European Union

Union Civil Protection Knowledge Network

Knowledge for Action in Prevention and Preparedness

Calls for Proposals

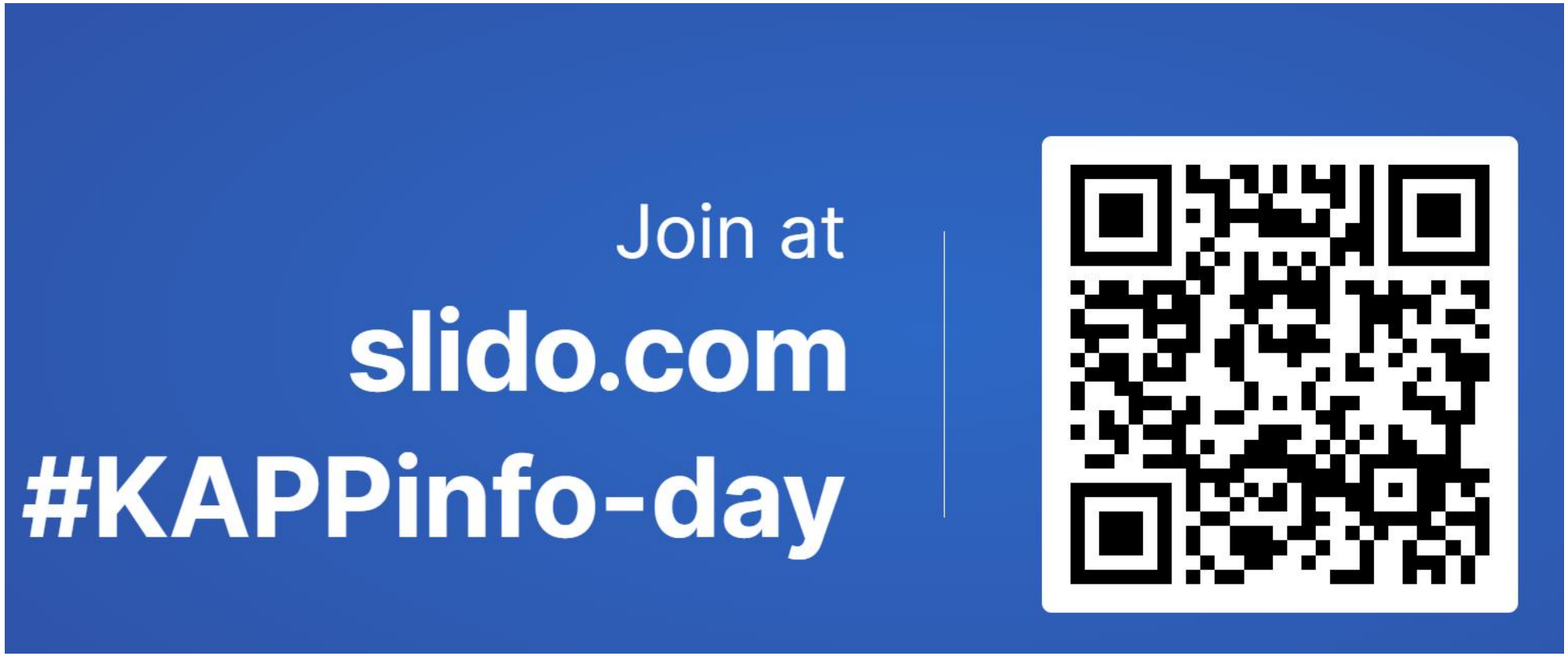
Information Day - 19 February 2026

Agenda

Information Day Overview

- Welcome of participants and preliminary remarks
- Introduction to KAPP
- Overview of the common elements between KAPP-PVPP and KAPP-EX
- KAPP Prevention and Preparedness
- KAPP Full-Scale Exercises
- Financial and legal issues for both calls
- Presentation of the Funding & Tenders portal
- Questions and answers
- Closing remarks

Questions and Answers



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Preliminary remarks

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Introduction

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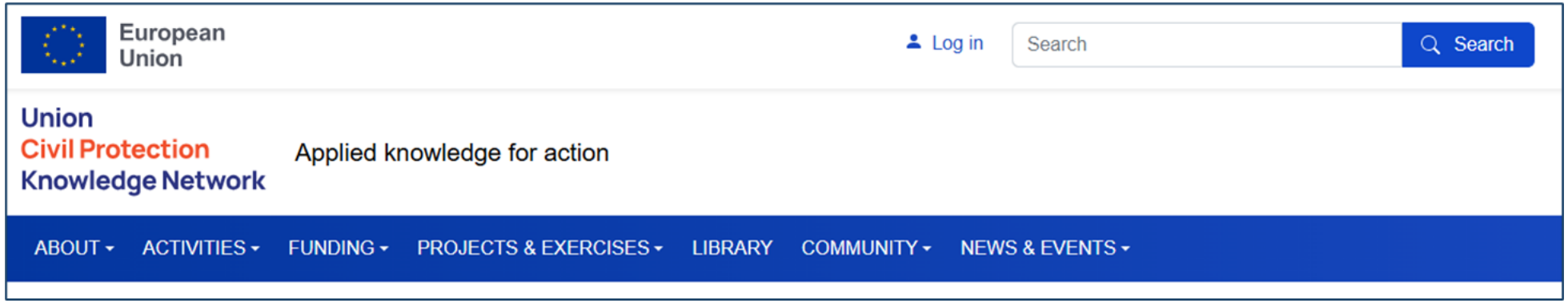
UCPM Capacity Building Opportunities



Technical Assistance for Disaster Risk Management (Track 1)

The Technical Assistance for Disaster Risk Management (Track 1) call for proposals is a financial instrument that supports national disaster risk management authorities in their efforts to prevent and prepare for disasters. The next call for proposals is expected to be published in the first semester of 2026.

UCPM-2026-TRACK1 Call

Knowledge for Action in Prevention & Preparedness (KAPP)

The KAPP calls are a financial instrument that supports multi-country partnership projects strengthening cooperation on disaster prevention and preparedness and full-scale field exercises.

UCPM-2026-KAPP Calls

Technical Assistance Financing Facility (TAFF)

The Technical Assistance Financing Facility for Disaster Prevention and Preparedness (TAFF) has been set up to enable national civil protection and disaster risk management authorities to access technical assistance and global knowledge on prevention and preparedness to support country and EU efforts on disaster risk management (DRM).

2026 Call for expression of interest

UCPM Peer Review Programme

The EU Peer Review programme promotes an integrated approach to disaster risk management and supports a wider policy dialogue across Europe and beyond, improving policy coherence and facilitating the exchange of good practices on civil protection and disaster risk management.

UCPM Peer Review Programme

Contacts: ECHO-CP-P&P@ec.europa.eu

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UCPM grants for Disaster Resilience

KAPP - Knowledge for Action in Prevention and Preparedness

- Multi-country grants aimed to foster collaboration between countries
- KAPP projects are expected to be replicable across the UCPM
- Two calls, two separate call documents:
  - **KAPP - Prevention and Preparedness (PVPP)**
  - **KAPP - Full-scale exercises (EX)**

2026 edition:

- Calls open for submission!
- **Deadline: 19 May 2026**
- More information available on:
  - Funding & Tenders Portal
  - UCPKN

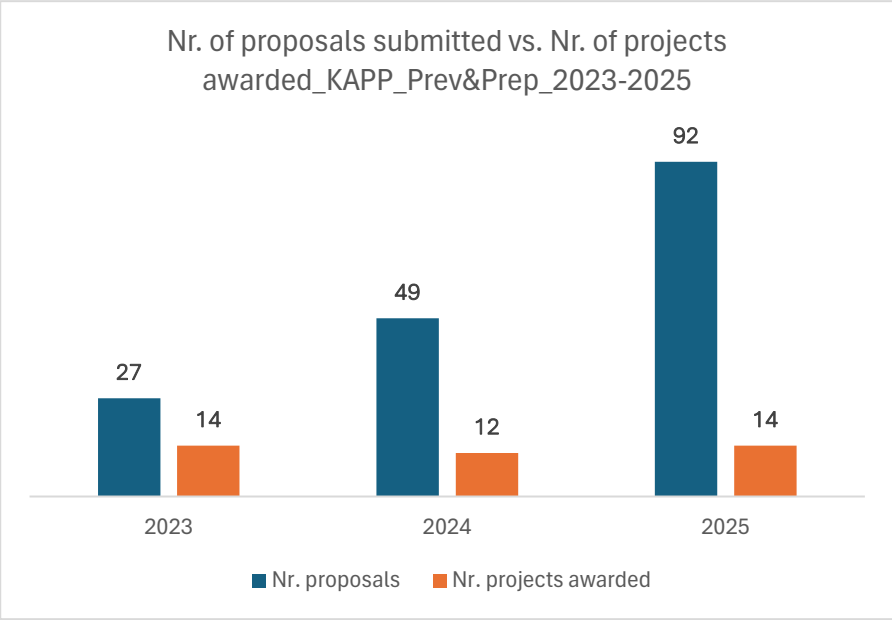
UCPM grants for Disaster Resilience

KAPP - Knowledge for Action in Prevention and Preparedness

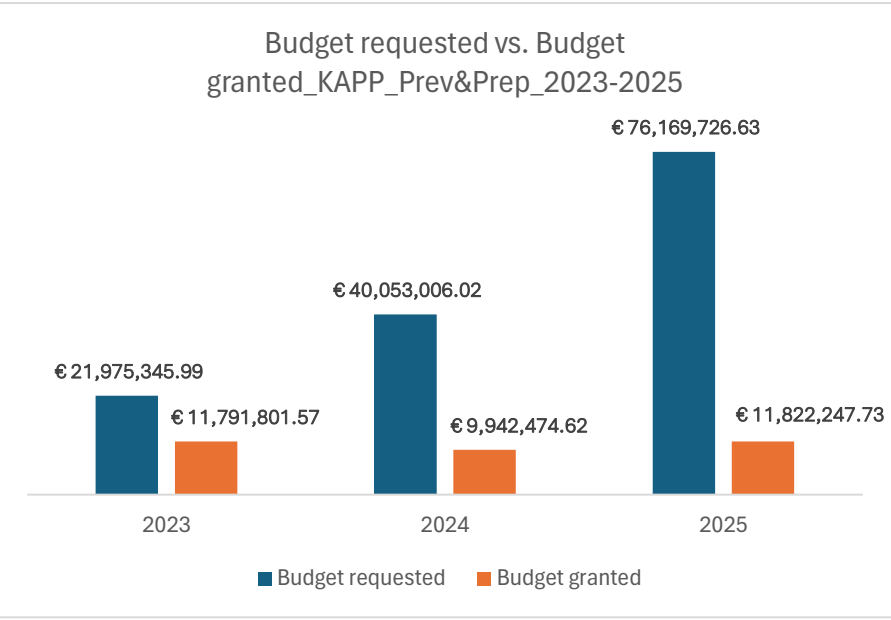
KAPP – PVPP 2025 edition results:

- 92 proposals received
- 14 projects awarded for EUR 12 million

Important:
National civil protection authorities play a key role in keeping a reasonable number of proposal per country – as they issue the letters of support



Graph 1



Graph 2

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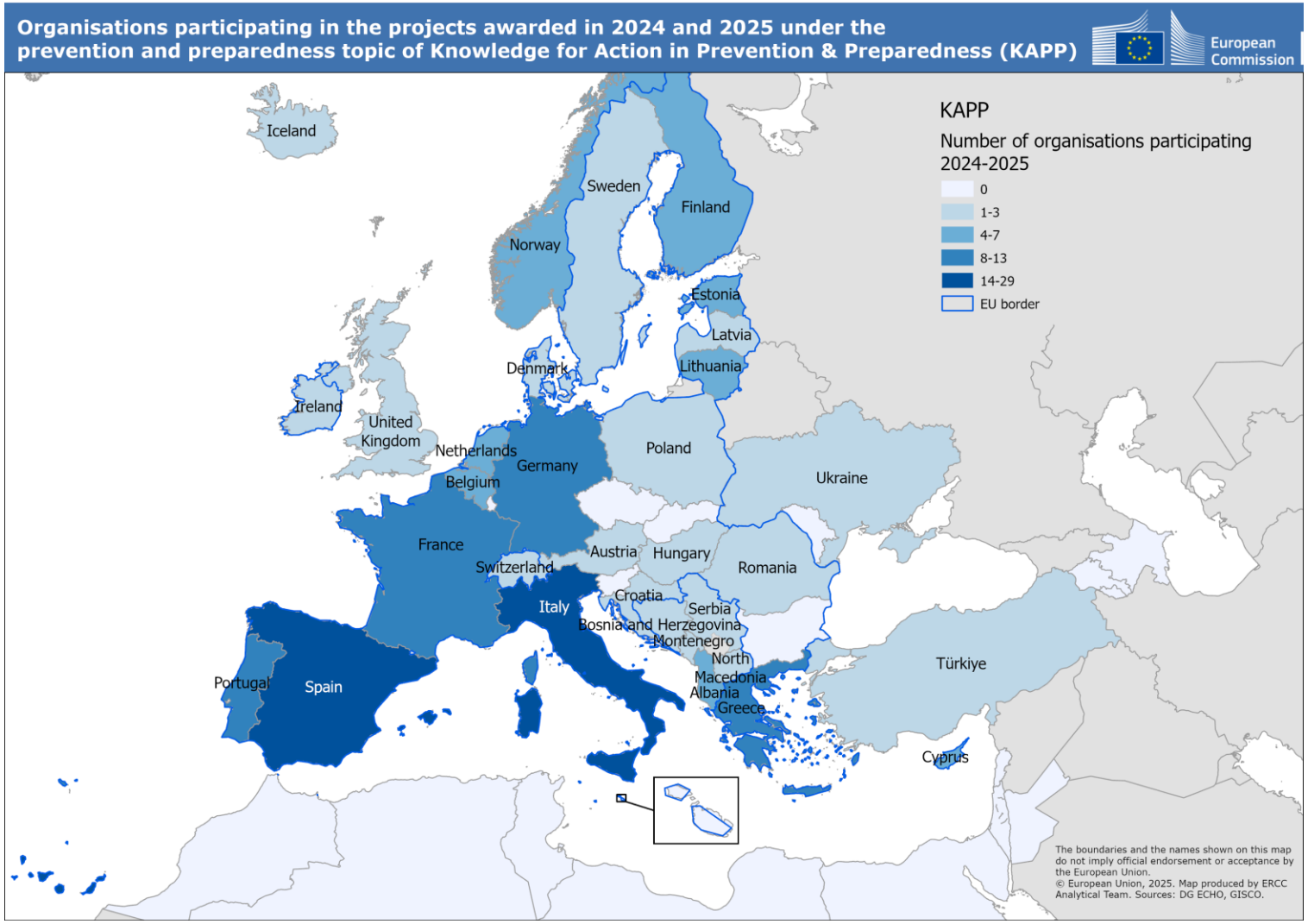
UCPM grants for Disaster Resilience

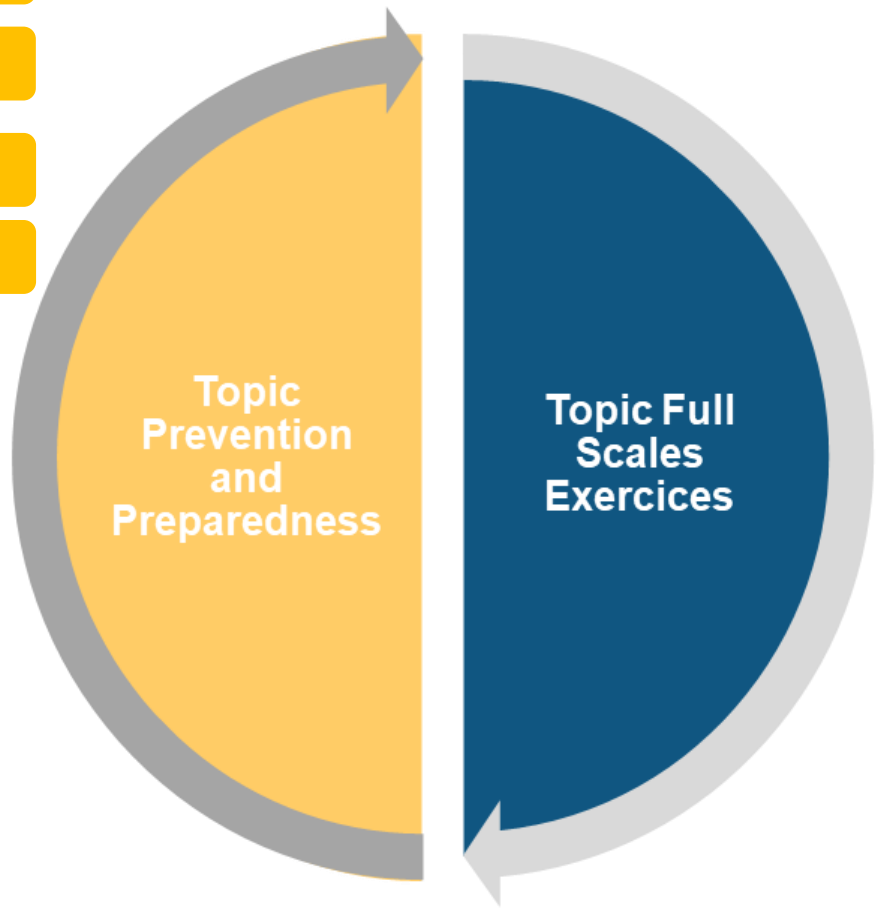
KAPP - Knowledge for Action in Prevention and Preparedness [KAPP-PVPP]



Knowledge for Action in Prevention and Preparedness (KAPP)

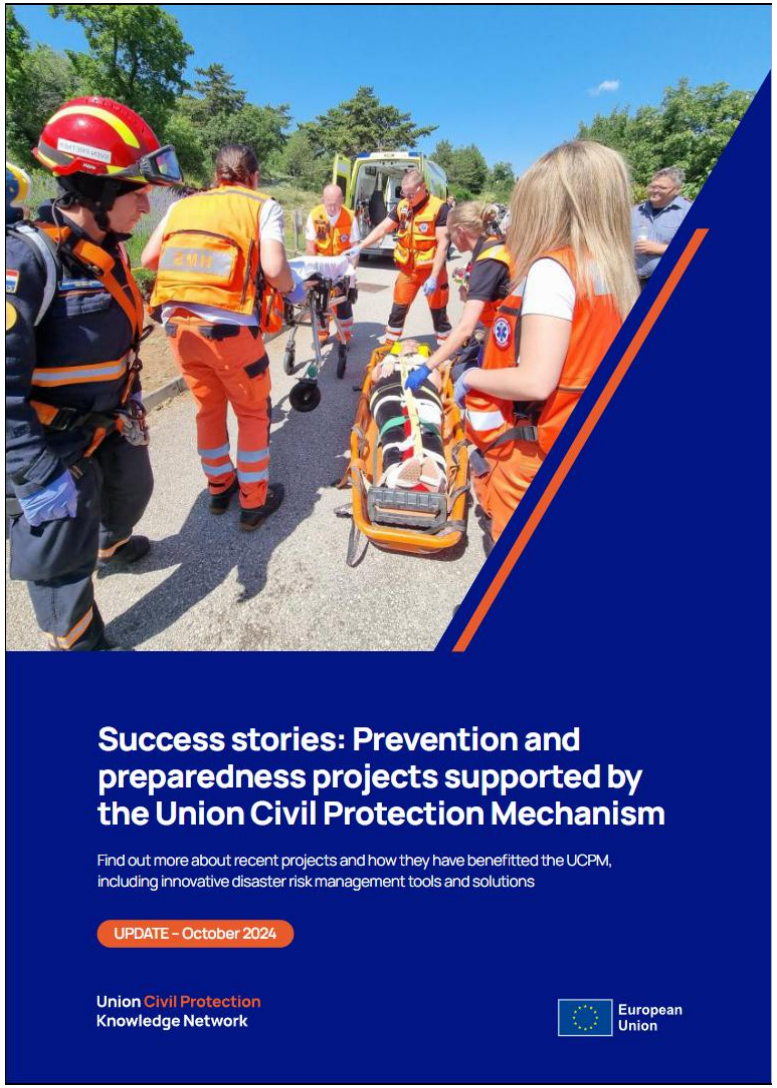
Awarded projects in 2025 - General overview

- BEAVER
- FASTER
- EUMA-PLUS
- READY BALTICS
- UNIT-E
- PRE-FACED
- SEE-HNS
- STRIDE
- POLARIS
- ODET
- PROCULTER-4ALL
- KOMOAL-PREP
- AI-WARN
- PREP2SHELTER



- CC3
- INN-QUAKE
- EU-ALPEX-2027
- FFS

UCPM prevention & preparedness projects



A compilation of **success story projects**, have a look for inspiration!

[Projects pages on the Union Civil Protection Knowledge Network website]

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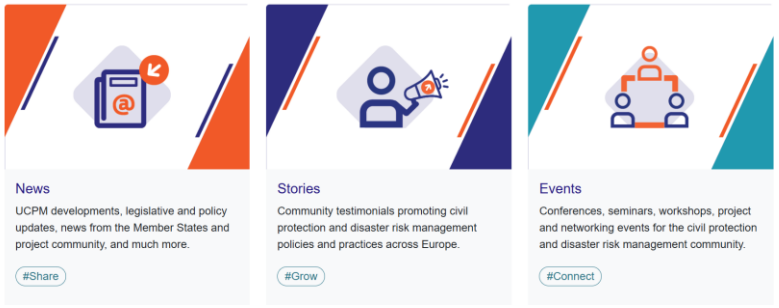
Union Civil Protection Knowledge Network

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

- Updates from the network
- Role of projects
- Knowledge Network Platform
  - Project pages
  - Discussion Groups
  - Knowledge Library



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Overview of the common elements between KAPP Prevention and Preparedness and KAPP Full-Scale Exercises

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KAPP: Objectives

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

- Support the implementation of the EU Preparedness Union Strategy and the Union disaster resilience goals
- Higher level protection against disasters through prevention and preparedness, and by improving cooperation and coordination
- Contribute to building and developing further competences, skills, knowledge and expertise in civil protection and disaster risk management
- Strengthen knowledge partnerships and support the uptake of scientific outputs
- Support civil protection organizations and disaster risk management actors in integrating climate adaptation and resilience into disaster risk management activities
- Raise awareness and preparedness among citizens and stakeholders
- To further improve risk and crisis communication (only for KAPP-PVPP)

Overview

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

KAPP - Prevention and Preparedness

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

KAPP – Full-Scale Exercises

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

Available Budget

Indicative allocation of funds

Prevention and Preparedness: EUR **10 600 000**
Full-Scale Exercises: EUR **4 500 000**

- EU Funding for these calls - up to **90%** of any proposal budget
- EU funding is capped at **EUR 1 000 000** per proposal
- Minimum EU Funding per proposal
  - Prevention and Preparedness: EUR 400 000
  - Full-Scale Exercises: EUR 500 000

Timeline

Common deadline for Prevention and Preparedness, and Full Scale Exercises

KAPP Prevention and Preparedness

Timetable and deadlines (indicative)	
Call opening:	18 February 2026
Deadline for submission:	19 May 2026 – 17:00 CET (Brussels)
Evaluation:	May-September 2026
Information on evaluation results:	October 2026
GA signature:	February 2027

KAPP Full-Scale Exercises

Timetable and deadlines (indicative)	
Call opening:	03 February 2026
Deadline for submission:	19 May 2026 - 17:00 CET (Brussels)
Evaluation:	May-July 2026
Information on evaluation results:	July 2026
GA signature:	October-November 2026

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

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Admissibility

- Deadlines!
- Funding & Tenders Portal Electronic Submission System
- Complete**:** Part A (keywords for KAPP- PVPP), Part B and calls' **specific mandatory Annexes**
- Mandated to act
- For KAPP-PVPP: 50 page maximum (excluding annexes)
- For KAPP Full-Scale Exercises: 60 pages maximum (excluding annexes)

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

*if applicable, depending on the type of applicant

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

Eligibility

Eligibility

- Minimum 3 legal entities from 3 eligible countries **(calls' specific composition)**
- See section 13 for special cases (e.g. affiliated entities, associated partners…)
- Non-eligible activities:
  - Online platforms duplicating UCPKN platform functions
  - Full-scale exercises are only eligible under KAPP-EX
  - Financial support to third parties – associated partners
- Geographic location

Consortium Eligibility		
Consortium	**Prevention and Preparedness**	**Full-Scale Exercises**
Eligible Countries	EU MS, UCPM PS, IPA, ENP	EU MS, UCPM PS
Consortium coordinator	Public or private entity from EU MS, UCPM PS	Civil protection authority
Composition	Minimum 3 beneficiaries from 3 different eligible states. At least **one civil protection or DRM public administration organisation** (beneficiary or associated partner) **(NEW!)**	Minimum 3 beneficiaries from 3 different eligible states
Natural persons	⊘	⊘
EU bodies	⊘ (except JRC)	⊘ (except JRC)
International organisations	✓ Participation ⊘ Coordinator ⊘ Counted	✓ Participation ⊘ Coordinator ⊘ Counted

Financial, operational capacity and exclusion

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

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Award criteria

- Criteria: Relevance, Quality, Impact
- Check award sub-criteria in the call document for each call

Scores		
Award criteria	**Minimum pass score**	**Maximum score**
Relevance	30	40
Quality	20	30
Impact	20	30
Overall (pass) scores	**70**	**100**

Other required documents

For KAPP-PVPP:

Required deliverables
Progress reports at 9 months (also at 17 if project exceeds 20 months)
Mapping of relevant initiatives within UCPM including an evaluation of potential synergies
Dissemination plan including end user and stakeholder analysis
Minimum of **five high quality visuals**
Snapshot of the project's results
Layman report
Deliverable on key performance indicators, which shall contain the data on realised indicator values
Executive summaries in English of most important deliverables

Other required documents

For KAPP-EX:

Required deliverables
Progress reports: at mid-term
Invitations to EUCPT experts and Observers programmes
Organisation into predetermined **work packages**
Required as part of the final report
Minimum of **five high quality visuals**
Snapshot of the project's results
Layman report

UCPM grants for Disaster Resilience

KAPP - Knowledge for Action in Prevention and Preparedness

Other common aspects of KAPP-PVPP and KAPP-FSE:

- **Horizontal principles:** Greening in civil protection; promotion of gender balance and equality in project implementation; needs of vulnerable groups and persons with disabilities

- **Communication requirements - dissemination and engagement efforts:**
  - UCPKN online platform
  - EU visibility requirements
  - Mapping of relevant past and present initiatives
  - End-user and stakeholder engagement plan (Technical description, Application form Part B)

UCPM grants for Disaster Resilience
KAPP - Knowledge for Action in Prevention and Preparedness

Helpful hints for preparing successful proposals

- **Orient yourself:** Calls' Documents, application form
  - Call specific content
  - Evaluation criteria (and guiding questions)
  - Read the questions and answer them in the application form
- **Consortium structure:** added value of partners
- **Logical progression:** Needs-aim-objectives-methodologies/activities-resources
- **Understand the landscape**
  - Look at previous projects / UCPKN platform use
  - Ongoing initiatives UCPM, national, regional level
- **Be clear, concise, coherent:**
  - Avoid repeating information information in different chapters of the application
  - Ask a peer to read the final draft and listen to the comments
  - Get in the shoes of the evaluator
- **Focus**: due to strong competition, we encourage to carefully assess needs and priorities and avoid submit multiple proposals
- **Use of AI tools**: applicants should be fully transparent and declare the use of AI tools in their application. The use of generative AI tools for drafting proposals will not be considered as a reason to penalise a proposal.

Have a look at our "Tips&Tricks" on the UCPKN Platform

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KAPP

Prevention and Preparedness

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KAPP Call Prevention and Preparedness

Priorities

You can select one or several of the priorities

1. Increasing risk awareness and preparedness of the population

2. Enhancing from early warning to early action

3. Ensuring a robust civil protection system by strengthening institutional capacity

KAPP Call Prevention and Preparedness

Priority 1: Increasing risk awareness and preparedness of the population

Enhancing risk awareness, understanding and preparedness of the population, fostering a culture of risk prevention and preparedness to risks

Outputs

- **Improved or new multi-risk awareness raising methodologies** for various DRM stakeholders
- Compilation of **good practices and knowledge in the field of risk communication**, risk awareness, engagement of local communities, and fighting disinformation
- **Awareness raising and risk education products**, such as media campaigns, including social media, open-source platforms, augmented reality, simulations, study visits, or other
- **Awareness raising and risk education platforms, applications, and events**
- **Training modules, tools, guidelines, and methodologies aimed to improve individual and household preparedness**
- Training and educational modules, tools, guidelines, and methodologies aimed at **raising risk awareness and enhancing the culture of preparedness amongst the population**, for the general public or specific groups, including vulnerable groups and persons with disabilities

KAPP Call Prevention and Preparedness

Priority 2: : Enhancing from early warning to early action

Strengthen the understanding between forecasting institutions and public authorities at various levels (national, regional, local), to enable a more rapid action before or after a disaster strikes

Outputs

- **Improved systems for hazard monitoring, forecasting and prediction**, including through the use of **new technologies**
- Mechanisms and procedures for information sharing with the ERCC and for a **better integration of early warning systems** (such as the ones of the Copernicus Emergency Management System) in decision making at various levels
- **User manuals for early warning systems**, co-developed by relevant organisations
- **Tools that use early warning systems' products in order to support wildfire behaviour analysis** for direct use in firefighting planning and operations
- **International standards and protocols for warnings**
- **Tools and guidelines on crisis communication and public warning, considering specific needs of the population** (for instance, multi-lingual communities, vulnerable groups, including persons with disabilities, etc.)
- **Guidelines on the implementation of an "all-of-society" approach in early warning**

KAPP Call Prevention and Preparedness

Priority 3: Ensuring a robust civil protection system by strengthening institutional capacity

Strengthen the ability of institutions tasked with civil protection or DRM to effectively prepare for future disasters and to embed the preparedness-by-design principle across policies and investments

Outputs

- Analyses, data collection, feasibility studies, background studies, ex-ante evaluations for **scenario-based capacity-development**, for applying a preparedness by-design in various policies and investments
- Scenario frameworks, manuals, guidelines, planning and decision-making tools, action plans, evaluation reports, trainings and other **analytical products for various disaster risk scenarios**
- Development of training modules and corresponding **training materials to build relevant skills** for changing work environment in DRM, and for reducing the overall environmental impact of disaster risk management
- **Guidance material for translating lessons learnt**, policy recommendations and/or good practices into existing learning initiatives or operations
- **Guidance material for the integration of innovative capabilities in response capacities**, including innovative technical, methodological, organisational, or procedural approaches

KAPP Call Prevention and Preparedness

Award criteria: Relevance

Prevention and Preparedness
Background and general objectives
Needs analysis
Complementarity with other actions and EU added value

- **Needs assessment** is key! Make your case clear on why the project is needed. Use evaluations, peer reviews, independent reports, lessons identified …
- **Connection to the needs and objectives described in the call and reference to the strategic framework** (e.g., national or subnational strategies)
- **Clear outcomes, outputs and indicators**
- Clear description of how **project outcomes would be replicable and usable across the UCPM and beyond**

KAPP Call Prevention and Preparedness

Award criteria: Quality

Prevention and Preparedness
Concept and methodology
Consortium set-up and project team
Consortium management and project management
Cost effectiveness

- A **solid methodology** to carry out the work
- Logical structure and flow in the project. **Work Packages must be coherent for the achievement of outputs**
- **Mandatory Work Packages:**
  - WP1 - Project management
  - WP2 - Dissemination and visibility
  - Additional work packages according to activities and expected results
- Important of a **coherent consortium set up** and project team (meaningful contribution of partners, relevant expertise, reasonable allocation of time…)
- Effective consortium and project management is key, including thorough risk management strategy
- **Well-structured budget, connected to the tasks**. Activities proposed must directly contribute to deliverables and objectives

KAPP Call Prevention and Preparedness

Award criteria: Impact

Prevention and Preparedness
Impact and ambition
Communication, dissemination and visibility
Sustainability and continuation

- The **expected impact is properly thought**
- **Sustainability** of the action is well reflected
- **Solid dissemination and communication strategy** of the project and its results

European Union

KAPP
Full-Scale Exercises

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Full-Scale Exercises

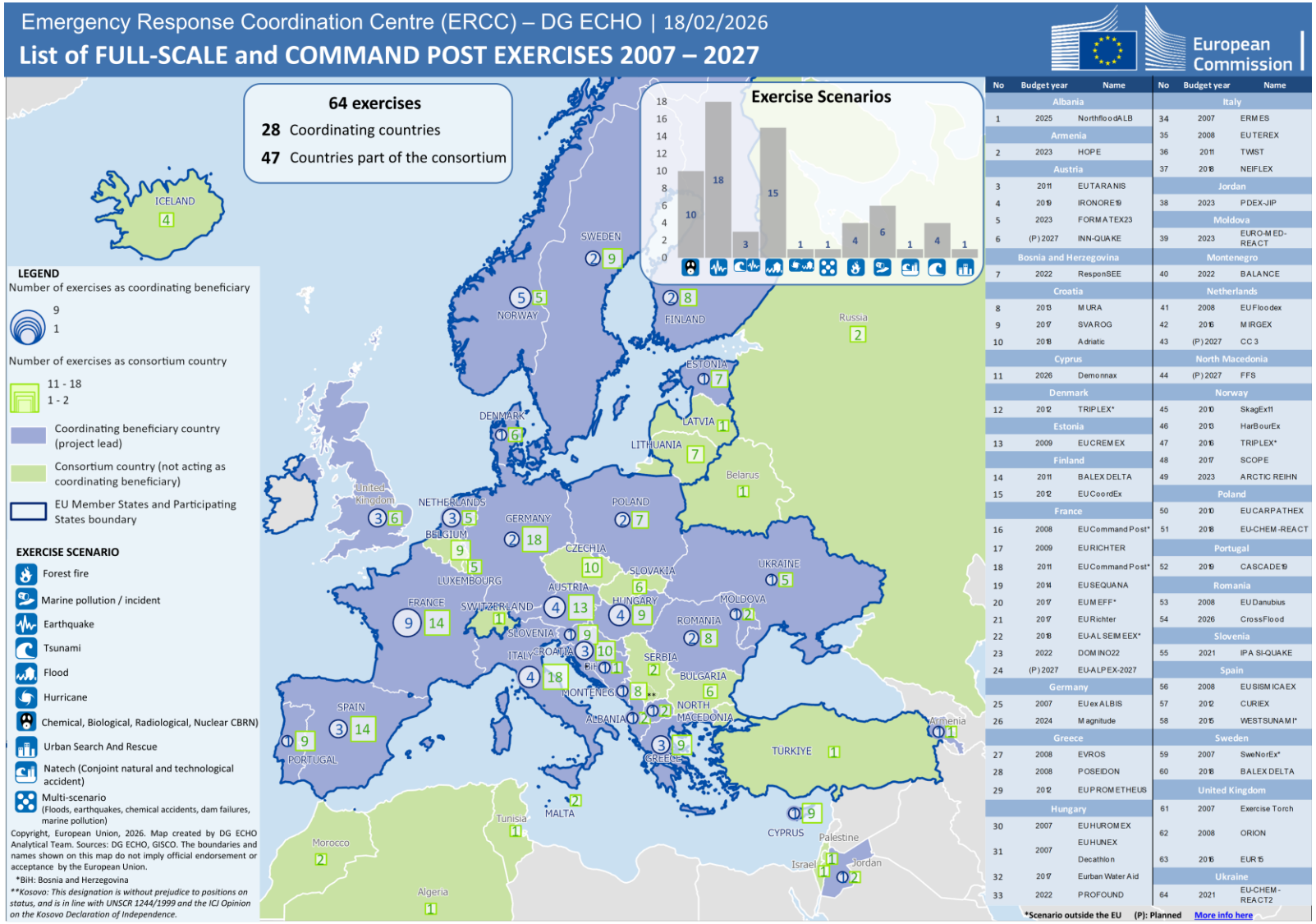
What is a Full-Scale exercise ?

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

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

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

Full-Scale Exercises



No	Budget year	Name
Albania		
1	2025	NorthfloodALB
Armenia		
2	2023	HOPE
Austria		
3	2011	EUTARANIS
4	2019	IRONORE19
5	2023	FORMATEX23
6	(P) 2027	INN-QUAKE
Bosnia and Herzegovina		
7	2022	ResponSEE
Croatia		
8	2013	MURA
9	2017	SVAROG
10	2018	Adriatic
Cyprus		
11	2026	Demonnax
Denmark		
12	2012	TRIPLEX*
Estonia		
13	2009	EUCREMEX
Finland		
14	2011	BALEXDELTA
15	2012	EUCoordEx
France		
16	2008	EUCommandPost*
17	2009	EURICHTER
18	2011	EUCommandPost*
19	2014	EUSEQUANA
20	2017	EUMEFF*
21	2017	EURichter
22	2018	EU-ALSEMEEX*
23	2022	DOMINO22
24	(P) 2027	EU-ALPEX-2027
Germany		
25	2007	EUexALBIS
26	2024	Magnitude
Greece		
27	2008	EVROS
28	2008	POSEIDON
29	2012	EUPROMETHEUS
Hungary		
30	2007	EUHUROMEX
31	2007	EUHUNEX Decathlon
32	2017	Eurban Water Aid
33	2022	PROFOUND

No	Budget year	Name
Italy		
34	2007	ERMES
35	2008	EUTEREX
36	2011	TWIST
37	2018	NEIFLEX
Jordan		
38	2023	PDEX-JIP
Moldova		
39	2023	EURO-MED-REACT
Montenegro		
40	2022	BALANCE
Netherlands		
41	2008	EUFloodex
42	2016	MIRGEX
43	(P) 2027	CC3
North Macedonia		
44	(P) 2027	FFS
Norway		
45	2010	SkagEx11
46	2013	HarBourEx
47	2016	TRIPLEX*
48	2017	SCOPE
49	2023	ARCTIC REIHN
Poland		
50	2010	EUCARPATHEX
51	2018	EU-CHEM-REACT
Portugal		
52	2019	CASCADE19
Romania		
53	2008	EUDanubius
54	2026	CrossFlood
Slovenia		
55	2021	IPASI-QUAKE
Spain		
56	2008	EUSISMICAEX
57	2012	CURIEX
58	2015	WESTSUNAMI*
Sweden		
59	2007	SweNorEx*
60	2018	BALEXDELTA
United Kingdom		
61	2007	Exercise Torch
62	2008	ORION
63	2016	EUR15
Ukraine		
64	2021	EU-CHEM-REACT2

*Scenario outside the EU (P): Planned More info here

Full-Scale Exercises

Scenario mirroring the reality

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

Full-Scale Exercises

Aims and objectives

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

They focus on:

- **Establishing/Exploring**: procedures, plans, policies and/or inter-agency agreements that do not exist and need to be established.

- **Improving**: on procedures, plans, policies and/or inter-agency agreements that do exist but have a potential for improvement or development.

- **Validating/Ensuring**: procedures, plans, policies and/or inter-agency agreements that exist, have been developed or improved but require validation to ensure their adequacy.

Full-Scale Exercises

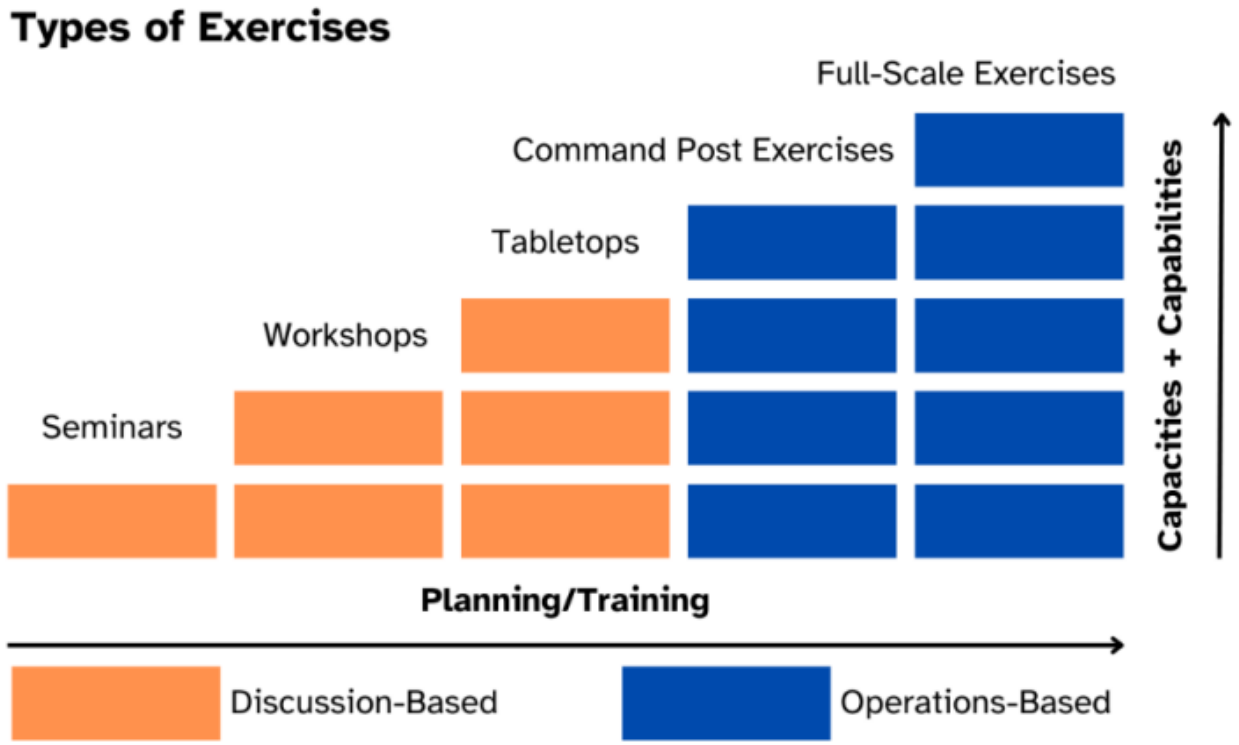
Aims and objectives

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

Full-Scale Exercises

What ingredients should be included in a FSX?

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



Full-Scale Exercises

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

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

Full-Scale Exercises

What ingredients should be included in a FSX: EU Observers

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

Full-Scale Exercises

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

Full-Scale Exercises

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

New guidelines as of November 2024

EUROPEAN COMMISSION

Brussels, 29.11.2024
C(2024) 8339 final

COMMISSION RECOMMENDATION

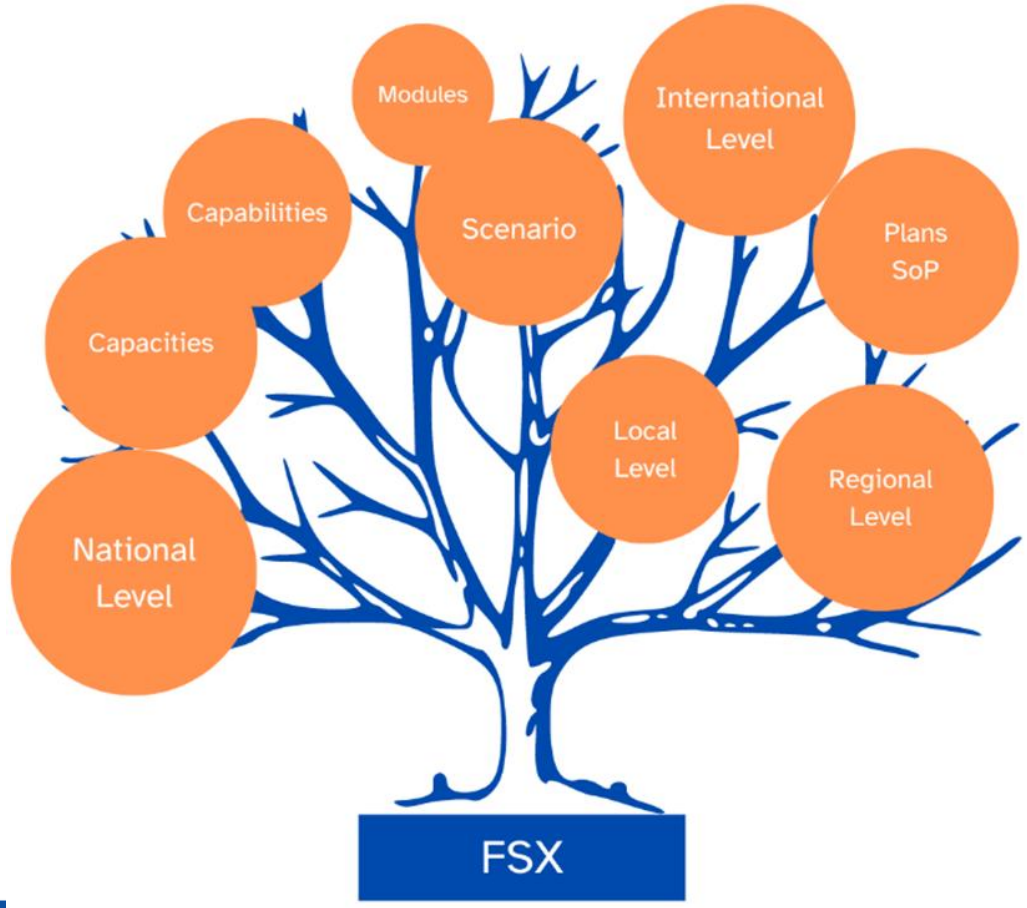
of 29.11.2024

on EU Host Nation Support Guidelines

EN **EN**

Full-Scale Exercises

What ingredients should be included in a FSX: Evaluation programme



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

Full-scale Exercises

Activities should be included in a FSX:

No FSX during first year!

Preparatory Actions

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

Exercises

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

After Actions

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

Full-scale Exercises

Non-eligible activities

- Full-scale exercises in Eastern and Southern Neighbourhood countries that can be funded under other UCPM programmes (example: PPRD East, IPA Care)

- The VIP program is not eligible for funding and can have maximum 25 participants

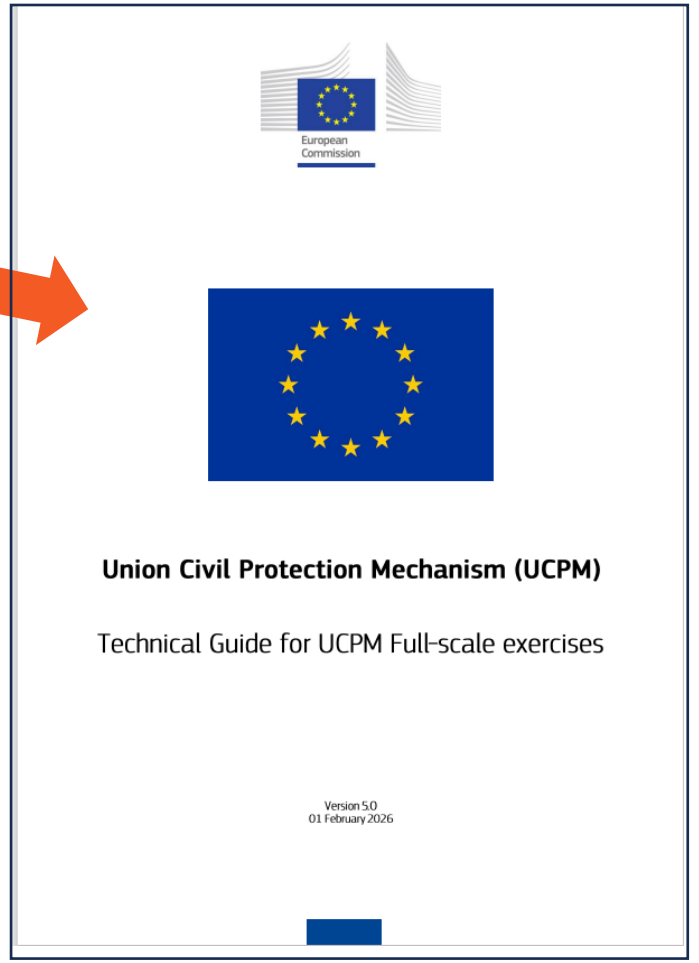
Consortium Composition:

- UCPM MS/PS from 3 different countries
- Coordinator must be the Civil Protection Authority of the Host Country
- As a general rule, coordinator and partners shall provide modules and/or other response capacities

How to prepare a good application for a full-scale exercise?

- **Follow the instructions in the UCPM technical guide for full-scale exercise (Latest update on 11 February 2026)**

- **Answer all of the guiding questions mentioned in the call document under the award criteria (Section 9)**



Relevance

Relevance
Aim, objectives and expected results
Scenario consistency and complexity
Exercising participants
UCPM elements
EUCP Teams

- **Relevant aim, objectives and expected results**
- **Inclusion of cross cutting issues**
- **Scenario consistency with risk assessments**
- **Compatibility with testing, improving or establishing procedures, tools and structures**
- **Inclusion of a wide range of emergency responders, including international level**
- **ERCC role, use of CECIS, HNS guidelines, relevant response capacities**
- **Composition and Terms of Reference (ToRs) of the EUCPT**

Quality

- **The project must be organised under six specific work packages:**

WP 1	**Project management**
WP 2	**Planning**
WP 3	**Exercise conduct**
WP 4	**Dissemination and visibility**
WP 5	**Evaluation**
WP 6	**Way forward**
WP 7	**Workshops and seminars (optional)**

Quality
Organisation and planning
Exercises

- **Realistic timelines**
- **Relevant project and exercise structures**
- **Risk analysis and risk mitigation plan**
- **Quality control**

Impact

- **Appropriate evaluation programme and way forward plan**
- **Project communication and visibility plan**
- **Use of the UCP Knowledge Network platform**

Impact
Evaluation and Lessons learned dissemination
Communication and visibility

European Union

Wellbeing break

Union Civil Protection Knowledge Network

European Union

Financial & Legal issues

Union Civil Protection Knowledge Network

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

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

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

What is in the grant agreement?

Rights and obligations of the beneficiaries

Provisions on:

- Subject of the agreement
- Coordinator/Beneficiaries (if consortium, coordinator + beneficiaries), Affiliated entities, Associated partners, Subcontractors
- Starting date / Duration of the Action (max. of 24 months)
- Maximum grant amount, funding rate, eligibility of costs, technical and financial reporting

What is in the grant agreement?

Rights and obligations of the beneficiaries

Provisions on:

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

What is in the grant agreement?

Financial Aspects

- Grants may NOT produce a profit
- Please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.)
- Guidance published on the Funding & Tenders portal Guidance & Manuals
- Please have a close look at the Annotated Grant Agreement (AGA)

What is in the grant agreement?

Reporting and payment

- Only **1 pre-financing payment of 70%** of the maximum grant amount
- **Final payment** with a **final periodic report**
- Pay attention to the **Certificates on the financial statements (CFS)**:
  - Only if requested EU contribution to costs ≥ **EUR 325 000 per beneficiary**
  - To be provided by a qualified approved external auditor which is independent and complies with Directive 2006/43/EC36 (or for public bodies: by a competent independent public officer)
  - For participants with a positive pillar assessment, the CFS may be provided by their regular internal or external auditors (Art. 10.3 Model Grant Agreement)
  - Cost for the auditor carrying out this CFS may be included as eligible cost.

Example - Financial report of 400 000 EUR:

2 beneficiaries [each EUR 200 000]

no need for CFS

Beneficiary 1 = EUR 350 000
Beneficiary 2 = EUR 50 000

Only beneficiary 1 needs to provide a CFS

Eligible costs - Types

- **Unit costs** – average personnel costs, SME owner/natural person, travel, accommodation and subsistence costs (Annex 2a)
- **Flat-rate** – Indirect costs – 7% of the eligible direct costs
- The rest of the costs (personnel costs different than the average personnel cost, subcontracting, equipment, and other goods, works and services) will be declared as **actual costs**

Eligible/ineligible costs - examples

Eligible costs

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

Ineligible costs

- VAT
- Purchase of equipment, except depreciation costs
- Currency exchange losses
- Excessive or reckless expenditure
- Separate project communication website

European Union

Application process

Union Civil Protection Knowledge Network

Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

Application process

- An application process is a communication process
- EU communicates a call for proposals and sets a framework of rules
- The applicants respond to this call by providing details for a project idea

Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

Application process

1. User account and registration

- Personal EU Login
- Participant register for organisation
- 9 digit “PIC” for each organisation

→ Participant register | EU Funding & Tenders Portal

2. Submit proposal

- 3-part submission (A, B, Annexes)
- Page limits
- **Submission before deadline**
- Confirmation email
- Online manual

→ EU Funding & Tenders Portal | EU Funding & Tenders Portal

Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

Application process

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account.

Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Search Funding & Tenders section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online.
- Part B (technical description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- Annexes (*see section 5*). Upload them as PDF files.

The proposal must keep to the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

Application process: admissibility requirements

- Apply via the Funding & Tenders Portal Electronic Submission System no later than:

  19 May 2026 at 17:00 CET

- Drafted in one of the EU official languages (applicants are however encouraged to submit their applications in English)
- Complete, readable, accessible and printable proposals
- Proposals should not exceed EUR 1 000 000 – EU Contribution

Failure to comply with those requirements will lead to the rejection of the application

Funding & Tenders Portal

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Application process: admissibility requirements

Recurrent admissibility/eligibility problems:

- missing mandatory annexes
- consortium composition with less than a minimum of three entities from three different eligible countries

European Union

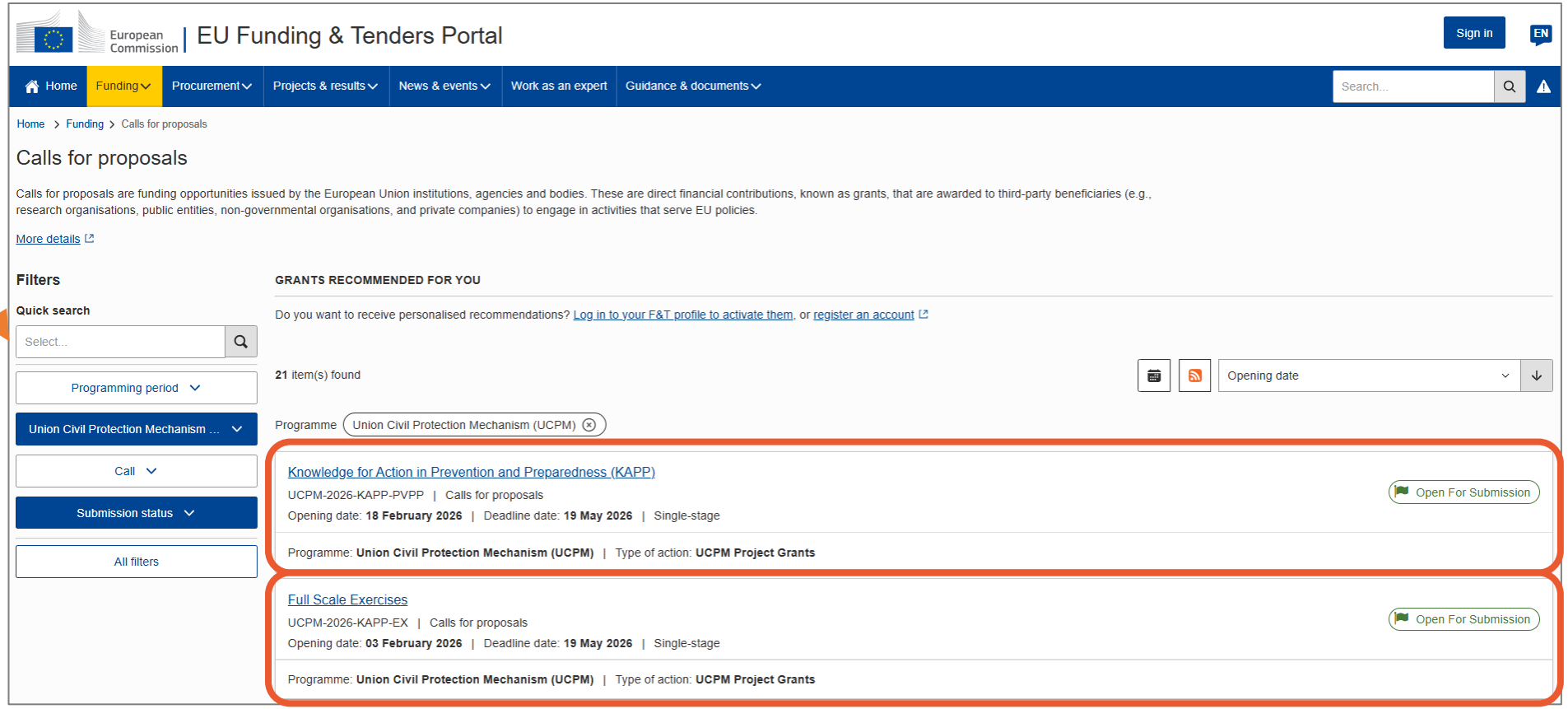
Introduction to the Funding & Tenders portal

Union Civil Protection Knowledge Network

Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

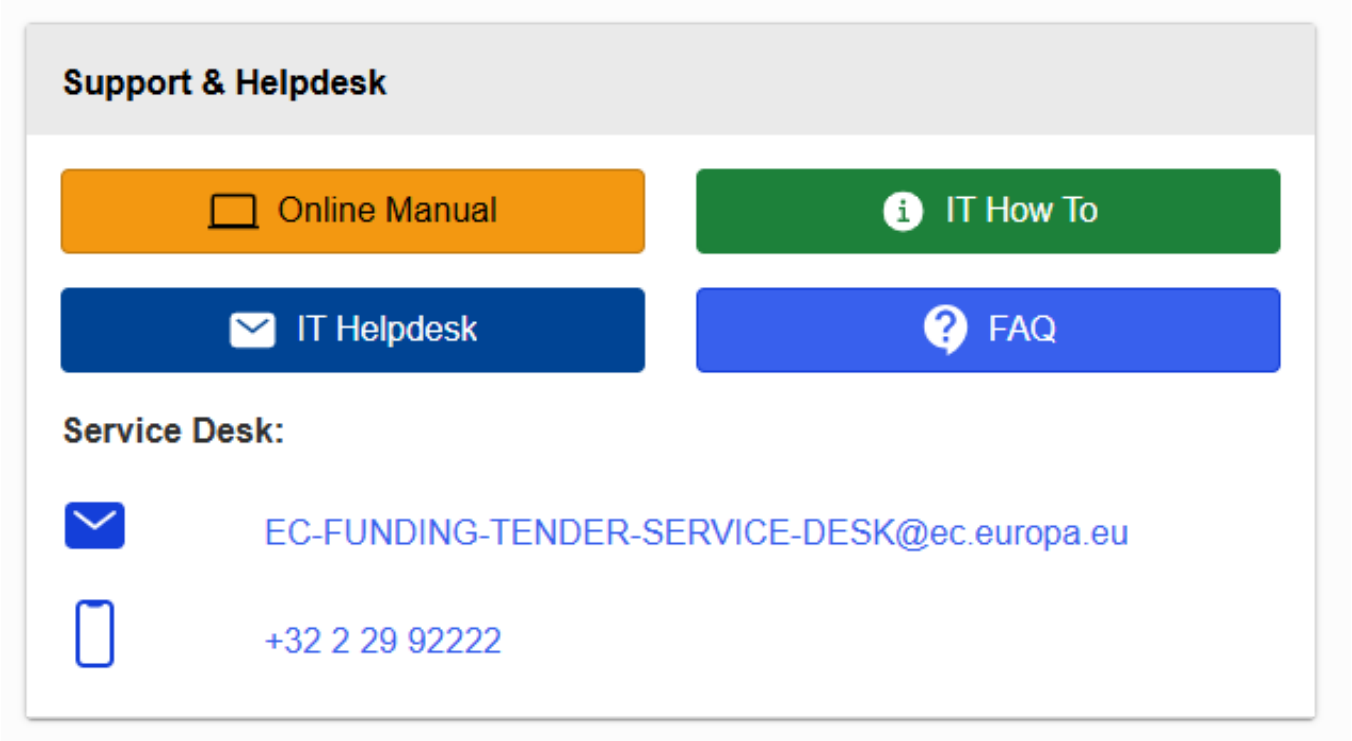
Where do I start to prepare a proposal?



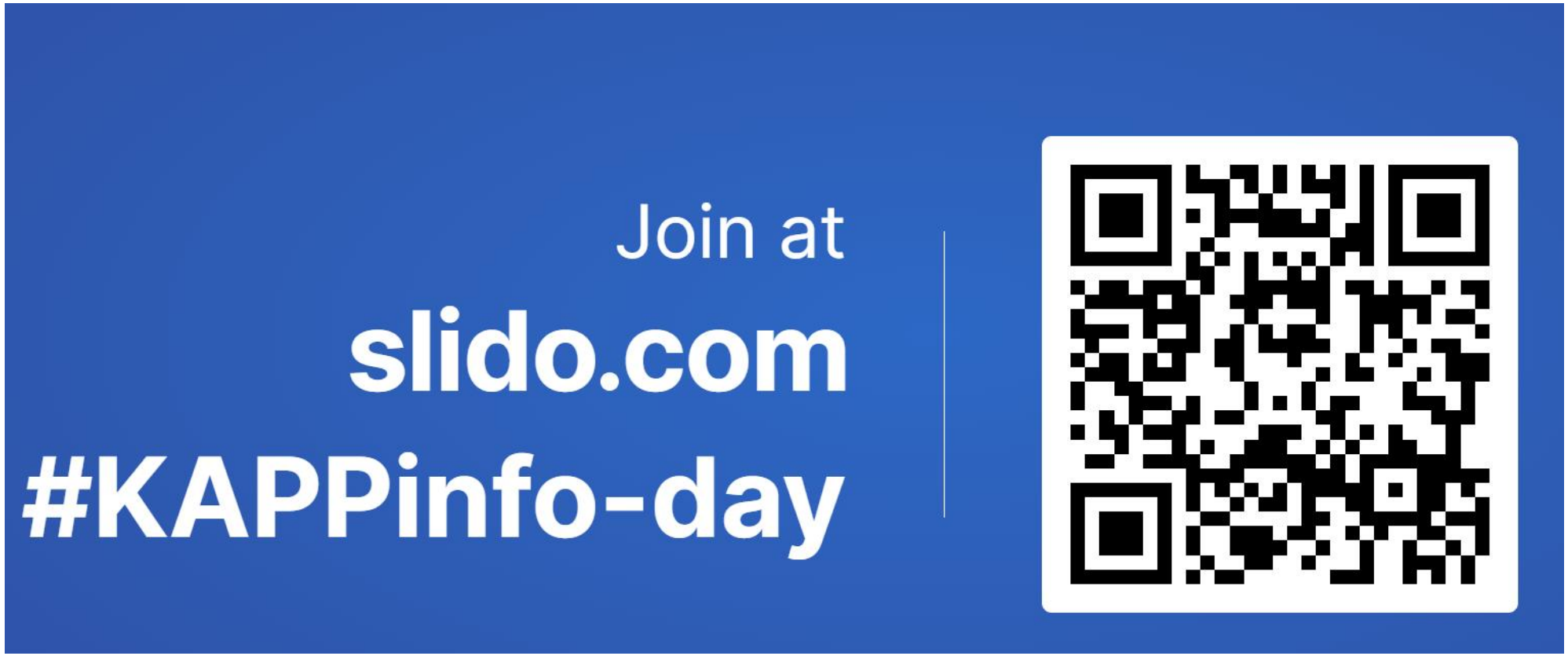
Funding & Tenders Portal

KAPP - Knowledge for Action in Prevention and Preparedness

Helpdesk & Support Services



Questions and Answers



Key Resources:

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

KAPP – PVPP
Funding & Tenders portal

KAPP – EX
Funding & Tenders portal

Union Civil Protection Knowledge Network:
KAPP page

For questions regarding the KAPP calls for proposals:
ECHO-CP-KAPP@ec.europa.eu

Deadline for submission KAPP-PVPP and KAPP-EX:

19 May 2026 (17:00 CET)