserves the right to finance additional proposals that are deemed suitable by re-evaluating the rankings.

## **Article 10**

### **Disbursable amount of the grant and final settlement**

1. Each selected proposal will be eligible for a grant not exceeding 90 percent of the total cost of the entire project, including those amounts that will not be collected through funds provided by the MFA.
2. Overhead costs (so-called "Indirect Costs") for which detailed reporting is not required, including coordination and secretarial costs, shall not exceed 8 percent of the total projected direct costs.
3. The grant may be disbursed in no more than two instalments. In the absence of a specific request from the Entity, the contribution will be liquidated in one lump sum upon completion of the project activities and upon submission of the documentation as per Art. 11.
4. The beneficiary Entity may request the disbursement of an advance payment, up to 50% of the awarded grant, by submitting an appropriate application at the time of acceptance of the grant in accordance with Article 9, paragraph 3 of this Notice.
5. The timeline for disbursement of the grant, in one or two instalments, will depend on the actual availability of the funds referred to in Article 1, Paragraph 2.

## **Article 11**

### **Method of reporting the expenses incurred for the project**

1. The documentation must be submitted by the legal representative or his/her attorney in Italian or English.
2. The disbursement of the grant is conditional to the submission of a report showing the activities carried out, the results achieved, and the costs incurred. This report, should be structured as follows:
  - a) Summary statement on letterhead signed by the relevant governing bodies showing all expenses, sorted by type; (for example: travel expenses, hotels, translations, rental of premises, general expenses, etc.), from this it should be inferred that generic costs, including those of coordination and/or Secretariat, never exceed a total of 8% of the total guaranteed;
  - b) list of said expenses in detail, divided – within their category – by subtype (e.g., airline tickets, showing the price for each individual guest; hotel receipts; catering invoices, etc.), including the original attachments of all invoices or purchase receipts in which the name or a reference to the payee is read as a proof of said payment;
  - c) Evidence about any changes made to the budget and the relevant approvals by the Project Manager to proceed with those changes;
  - d) Statement (as per Annex D) that the expenses reported describe actual performance/services and are relevant to the initiative for which the grant is obtained;
  - e) Statement that no other contributions or compensation have been received for the same expense items;
  - f) Beneficiary's tax data and bank details
3. The required documentation must be electronically signed and sent to the certified e-mail address [dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it). In place of the said documentation, a substitute copy may be attached, provided it is accompanied by a declaration of responsibility, according to the model in Annex C. The latter will count as a declaration of conformity with the originals duly kept at the institution's/private party's premises, subject to possible future verification.
4. DGAP reserves the right to carry out the above-mentioned checks also on a random basis to confirm the regularity and appropriateness of the expenses made in relation to the project for which the grant is obtained.



5. Should any documentary incompleteness be detected, such as the absence of translation into Italian or English, such as the lack of relevance of some expenses to the purposes of the project, the DGAP again reserves the right to revoke the disbursement of the grant or to disburse only part of it, as well as to request the repayment of any sums disbursed in advance.

6. Likewise, DGAP reserves the right to revoke the grant awarded and/or require its repayment by the private entity/body where the project activities for which the grant was requested are not actually implemented, or only partially implemented, or are not properly accounted for.

## **Article 12**

### **Policy on potential amendments or changes**

1. The use of the grant is tied to the project as it was submitted and subsequently approved (Annex A). Any variation must therefore be previously and expressly authorized by DGAP.

2. An exception to what is stated in Article 6(1)(c) may be requested by applying for a nonburdensome extension of the project duration if there are unequivocal and substantiated reasons. Such requests must be submitted in a timely manner via certified e-mail (to [dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it)) or through the territorially competent Italian Diplomatic Representation together with a detailed account of the activities carried out and the reasons behind the extension request, including an updated timeline of the work schedule/agenda and a list of the amendments from the original plan. If due to force majeure, i.e. serious reasons require a reshuffling of the budget and consequent reshuffling of the planned activities, with new timelines, the proposing party must transmit requests promptly via certified e-mail or always through the territorially competent Italian Diplomatic Representation, always including a detailed report of the activities to be carried out and the reasons for them; including variations from the original project together with Annex A.

3. The DGAP contribution is tied to the project as described in Annex A. Should the variations referred to in clauses 2 and 3 of this article arise, with subsequent reductions of the project's activities or expenses, DGAP reserves the right to re-assess the granted contribution amount accordingly.

## **Article 13**

### **Transparency**

1. The list of proposals eligible for the grant, as well as the results of projects that will receive the grant, will be published in a special section of the institutional website of the Ministry of Foreign Affairs and International Cooperation ([www.esteri.it](http://www.esteri.it)).

## **Article 14**

### **Indemnification**

1. The beneficiary Entity releases the Ministry of Foreign Affairs and International Cooperation from any possible criminal and civil liability towards third parties in any way connected with the implementation of the activities envisaged by this Notice of Publicity. No further charges may therefore be incurred by MAECI, other than the disbursement of the resources set forth in this Notice. MAECI shall remain extraneous to any legal relationship inherent in the work of third parties whose work the grantee uses for the fulfillment of the obligations arising from this Notice.

## **Article 15**

### **Protection of privacy**

1. The processing of personal data required for participating to the Call for Proposals, referred to in this Announcement, will conform to the principles of lawfulness, correctness and transparency in order to

protect the fundamental rights and freedoms of natural persons. To this end, the following information is provided, pursuant to Article 13 of the General Data Protection Regulation (EU) 2016/679:

- a) The Data Controller is the Ministry of Foreign Affairs and International Cooperation (MFA) of the Republic of Italy which, in this specific case, operates through the Secretariat of Directorate General for Political Affairs and Security (DGAP): [dgap-segreteria@esteri.it](mailto:dgap-segreteria@esteri.it), tel. 06 36912218;
- b) For inquiries or complaints on privacy, the data subject may contact the MFA Data Protection Officer / DPO [Person Responsible for Data Protection / RPD] (Piazzale della Farnesina 1, 00135 ROME, tel. 0039 06 36911 – switchboard, e-mail: [rpd@esteri.it](mailto:rpd@esteri.it); c.e.e-mail address: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it)).
- c) The requested personal data is needed exclusively to select the beneficiaries of contributions of this Call.
- d) The legal bases of the processing are this Announcement notice, the rules on administrative transparency and the consent of the interested party. Failure to provide the aforementioned data or withdrawal of consent will render the project proposal inadmissible.
- e) Data processing will be carried out in a mixed mode (manual and automated) by the members of the Evaluation Committee, as well as by the staff specifically appointed by the Office of the DGAP;
- f) The aforementioned data may be communicated to the control bodies of MFA. For selected individuals, some personal data may be published on the MFA website, within the limits provided by Articles 4a and 26 as per Legislative Decree No. 33 year 2013, as amended and supplemented.
- g) The data will be kept for 10 years, except for reasons of suspension or interruption of the civil prescription, starting from the date of conclusion of the project as regards the selected entities and from the date of conclusion of the public procedure for the other proposing entities, pursuant to Articles 2220 and 2946 of the Italian Civil Code.
- h) The natural persons concerned may request access to their personal data and their rectification. Under the conditions provided for by the legislation in force, they may also revoke their consent; request the deletion of their data, as well as the restriction or opposition to their processing, without prejudice to the possible consequences of such requests on their participation in this public procedure. In the aforementioned cases, interested parties must submit a specific request to the Office indicated in point 1, informing the MFA RPD for information.

2. If one believes that their privacy rights have been violated, they can file a complaint with the MFA RDP. If they are not satisfied with the answer, they can contact the Data Protection Authority for the Protection of Personal Data (Piazza Venezia 11, 00187 ROME, tel. 0039 06696771 (switchboard), e-mail: [garante@gpdp.it](mailto:garante@gpdp.it); c.e.e-mail address: [protocol@pec.gpdp.it](mailto:protocol@pec.gpdp.it)).

## **Article 16**

### **Person in charge of the procedure**

1. Pursuant to Article 5 of the Law No. 241 of 7 August 1990 and subsequent amendments and additions, Dr. Giovanni Zanfarino, second-ranking executive of the Directorate General of Political Affairs and Security of the Ministry of Foreign Affairs and International Cooperation, is appointed as Person in charge of the procedure.

## **Article 17**

### **Language and original text**

This Call for proposals is written in Italian and English. In the event of disputes, the Italian text will prevail.



(Annex A)

[AGENCY LETTERHEAD].

**To the Directorate General for Political and Security Affairs (DGAP)**  
**Ministry of Foreign Affairs and International Cooperation**  
**P.le della Farnesina, 1 - Rome**  
[dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it)

**Via the Embassy/Permanent Representation/Consulate of**

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**Subject:** Publicity Notice - Private Announcement 2024 - Applications for contributions to initiatives having the purpose of enabling Italian participation in peace and humanitarian initiatives in international fora pursuant to Article 23-ter of Presidential Decree 18/1967.

The undersigned .....  
 born in ..... (prov.....) on .....  
 tax ..... code .....  
 resident in the municipality of ..... (prov.....)  
 in the street/square ..... ZIP CODE .....  
 as the legal representative of the entity .....  
 with registered office in .....  
 street/square ..... zip code .....  
 tax ..... code ..... VAT NO. ....

Pursuant to Presidential Decree No. 445 of December 28, 2000, under its sole responsibility and aware of the penalties provided for by criminal legislation and special laws regarding falsity in documents, with express reference to the entity it represents

**HEREBY APPLIES FOR**

the disbursement of the contribution of € ..... equal to a percentage of .....% of the total amount of the costs necessary for the implementation of the proposed activities

in favor of the project (INSERT TITLE).....

of the duration of ..... months.

To this end, pursuant to Presidential Decree No. 445 of December 28, 2000, under its sole responsibility and aware of the penalties provided for by criminal legislation and special laws regarding falsity in documents, with express reference to the entity it represents.

**HEREBY DECLARES**

1. ☐ that they have no criminal convictions;

or

☐ that they have the following criminal convictions: SPECIFY.....

2. ☐ that the entity is registered at ..... by order No. .... of ....., for activities corresponding to the statutory purposes (for entities based in a foreign state, indicate the registration data in the official Register or List of the State of origin)

or

☐ that the entity is not registered in any register as an entity without legal personality;

3. that the entity has the capacity to operate having structural, technical organizational and economic-financial reliability;
4. that with reference to the entity there are no grounds for exclusion under Art. 94 et seq. Legislative Decree no. 36 of March 31, 2023;
5. that the entity is in good standing with its tax, contribution and insurance obligations under current regulations;
6. that the entity is also committed to implementing the project with its own funds in the amount of € \_\_\_\_\_ and/or with funds received from other Administrations or entities and institutions in the amount of € \_\_\_\_\_;
7. to undertake to provide, at the request of the Administration, the necessary certifications to prove possession of the requirements listed above;
8. to authorize the Administration to release copies of all documentation if the right of access to records is exercised pursuant to Law 241/90;
9. to be aware that the Administration reserves the right to proceed ex officio with verifications, including sample verifications, regarding the truthfulness of declarations pursuant to Article 71 of Presidential Decree 445/2000;
10. to be aware that, should the contents of this declaration be found to be untrue, this entity will be excluded from the procedure for which it is issued or, if found to be an assignee, will forfeit the same assignment which will be cancelled and/or revoked;
11. to be informed, pursuant to and for the purposes of the General Data Protection Regulation (EU) 2016/679, that the personal data collected will be processed, including by computer, exclusively within the scope of the procedure for which this declaration is made;
12. that I have read and fully accept without reservation all the conditions of the procedure;
13. that, for all legal purposes, all communications will be sent by PEC or through the Representation to the following PEC address [dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it), indicating in the subject line the reference to the procedure and the name of the applicant.

#### **HEREBY ATTACHES**

- a descriptive note of the project for which financial support is requested, bearing a clear indication of the aims to be pursued (*outcome*), the activities to be carried out (output) and the resources to be employed (*inputs*), as well as any other element subject to evaluation by the Commission, of a maximum length of 5,000 words;
- the program of activities with an indication of the time frame for their implementation (timetable);
- an analytical budget, accompanied by a detailed description of the expenses, from which compliance with the eligibility criteria can be inferred; the financial statement must describe in detail the expenses to be incurred, divided into costs to be borne by the proposing party and/or any other contributions and contributors and the costs to be borne by MAECI, with the relevant percentage; any item relating to general expenses must not exceed 8% of the subtotal of the direct costs of the initiative;
- a description of the proposing entity, with a summary of the type of activities carried out by the same, highlighting previous experience in the area covered by the proposal (projects carried out and total value), of a maximum length of 2,000 words;

- the administrative data of the entity (company name, address, contact person, email address and, if Italian, the tax code and/or VAT number);
- the coordinates of the bank account, which must be in the name of the applicant entity, to which the contribution will be credited if the proposal is selected;
- articles of incorporation and bylaws of the Entity (in a true copy of the original);
- final budget for the financial year 2023, approved by the competent statutory bodies (true copy of the original);
- budget for the financial year 2024 and any note of variation thereof, approved by the competent statutory bodies (true copy of the original);
- auditors' reports on the aforementioned budgets, if an auditing body is provided for in the bylaws of the applicant body (certified true copy of the original);
- list of names of the members of the governing bodies;
- list of public and private funding/contributions received in 2023 and planned or received in 2024;
- staffing plan, showing staff with permanent contracts and managers;
- summary list of facilities and equipment available to the entity for carrying out the activities of the institute;
- other documentation deemed useful in evaluating the initiative.

Date and Location

THE LEGAL REPRESENTATIVE

(signature) \_\_\_\_\_

B: The declarations referred to in this annex are considered valid if submitted in accordance with the procedures provided for in art. 65 of Legislative Decree N° 82/2005 as amended and supplemented. For non-EU entities, this declaration must be legalized at the Diplomatic Representation.

(Annex B)

[AGENCY LETTERHEAD].

**To the Directorate General for Political and Security Affairs (DGAP)**  
**Ministry of Foreign Affairs and International Cooperation**  
**P.le della Farnesina, 1 - Rome**  
[dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it)

**SUBJECT: Private Call for Proposals 2024 - [Project Title] \_\_\_\_\_**

**Self-certification: true copy of original (ex. DPR no. 445/2000)**

The undersigned .....  
 born in ..... (prov.....) on .....  
 tax ..... code .....  
 resident in the municipality of ..... (prov.....)  
 in the street/square ..... ZIP CODE .....  
 as the legal representative of the entity .....  
 with registered office in .....  
 street/square ..... zip code .....  
 tax ..... code ..... VAT NO. ....,

Pursuant to Presidential Decree No. 445 of December 28, 2000, under its sole responsibility and aware of the penalties provided for by criminal legislation and special laws regarding falsity in documents, with express reference to the entity it represents

**HEREBY DECLARES**

That the copy(s) of the following documents:

- articles of incorporation and bylaws of the Entity;
- final budget for the financial year 2023, approved by the competent statutory bodies;
- budget for the financial year 2024 and any note of variation thereof, approved by the competent statutory bodies;
- auditors' reports on the aforementioned budgets;
- other: .....

**are true copies of the originals** kept at the headquarters of the entity in .....  
 (Prov.....), Street/Square ....., available for possible verification.

Date and Location

THE LEGAL REPRESENTATIVE

(signature) \_\_\_\_\_

B: The declarations referred to in this annex are considered valid if submitted in accordance with the procedures provided for in art. 65 of Legislative Decree N° 82/2005 as amended and supplemented.  
 For non-EU entities, this declaration must be legalized at the Diplomatic Representation.

(Annex C)

[AGENCY LETTERHEAD].

**To the Directorate General for Political and Security Affairs (DGAP)**  
**Ministry of Foreign Affairs and International Cooperation**  
**P.le della Farnesina, 1 - Rome**  
[dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it)

**SUBJECT: Private Call for Proposals 2024 - [Project Title] \_\_\_\_\_**

**Statement in lieu of affidavit; true copy of original (ex. DPR no. 445/2000)**

The undersigned .....  
 born in ..... (prov.....) on .....  
 tax code .....  
 resident in the municipality of ..... (prov.....)  
 in the street/square ..... ZIP CODE .....  
 as the legal representative of the entity .....  
 with registered office in .....  
 street/square ..... zip code .....  
 tax code ..... VAT NO. ....,

**HEREBY DECLARES**

- That the copies of the attached supporting documentation are true to the originals and that these are kept at the institution in ..... prov (.....) Street/Square ..... available for possible inspection/verification.

Date and Location

THE LEGAL REPRESENTATIVE

(signature) \_\_\_\_\_

B: The declarations referred to in this annex are considered valid if submitted in accordance with the procedures provided for in art. 65 of Legislative Decree N° 82/2005 as amended and supplemented.  
 For non-EU entities, this declaration must be legalized at the Diplomatic Representation.

(Annex D)

[AGENCY LETTERHEAD].

**To the Directorate General for Political and Security Affairs (DGAP)**  
**Ministry of Foreign Affairs and International Cooperation**  
**P.le della Farnesina, 1 - Rome**  
[dgap.contributi@cert.esteri.it](mailto:dgap.contributi@cert.esteri.it)

**SUBJECT: Private Call for Proposals 2024 - [Project Title] \_\_\_\_\_**

**Declaration of relevance of expenses to the project, ex. DPR 445/2000**

The undersigned .....  
 born in ..... (prov.....) on .....  
 tax code .....  
 resident in the municipality of ..... (prov.....)  
 in the street/square ..... ZIP CODE .....  
 as the legal representative of the entity .....  
 with registered office in .....  
 street/square ..... zip code .....  
 tax code ..... VAT NO. ...., regarding the reporting of  
 expenses related to the subject matter,

**HEREBY DECLARES**

That all expenses related to the submitted report concerning the project in question, for a total amount of €  
 ....., refer to services actually performed and pertaining to the initiative in question.

Date and location

THE LEGAL REPRESENTATIVE

(signature) \_\_\_\_\_

B: The declarations referred to in this annex are considered valid if submitted in accordance with the procedures provided for in art. 65 of Legislative Decree N° 82/2005 as amended and supplemented.  
 For non-EU entities, this declaration must be legalized at the Diplomatic Representation.