

European Union Solidarity Fund (EUSF)

Guidelines for completing the application form

These guidelines are intended to help with the completion of the application form for financial assistance from the EU Solidarity Fund (EUSF). They do not give an exhaustive presentation of the obligations of the 2014 EUSF Regulation, and do not consider legal questions in detail, and should not be understood as an interpretation of the Regulation. 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).

Overview			
Guide-line Reference number	<i>Information to be provided by the applicant</i>	<i>Nature of information required</i>	<i>Legal basis where applicable</i>
1	State applying	<p>Name of Member State or of country involved in accession negotiations making the application.</p> <p>Applications must be submitted by the competent national authorities of the affected state. Regional or other authorities may not apply.</p>	Article 2(1)
2	Date of first damage caused by the disaster	<p>Must be the date of occurrence of the first damage caused by the disaster. It is not possible to choose a later date and to exclude earlier damage, e.g. in order to meet the deadline.</p> <p>This date is the starting date of the 12-week application deadline within which the formal applications 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).</p> <p>This date is also the starting date of eligibility for (retroactive) EUSF funding of emergency operations.</p>	
3	Date of first official action against the disaster	<p>In the event of a progressively unfolding natural disaster (in particular drought) where a clear starting date cannot be determined, the 12-week application deadline is counted from the date on which the public authorities of the affected state took official action for the first time against the effects of the natural disaster or from the date they declared a state of emergency (or similar).</p>	Article 4(1)(c)
4	Type of natural hazard causing the disaster	<p>Earthquake, flooding, storm, forest fire, drought etc. Please specify if possible referring to the IRDR hazard classification (for terminology see here: https://www.undrr.org/publication/hazard-definition-and-classification-review-technical-report)</p> <p>Note that because of the EUSF being based essentially on physical damage and its ex-post repair biological disasters are unlikely to be eligible for EUSF assistance.</p>	
5	Major disaster	<p>The threshold is either 0.6% of Gross National Income (GNI)</p>	Article 2(2)

	threshold	<p>or EUR 3 billion in prices of year n-2 (based on EUROSTAT data). Accordingly, for 2017 the reference year is 2015. The lower of the two amounts applies.</p> <p>Please use the annual thresholds published on the EU Solidarity Fund website under 'How to apply' https://ec.europa.eu/regional_policy/funding/solidarity-fund_en</p>	
6	Total direct damage	<p>Sum of the estimated amounts of direct damage and cost of the rescue operations. 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 occurrence published by the Commission at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm</p>	<p>Article 3(4)</p> <p>Article 9</p>
7	<p>Category</p> <p><input type="checkbox"/> Major disaster</p> <p><input type="checkbox"/> Regional disaster</p> <p><input type="checkbox"/> "Neighbouring country" disaster</p>	<p>The Fund can be mobilised if one of the three condition is fulfilled:</p> <p>1) <i>Major disaster</i>: total direct damage exceeds the major disaster threshold specific to the applicant state (see current thresholds on the EUSF website "How to apply" https://ec.europa.eu/regional_policy/funding/solidarity-fund_en).</p> <p>The relevant reference year is n-2. All direct damage on the territory of the applicant state may be included, independent of its location.</p> <p>2) <i>Regional disaster</i>: total direct damage including intervention costs (cf. Q6) in excess of 1.5% of regional GDP at level NUTS 2. If several NUTS 2 regions are concerned the weighted average of regional GDP is used. Weighting is calculated by multiplying the GDP of each region by the share (%) of the total damage that occurred in that region before calculating the average.</p> <p>For the outermost regions the threshold is 1% of regional GDP at NUTS level 2.</p> <p>Cf n° 21 below</p> <p>3) <i>Neighbouring country</i>: A Member State or a country negotiating accession to the EU that is affected by the same event that caused a major disaster in another eligible State. In this case no threshold applies. The aid amount may however not exceed that for the originating country.</p>	<p>Article 2(1)</p> <p>Article 2(2)</p> <p>Article 2(3)</p>
8	Request of advance payment	<p>Indicate whether you apply for an advance payment.</p> <p>Subject to the availability of budget resources the advance payment may amount to 10% of the expected final EUSF aid, limited to EUR 30 million maximum.</p> <p>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.</p>	Article 4a

Application			
Guideline Reference number		Information to be provided by the applicant	
9	Body introducing the application	Applicant must be a National Government/ national authority (such as ministry).	Article 4(1)
10	Responsible person and function	(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.	
11	Working level contact(s): Name Organisation & function Address Phone Email	Please indicate the person(s) with whom the Commission services can directly correspond for any further questions relating to the application. The Commission should be able to establish direct contact with the body responsible for preparing the application to warn them of common weaknesses in applications received and to help to speed up the procedure as much as possible. To assist the speedier processing of the application, an electronic copy of the paper original should be sent.	
12	Description of the disaster and of the emergency measures taken	Brief description of (1) the triggering event, i.e. the meteorological/natural events causing the disaster (incl. start and end date that might be different from dates reported under 2 and 3); (2) the emergency measures taken by the different authorities.	
13	Impact of the disaster on the population, the economy and the environment	Describe the impact on the population such as temporary housing, unavailability of normal infrastructures (water, energy, major transport infrastructures, telecom etc.). Describe impact on employment and economic activity including agriculture. Describe impacts on the natural environment such as soil erosion, pollution, spreading of pests etc.	Article 4(1)
14	Area/regions affected	Name administrative regions affected or identify affected area following appropriate criteria reflecting the nature of the damage.	
15	Is a neighbouring country affected by the same disaster? Which?	Name of country. Any other relevant information.	

16	Estimate of total direct damage including intervention costs:	Total	Of which Public	
	Grand Total			Article 2 Article 4(1)
	In national currency, where applicable Exchange rate applied	For countries not using the Euro please convert all amounts into euros at the official rate for the month of the occurrence published by the Commission at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm		
17	Breakdown by sector (as appropriate):	Total	Of which Public	
	<p>Physical damage</p> <ul style="list-style-type: none"> – Network infrastructure (Water/waste water, transport, bridges, energy, telecom, etc.) – Public assets (airports, ports, hospitals, schools, etc) – Businesses (Commercial and industrial activities) – Agriculture – Forestry – Residential (private homes and assets) – Cultural heritage – Cleaning up <p>Intervention costs</p> <ul style="list-style-type: none"> – Cost of emergency operations/rescue services – Provisional accommodation – Other (pl. specify) 	<p>The damage estimate should be presented broken down into the main categories.</p> <p>Only direct/ physical damage can be included plus cost of the intervention of the rescue services.</p> <p>Economic losses derived from secondary/tertiary effects (such as income losses, business interruption, financial loss, etc.) and notional damage (e.g. loss of “recreational value”) may not be included.</p> <p>The cost of immediately required preventive measures and essential repairs is acceptable because they aim to restore conditions to as normal as possible. Structural improvements that exceed the “status quo ante” limits could not be accepted as damage.</p> <p>Amounts shall be rounded.</p>	Indicate the share of public cost	Article 9
18	Please confirm that the disaster caused no damage prior to the date indicated under	State the duration of events that caused the damage.		

	point 2 above			
19	What percentage of Gross National Income (GNI) does the damage represent?	Indicate the amount and % of total; see major disaster threshold table published on the EUSF website		
20	If <u>regional</u> disaster: Please list affected region(s), regional GDP and damage by region	NUTS 2 region(s) affected	Regional GDP	Total direct damage by region
		Please refer to EU NUTS regions; specify whether an outermost region is concerned	See current thresholds for regional disasters published on the EUSF website	In million euros, rounded to three decimals
21	Which percentage of weighted regional GDP at NUTS 2 level does the damage represent?	<p>For the disaster to be eligible total direct damage must exceed 1.5% of regional GDP at NUTS level 2. If several NUTS level 2 regions are concerned the weighted average of regional GDP is used.</p> <p>Weighting is calculated by multiplying the GDP of each region by the share (%) of the total damage that occurred in that region before calculating the average.</p> <p>For the outermost regions the threshold is 1% of regional GDP at NUTS level 2.</p> <p>A list of all NUTS level 2 regions with relevant thresholds is available on the EUSF website at: https://ec.europa.eu/regional_policy/funding/solidarity-fund_en.</p> <p>Because of the non-availability of reliable more recent EUROSAT data the relevant reference year is n-3.</p>		
22	If <u>“neighbouring country”</u> disaster: Please explain/justify	The condition for this category is that another Member State or a country negotiating accession to the EU neighbouring the state submitting the application state has suffered a major disaster originating from the same hazardous event.		
23	Estimated cost of eligible operations	Article 3(2)		
	Grand Total	<p>These are the costs of operations covered by the four main categories of eligible expenditure listed in Article 3(2) letters a) to d) of the EUSF Regulation. By necessity, they represent a share of total direct damage (including intervention costs) as given in number 6. All costs must be public.</p> <p>Amounts shall be rounded.</p>		
24	Breakdown of eligible costs by category:	Article 3		
	A) Restoration to working order of infrastructure and plant in the fields of – Energy – Water/waste water	Please provide figures broken down following the categories of the Regulation: (A) restoration to working order of infrastructure and plant in the fields of energy, water/ waste water, telecoms, transport, health and education. (B) Providing temporary accommodation and funding rescue services to meet the needs of the population concerned. (C) Securing of preventive infrastructure and measures of protection of cultural heritage. (D) Cleaning up of disaster-stricken areas, including natural zones, in line with, where appropriate, eco-system based approaches,		

	<ul style="list-style-type: none"> - Telecoms - Transport - Health - Education 	as well as immediate restoration of affected natural zones to avoid immediate effects from soil erosion.	
	<p>B) Temporary accommodation</p> <p>Rescue services</p>		
	<p>C) Securing of preventive infrastructure</p> <p>Measures of protection of cultural heritage</p>		
	<p>D) Cleaning up of disaster stricken area/natural zones</p> <p>Immediate restoration of affected natural zones to avoid immediate effects from soil erosion.</p>		
25	Share of "eligible" cost in relation to total direct damage amount	%	
26	Other <u>EU funding</u> received or requested to help cover total damage	Short description / estimated amount (e.g. use of Structural and Investment Funds/ESIF, Pre-accession instrument/IPA etc.).	
27	<p>Other <u>non-EU</u> funding received or expected to cover a part of total damage</p> <ul style="list-style-type: none"> - national - international - insurance 	<p>Short description / estimated amount / % of total damage</p> <p>Indicate all other sources of funding, including public and private insurance that might contribute to the cost of repairing damage has to be specified.</p>	
28	<p>Is the eligible cost insured or insurable?</p> <p>If so, please give details</p>	<p>Estimated amount / share of eligible cost</p> <p>Specify to what extent you consider that the eligible operations should have been, or effectively were covered by insurance.</p>	
29	Is there any third party liable for the damage?	Indicate whether anyone can be held responsible for (part of) the damage and whether you expect to receive any compensation payments, if yes, from whom, state the amount.	
30	Are other countries concerned by same disaster? If so, please state	Name of other affected countries	

31	<p>Did you request assistance through the European Emergency Response Coordination centre (ERCC)? Please give details</p>	Short description of such assistance	
32	<p>Was the Emergency Support Instrument activated for this disaster?</p> <p>- Amount of assistance received or expected</p> <p>Please provide details</p>	<p>Cf. Council Regulation (EU) 2016/369 of 15 March 2016 on the provision of emergency support within the Union:</p> <p>http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R0369</p> <p>If applicable please describe application process, amounts received and/or expected and specify operations supported/envisaged.</p>	
33	<p>Do you intend to apply for EIB loan for expenditure related to the disaster? Amount?</p>	Short description of purpose of envisaged EIB loan and amount	
34	<p>Short description of the implementation of Union legislation on disaster risk prevention and management related to the nature of the disaster.</p>	Short description (i.e. Floods Directive)	Article 4(1)(e)
35	<p>Is your country subject of infringement proceedings relating to the nature of the disaster? Please give details</p>	Give details of any infringement proceedings on-going relating to EU legislation relevant to the nature of the disaster	Article 4(2), second subparagraph
36	<p>Please indicate the account number and holder for the payment of the financial aid.</p> <p>(cf. Annex 6)</p>	<p><input type="checkbox"/> Account used previously to receive EU payments</p> <p><input type="checkbox"/> New account</p>	

Please provide the following annexes together with the application form:

Annex 1	Map(s) of the disaster-stricken area/region(s)
Annex 2	Short description of the meteorological situation (if applicable)
Annex 3	Detailed damage breakdown by category (direct damage, public damage, eligible cost). Description and financial table.
Annex 4	Description of the method(s) used to assess the damage
Annex 5	Photographs/ other documentation
Annex 6	Financial Identification (required for accounts not yet verified by the Commission)
Annex xxx	Any other relevant information