



## International Cooperation & Development Call for Proposals in the Health Sector 2019-2020.

**Applications should be sent by email only** to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com) attaching all the necessary information and documents for the present requirements of the call.

Applications should be sent **from January 21 until February, 15 2019 at 24:00 (GMT+1)** Applications submitted in formats different to those stated or after the deadline will be automatically rejected.

### Introduction

PROBITAS FUNDACIÓN PRIVADA (“PROBITAS”) was founded with the goal of supporting and encouraging health and development projects in the most vulnerable communities on the planet. Through international cooperation interventions the Foundation aims to improve the quality of life of those communities with limited resources by promoting social services and quality healthcare.

To this effect, PROBITAS, in addition to start up its own projects and collaborate with other entities which share the same objectives and values, has decided to allocate part of its budget to sustain projects aimed at improving healthcare access for the most vulnerable populations on the planet.

Since 2016, PROBITAS opens an annual call for international development & cooperation proposals in the field of health. In the same year 2016, the United Nations launched the Sustainable Development Goals (SDG) as an opportunity for states and their societies to engage in a new way to improve the lives of everybody, without leaving anyone behind.

To deal with a global problem as health, PROBITAS is aligned, on one hand with the general guidelines coming out from the World Health Organization (WHO) and on the other with the SDGs, specifically with the Goal 3: to ensure a healthy life and promote the well-being of everybody in all ages. This objective consists of 13 targets and PROBITAS has decided to focus its efforts in supporting the achievement of the target 3.3, specifically the fight to put an end to the neglected tropical diseases (NTD), as well as to the epidemics of HIV/AIDS, tuberculosis and malaria.

While in the Millennium Development Goals focused on "Other diseases", now, in the Sustainable Development Goals, the NTD are defined as such in a specific target, reflecting their importance in terms of prevalence and due to the negative consequences for the social and economic development at the global level.

The NTD are, by definition, the diseases of the most vulnerable people. It is not by chance they are called “neglected”. We are talking about 20 diseases that qualify as "neglected" because, although affecting more than 1,000 million people, these are almost always those with the least resources, abandoned by governments, research centers, institutions and society in general.

The fight against NTD will significantly move forward the agenda of the SDG in all its width and diversity. The NTD are especially important for the fulfilment of the Goal 3 (SDG) but also affect and are affected by many other goals such as to put an end to poverty and hunger or ensuring the availability of water and sanitation to reduce inequalities.



The notion of equity is a core component of the global fight against NTD, and in many cases, programs to combat these diseases are leading the efforts to ensure that the key health interventions reach those who need them the most, in particular, the communities living in remote and with limited access to the health systems.

Therefore, the integration of services for care of the NTD offers the chance of accelerating progress towards universal health coverage.

Aware of all the synergies that the fight against NTD can represent to achieve universal health coverage, it has been years since the WHO has been focusing in the fight against these neglected diseases. Specifically, from the 2012 London Declaration, governments, ministries of health, research centers, laboratories and entities working in International Health and Cooperation have redoubled their efforts to achieve the roadmap marked out by the World Health Organization for the control, elimination and eradication of 10 of the NTD by 2020.

In addition to these diseases, the Probitas Foundation will work for the control of others that for various reasons do not appear on the global agenda but are specific to the vulnerable populations with which we work, such as, for example, podoconiosis or sickle cell disease.

**Probitas** wants to contribute to the achievement of the goals proposed by the WHO and other international agencies in this roadmap and, by extension, to the achievement of target 3 from Goal 3 of the SDG by 2030.

We consider that it is our responsibility as a foundation, and so it is reflected in our statutes and founding mandate, to identify the main health problems of the most vulnerable populations, especially children and women, and address them aligned with the global consensus in the field of health.

We believe that the fight against neglected tropical diseases, malaria, HIV/AIDS and tuberculosis represents an opportunity to transform our world and to improve the lives of those most disadvantaged populations, in United Nations words: "without leaving anyone behind".



## REGULATIONS OF THE CALL

The following regulations (the "**Regulations**") determine the concession of a grant for the International Cooperation & Development Call for proposals in the Health sector (2016-2017) on the part of PROBITAS FUNDACIÓN PRIVADA, a Catalan foundation set up on the 25<sup>th</sup> July, 2008, and registered on the 8<sup>th</sup> January, 2009, with the number 2535, domiciled at Carrer Jesús y Maria 6 – 08022 Barcelona (Spain) and given the current Fiscal Identification Number G-64939796 in the Foundations Register of the Generalitat of Catalunya.

### 1. Objective:

The objective of the present call is to provide financial assistance to those initiatives aimed at improving the quality of life of the most vulnerable communities by developing programs and projects focused on the fight against neglected tropical diseases (NTD), malaria, HIV/AIDS and tuberculosis.

### 2. Eligible projects:

In the present call each applicant **can only submit one project (the "Project")**. Given that sometimes the same local partner works with different applicants, only one project will be subsidized per local partner. Likewise, the presentation of consortiums of entities will be valued, always one entity leading as the applicant. **Only proposals that are part of the fight against NTD\*, malaria, HIV / AIDS, tuberculosis, podoconiosis or sickle cell disease in any of the following areas of work will be eligible:**

- Strengthening of local health structures.
- Rehabilitation and equipping of diagnostic laboratories and health centers.
- Provision of water, sanitation and hygiene for the prevention of these diseases.
- Specialized health care.
- Capacity building and training of health staff.
- Operational research in the improvement of the diagnosis and treatment.
- Vector Control.
- Awareness campaigns and IEC (information, education, communication) at community level.

Projects with the following main objectives will not be eligible:

- Exchanges, work camps, and solidarity visits
- Adoption and sponsorship
- Building of orphanages or shelters
- Religious or political proselytizing
- Activities focused on the promotion of the applicant's own entities
- Trade unions support.
- Organization of events, conferences, forums etc. even when they are related to the areas of cooperation in the development of healthcare.

**\*NTDs list (WHO):** Buruli ulcer ,Chagas disease, Dengue and Chikungunya ,Dracunculiasis , Echinococcosis, Foodborne trematodiasis, Human African trypanosomiasis , Leishmaniasis, Leprosy, Lymphatic filariasis, Mycetoma, chromoblastomycosis and other deep mycoses, Onchocerciasis, Rabies, Scabies and other ectoparasites, Schistosomiasis, Soil-transmitted helminthiasis, Snakebite envenoming, Taeniasis/Cysticercosis, Trachoma, Yaws.

### 3. Geographical scope:

The Projects should be carried out in locations where the beneficiary population lives in a vulnerable situation and/or at risk of social exclusion. PROBITAS will value positively the effort that countries in which the Projects are carried out do in favor of improving the health of the population. Specifically, public health expenditure will be taken into account in relation to the country's military spending in recent years, according to the World Bank data. There is, therefore, no specific geographical area, and any Project that fulfills the prior requirement and is carried out in a development aid recipient country of the DAC-OECD\* will be eligible.

(\*<http://www.oecd.org/dac/stats/daclist.htm>)

### 4. Requirements for the applicants:

The applicants must be **non-profit entities**, which are legally constituted under the legal form of foundation, social initiative cooperative or association, as well as universities and research centers. In the case of the associations, they must have been declared to be of public interest by the Spanish Ministry of Domestic Policy if registered in Spain or non-profit organizations legally registered in the country where the Project will be carried out. Moreover, their social objective should be within the **international cooperation & development sector**, and they must fulfill the established Regulations of the call.

All the documents and templates related to the Project can be sent in English, Spanish, French or Catalan.

The applicants may work in partnership with a local partner located in the countries in which the Project is carried out in order to obtain more efficient management.

In order to avoid dependency and looking forward the sustainability of the Projects, PROBITAS won't subsidize the same entity for more than three consecutive calls or when the sum of all the grants conceded is equal to or over €200,000. At the end of the period marked in the third collaboration agreement signed with the same entity or when this maximum amount of grants is reached, the entity must wait two years before applying again to the call of proposals.

The applicants must comply with the following requirements, **those that fail to do so will not be considered eligible for subsidies**:

- ✓ Have a registered office in Spain or in the country where the Project is developed.
- ✓ With respect to the association's legal form, have been declared to be an association of public interest by the Spanish Ministry of Domestic Affairs, the autonomous region, or comply with this requirement in the country where the Project is developed.
- ✓ Have completed a minimum of three years from the date of registration in the corresponding Spanish Register or in the country where the Project is developed. This antiquity must be accredited by the entity's annual reports or other similar documents. If in the country where the Project is developed there is no register in which the participating entities appear, or there is no obligation to do so, the applicant should demonstrate that it fulfills the antiquity requirement.
- ✓ The statutory objectives of the applicant organization and its main purpose.
- ✓ To have the reliable financial and management structures in order to ensure the feasibility of performing the presented Project.
- ✓ To have enough resources in addition to those requested from PROBITAS to carry out the Project.

- ✓ To be at no time in a state of arrears with the fiscal and labor obligations in Spain or in the country where the Project is developed.
- ✓ To keep the invoices and any other equivalent evidential documents of value for the period of four years from the date of finalization of the Project.
- ✓ PROBITAS will take into account that the entity presents a financial external audit report together with the final Project report.
- ✓ To fill out the application form for this call including all the sections.
- ✓ In addition, those entities currently carrying out a Project subsidized by PROBITAS must have it finalized by the 31st July, 2019 at the latest.

## 5. Funding available under this call

Charged from the budget line 2019, a total of **1,000,000 euros** have been assigned to the International Cooperation & Development Call for Proposals in the Health Sector 2019-2020.

PROBITAS will provide up to 50,000 euros for Projects up to 12 month of duration and a maximum of 100,000 euros for Projects between 12-24 months duration. **At no time, however, will the allotted sum be greater than 80% of the Project's total cost.**

The grant must be exclusively employed for the following expenses:

Direct Costs:

- Construction and rehabilitation
- Equipment and supplies
- Local staff (max. 20% of the total budget applied for)
- Operating Costs
- External Evaluation (max. 6% of the total budget applied for)

Indirect costs-Overheads (max. 10% of the total budget applied for)

### Direct costs

Direct costs are those that are directly related to the execution of the intervention. Specifically, the following are attributable:

- **Construction and rehabilitation:**

The following expenses come under this heading: construction that leads to the creation of property specifically dedicated to the activity financed by the grant, building work resulting in the amplification, improvement, modernization, adaptation, suitability or reinforcement of existing property.

Within this concept are included expenses resulting from management of the renovation/construction, licenses, taxes, technical studies, construction material, and labor costs.

- **Equipment, material, and supplies: inventoried or not**

- **Inventoried equipment and material.** The purchase of equipment and material such as technical installations, machinery, furniture, IT equipment, medical and diagnostic equipment, transport elements and the like.
- **Non-inventoried supplies and material.** Expenses for consumables, office material, fuel, water, electricity, internet and telephone connections. Also included are costs for the repair and maintenance of vehicles and machinery, IT supplies, training material, books and other related expenses. Drugs and medical material are also included come under this heading.

- **Local personnel:**

Expenses arising from the payment of salaries to local personnel who work directly in the development of the Project's activities are financed in this line. The personnel may be from the local partner or the applicant entity. From the total budget applied for from PROBITAS a maximum of 20% can be assigned to this line. Any type of expense arising from the payment of salaries, *per diems*, journeys, accommodation and the like for expatriate personnel transferred to the field by the applicant is excluded, with the exception of the applicant being local.

- **Operating Costs:**

Under this heading come the expenses on the part of the local partner, considered to be essential for the implementation of the Project:

- Running costs in the field.
- The costs of training, capacity building and health education. May be charged those costs incurred for the preparation of these trainings as well as those of its realization (travel and subsistence of the participants, materials used and payment of staff who teaches the courses or training among others). In any case, expatriate staff travels from outside the implementing country for the delivery of trainings are excluded from being eligible for these operating costs.
- The expenses related to the performance of technical studies needed for the execution of the activities of the Project, out of the inherent scope of construction/rehabilitation studies.
- Financial and judicial expenses for assessment, notary and register fees, when considered necessary for the execution of the intervention. Within this concept are included costs derived from the transfer of funds to the country where the Project is carried out.
- Expenses caused by the creation of revolving funds.

- **Auditing and Evaluation:**

In the case that the Project has budgeted an accounting audit, this must be performed by a statutory auditor inscribed in the Official Statutory Auditor Register, affiliated to the Spanish Ministry of Economy and Finance, in agreement with the regulation EHA 1434/2007 or by the equivalent entity and law in the applicant's country. The cost of this audit will be financed up to 3,000 euros by PROBITAS.

In a similar manner, expenses arising from the evaluation of the finished Project will be financed up to a sum of a 6% of the total budget applied for received from PROBITAS.

### Indirect costs-Overheads:

Indirect costs are those related to administrative expenses for drafting, analysis, follow-up, and supervise the Project, including also supplies and equipment depreciation, etc. Whilst these expenses do not require written justification they are chargeable during the execution period.

Under no circumstances may these administrative expenses associated with the Project be greater than 10% of the budget received from Probitas under the present call.

The **financial resources** provided to the Project by the applicant or other institutions should be documented. If, on application, it is not possible to submit this documentation the possible concession of the grant may depend on its presentation or an explanation on the part of the applicant with respect to the budgetary variances and methodology. Entities may value their contributions to the project (not cash) and reflect them as such in the budget.

Justification of expenses not covered with the funds granted by PROBITAS is not required.

The granting of the subvention may be extended to both, Projects that have started and are not yet finished during the year the call is published, and those that are pending to start at the date of publication. In the case of the latter, the Projects should commence no later than one month following the date of the resolution of the call.

### **6. Project duration:**

The maximum duration of the Projects financed by PROBITAS is **24 months**.

In the event that the Project is delayed for any reason, the entity should apply to PROBITAS for an extension with a standard letter signed by a legal representative in which the reasons for the extension are laid out. PROBITAS will decide whether or not to concede the extension and explicitly notify its decision to the applicant.

## 7. Procedure for participation in the call:

**The call is held in two quite different phases.** The first phase is open to all the entities for the presentation of a **preliminary proposal** or “**concept note**” of the Project, and a second phase in which only the entities selected from the first one may participate and in which they present the **complete Project**.

There are two motives for this: on one hand, to decrease the work load that is involved for the entities to present their complete Projects with annexes and administrative documentation before being previously pre-selected; and, on the other hand, to look for an alignment with the general trend amongst donors of presenting a “**concept note**” as a first step to obtain a subvention.

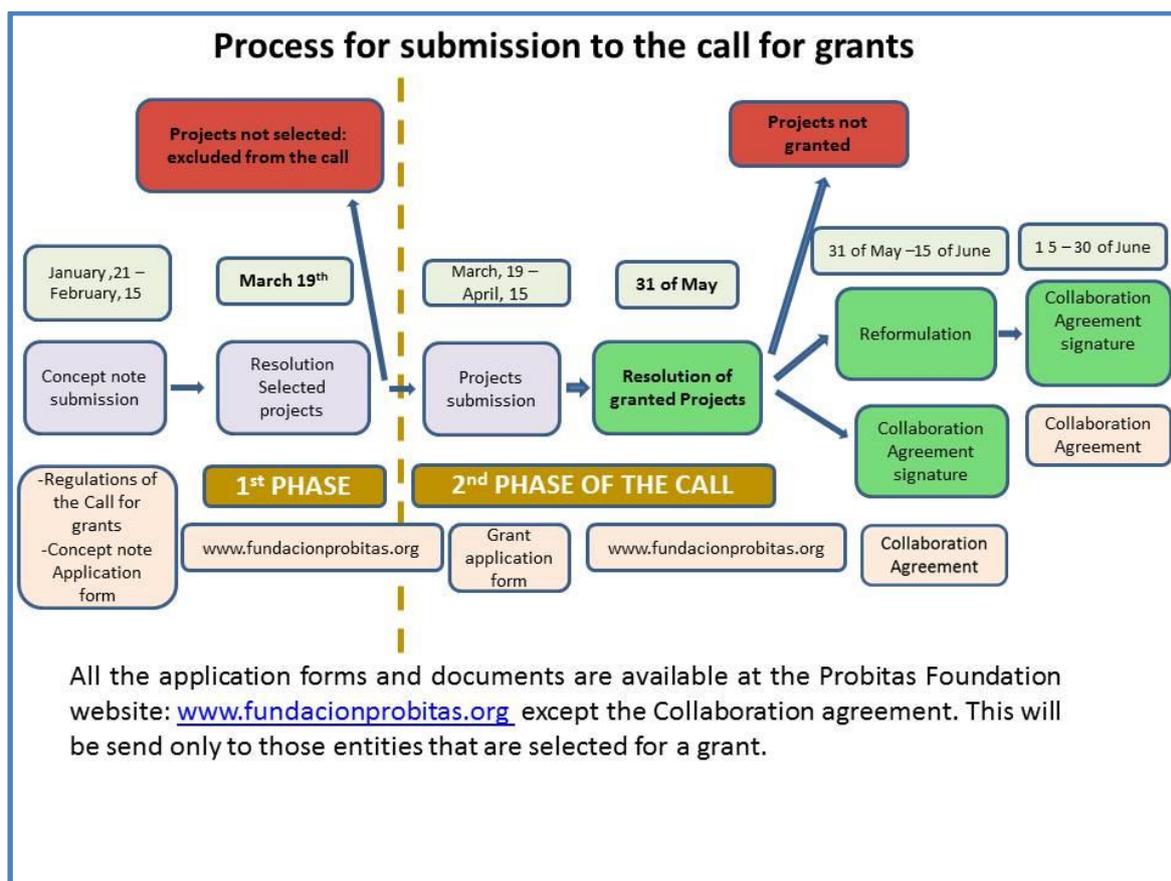
The procedure for participation in the call will therefore be held in the following way:

- In the first phase the entities which apply for a subvention through the call will present PROBITAS a concept note according to the application model which can be found on PROBITAS' webpage.

This **preliminary proposal** will enable PROBITAS to carry out an initial evaluation and pre-selection of Projects. Once the preliminary Project proposals have been evaluated a **resolution** will be issued stating which Projects may be presented for the following phase of the call.

- In the second phase of the call only those **entities** that have been **selected** after the evaluation of their preliminary Project proposals can present the complete Project.

After evaluating the presented **complete Projects** in the second phase PROBITAS will issue a **definite resolution** concerning those **Projects approved for subventions**.



## 1st PHASE OF THE CALL: SUBMISSION AND EVALUATION OF THE CONCEPT NOTE

### 8. Requirements and evaluation criteria for the Concept Notes:

The submitted **concept notes** should comply with the following requirements:

Include components and interventions that have a clear impact on the community where the Project is developed. The fact that one of the expected results will be an improvement in the quality of life of the beneficiaries will be valued. The gender perspective should be transversal in all the Projects, and the fact that a part of the budgeted activities could include issues directly linked to gender equity in healthcare access would be especially valued.

The aim of the proposal is to present the Project schematically or summarized and not in depth. It is necessary to be concise in the responses to each section of the form and briefly transmit the strengths of the Project.

The proposals will be evaluated according to technical criteria of efficacy, efficiency, relevance, sustainability, and expected impact. The proposal's coherence, appropriation, participation and alignment with national and international healthcare guidelines will also be taken into account.

PROBITAS will have the last word in reserving its right to pre-select Projects according to geographical or sectorial focuses which equilibrate possible imbalances in the number of Projects presented for these areas.

## 9. Mode of submission and deadline for the concept notes:

The concept notes should be submitted by email to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com). Applications and documents in paper format will be automatically rejected. The period of Project submission will start on **21st of January, 2019** and finalize **15<sup>th</sup> of February, 2019** both dates inclusive (24:00, GMT+01:00).

Applications will be excluded from the present call if they (i) are not sent by email or are out of the stipulated time period, (ii) do not correspond to the established Regulations, (iii) present deficiencies in the necessary documentation, and (iv) the application form has not been correctly and totally completed.

Submission of a Project to this call implies full acceptance of the present Regulations and the final decision which will be irrevocable.

## 10. Documentation to submit the concept note:

The application form required to submit de **concept note** is available at PROBITAS' website ([www.fundacionprobitas.org](http://www.fundacionprobitas.org)) under the “**Call for Proposals**” space. Instructions to fulfill the application can be found within the document.

The required documentation should be attached by email and may be in any of the following electronic formats: DOC or PDF.

PROBITAS will acknowledge receipt of all applications by email.

## 11. Resolution of the call for the presentation of the concept note:

Once the **concept notes** of the Projects have been received and which comply with all the Regulations laid down in the present call of proposals, they will be assessed by an evaluation committee specially set up for the occasion and the Foundation's Board. This committee will be composed of an external evaluator, two project managers of PROBITAS and the general director of PROBITAS.

On the **19 of March, 2019** PROBITAS will publish on its webpage a **resolution** regarding the entities selected to present their **complete Project** for the call for grants. The decision taken by PROBITAS will be irrevocable. **The entities should consult the webpage to confirm the result of the resolution.**

Following this resolution, the **pre-selected entities** should present their **complete Project** for its evaluation and thus be able to apply for a grant.

## 2nd PHASE OF THE CALL: PRESENTATION AND EVALUATION OF THE PROJECT

**Only the entities selected from their preliminary proposals in the first phase can participate in the second one.**

### 12. Requirements and evaluation criteria for the Projects:

In addition to explain the reasons that justify the performance, quality, and thoroughness of **the presented Projects**, the applicants should:

- ❖ Include components and interventions that have a clear impact on the community where the Project is developed. The fact that one of the expected results will be an improvement in the quality of life of the beneficiaries will be valued. The gender perspective should be transversal in all the Projects, and the fact that a part of the budgeted activities could include issues directly linked to gender equity in healthcare access would be especially valued.
- ❖ Clearly identify the general objective, the specific objectives, the activities, results, and estimation of the direct and indirect beneficiaries.
- ❖ Include the monthly planning of the activities (chronogram).
- ❖ Explain the methodology used to involve the beneficiary population in the Project, from its identification to its drafting, execution, follow-up, and evaluation.
- ❖ Previously establish the criteria for the follow-up and evaluation of the Project, setting specific objectives that can be measured by indicators objectively verified by the applicant.
- ❖ Contain sufficient information to evaluate the Project's feasibility and sustainability, and the existence of other funding entities.
- ❖ Present a detailed budget with a breakdown that specifies the cost of individual budgetary expenditures, and which includes the sources of foreseen and/or obtained funding.
- ❖ Present the planning matrix of the Project duly filled out.
- ❖ Present a problem tree.
- ❖ Present the Project according to Logical Framework methodology with the incorporation of the objective, activities, results, verification of sources, hypothesis, measurement systems, and evaluation of results (objectively verifiable indicators).
- ❖ In the case that the total amount of funding is not received for the present Project, a description of how its size and objectives can be modified according to the amount of aid received.
- ❖ Document the economic resources and material provided for the Project by other institutions or entities.
- ❖ Have an execution time which, except in the case of justified motives, does not exceed twenty-four months from the starting date.
- ❖ Be aligned with the Sustainable Development Objectives, especially objectives 3, 5 and 6 related to Health, Gender Equality, Women's Empowerment, Clean Water, and Sanitation.
- ❖ In the case of follow-up Projects whose execution is programmed in a number of phases this circumstance should be mentioned, and the duration and phase of execution should be limited to the Project presented (without any obligation on the part of PROBITAS to support future Project phases).

The criteria to be taken into account by PROBITAS when assigning financial assistance are:

- The applicant's experience and specialization and, if applicable, that of its local partner, in this type of Project or Projects in which the health component is essential, necessary, relevant or complementary to other Projects already performed or in phase of execution.
- When applicable, experience of the applicant and local partner in Projects jointly performed.
- Concurrence in consortium with other entities ..
- The Project's impact: its social benefit and real improvement in the community's quality of life.
- Clarity and simplicity when describing the reasons that justify carrying out the Project and coherence of the objectives with the issue that is to be solved or alleviated.
- The communication and dissemination of the Project and the collaboration of PROBITAS, aiming on increasing society's awareness of health as an essential component of any cooperation Project for humanitarian development and aid.
- Technical, economic, financial, and management feasibility of the Project with a balanced relationship between the means employed and the expected results.
- Short, medium, and long term sustainability for the interventions to be performed within the Project.
- Degree of complementarity amongst the programs or strategies that have already been put in place by the same applicant, either by the same entity or through synergies with other public or private entities.
- Compliance and coherence of the Project with the National Health Strategic Plan established at local, national, and international levels.
- Continual innovation and improvement at the methodological level (use of new technologies) and also for the group of beneficiaries.
- Degree of detail and coherence of the budget with the objectives and activities of the Project.
- The percentage and source of funding provided to the Project apart from that submitted to PROBITAS.
- The established synergies and co-ordination of the applicant with other public and private entities which work in the same intervention area.
- The degree of commitment of the applicant's own funds, either in cash or kind, to carry out the Project.
- The balance between the amount of money requested and the annual budget managed by the applicant entity.
- The implementation of health education, prevention and awareness activities highlighting the importance of health protection in a community, adapted to the different groups of beneficiaries including those most vulnerable or those with special needs (minors, pregnant women, individuals at risk of social exclusion, disabled people, elderly people, and women)
- Participation of individuals from vulnerable groups (those at risk of social exclusion) in the identification, drafting, follow-up, and evaluation of the Project.

### 13. Mode of submission and deadline:

The Project proposals should be submitted by email to: [fundacion.probitas@grifols.com](mailto:fundacion.probitas@grifols.com). Applications and documents in paper format will be automatically rejected. The period of Project submission will **start on 19 of March, and finalize April 15, 2019** both dates inclusive (24:00, GMT+01:00).

Applications will be excluded from the present call if they (i) are not sent by email or are out of the stipulated time period, (ii) do not correspond to the established Regulations, (iii) present deficiencies in the necessary documentation, and (iv) the application form has not been correctly and totally completed.

Submission of a Project to this call implies full acceptance of the present Regulations and the final decision which will be irrevocable.

### 14. Documentation:

The application form required to **submit the Project** is available at PROBITAS' website ([www.fundacionprobitas.org](http://www.fundacionprobitas.org)) under the “**Call for Proposals**” space.

The required documentation should be attached by email and may be in any of the following electronic formats: DOC, EXCEL, POWER POINT, JPEG or PDF. If the attached documentation, or any other annexes of interest, has more than 5 Mb it should be sent by electronic transfer to enable reception.

**Administrative documentation should not be attached in this phase.** Only in the case of receiving a grant must it be submit.

PROBITAS will acknowledge receipt of all applications by email.

## 15. Resolution of the call:

Once the submitted applications that comply with all the requirements established in the regulations have been analyzed, they will be assessed by an evaluation committee set up for this purpose which will submit the corresponding proposal.

**The resolution of PROBITAS will be adopted and made public on 31 of May, 2019.** The final decision will be not subject to appeal. **The entities should check the webpage for the result of the resolution.** PROBITAS will only contact those entities whose Projects have been selected for a subvention to inform them of the decision.

**The entities selected to receive a grant should present the following administrative documentation:**

1. The entity's fiscal identification number
2. A certificate signed by a legal representative of the entity (with a copy of his/her identification document) in which appears the nominal composition of the members of the board of directors or governing body of the organization and the date of its appointment.
3. A certificate signed by a legal representative of the entity in which appears the number of members or collaborators.
4. A copy of the certificate of the entity's inscription in the corresponding register.
5. A copy of the statutes that has been duly legalized and updated.
6. In the case of associations, a copy of the document acknowledging it to be of public utility issued by the Ministry of the Internal Affairs.
7. A certificate that the entity is not arrears in payment of its fiscal and legal obligations.
8. The annual report with respect to its activities during the last financial year.
9. A standardized balance sheets and income statements for the last two financial years signed by a legal representative of the entity
10. The financial budget for the year of the present call.
11. Any documentation that the entity considers necessary to accredit its capacity to manage the Project.
12. A certificate signed by a legal representative of the entity in which it commits itself to providing, either directly or through third parties, the difference between the total cost of the Project and the quantity applied for.
13. A copy of the resolution(s) for the provision of the rest of the funding for the Project or, if pending, a copy of the application (if applicable)
14. In the case of the entity supplying its own funding to the Project, a certificate signed by a legal representative of the entity in which the assigned quantity appears. (if applicable)

The selected entities are obliged to provide any documentation that PROBITAS requires and deems necessary whether to evaluate the Project or to formalize the collaborative agreement confined to the Project.

Those entities that have already submitted the administrative documentation in previous calls are not required to be resubmitted, unless any of the documents has undergone any change since it was submitted.

PROBITAS guarantees total confidentiality with respect to the documentation provided by the applicant entities within the framework of the present call.

Within a period of not more than 15 calendar days from the date following notification of the resolution the entities should present these documents. If the documents are not submitted within this period PROBITAS will consider the application rejected as set forth in article 4 of the present Regulations.

If the amount granted is not the same as that applied for, and it is necessary to carry out an adjustment to the available funds, the entities should present a Project **reformulation proposal** to PROBITAS within a period of not more than 15 calendar days from the moment the resolution is communicated. The proposal should detail the new budget (according to the final aid received) and the possible technical changes resulting from the economic adjustment. The Project's reformulation should be approved by the evaluation committee and the management of PROBITAS before executing the collaboration agreement, since this agreement will include the changes and the final terms of the Project.

The grant will be made available to the applicant by transfer to the current bank account it has provided to PROBITAS

Once the agreement with PROBITAS has been formalized, 50% of the grant will be deposited and the remaining 50% provided after the first follow-up report has been submitted. The first follow-up report will be presented six months after the Project starts, and the final report will be due three months after the end of the Project. In the case that the Project duration is of twenty-four months, three follow-up reports should be submitted (at 6, 12 and 18 months from the beginning) and one final report three months after the Project's ending. In all events, the specific aspects, both economic and operational will be reflected in the agreement of collaboration that PROBITAS signs with the grant beneficiary entities.

#### **16. Acceptance of the present Regulations:**

Filling of the application forms of the first phase (Presentation and evaluation of the concept note) and the second phase of the call (Presentation and evaluation of the Project) and the subsequent submission of a Project to the call involves full acceptance of the present Regulations and of the resolution of the call, which will be irrevocable in any case.

### **17. Data protection:**

In accordance with Organic Law 15/1999, of 13th of December, on Personal Data Protection and its implementing regulations, PROBITAS informs both the applicant and beneficiary entities of the Grant that the personal data supplied to PROBITAS within the framework of the present call will be included in a file owned by PROBITAS. Such data will be used by PROBITAS to evaluate the application and, in the event of being accepted, to manage, control, and maintain the grant.

Both the applicants and beneficiaries entities of the Grant declare and guarantee that all the personal data provided to PROBITAS within the framework of the present call have been obtained in accordance with the legislation in force and that the affected individuals have given their consent to transfer the data to PROBITAS for the aforementioned purposes. At any time, the affected individuals may exercise their rights of access, rectification, opposition and cancellation under the terms established in the current legislation by sending a written communication to PROBITAS FUNDACIÓN PRIVADA, c/ Jesús y María, 6, 08022 Barcelona, enclosing a photocopy of their identification document (Spanish identity card/Foreigner identity card/Passport) specifying the right they wish to exercise. The exercise of the right of cancellation may imply the impossibility of participating in the present call.

PROBITAS guarantees to comply with the obligation of secrecy with respect to personal data to which it has access in the scope of the present agreement.

### **18. Intellectual and industrial property rights**

Both the applicants and beneficiaries entities are the exclusive owners of any industrial and/or intellectual property rights which result from the Projects carried out within the framework of the present call.

Notwithstanding the foregoing, the applicants and beneficiaries entities grant a license to PROBITAS to use the Project on a non-exclusive and non-transferable basis, with a worldwide territorial scope, free from royalties and during the term of the call in order to comply with its purposes.

In addition, the beneficiary entities authorize PROBITAS, with no time limit, to publish the Project and related supporting material and information in [www.fundacionprobitas.org](http://www.fundacionprobitas.org) and in any media it considers appropriate, whether in paper or electronic form, and adding its name as author. To such end, PROBITAS reserves the right to edit (purely for technical reasons) the Project or any other related material or information

## 19. Formalization of the collaboration

Collaboration between PROBITAS and the beneficiary entity will be formalized with the execution of an agreement after the submission of the relevant documentation accrediting the powers of representation of the signatory.

The agreement will regulate the rights and obligations undertaken by the contracting parties and will include, amongst others, the following aspects:

- Objectives of the Project
- Amount of the aid granted
- Procedures and time periods for the informing of expenses
- Procedures and time periods for the presentation of technical follow-up reports
- Means of payment and formal requirements
- Causes and effects of the anticipated resolution of the agreement
- The template provided by PROBITAS will be included as an Annex and will include the following information: applicant entity, Project title, geographical scope, beneficiary groups, number of beneficiaries, objectives and activities, quantity of the grant and breakdown of the budget showing items and concepts, co-funding structure, duration, period of validity, bank details for the payment of the grant, and the names of the individuals belonging to the Project's follow-up committee

The performance and ownership of the Projects will be the sole responsibility of the beneficiary entity of the Grant.

Total or partial non-compliance or defective compliance of the presented Project or of any of the Regulations of this call will lead to the suppression of the Grant and the consequent termination of the agreement.

The agreement should be formalized within 30 calendar days from the date of notification of the resolution, unless PROBITAS had expressly notified the extension of said period. The lack of execution of the agreement implies the revocation of the Grant.

In addition, the entity should draw up a document defining the transfer mechanisms to the local partner or local public entity once the Project has been finished. Said document should specify the local partner or entity's commitments with respect to the maintenance of the donated equipment, supplies and buildings.

## 20. Control, follow-up, and justification

In order to verify the correct technical and financial management of the co-funded Projects the following norms of control, follow-up, and justification have been established.

### Project start-up:

As a general rule, the Project should begin within a period no longer than three months from the resolution of the call. Under no circumstances may the starting date of the activities funded by Probitas be prior to the 1<sup>st</sup> of January, 2019 the date on which the requirements of the present call are published.

### Term of execution:

The duration of the part of the Project financed by PROBITAS must not exceed twenty-four months from the date of its beginning (with the exception of unexpected causes and with prior written authorization on the part of PROBITAS).

### Modifications:

Unexpected circumstances that occur during the Project's development may raise the need to carry out modifications. Substantial changes such as alterations in the commitments of the other donors, delay in starting the Project with respect to the established deadline, increasing the stated term of execution, or significant modifications in the basic components of the Project **must be expressly authorized by PROBITAS** having been previously solicited in writing by the beneficiary entity. In the case of changes in budget lines, it is necessary to request authorization for deviations that exceed 20% of difference with respect to the initial budget accepted.

### Justification:

Justification of the Projects should be performed following the criteria and the follow-up template provided by PROBITAS.

At the end of the Project execution, a technical and financial report should be submitted, using the template model established by PROBITAS, in a period not longer than three months from the date of ending.

The technical report should reflect the changes resulting from the limitations that have arisen during execution of the Project, the strategic decisions that have been taken to carry out the objectives, and the variations, if existing, between the expected results and those attained.

The financial report should contain the total cost (100% detailed) of the Project, according to the criteria established in the agreement of collaboration, broken down into funding bodies and years if appropriate. In addition, it should show which items have been financed and by whom, modifications in the budget (always when justified), and the decisions that have been taken to carry out the objectives described in the initial Project. Any deviation in the items financed by PROBITAS higher than 20% of the amount included in the original budget must be approved by PROBITAS. The indirect costs will be justified by means of a letter signed by the person in charge of the entity.

For the follow-up of the project the applicant should periodically inform PROBITAS about the state of the development of the activity with respect to the time periods established in the follow-up procedure.

The follow-up and final report Project forms which should be submitted to PROBITAS can be found at [www.fundacionprobitas.org](http://www.fundacionprobitas.org)

### **21. Reimbursement of the grant:**

The beneficiary entities are committed to reimbursing the quantities received, and will have no right to additional ones, in the following cases:

- Non-compliance with the obligation of justification or not employing the methodology or templates and forms expressly designed for the present call.
- Total or partial non-compliance of the objectives for which the grant was awarded.
- Suppositions that, for any reason, the expenses are not carried out to effect, or substantial modifications of the Project without express authorization from PROBITAS.
- Disregard of any other condition imposed for the concession of the grant.
- Obtaining the grant without fulfilling the necessary conditions.

In the event that, once the Project is completed, a remaining amount will remain in the funds granted, the beneficiary entity may request PROBITAS to apply these funds to reinforce some of the Project's activities. Otherwise, the entity must return the remaining funds to PROBITAS.

### **22. Communication and dissemination of the Project:**

In recognition of the received grant, the applicants are committed to disseminate the collaboration of PROBITAS in all their documentation, material, and publicity related to the Project.

PROBITAS will also diffuse by its available media the contribution it has made for the viability of the subsidized Projects.