**[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 an application for the above call for proposals. Please note your application reference number, above. Please use this reference number in any correspondence regarding your application.

NEGATIVE ANSWER

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

Delete rows not applicable

* it was not submitted by the deadline
* it was submitted by the deadline, but the following criteria in the checklist were not met: <specify>
* it did not receive the minimum score of 30 points specified in the guidelines for applicants. For information, please find below the scores awarded to your concept note, in accordance with the evaluation grid from the guidelines for applicants: <insert here the standard grid with scores>.
* it received a lower score than those selected to go through to the next step of the procedure. For information, please find below the scores awarded to your concept note, in accordance with the evaluation grid from the guidelines for applicants: <insert here the standard grid with scores>.
* <for another reason, to be specified, e.g. your application was considered to give rise to a conflict of interests or an eligibility check >.

Therefore, your application could not be considered for further evaluation under this 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 participating in this call for proposals and hope that the above information will be useful when preparing for any future call to which you may wish to submit an application.]

POSITIVE ANSWER

[I am pleased to inform you that your concept note was evaluated by the evaluation committee and the contracting authority has pre-selected it.

Delete rows not applicable

To be included if the country(ies) concerned by the application has/have been declared in crisis/emergency assistance: [Please note that in accordance with section 3 of Annex K to the guidelines for applicants, <name of country(ies)> <has/have> been declared in crisis or in need of emergency and post-emergency assistance for a duration of < insert period> until date < insert date>. A waiver applies for that period. If the period is extended, you will be informed.]

* Restricted procedures: Please send us your full application form, observing the instructions given in the guidelines for applicants. [for grant exceeding EUR 60 000: Please ensure that all documents requested in Section 2.2.5 are submitted with PADOR registration form together with the full application.] Applications must be submitted by <date>, as evidenced by the stamp date or the postmark. Any application submitted after this date shall be automatically excluded from further examination.
* Open procedures: your full application will therefore undergo evaluation in accordance with the selection and award criteria laid down in the guidelines for applicants.

The above does not affect any potential grounds for rejecting your application which may be established during the further steps of the procedure.]

Yours faithfully,

< Name >