

Note on how to fill in the Financial Capacity section in the E-form

1. Preliminary Information

As indicated in the Guidelines for Applicants of the call for capitalisation projects, when assessing the proposals, the Managing Authority will perform a financial capacity check on the basis of the information contained in the documents submitted by **private applicants and partners**. Hence, **no financial check will be performed on Public entities, Bodies governed by public law or on International Organizations**.

This note is aimed at explaining how Applicants should complete the section of the Financial Capacity in the E-form.

Before filling in the Financial Capacity part, you should pay attention to the following information.

2. Section Applicant and Partners. Focus on legal status

The financial capacity depends on the legal status. In particular, for public Applicant/Partners and international organizations, no financial information is required.

Therefore, if you have selected one of the legal status below, the E-form in the Financial Capacity section will **automatically report** that the concerned Applicant/partner is “in line with the set minimum criteria”. These are the concerned legal status:

- “Ministry or other national public administration”,
- “Regional or local public administration”;
- “Body governed by public law”;
- “International Organization”;

If the selected legal status is “company or other economic operator” you have to select the box “profit-making” is selected, in order to be able to edit the profit part of the financial tables in the Financial Capacity section.

In case the selected legal status is “other (specify)”, if the organization is equivalent to a public body, you must mark the box “Equivalent to public body”. Since the legal status depends on the national legislation of the concerned country, you may contact the concerned [National Contact Point](#) in order to verify the correct selection among the list of legal status.

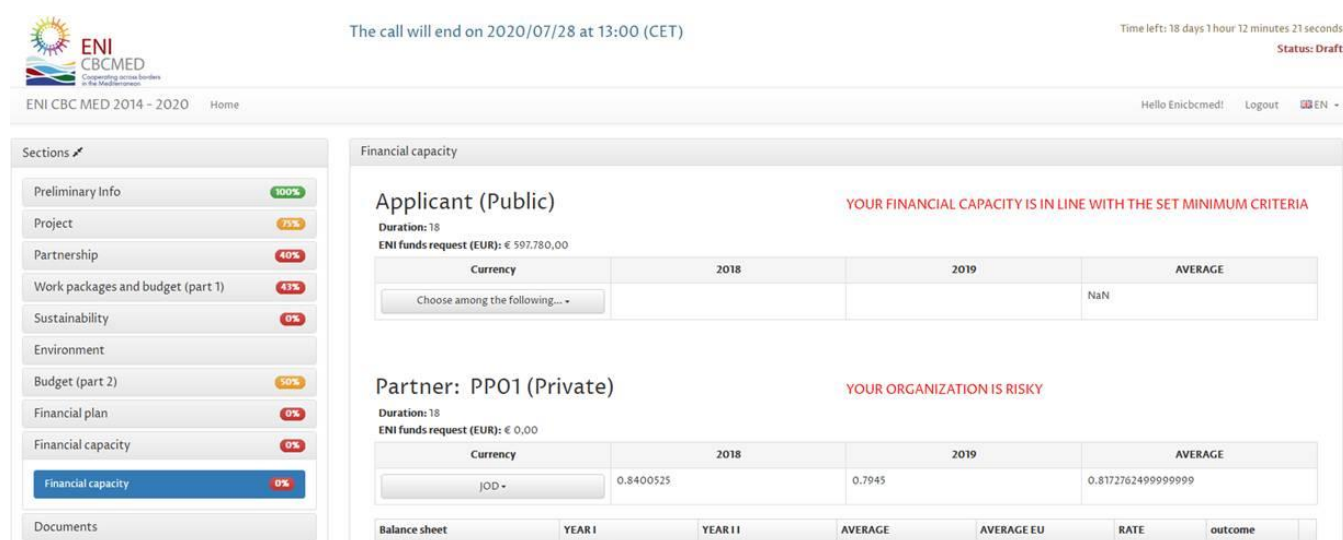
Please note that the legal status will be verified during the eligibility check for those proposals ranking higher after the quality evaluation. If during this check, based on the supporting documents to be

provided on request by the Managing Authority, the selected legal status is not correct, the MA may request to provide financial capacity information as the case may be.

In the Financial Capacity section, private applicants that are not in line with the set minimum criteria (see par. 5.8 Financial capacity assessment of the Guidelines for Applicants), will view a message stating **“YOUR ORGANIZATION IS RISKY YOU CANNOT APPLY FOR THIS CALL”**. In this case an error message will appear also in the financial part under the “submit” section after having pressed the “validate” button. In this case the applicant will not be able to submit the proposal.

3. The Financial Capacity section on the E-form

The Financial Capacity section is available on the main menu and it is **available only once you have introduced the relevant information on the applicant/partners status and once you have completed the budget (both Budget part 1 and Budget part 2)**.



The call will end on 2020/07/28 at 13:00 (CET) Time left: 18 days 1 hour 12 minutes 21 seconds

ENI CBC MED 2014 – 2020 Hello Enicbcmcd! Logout EN -

Sections

- Preliminary Info 100%
- Project 75%
- Partnership 40%
- Work packages and budget (part 1) 43%
- Sustainability 0%
- Environment
- Budget (part 2) 50%
- Financial plan 0%
- Financial capacity 0%
- Financial capacity 0%
- Documents

Financial capacity

Applicant (Public) YOUR FINANCIAL CAPACITY IS IN LINE WITH THE SET MINIMUM CRITERIA

Duration: 18
ENI funds request (EUR): € 597.780,00

| Currency | 2018 | 2019 | AVERAGE |
|---------------------------------|------|------|---------|
| Choose among the following... - | | | NaN |

Partner: PP01 (Private) YOUR ORGANIZATION IS RISKY

Duration: 18
ENI funds request (EUR): € 0,00

| Currency | 2018 | 2019 | AVERAGE |
|----------|-----------|--------|--------------------|
| JOD - | 0.8400525 | 0.7945 | 0.8172762499999999 |

Balance sheet

| | YEAR I | YEAR II | AVERAGE | AVERAGE EU | RATE | outcome |
|--|--------|---------|---------|------------|------|---------|
| | | | | | | |

Figure 1: The Financial Capacity Section

As a general rule, remember that the E-form was shaped so that each section of the menu should be completed in sequential way.

4. Selection of the currency

Before filling in the amounts in the Financial Capacity tables, **Applicants have to select the Currency in which the annual accounts were elaborated**. By selecting the currency, the E-form will automatically show the conversion rate to Euro of the selected currency for 2018 and 2019, as well as the average conversion rate for these two years. This average conversion rate will be used by the E-form to automatically convert to Euro figures introduced in other currencies.

Hence, the tables Balance Sheets and Profit and Loss Account **should be completed with the amounts in the original currency**.

Partner: PPO1 (Private)

YOUR FINANCIAL CAPACITY IS IN LINE WITH THE SET MINIMUM CRITERIA

Duration: 18

ENI funds request (EUR): € 180.000,00

| Currency | 2018 | 2019 | AVERAGE |
|----------|------|------|---------|
| EUR ▼ | 1 | 1 | 1 |

Figure 2: Selection of the Currency

The applicant will not have to indicate either the duration or the amount of ENI Funds requested as they are provided directly by the E-form.

5. Financial information to be provided

The information to be provided **must correspond** to the balance sheets of the last two previous years usually coincide with 2019 (Year II) and 2018 (Year I) but other combinations are possible, if the financial year 2019 has not been audited/closed yet or if the entity does not have a calendar financial year¹. This is in line with the requirement set by the Guidelines for Applicants that foresee that private organisations are eligible under the ENI CBC MED Programme, but they shall be established at least for 2 years from the launching date of the call to participate (06 May 2020).

A definition of each financial concept is available at the end of this note.

If the 2019 balance sheet has not been approved yet, you can indicate the provisional budget.

The page shows for each private organizations the message “Applicant must make sure to save the information (at the bottom of the page) in order to

As anticipated above, each private applicant/partner shall fill-in a self-assessment grid in the e-form.

Profit Entities (such as private companies etc.)

For profit entities, a financial check will be performed on the bases of **4 financial ratios**: liquidity rate, debt rate, subvention rate and profit rate.

- 1) Liquidity Rate:** Current Assets / Current Liabilities. This ratio **must be higher than 1**
- 2) Debt Rate:** [Provisions+Currents Liabilities + Long Term Debts] / Total of Assets. This ratio **must be lower than 0.8**
- 3) Subvention Rate:** [ENI Contribution required / 2,5² or 2] / Capital including reserves. This ratio **must be lower than 1**
- 4) Profit Rate:** Total Revenues – Personnel Costs – Other Operating Costs + Net Financial Income or Charges³ + Net Extraordinary Items⁴ – Taxes on Profit. This ratio **must be positive**.

¹This is the case, for example, of entities with a financial year starting in July and ending in June.

² 2,5 in the case of a 30 months project and 2 in the case of a 24 months project.

³ This amount may either be positive or negative. If negative please mark “0”(zero).

⁴ This amount may either be positive or negative. If negative please mark “0”(zero)

All these amounts have to be indicated in the cells in white as showed in the two figures below. The **cells highlighted in grey cannot be modified** by the Applicant as they are automatically calculated by the E-form.

| Balance sheet | YEAR I | YEAR II | AVERAGE | AVERAGE EU | RATE | outcome |
|--|----------------|----------------|----------------|----------------|-------|------------------|
| Net fixed assets | € 2.566,00 | € 54.222,00 | € 28.394,00 | € 28.394,00 | | |
| Current assets | € 2.630.544,00 | € 45.411,00 | € 1.337.977,50 | € 1.337.977,50 | | |
| Cash and cash equivalents | € 100.000,00 | € 100.000,00 | € 100.000,00 | € 100.000,00 | | |
| Total assets | | | € 1.466.371,50 | € 1.466.371,50 | | |
| Capital including reserves | 52000 | 63000 | € 57.500,00 | € 57.500,00 | | |
| Provisions | 3698000 | 985000 | € 2.341.500,00 | € 2.341.500,00 | | |
| Long term debt | 652000 | € 5.648.522,00 | € 3.150.261,00 | € 3.150.261,00 | | |
| Current liabilities | 658200 | 36000 | € 347.100,00 | € 347.100,00 | | |
| Total liabilities and capital includin... | | | € 5.896.361,00 | € 5.896.361,00 | | |
| <i>Liquidity rate</i> | | | | | 3,855 | OK |
| <i>Debt rate</i> | | | | | 2,385 | NOT IN LINE W... |
| <i>Subvention rate</i> | | | | | 0,436 | OK |

Figure 3: Balance Sheet

Lead Applicants will check that for each private partner the total of assets equals⁵ the sum of total liabilities and of the capital including reserves.

| Profit and loss account | YEAR I | YEAR II | AVERAGE | AVERAGE EU | RATE | outcome |
|-----------------------------------|--------|---------|---------|------------|-------|------------------|
| Total revenues | 0 | 0 | € 0,00 | € 0,00 | | |
| Personnel costs | 0 | € 0,00 | € 0,00 | € 0,00 | | |
| Other operating costs | € 0,00 | € 0,00 | € 0,00 | € 0,00 | | |
| Operating profit | | | € 0,00 | € 0,00 | | |
| Net financial income/charges | € 0,00 | € 0,00 | € 0,00 | € 0,00 | | |
| Net extraordinary items | € 0,00 | € 0,00 | € 0,00 | € 0,00 | | |
| Taxes on profit | € 0,00 | € 0,00 | € 0,00 | € 0,00 | | |
| Profit/loss for the period | | | € 0,00 | € 0,00 | | |
| <i>Operating profit rate</i> | | | | | 0,000 | NOT IN LINE W... |

The Financial Capacity for Non-Profit Entities

A financial check will be performed on the bases of **3 financial ratios**: liquidity rate, debt rate, subvention rate and profit rate.

Liquidity Rate: Current Assets / Current Liabilities. This ratio must be higher than 1.

Debt Rate: [Currents Liabilities + Long Term Debts] / Total of Assets. This ration must be lower than 0.8

Subvention Rate: [ENI Contribution required / 2,5 or 2] / Subsidies.

Of course, due to their non-profit nature, no profit rate is calculated.

It is important to remark that the **total of subsidies required to estimate the Subvention Rate will have to be indicated in the line “Capital Including Reserves”** of the Balance Sheet.

⁵ This is the accounting general rule for Balance Sheets. ASSETS = CAPITAL + LIABILITIES

6. Results of the Financial Capacity

After the completion of the financial tables of each Applicant/Partner, the E-form will automatically show the result of the financial analysis based on the ratios. This message may be:

Applicant:

- **Private profit organisations** acting as applicants **shall meet 3 out of the 4** criteria above in order to be funded.
- **Private no profit organisations acting as applicants** shall meet 2 out of the 3 criteria above in order to be funded

If the condition is met the following message will display:

“YOUR FINANCIAL CAPACITY IS IN LINE WITH THE SET MINIMUM CRITERIA”

In case this condition is not met, the proposal will be rejected on this sole basis. In order to prevent the submission of proposal when the **profit making Applicant** does not meet the said 3 out of 4 criteria or a **no profit Applicant** does not meet the said 2 out of 3 criteria, the following message will display:

“YOUR ORGANIZATION IS RISKY YOU CANNOT APPLY FOR THIS CALL”

Moreover, an error occurs when trying to submit the proposal (see above).

Partners:

a. Results: compliant with the criteria

- **Private profit organisations** acting as partners **shall meet 3 out of the 4** criteria above in order to be funded.
- **Private no profit organisations acting as partners** shall meet 2 out of the 3 criteria above in order to be funded

If the condition is met, the following message will display:

“YOUR FINANCIAL CAPACITY IS IN LINE WITH THE SET MINIMUM CRITERIA”

b. Results: non compliant with the criteria

- **Private profit organisations** acting as partners not meeting 3 out of the 4 criteria above will be considered at risk;
- **Private no profit organisations acting as applicants** not meeting 2 out of the 3 criteria above will be considered at risk;

In case this condition is not met, the message:

“YOUR ORGANIZATION IS RISKY”

7. Verification of the Eligibility

For those projects that will successfully pass the Quality evaluation and ranking higher, the Managing Authority will check the eligibility of the Applicants and Partners. This verification will include the check of the Legal Status and of the Annual Accounts of each applicant/partner. In particular, the Managing Authority **will check whether the information provided in the submitted proposal is consistent with the supporting documents.**

Therefore, before the submission, the Lead Applicants and Partners will make sure that they have selected the appropriate legal status and, that they have indicated, in the financial capacity section, amounts that will be easily identifiable by the Managing Authority when checking their annual accounts. In the case in which a figure indicated in the Financial Capacity section is the combination of 2 or more elements of the Financial Accounts, the Applicant or Partner will make sure that this combination can also be easily traced in their Financial Accounts.

In order to complete the Financial Capacity section, the Lead Applicant and Partners will use the last two annual accounts **duly audited**. Should they not have the legal obligation to audit accounts, the financial data will be extracted from the **non-audited Annual Accounts signed by the Legal Representative**. Either the audited annual accounts or the non-audited annual accounts signed by the Legal Representative will be required in duly time by the Managing Authority in order to perform the Verification of Eligibility. The Lead Applicant will ensure that the amounts used for the Financial Capacity check are clearly highlighted.

8. Definitions of the financial concepts

Net fixed assets: are the capitalized assets after deduction of accumulated depreciation and amortization. They typically include buildings, equipment and/or participations in affiliates.

Current assets: are all other assets with a maturity of less than a year, with the exception of cash and cash equivalents provided on a separate line. Typically, it is accounts receivable, inventory and/or prepaid expenses.

Capital including reserves: is the total of capital, retained earnings, net income for the period and any other reserves.

Provisions: usually relate to costs for pension liabilities or legal risks. Most of the time the exact amount and/or beneficiary is not known.

Long term debt: is the portion of liabilities with a maturity of more than a year.

Current liabilities: are debts with a maturity of less than a year, including the part of financial debt which is due in less than a year and related accrued interest or short term bank overdrafts.

Balance: please check that total assets equals total liabilities + capital including reserves.

Total revenues: revenues generated by the operating activities (e.g. sales, grants received, etc.).

Personnel costs: indicate the total cost for staff employed, i.e. salaries and wages plus related social benefits.

Other operating costs: remaining costs incurred in the operating activities.

Net financial income/charges: financial income generated (e.g. interest income, etc.) under the deduction of financial expenses (e.g. interest paid, etc.).

Net extraordinary items: profit or loss generated by extraordinary items. These must be classified as such under your organization's accounting policy and your national authority's generally accepted accounting principles.

Taxes on profit: taxes levied on the net income generated by your organization.