**[Restricted] [Open] call for proposals**

< Date >

< Name and address of the lead applicant >

Dear Sir / Madam,

**Call for proposals: < Publication reference and title >**

**Application reference: < Number and title >**

Thank you for submitting a full application for the above call for proposals. Please use the reference number above in any correspondence regarding your application.

NEGATIVE ANSWER

However, I regret to inform you that your full application could not be considered for the following reason(s):

Delete rows not applicable

* [for restricted procedures: it was not submitted by the deadline]
* [for restricted procedures :it was submitted by the deadline, but the following criteria in the checklist were not met: <specify>]
* your capacity in terms of financial, professional and operational capacity was judged insufficient to guarantee the implementation of the action proposed. For information, please find below the scores awarded to your full application, in accordance with the evaluation grid in the guidelines for applicants: <insert here the standard grid with scores>.
* it received a lower score than the ones selected to go through to the next step of the procedure. For information, please find below the scores awarded to your full application, in accordance with the evaluation grid in the guidelines for applicants: <insert here the standard grid with scores>
* <another reason, to be specified, e.g. your application was considered to give rise to a conflict of interest or a check of eligibility under Section 6.5.8.6. of the practical guide: another proposal of a similar nature which received a higher score than yours was selected, you submitted several proposals and the evaluation committee considered that you do not have the financial and/or operational capacity required to implement the actions concurrently.>

Therefore, your application could not be considered further under the present call for proposals.

Should you believe that your rights have been adversely affected by this decision you might consider consulting Section 2.12. of the practical guide (<http://ec.europa.eu/europeaid/prag/document.do>), which contains all information on the available means of redress to contest this decision, including the nature of the redress, the body or bodies before which they can be brought, the time limits for their exercise and the conditions that need to be fulfilled to bring such actions.

I take this opportunity to thank you for your interest in this call for proposals and hope that the above information will help you prepare for any future call for which you may wish to submit an application.

RESERVE LIST

At this stage, your full application has not been recommended by the evaluation committee for the award of a grant.

* Although your application fulfils the quality criteria required, it has been given a lower score than the provisionally selected applications. For information, please find below the scores given to your full application, in accordance with the evaluation grid in the guidelines for applicants <insert here the standard grid with scores>

For grants exceeding EUR 15 000: [The evaluation committee has nevertheless recommended putting your application provisionally on a reserve list valid until <date>. In order to allow the contracting authority to check the compliance with the exclusion criteria of your organisation, possible co-applicants and affiliated entities according to the guidelines for applicants, please send the documents referred to in Section 2.4 of the guidelines for applicants together with the filled in self-evaluation questionnaire on SEA-H (annex L), by <date>, otherwise your application may be removed from the reserve list. Should you not have been contacted by the contracting authority by that date, you should assume that you will not be considered for the award of a grant for this application.]

For grants not exceeding EUR 15 000: [The evaluation committee has nevertheless recommended putting your application provisionally on a reserve list valid until <date>. Should you not have been contacted by the contracting authority by that date, you should assume that you will not be considered for the award of a grant for this application.]

Should you believe that your rights have been adversely affected by this decision you might consider consulting Section 2.12. of the practical guide ([http:/ec.europa.eu/europeaid/prag/document.do](http://ec.europa.eu/europeaid/prag/document.do)), which contains all information on the available means of redress to contest this decision, including the nature of the redress, the body or bodies before which they can be brought, the time limits for their exercise and the conditions that need to be fulfilled to bring such actions.

POSITIVE ANSWER

For grants exceeding EUR 15 000: [I am pleased to inform you that your full application was evaluated by the evaluation committee and the contracting authority has provisionally selected your application for the award of a contract. In order to allow the contracting authority to check the compliance with the exclusion criteria of your organisation, possible co-applicants and affiliated entities according to the guidelines for applicants, please send the documents referred to in Section 2.4 of the guidelines for applicants together with the filled in self-evaluation questionnaire on SEA-H (annex L). These documents and information must be received by <date>, otherwise your application may be excluded.]

For grants not exceeding EUR 15 000 : [I am pleased to inform you that the contracting authority has decided that your application may be awarded a grant of a maximum of EUR <amount>, representing <..> % of the total eligible cost [and <...>% of the total accepted cost] of the action.

A grant contract between the contracting authority and your organisation will therefore be drawn up.

Please note that this letter does not give you a right to the grant. You will not acquire that right until both parties have signed the grant contract and then your right will depend upon the terms of the contract.]

Yours faithfully,

< Name >