

# INSTRUCTION TO GCPHEU'S PRE-PROPOSAL FUNDING

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## 1. General terms

The purpose of the pre-proposal funding is to give members of Greater Copenhagen EU Office better prerequisites for writing and submitting more and more successful proposals to the EU.

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 in order to get funding.

## 2. Who can receive financial support?

It is only the members of Greater Copenhagen EU Office (GCPHEU) who can apply for and receive pre-proposal funding. The applicant must be permanently employed at one of GCPHEU's members: The Capital Region of Denmark, Region Zealand, the 46 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.

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



### 3. Application process and response time

The application template can be found on [our website here](#):

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:

A preapproval for the funding that will be disbursed if a proposal that lives up to the minimum requirements is submitted to the EU.

or

substantiated feedback about why the project does not fit the chosen EU programme. This reply will typically lead to a follow-up dialogue on how the project can be adjusted to fit the chosen or another EU programme.

### 4. When do you apply?

The application form must be sent to GCPHEU **no later than a month before the deadline** for the EU programme.

Under special circumstances, GCPHEU can choose to preapprove a pre-proposal application that has been sent closer to the EU deadline. That could be the case with an application for pre-proposal funding to participate as a partner in a proposal. It is not possible to apply for pre-proposal funding after the proposal has been sent to the EU.

### 5. Which EU programmes are subject to funding

Members 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. It is important to make sure that the project's thematic focus lies within the areas that GCPHEU focus on as described in our strategy and plan of action: <https://www.regionh.dk/cpheuoffice/om-gcpheu/Sider/Strategi-handlingsplan.aspx>.

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>.

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

All members of GCPHEU can apply for:

- 75.000 DKK as project coordinator
- 50.000 DKK as work package leader
- 25.000 DKK as project partner



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-less affiliation with an EU project cannot make use of the pre-proposal funding.

If two or more members of GCPHEU take part in the same proposal, each member can apply for pre-proposal funding to cover their expenses related to writing the proposal.

If a member of GCPHEU 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 even though there might be additional expenses that are not covered by the other pre-proposal support. .

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.

## **7. Funding limit per member 400.000 DKK**

In order to disperse the pre-project funding to more members, Greater Copenhagen EU Office has implemented a limit of 400.000 DKK a year per member. One member can thus receive a maximum of 400.000 DKK in pre-proposal funding within one calendar year.

Since the funding is disbursed after the proposal has been submitted to the EU, GCPHEU can preapprove more than 400.000 DKK at the same time provided deadlines are in different calendar years.

GCPHEU notifies the contact person representing the member about how far the member is from the funding limit. Unless the contact person, on behalf of the member, informs GCPHEU which proposals can apply for the 400.000 DKK, GCPHEU will process the applications after the first come, first served approach.

## **8. Covered expenses and documentation requirements**

GCPHEU's pre-proposal funding can cover expenses related to writing the proposal, such as:

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

**The pre-proposal funding will only be disbursed after the project proposal has been submitted to the EU.**

In extraordinary situations where there is a big need for the pre-proposal funding to be disbursed earlier and the risk of the proposal not being submitted is estimated to be very low, GCPHEU can disburse the funding before the EU proposal has been submitted.

If the proposal is not submitted after all, the pre-proposal funding must be returned to GCPHEU.

Greater Copenhagen EU Office requires the following documentation in order to disburse the pre-proposal funding:

- Copy of the application submitted to the EU



- Expense overview in GCPHEU's template signed by the project manager's immediate executive
- If you want reimbursement of working hours, you must complete the time sheet, GCPHEU template
- If the pre-project funding covers only consulting fees, you can choose to send a copy of the invoice from the consultant instead of the expense overview, both are not necessary

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

<https://www.regionh.dk/cpheuoffice/kommune-region/Sider/Dine-EU-muligheder.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).

## 9. Disbursement of pre-proposal funding and invoice details

To receive the pre-proposal funding, the recipient must send an invoice to GCPHEU for the amount that was applied for. 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 municipality/region/university's ordinary accounting system. Find us by typing in our CVR NR: 36337109.

GCPHEU does not have an EAN number, but a CVR.NR that is registered in Denmark at The Capital Region of Denmark's address which means that it is likely that you can find it through the accounting system.

The invoice must state:

- Standard invoice information: Name, address, CVR and account number.
- The amount to be disbursed (REMEMBER the invoice is without VAT)
- Write: Forprojektordning + Title or acronym of the project
- The project's contact person in the municipality/university
- The pre-proposal funding contact person at GCPHEU

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 when paying the invoice.