

GUIDELINES TO GCPHEU'S PRE-PROPOSAL FUNDING CONTENT

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1. General terms

The purpose of the pre-proposal funding is to foster and support the owners' engagement in EU-projects, by giving owners of the Greater Copenhagen EU Office (GCPHEU) financial support to write and submit more and better EU-applications, with special emphasis on owners with little experience with EU-opportunities, as well as on EU-applications, that are a heavier burden on the applicant. The financial support is implemented in connection to consultation and help from the advisors of GCPHEU.

Owners of GCPHEU are the Capital Region of Denmark, the Zealand Region Denmark, 45 municipalities in the two regions as well as the universities Technical University of Denmark (DTU), University of Copenhagen (KU), Roskilde University (RUC) and Copenhagen Business School (CBS).

Finding resources for the proposal process can be a significant barrier. Since the pre-proposal funding is only disbursed if the proposal is submitted, it creates a considerable amount of motivation for finishing and submitting before the deadline.

To get the most out of the pre-proposal funding, a consultant from GCPHEU will start a dialogue with the project manager and possibly foreign partners about how the project and the application can be optimized to get funding.

To secure largest possible impact of the pre-proposal funding, GCPHEU assesses applicants based on the fundings notable contribution to the EU-applications submission and the owners' active involvement in the EU-project. The total pre-proposal funding available is limited to a fixed budgeted amount each year, and there is a waiting list for applicants after the budget has been allocated to pre-approved applicants. Applications for pre-proposal funding received later than 28 days before the EU-deadline will not be accepted, since the time to generate impact on the above is viewed too short so other projects ought to be prioritised. Approved applicants have 3 months after submission of the EU-proposal to document costs, after which any undocumented pre-approved amount will be offered to projects on the waiting list.



2. Who can receive financial support?

Only the owners of GCPHEU can apply for and receive pre-proposal funding. The applicant must be permanently employed at one of GCPHEU's owners: The Capital Region of Denmark, Region Zealand, 45 municipalities in the two regions, DTU, KU, RUC, or CBS. The four universities can only apply for pre-proposal funding if they have a project partner in The Capital Region of Denmark, Region Zealand, or one of the 46 municipalities in Eastern Denmark.

Public utilities owned by one or more of the above can also apply for pre-proposal funding, if 1 to 5 municipal/regional owners approve, that the pre-proposal funding counts towards the funding limit of these owners. This also means that universities can get pre-proposal funding for applications with a public utility.

Utility companies owned partly by for-profit or foreign organisations cannot receive GCPHEU pre-proposal funding.

Consultants hired by one of GCPHEU's owners CANNOT act as applicant and the pre-proposal funding cannot be disbursed directly to a consultant. The applicant cannot be an organization affiliated with an owner such as a utility company or an NGO either.

3. Requirements for applications

GCPHEU pre-proposal funding applications must comply with the following minimum requirements:

- The EU-projects' goals lie within the green transition, health, digitalisation or education.
- The purpose and proposed consortium of the project fit the targeted EU-programs' requirements.
- The owner is to a large degree involved in developing the proposal and implementing the project.

4. How to apply?

The application template can be found on our website here:

<https://www.regionh.dk/cpheuoffice/kommune-region/Sider/Financiering-til-at-skrive-en-EU-ans%C3%B8gning-.aspx>.

The application form must be sent by e-mail to the consultant at GCPHEU responsible for the area which the application relates to. Find the relevant consultant here:

<https://www.regionh.dk/cpheuoffice/kontakt/Sider/default.aspx>.

It is a good idea to discuss the EU application with us before applying for the pre-proposal funding.

GCPHEU replies to the application for pre-proposal funding within five business days.

The reply can either be:

- **Preapproval** for the funding that will be disbursed if a proposal that lives up to the minimum requirements is submitted to the EU and GCPHEU receives an invoice in the same year as the deadline for the EU application,
- **Conditional preapproval** for the funding that will be disbursed if the utility company gets approval from owner municipalities/regions that the amount can count towards their funding limit.
- **Approval to waiting list** when the yearly budget is allocated to other projects or owners' funding limit is reached. GCPHEU informs about the position on the waiting list and the possibility of disbursement of pre-proposal funding at a later stage.



- **substantiated feedback** about why the project does not match the requirements of the pre-proposal funding.

5. When to apply?

The application form must be sent to GCPHEU **no later than four weeks (28 days) before the deadline** for the EU-programme.

The date of the deadline is not counted, meaning if the EU-deadline is Wednesday the 30th of April, the latest date on which to apply for pre-proposal funding is Wednesday the 2nd of April.

For EU-programmes that are continuously open for applications, there is no pre-proposal deadline.

6. Which EU programmes are included?

Owners of GCPHEU can apply for pre-proposal funding to cover expenses related to writing proposals for EU-programmes where the European Commission or an agency/secretariat supported by the European Commission makes the decision concerning the EU funding. This includes the Interreg programs, but not the structural funds that can be applied for through the Danish Board of Business Development nor rural development programs that can be applied for through local action groups. If in doubt, contact the consultant who work with the thematic area that you think the project proposal falls under. Contact information can be found here:

<https://www.regionh.dk/cpheuoffice/kontakt/Sider/default.aspx>.

7. How much can you get in pre-proposal funding?

All owners of GCPHEU can apply for:

- 65.000 DKK as project coordinator
- 25.000 DKK as project partner
- 15.000 DKK as coordinator for smaller EU projects

You can only apply for pre-proposal funding as a partner with a budget in the proposal.

Associated partners, follower cities or other types of budget-free affiliations with an EU-project are not eligible for the pre-proposal funding. The pre-proposal funding amount paid out will be determined from the role as defined in the EU application.

Smaller EU projects are projects applying to EU programs such as: [Interreg ÖKS forprojekt](#), [Erasmus Small Scale Partnerships](#), [European City Facility](#), [Borgerprojektfonden i Interreg DE-DK](#) and similar EU-programs.

In 2-stage application procedures it is possible to divide the payment of pre-proposal funding up in two payments or get the full amount paid out in one payment either after the stage 1 or stage 2 application. The total amount of pre-proposal funding for stage 1 and stage 2 is the same as in single stage applications.

If multiple owners take part in the same proposal, up to two owners can apply for pre-proposal funding. If the project is coordinated by an owner, four owners can apply for pre-proposal funding for the project.



If an owner has already applied for another type of pre-proposal support e.g. EUopSTART or similar, they are not able to apply for GCPHEU's pre-proposal funding as well regardless of additional expenses. If another partner in the project has applied for EUopSTART, you can however apply for the pre-proposal funding to cover your own expenses related to the application process if these expenses do not overlap with what is being covered by EUopSTART.

8. Waiting list for budget limit and funding limit per owner of 300.000 kr.

Waiting list: To keep the funding within the budget of the pre-proposal funding for a given year, GCPHEU only pre-approves applications for pre-proposal funding until the year's pre-proposal budget is allocated. After it is allocated (either disbursed already or pre-approved to projects), further applications are approved for a waiting list. Projects on the waiting list will be offered disbursement of pre-proposal funding after funding has become available. This can happen when one or multiple of the pre-approved projects do not make use at all or use less pre-proposal funding than was allocated to them, or if the budget is increased. The latest point each year to be offered disbursement of pre-proposal funding is the 1st of December.

Funding limit: In order to disperse the pre-proposal funding to more owners, a funding limit is set per owner of 300.000 DKK for each budget year. Pre-proposal applications received after GCPHEU has already pre-approved 300.000 DKK will be placed on the waiting list (see above) and may get pre-proposal funding if funding is available under both the budget and the owners' funding limit.

If you chose to divide payments of pre-proposal funding for 2-stage application procedures up in two payments, then each count towards the funding limit of the year it was paid out.

On demand, GCPHEU informs about how far the organisation is from the funding limit. Unless the contact person, on behalf of the owner, informs GCPHEU which of the pre-approved pre-proposal applications from the same owner should be prioritised within the 300.000 DKK funding limit, GCPHEU will process the applications after the first come, first served approach.

9. Eligible expenses

GCPHEUs pre-proposal funding can cover expenses related to writing the proposal, such as:

- Reimbursement of working hours
- Consulting fees or external help
- Expenses for travel activities and representation

10. Documentation, disbursement of funding and invoice details

Pre-proposal funding is disbursed only after the EU-application is submitted.

Documentation deadline: The owner has 3 months after submission of the EU-application and within the same year to document costs in relation to the EU-application. Pre-approved funds that have not been documented as costs before the documentation deadline, will be made available for projects on the waiting list.



GCPHEU considers the following documentation to disburse pre-proposal funding:

- **Obligatory:** Confirmation of submission & copy of the submitted EU proposal (treated confidentially).
- **Obligatory:** Overview of the expenses in the expense overview template, signed by a relevant superior, if relevant with:
- Employee working hours documented in the time sheet template for reimbursement of staff cost.
- External application help documented by a copy of the external invoice for reimbursement of external help.
- Travel & representation expenses documented via GCPHEU template for expenses.

Documentation is sent via email to the projects contact person in GCPHEU. After evaluation is received, the evaluation report must be sent as well.

GCPHEUs templates for expense overview and time sheets can be found here:

<https://www.regionh.dk/cpheuoffice/kommune-region/Sider/Financiering-til-at-skrive-en-EU-ans%C3%B8gning-.aspx>

You are NOT required to submit attachments stating every single expense or calculation the exact time rate. By signing the expense overview, the recipient of the funding gives GCPHEU permission to do a random check on attachments for the pre-proposal funding in case GCPHEU is audited.

Time rate is calculated by dividing the latest month salary with a standard number of work hours in a 37 hours week (160,33 hours).

After review of the documentation of expenses, GCPHEU requests the owner to send an invoice for the documented amount up to the pre-approved amount.

To receive the pre-proposal funding, the recipient must send an invoice to GCPHEU on the documented and by GCPHEU requested amount for the invoice. The pre-proposal funding is not submitted to VAT since it is reimbursement of expenses. The invoice does not include VAT and all amounts mentioned in this guide are ex. VAT.

The invoice must be sent to GCPHEU through the owners ordinary accounting system. Find us by typing in our CVR NR: 36337109.

GCPHEU does not have an EAN number, but only a CVR number that is registered in Denmark at the following address: Greater Copenhagen EU Office, C/O Region Hovedstaden, Kongens Vænge 2B, 3400 Hillerød. Most accounting systems are able to find Greater Copenhagen EU Office using the CVR number, but if this is not possible applicants can instead send an invoice to the consultant in GCPHEU responsible for the project per e-mail.

The invoice must state:

- Standard invoice information: Name, address, CVR and account number.
- The amount to be disbursed (REMEMBER the invoice is without VAT)
- Description of what GCPHEU is paying for, Write: For-projektordning + Title of the project



- The project's contact person in the municipality/region/utility/university
- The pre-proposal funding contact person at GCPHEU

Invoice deadline: To ensure disbursement of the budgeted pre-proposal funding within the year it is budgeted for, GCPHEU cannot disburse invoices received after 12th of December. If GCPHEU does not receive the invoice in the same year as the EU-deadline, the pre-proposal funding is void.

In exceptional cases and through agreement with GCPHEU pre-proposal funding can be paid out the year after the EU-application deadline. This could for instance be when the EU deadline is very late in the year or for pre-proposal funding on waiting list for disbursement. For accounting reasons this may cause the pre-proposal funding to be counted against the funding limit of the year after.

Please contact the pre-proposal funding contact person at GCPHEU, if you experience any problems when issuing the invoice. You can also reach out if you need us to list something specific in the accounting system when paying the invoice to make it easier for you to find the payment in your own accounting system.

11. Dispensation in extraordinary cases

GCPHEU does not exempt from the application and eligibility requirements, funding rates, documentation deadline, invoice deadline or funding limit per owner. If it turns out that there is budget for it, GCPHEU will try to fulfil wishes of payment of preproposal funding for projects which have exceeded the deadline for application or documentation.

Taking the aim of the pre-proposal funding into account, being to **spread experience with EU-opportunities to owners with little experience**, GCPHEU may extraordinarily dispense from the application deadline of 28 days before the EU-deadline and consider applications up to 14 days prior to the EU-deadline. A less experienced owner is one who has not received pre-proposal funding in the previous budget year.

Taking the aim of the pre-proposal funding into account, being to **support EU-applications that put a heavy burden on the applicants**, GCPHEU may extraordinarily dispense from the project funding limit of 135.000 kr. per project across multiple owners participating. The prerequisites for this are the involvement of at least five owners as partners in the application, as well as their total applied EU-funding being proportional to the pre-proposal funding by 100:1.