

## A) Tips to submit Basque clubs grant applications

### 1.- Deadline

- It starts the day after the publication of the annual resolution regarding these grants. It is published in the BOPV (Boletín Oficial del País Vasco / Basque Country Official Bulletin), within one month.
- Calls for application for these grants can be found on the following website: [www.euskadi.eus/euskaldunak](http://www.euskadi.eus/euskaldunak), under "Trámites y servicios" (Procedures and services) section.
- It is also published on the following website: [www.euskaletxeak.eus](http://www.euskaletxeak.eus), under "News" section and it is notified via e-mail to every Basque club. Therefore it is very important that Basque clubs have their information updated on this website.
- It is important to read the text of the resolution since there might be variations from one year to the next. The legal framework in which these annual resolutions are defined is the so called "Decreto 50/2008", modified by "Decreto 175/2014" which can be consulted in our web, under "Comunidad Vasca en el exterior, Normativa" (Basque Community abroad, Normative) section.

### 2.- Submission of the applications

- Applications can be submitted at the delegations of the Basque Government abroad or at Lehendakaritza headquarters in Vitoria-Gasteiz. They can also be submitted at embassies and consulates (outside Spanish national territory) or at "fuerzas del orden público" offices/Law enforcement offices (within the Spanish national territory). Applications can also be sent via certified mail, with a USPS seal inside and outside of the consignment. USPS seal must show a date before the due date of the submission of the applications. What it really matters is the date in which it enters in the Administration and not the sending date.
- The application form (Anex I of the resolution calling for applications) signed by the president or legal person responsible of the Basque club applying for the grant is a very important document that can be scanned and sent via e-mail to hurry up its entry, while the original copy of the signed application form is sent as explained before.
- It is not compulsory for the rest of the required documents to have a handwritten signature, therefore all of them can be sent via e-mail.
- It is not advisable to wait until the deadline to submit the application.

### 3.- Preparation of documentation

- Every document listed in the application form (Annex I of the resolution calling for applications) must be attached to the application.
- "Declaración de mínimos" (The 'minimis' declaration) has to be submitted only by Basque clubs located within the European Union territory.
- If any document is missing or incorrect, Basque clubs will be requested to correct the mistakes.

- Basque clubs will have 10 days to correct the mistakes on their applications. If mistakes are not corrected within 10 days, applications will be dismissed.

#### 4.- Application composition

- Amounts must be showed in local currency. The exchange rate to euro will be carried out by the Basque Government.
- Chapter IV, Activities: It is necessary to describe in detail each project or event. It is also necessary to estimate the cost of each activity, pointing out any possible income for each one of them. Suggestion: it would be a good idea to use one line for each activity showing its description, its approximate cost and its approximate income. Approximate costs can be based on real estimates or on previous experiences. The more information is provided about an event/activity, the higher likelihood of getting a favorable valuation of the application.
- Small purchases that need to be done in order to carry out a given activity can be included in the description of cost of the event (clothing for dantzak, little music instruments, etc.) Salaries corresponding to teachers of the activities can also be included in the description of the cost of the event, unless permanent and part of the social purpose all year long.
- Chapter IV, Operation: It is necessary to describe each expense (indicating if it is related to the payment of the rent, gas, electricity, secretary's salary, etc.) and its approximate cost (no need to indicate estimated income here) . Usually, expenses related to regular administrative procedures that allow the running of the Basque clubs are included in this chapter. Approximate costs can be calculated studying estimates from previous years.
- Expenses of paint, maintenance and little repairs are considered operational expenses.
- If estimated costs related to the operation of Basque clubs are higher than estimated costs related to their activities, the first will be reduced during the "Adjustment" phase in order to equalize both subchapters. This will be done due to the fact that operational expenses can be 50% of the total of Chapter IV, at the most.
- Chapter VII, Infrastructure and Equipment: This refers to the acquisition of all kind of equipment that will constitute an asset of the Basque club: electrical appliances, computer equipment, etc.; as well as construction, renovation and headquarters procurement projects. Estimated costs must be based on a budget issued by real companies. In the case of construction or procurement, projects must also be signed by a competent professional and submitted together with the construction drawing.
- Basque clubs must request a fixed amount of money for each chapter (lower or equal to the budgeted amount). The more resources Basque clubs can provide on their own, the higher the application will be valued.

## 5.- Adjustment document

- Once all the applications are electronically processed and the deficiencies correction period is over, each Basque club applicant will receive their adjustment document.
- The adjustment document is a communication that informs Basque clubs about how their application has been registered in the Basque Government (at this point the application has not been valued yet). Through this communication Basque clubs are informed that they will have to justify 100% of those amounts, shown in Euros, regardless of the final amount they are granted.
- The adjustment document is an important document, since it serves the assessment procedure and it is the basis on which the posterior justification process stands.

## 6.- Common errors on grant applications

The most serious mistake made by almost everyone is to consider Basque Government grants as a source of funding for Basque clubs. This is a mistake for two reasons: firstly, because the granted amount cannot be known in advance and, secondly, because the spirit of the grant is precisely the opposite, i.e., the grant is an economic aid to help finance the activities that Basque clubs would carry out even if they did not receive any money from the Basque Government.

Thus, grants to Basque clubs should be regarded as a reimbursement of part of the incurred or expected expenses for a certain year. This way, the recovered money could be allocated to other unforeseen activities. Besides, the grant justification process should not raise any problem since the granted activities would have been carried out anyway, regardless of the final granted amount.

There are some common mistakes made when submitting an application. We strongly recommend avoiding the following:

- Sending the application mixing all kind of documents: previous years' supporting documents, applications for other calls, data updates (members, contact info of the Basque Club or banking accounts), etc.
- Making an estimate directly in Euros, when the Basque Club is based outside the Eurozone.
- Missing the deadline regarding the corrections in order to comply with the requirements.
- Not specifying the income originated from the activities.
- Confusing estimated amounts with requested amounts: what is budgeted is the starting point of the valuation, but it is what later will have to be justified at 100%; if a smaller amount is requested deliberately, it will become more likely that the final award gets closer to that amount.
- Applying for 50% of the budget (given that the regulations do not impose any restriction in this regard.)
- Not having all their data updated on [euskaletxeak.eus](http://euskaletxeak.eus) website: data contained on the website is the one used in evaluation criteria for applications (number of members, board of directors, nature of the center, blog activity, etc.)

## **B) Tips for presenting grants supporting documents (justification):**

- The deadline to submit the supporting documents is on June 30<sup>th</sup> of the next year, after the resolution has been published on the BOPV.
- The presentation of supporting documents through euskaletxeak.eus website simplifies the procedure and accelerates the process to cash the pending amount.
- Invoices and receipts have to be kept in the Basque Club's property as they may be requested in later inspections so as to verify that the submitted list of expenses matches with the real invoices.
- Invoices and receipts must include: description of the expense, date, issuer and recipient (article 16.2 of Decree 50/2008)
- Those expenses reiterated throughout the year, especially the operating costs, may be accumulated in the website euskaletxeak.eus. That is, a single concept may be applied for the whole year (i.e. rent, utilities, the secretary's salary, etc.).
- The justification has to correspond to the 100% of the budget for each Chapter. However, in regards to Chapter IV the justification has to follow the same distribution as the application, that is, a maximum of 50% of the total amount is accepted to justify the operating costs.
- If a Chapter is not fully justified to 100%, it must be notified that not all the budgeted amount on the Adjustment could be accomplished. In that case, the grant will be proportionally reduced in accordance with the supporting documents and it will be determined whether there is still any amount due to the Basque Club for the remaining payment or the club has to give back the extra money received in the first payment. This way, the justification will be considered correctly terminated.
- The real justification is calculated on the exchange rate at the date when the first payment was done. This won't match the amount that appeared in the Adjustment document because this one was calculated on the exchange rate at the date when the call was done. Therefore, it is important to justify the 100% of presented budget in local currency, leaving to the Basque Government the rate adjustments.