

## European Union Solidarity Fund (EUSF)

### Guidelines for completing the application form for public health emergencies

These guidelines are intended to help with the completion of the application form for financial assistance from the EU Solidarity Fund (EUSF) **for public health emergencies**. They do not give an exhaustive presentation of the obligations of the EUSF Regulation, and do not consider legal questions in detail. The information provided is therefore without prejudice to the position the Commission will take on the basis of the information received.

Reference numbers correspond with those in the application form.

Please verify on the EUSF website whether you are using the latest version of the form and guidelines (see top right of this page).

The application file (formal cover letter, application form and annexes) should be sent to:

**EUROPEAN COMMISSION  
DG REGIONAL AND URBAN POLICY  
B-1049 Brussels, Belgium**

An electronic version of the application should be sent to: [EC-SOLIDARITY-FUND@ec.europa.eu](mailto:EC-SOLIDARITY-FUND@ec.europa.eu)

Overview		
Guideline Reference number		<i>Information to be provided by the applicant</i>
1	<b>State applying</b>	Name of Member State or of country involved in accession negotiations making the application.  Applications must be submitted by the competent national authorities of the affected state. Regional or other authorities may not apply.
2	<b>Date of first occurrence of infection</b>	Please give the date on which the first human infection was officially diagnosed in your country
3	<b>Date of first official action against the emergency</b>	The same rules apply as for <b>progressively unfolding natural disasters</b> (Art. 4 (1c) EUSF Regulation) whereby the 12 week application deadline is counted from the date one on which the public authorities of the affected state took official action for the first time against the effects of the emergency or from the date they declared a state of emergency (or similar).  This date is the starting date of the 12-week application deadline within which a formal application must be received at the Commission. Electronic submission is accepted in order to meet the deadline if the authenticity of the applications is guaranteed (e.g. by including a scan of the signed cover letter).  This date is also the starting date of the eligibility for (retroactive) EUSF funding of emergency operations.  In order to ensure an equitable treatment of all applications from eligible countries affected by <b>Covid-19</b> before the entry into force of the amending Regulation extending the scope of the EUSF to health emergencies, those countries may <b>submit a first summary application</b> within the deadline (e.g. by way of a letter containing basic information.) <b>The Commission will accept</b> (in application of

		Art. 4 (1a) of the EUSF Regulation) <b>receiving updates/full information as requested in the application form within 12 weeks of the entry into force of the amended Regulation i.e. by 24 June 2020.</b> After that date the Commission will assess all applications jointly. There will be no “first come first served”.
4	<b>Type of public health emergency</b> Please specify	Short description e.g. pandemic, disease outbreak, biohazard, chemical, other (please explain)
5	<b>Major public health emergency threshold</b>	The threshold is either <b>0.3% of Gross National Income (GNI) or EUR 1.5 billion</b> in prices of year n-2 (based on EUROSTAT data). Accordingly, for 2020, the applicable threshold would be EUR 1 792.639 million (reference year 2018). <b>The lower of the two amounts applies.</b>  Please use the annual thresholds per country published on the EUSF website.
6	<b>Total public expenditure for emergency response measures</b> (total amount in million EUR)	Sum of the estimated expenditure for emergency operations to support the population and limiting the spread of the disease <b>during the four months following the starting date declared in reference number 3.</b>  This amount should be equal to the total for eligible operations <b>detailed under reference numbers 14 and 15 below.</b>  The total amount given here may include expenditure that has received/will receive a contribution from other EU instruments. However, the same operation may not be financed from several EU instruments, i.e. <b>double financing is not permitted</b>
7	<b>Request of advance payment<sup>1</sup></b>	Indicate whether you apply for an advance payment.  Subject to the availability of budget resources, the advance payment may amount up to 25% of the expected final EUSF contribution, depending on budget availability and limited to EUR 100 million maximum.  If the Commission considers that the application is not likely to meet the criteria of the Regulation, an advance will not be paid. Unduly paid advances will be recovered.

<b>Application</b>		
Guideline Reference number		<b>Information to be provided by the applicant</b>
<b>8</b>	<b>Body introducing the application</b>	Applicant must be a National Government/ national authority (such as ministry).
<b>9</b>	<b>Responsible person and function</b>	(Political) representative of the national Government/ Authority. This is likely to be the minister (or similar) having signed the formal cover letter transmitting the application.
<b>10</b>	<b>Working level contact(s):</b>	<p>Please indicate the person(s) with whom the Commission services can directly correspond for any further questions relating to the application.</p> <p>The Commission should be able to establish direct contact with the body responsible for preparing the application to help speeding up the procedure as much as possible.</p> <p>To assist the speedier processing of the application, applications should be submitted electronically.</p>
	Name	
	Organisation & function	
	Address	
	Phone	
	Email	
<b>11</b>	<b>Short description of the emergency and of the response measures taken</b>	<p>Brief description of</p> <p>(1) the cause of the emergency);</p> <p>(2) the emergency measures taken by the different authorities.</p>
<b>12</b>	<b>Impact of the disaster on the population</b>	<p>Briefly describe the impact on the population such as effects and spread of the disease, health consequences, restrictions on public life, supply security etc.</p> <p>Any other relevant information.</p>
<b>13</b>	<b>Area/regions affected</b>	If only a part of the country is affected, please name administrative regions affected or identify affected area following appropriate criteria reflecting the nature of the emergency. For health emergencies there are no "regional disasters" with specific thresholds.
<b>14</b>	<b>Estimate of total public direct expenditure for response measures <u>during the 4 months following the beginning of the emergency:</u></b>	
	<b>Grand Total (million EUR)</b>	<p>In million euros with three decimals</p> <p><b>Should be the same as ref.nr. 6 and equal the eligible expenditure</b></p>
	In national currency where applicable,	For countries not using the euro please convert all amounts into euros at the official rate for the month of the application published

		by the Commission at <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm</a>	
	Exchange rate applied		
15	<b>Breakdown of eligible expenditure</b>	<b>EUR</b> (in million, three decimals)	<b>National currency (if applicable)</b>
	<ul style="list-style-type: none"> <li>Medical assistance, including medicines, equipment and medical devices, costs of healthcare or civil protection infrastructure, laboratory analyses</li> </ul>	<p>The amounts may include all <u>real</u> expenditure (actually made or projected) <b>during the 4 months following the beginning of the emergency as in reference number 3</b>. This expenditure should be additional and directly linked to the emergency. Double financing of the same operation with other EU instruments is not permitted.</p> <p>Expenditure to support businesses or the labour market may not be included. Guarantees, state income losses and other indirect costs may not be included.</p> <p>VAT may only be included if non-recoverable under national VAT-legislation.</p> <p>For countries not using the euro please convert all amounts into euros at the official rate for the month of the application published by the Commission at <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm</a></p>	
	<ul style="list-style-type: none"> <li>Personal Protective Equipment</li> </ul>		
	<ul style="list-style-type: none"> <li>Special assistance to the population and vulnerable groups</li> </ul>		
	<ul style="list-style-type: none"> <li>Support to keep medical and other emergency services personnel operational</li> </ul>		
	<ul style="list-style-type: none"> <li>Development of vaccines or medicines</li> </ul>		
	<ul style="list-style-type: none"> <li>Strengthening preparedness planning capacity and related communication</li> </ul>		
	<ul style="list-style-type: none"> <li>Sanitation of buildings and facilities</li> </ul>		
	<ul style="list-style-type: none"> <li>Health checks</li> </ul>		
	<ul style="list-style-type: none"> <li>Risk assessment and management</li> </ul>		
<ul style="list-style-type: none"> <li>related additional personnel costs</li> </ul>			
<ul style="list-style-type: none"> <li>other (pl. specify)</li> </ul>			
16	<b>What percentage of Gross National Income (GNI) does the expenditure represent?</b>	Indicate the amount and % of total; see major disaster threshold table published on the EUSF website	
17	<b>Other <u>EU funding</u> received or requested to help cover total expenditure (e.g. through the Coronavirus Response Investment Initiative)</b>	Short description / estimated amount (e.g. use of Structural and Investment Funds/ESIF, Pre-accession instrument/IPA etc.).	
18	<b>Other <u>non-EU funding</u> received or expected to cover a</b>	Short description / estimated amount / % of total damage	

	<b>part of total public response expenditure</b>	Indicate all other sources of funding, including financial and in kind donations that might contribute to covering the cost of emergency operations.
	- national	
	- international	
19	<b>Did you request assistance through the European Emergency Response Coordination centre (ERCC)? Please give details</b>	Short description of such assistance
20	<b>Was the Emergency Support Instrument activated for this disaster?</b> - Amount of assistance received or expected <b>Please provide details</b>	
21	<b>Please indicate the account number and holder for the payment of the financial aid. (cf. Annex )</b>	
		<input type="checkbox"/> Account used previously to receive EU payments <input type="checkbox"/> New account

**Please provide the following annexes together with the application form:**

Annex 1	Map of the affected area (if not the entire country is affected)
Annex 2	Financial table with breakdown by category (total public expenditure, eligible cost).
Annex 3	Short description of the method used to determine expenditure
Annex 4	Financial Identification (required for accounts not yet verified by the Commission) Please complete and have stamped and signed the form that you can find here: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm</a>
Annex xxx	Any other essential information (please keep short)