

## The Ten Commandments – How to obtain EU Funding

1. **Thou shalt gather early intelligence** about opportunities in your field of interest – the Directorate Generals publish their annual work programmes in the beginning of each year. Study the work programmes relevant to you and use the time to prepare for the bid or application so that a strong foundation is in place when the call for proposal/tender is published.
2. **Thou shalt determine the need for Co-financing?** Find out if you need to partly finance the project yourself. If so, secure the resources in due time
3. **Thou shalt form permanent partnerships** with organisations from other EU Member States broadly covering the EU territory that you can call upon when needed. At this moment in time it is often seen as an **added value** to include a **partner** from one of the 10 new **Member States**.
4. **Thou shalt carefully study the award criteria** to ensure that you have fully understood them. Can you live up to them? The award criteria are strictly applied, so don't spend time on an application/proposal that does not fit in. **Remember:** Make your application/proposal fit with the award criteria – not the other way around.
5. **Thou shalt always respect the deadline.** Being just 2 minutes late can be reason enough to exclude your application.
6. **Thou shalt follow the EU Policy developments** within your field of interest, so that your proposal reflects and takes into account the political priorities.
7. **Thou shalt not be reckless with formalities!** Assign a person who has tried it before to take care of this. Supply all the information asked for, and ask the EU contact person if you are in doubt. Even the smallest deviations can exclude you.
8. **Thou shalt be systematic: Establish a system that ensures the production of good proposals and be professional** about it if you want to work strategically with EU funding. This could imply, for example, development strategic partnerships, development of databases of partners and experts, storing of up-to-date financial information in accordance with the EU standard requirements as well as other formalities at hand.
9. **Thou shalt pay attention to detail:** Be as detailed as possible in your **application/proposal**. Emphasise your previous experience and expertise of the people to be involved in the assignment. If CVs are to be included, spend time on adapting them to the specific project, so that they match the requirements – particularly the award criteria – as much as possible. If standard application forms must be used, provide only the information requested.
10. **Thou shalt not be driven by money alone:** EU funding should ideally support your main activities or your strategic objectives.

**In conclusion: Do it right or don't do it all**