

EACEA
Call for Proposals No 30/07

"Structural support for European public policy
research organisations and for civil society
organisations at European level"
2008 - 2009

Citizenship
P.7

Disclaimer

As the implementation of this call for proposals is subject to an opinion of the programme committee this call for proposals does not legally bind the Commission and the Executive Agency (EACEA) until their adoption.

Nevertheless, to enable potential beneficiaries of Community grant to prepare their proposals as soon as possible, the Commission has decided to publish this call for proposals.

As soon as the above mentioned conditions are fulfilled, which is foreseen towards the end of October 2007, further information will be given on the website of the Executive Agency:

http://eacea.ec.europa.eu/citizenship/index_en.htm

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1. Background

1.1 The programme "Europe for Citizens" 2007 - 2013

This call for proposals EACEA 30/07 is based on the decision of the European Parliament and the Council establishing the "Europe for Citizens" programme¹ to promote active European citizenship for the period between 2007 and 2013 (hereinafter referred to as the 'Programme').

The Programme constitutes the legal basis for this call for proposals, referring to action 2 "Active Civil Society for Europe", measure 1 and 2, the Structural support for European public policy research organisations and for civil society organisations at European level.

A Programme Guide provides the stakeholders with information on the general structure of the programme and on its implementation. It establishes thematic priorities and describes horizontal features applicable for all actions. The organisations planning to submit an application within this call for proposals are therefore invited to study also the general parts of the programme guide available on the following web page:

<http://eacea.ec.europa.eu/citizenship/index.en.htm>

1.2 Structural support

This call for proposals concerns structural support, referred to as operating grant, to organisations, pursuing an aim of general European interest. Operating grants are different from project grants. Operating grants provide financial support to costs necessary for the proper conduct of the normal and permanent activities of an organisation selected. These costs include in particular personnel costs, overheads (rental and property charges, equipment, office supplies, telecommunications, postal charges etc.) costs of internal meetings, publications, information and dissemination costs and costs directly linked to the organisation's work programme.

The aim is to select organisations, which through their **permanent, usual and regular activities** contribute to the objectives of the "Europe for Citizens" programme. In other words one could say that the organisations are selected because they particularly merit continuing to carry on their normal work in this field.

For this reason the applicants are not only asked to submit their future work programme but also a recent activity report. This report is an important document enabling the evaluators to draw a full picture of the usual activities of the organisation.

If the work programme you are planning to submit includes mainly activities which do not form part of the regular and usual activities of your organisation (your organisation has not carried out these activities before nor are they becoming regular activities in the future), your application might fit better within other funding possibilities within this programme or other programmes. The "Europe for Citizens" programme provides specific opportunities for project grants for actions (- such as campaigns, production of films, specific international events...). More information on project grants can be found in the Programme Guide:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Organisations will be selected on the basis of the quality of their work programme. Although projects are not considered eligible costs under this call for proposals, projects should be mentioned to give an overview of the applicant's total activities.

¹ Decision no 1904/2006/EC of the European Parliament and of the Council of 12 December 2006, OJ L 378, 27.12.2006, p. 32

Given the limited funds available it is foreseen to co-finance around 25 organisations.

Interested organisations should address their application to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the 'Executive Agency') – Unit P.7 Citizenship, who is responsible for the implementation of this call for proposals.

1.3 Introduction of multi annual partnerships

In order to enhance long term planning and provide greater financial security for organisations, this call for proposals introduces for the first time the possibility of a multi-annual partnership.

Applicants are allowed to submit two applications, one for an annual grant (2008) and one for a multi annual partnership (2 years 2008 – 2009). In this event, the grant amount requested for the year 2008 has to be the same under both applications and thus comply with the maximum amount of grant for an annual operating grant (see section 6.6).

2. Purpose of the call

This call is aimed at organisations, whose main mission is linked to Europe. In concrete terms this means that grants will be awarded to organisations with the following profiles:

2.1 Potential candidates for a grant

The purpose of this call is to support the functioning of

MEASURE 1: European public policy research organisations (think tanks): these organisations provide a link between research and policy making at European level. They sponsor research on specific problems and encourage the discovery of solutions to those problems and facilitate interaction among scientists, intellectuals and policy makers. They also initiate and feed the debate on European issues within a wider public.

This call for proposals addresses think tanks focussing on issues relevant to active European citizenship as described under the objectives (points 2.2.1 and 2.2.2).

OR

MEASURE 2: One of the following types of civil society organisations at European level, promoting active European citizenship:

- **Umbrella organisations (platforms) representing civil society organisations or local and regional authorities at European level:** umbrella organisations have a mandate to represent their member organisations towards the European institutions and other stakeholders. They channel the concerns of the citizens and their member organisations at European level and inform their members on European policies and on positions of other stakeholders. This call for proposals addresses particularly umbrella organisations whose member organisations work is relevant for active European citizenship as described under the objectives (points 2.2.1 and 2.2.2). Their member organisations have to be active in **at least twelve (12) European eligible countries, applying for a multi annual partnership and in at least eight (8) European eligible countries, applying for an annual operating grant.**

- **European networks:** these networks connect horizontally civil society organisations and other stakeholders from different eligible countries. Network is an operational solution to organise European wide co-operation between the members and to exchange knowledge. (Networks don't usually have the representation function which is typical for umbrella organisations). A network might have an informal character without a separate organisational structure. In such a case a

candidature within this call for proposals could be submitted by the member organisation which is in charge of the co-ordination of the network. This call for proposals addresses particularly networks whose member organisations work is relevant for active European citizenship as described under the objectives (points 2.2.1 and 2.2.2). The eligible European networks have to involve organisations from **at least twelve (12) European eligible countries, applying for a multi annual partnership and from at least eight (8) European eligible countries, applying for an annual operating grant.**

- **Civil society organisations dedicated to European Integration:** these organisations work mainly on European issues and promote active European citizenship as described under the objectives (points 2.2.1 and 2.2.2). They can be established at European level or in Member States, but their work has a European wide impact: their activities cover or involve citizens in **at least twelve (12) European eligible countries, applying for a multi annual partnership and in at least eight (8) European eligible countries, applying for an annual operating grant.**

2.2. The objectives and thematic priorities

2.2.1 General objectives

The Programme is intended to contribute to the following **general objectives**:

- a) Giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- b) Developing a sense of European identity, based on common values, history and culture;
- c) Fostering a sense of ownership of the European Union among its citizens;
- d) Enhancing mutual understanding between European citizens respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

2.2.2 Specific objectives

The organisation to be selected should focus in the work programme on **at least one** of the following **specific objectives**:

- a) Foster action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through cooperation within civil society organisations at European level;
- b) Encourage interaction between citizens and civil society organisations from all participating countries, contributing to intercultural dialogue and bringing to the fore both Europe's diversity and unity, with particular attention to activities aimed at developing closer ties between citizens from Member States which acceded to the European Union before and those which have acceded since 30 April 2004.

2.2.3 Thematic priorities

The organisation to be selected should focus in the work programme on **at least one** of the following **thematic priorities**:

- Future of the European Union and its basic values: reflection about the development of the European Union since the Treaty of Rome (50 years in 2007) - promoting the knowledge and understanding of the functioning of the European Union and of its basic values such as democracy, tolerance, solidarity, human rights; and about its future - for example, the Reform Treaty.
- Active European Citizenship: participation and democracy in Europe: promoting participation and involvement of citizens in the decision making process, encouraging the development of European identity.
- Intercultural dialogue: promoting cultural diversity and tolerance and addressing non-violent conflict transformation by facilitating dialogue and joint activities of people from multicultural, multi-ethnic and multi-faith backgrounds; to promote and exchange experiences and best practices that would illustrate the possibility, value and efficiency of intercultural dialogue. Actions in this area should contribute to mobilization of relevant actors in view of the European Year of intercultural dialogue in 2008.
- Impact of European policies in societies: promoting debates and reflection on European matters and European policies having a positive influence and consequences on every day's life of people in order to raise citizens' awareness of the results achieved through European integration.
- People's well being in Europe, employment social cohesion and sustainable development: promoting debates and reflection on current challenges like globalisation, transition towards a knowledge based economy, demographic developments, immigration and how the European Union is facing these challenges.

3. Community Co-financing

The Community will contribute to the financing of operational expenditure ("operating grants") under the form of a multi-annual partnership or of an annual operating grant as follows:

3.1 Multi annual partnership

Organisations wishing to establish a long-term cooperation relationship are invited to submit an application for a **multi annual partnership**. This two year partnership agreement will enable the organisations to plan better and achieve their contribution to the Community policy in the field of active European Citizenship. The operating grant will however be allocated by the Executive Agency on an annual basis.

In the case an organisation opts to apply for a multi annual partnership it must submit a **strategic programme** setting out the objectives, priorities and expected results (achievements) **for the period 2008–2009**, as well as their communication, dissemination and exploitation strategy of results regarding this programme.

The organisation must also submit a **detailed work-programme for 12 months corresponding to the budget year 2008**, including objectives, results of the activities and **corresponding budget**, as the operating grants are distributed on an annual basis.

In 2008 the partner-organisation has then to submit a simplified application for an operating grant with a detailed work programme for 2009 including the corresponding budget. The work

programme agreed on jointly by the two parties will serve as the basis for the award of an operating grant².

3.2 Annual operating grant

Organisations not wishing to make a long-term commitment under a multi annual **partnership** may submit an application for an annual operating grant. This application must contain a **detailed work programme³ for 2008 together with the corresponding budget.**

3.3 In case an organisation decides to submit applications under the two options described, two separate applications have to be introduced: one for the multi annual partnership and one for the annual operating grant.

In case two applications are submitted and both are selected, priority will be given to the multi annual partnership.

4. Timetable

23 November 2007	Deadline - submission of applications
December 2007- January 2008	Analysis phase – selection of applications (eligibility, exclusion, award criteria and selection).
February – March 2008	Opinion of Member States Programme Committee of the programme 'Europe for Citizens' followed by a presentation of the results to the European Parliament. (Comitology)
End of March 2008	Publication of the selection results on the web-page of the Executive Agency: http://eacea.ec.europa.eu/citizenship/index_en.htm and written notification to the applicants
April 2008	Grant agreement/decision sent to beneficiaries

Applications must be submitted to the Executive Agency no later than **23 November 2007⁴**. Please read carefully section 14 of this call concerning the procedures for submitting applications.

The period of eligibility of expenditure will run from 1 January 2008 to 31 December 2008 (12 months) or for organisations for which the financial year starts at a later date, the period of eligibility of expenditure will run from the beginning of their financial year up to a period of 12 months. Costs incurred before the financial year 2008 will not be considered.

5. Budget

The foreseen Community budget for the co-financing of operating grants is EUR 2,7 million in

² Signature of the multi annual partnership agreement does not commit the Agency to awarding a grant for 2009.

³ The level of detail of the work programme and associated budget is the same for an application for an annual grant as for a multi annual partnership.

⁴ Date as per postmark.

2008. The Executive Agency intends to finance around 25 applications under this call, but reserves the right not to use all the funds available.

Indicatively multi annual partnership grant agreements will represent around $\frac{3}{4}$ of the available budget. Annual operating grant agreements will represent around $\frac{1}{4}$ of the available budget. The Executive Agency reserves the right, based on the quality of applications, to use more, or all funds, for multi-annual partnership or annual grants agreements.

The structural support will be awarded under the posts 15.06.66 of the European Union's General Budget.

6. Eligibility criteria

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

6.1 Formal criteria

- a) The application has to be typewritten. Handwritten applications are not allowed.
- b) The application must use the official application form available on the website of the Executive Agency mentioned before. The application must be signed by the legal representative of the organisation.
- c) The applicant must state on the application form the specific objective(s) and theme(s) (see section 2).
- d) The application must include all the supporting documents requested in the application form, and documents allowing assessment of the operational and financial capacity of the applicant (see section 8).
- e) The application and the supporting documents may be written in any of the official languages of the EU. However, for practical reasons and to speed up the assessment procedure, it is recommended that the application is submitted in one of the three working languages of the European Commission (German, English or French).
- f) The application must contain a balanced budget and meet the financial criteria and the financial conditions. The applicant must use the 'budget' form attached to the application form and comply with the ceiling for the Community co-financing, as indicated in paragraph 6.6 (Eligible amounts) of this call.
- g) The application must be sent no later than 15 November 2007 (closing date) to the Executive Agency (see section 14 of the call).

Incomplete applications will not be accepted. Furthermore, the Executive Agency reserves the right to request additional information in order to propose a final decision regarding the allocation of financial support.

6.2 Eligible organisations

To be eligible for an operating grant, an organisation, pursuing an aim of general European interest must be:

Measure 1: a European public policy research organisation (think-thank) (described in point 2.1), which must:

- be a non-profit making and independent organisation with a legal status and legal personality;
- operate in the field of Active European citizenship as clearly defined in the articles of the association or in their mission statement;
- undertake the majority of their activities in eligible countries.

- **A) For the multi annual partnership**, organisations must be established and have legal status for more than **four (4) years** (on 23 November 2007) in one of the eligible countries;

- **B) For an annual operating grant**, organisations must be established and have legal status for more than **one (1) year** (on 23 November 2007) in one of the eligible countries.

OR

Measure 2: a Civil society organisation at European level, promoting European citizenship (described in point 2.1), which must:

- be a non-profit making and independent organisation with a legal status and legal personality;
- operate in the field of European citizenship as clearly defined in the articles of the association or in their mission statement;
- undertake the majority of their activities in eligible countries.

A) For the multi annual partnership, organisations must also:

- be established and have legal status for more than **four (4) years** (on 23 November 2007) in one of the eligible countries and

- have a geographical coverage as follows:

- for a **European umbrella organisation** have members in at least **twelve (12) eligible countries**; or
- for a **European network** have members in at least **twelve (12) eligible countries**; or
- for a **civil society organisation dedicated to European Integration** be active in at least twelve (12) eligible countries.

B) For an annual operating grant, organisations must also:

- be established and have legal status for more than **one (1) year** (on 23 November 2007) in one of the eligible countries and

- have a geographical coverage as follows:

- for a **European umbrella organisation** have members in at least **eight (8) eligible countries**; or
- for a **European network** have members in at least **eight (8) eligible countries**; or
- for a **civil society organisation dedicated to European Integration**, be active in at least eight (8) eligible countries.

Applicants for measure 1 and 2 must submit a **copy of the articles of association** of their organisation and an official certificate of legal registration.

Applicants for measure 2 must, in addition, provide a **list of the members** of the relevant umbrella organisations/networks including their country of origin; or, in case of a **civil society organisation dedicated to European integration** (described in point 2.1), a **list of the twelve**

(12) countries (multi annual partnership) in which they are active or from which they regularly involve citizens or the eight (8) countries, in case they apply for an annual operating grant.

N.B.: Private individual contractors, universities, Europe-Houses or public authorities (state, regional, local authority) are not eligible.

6.3 Eligible countries

Applications from legal entities established in the following countries are eligible:

a) **the Member States of the European Union on the 1st of January 2007 (27):** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

b) Information concerning the agreements establishing the participation of other countries can be consulted on our webpage:

http://eacea.ec.europa.eu/citizenship/index_en.htm

6.4 Eligible work programme

The organisation's work programme for 2008 should cover its statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, and their other recurrent European activities.

The activities must contribute, or be capable of contributing, to the development and implementation of the specific objectives and thematic priority of this call for proposals. They must cover at least one specific objective and one thematic priority mentioned under section 2.

A) For the multi annual partnership, applicants must submit:

1. a strategic programme for the two-years period (2008 – 2009),
2. a detailed work programme for the first 12 months with a view to the conclusion of a specific operating grant for the first year (2008) and
3. a related detailed budget for 2008

B) For an annual operating grant, applicants must submit:

1. a detailed work programme for a period of 12 months in 2008 and
2. a related detailed budget.

6.5 Eligible costs

The costs to be taken into account in determining the operating grant shall be those necessary for the proper implementation of the permanent and normal activities of the organisation according to its work programme. In particular, these costs are personnel costs, overheads (rental and property charges, equipment, office supplies, telecommunications, postal charges, etc.) costs of internal meetings, publications, information and dissemination costs and costs directly linked to the organisation's work programme (see 10.7 detailed eligible costs).

6.6 Maximum amounts

The operating grant shall not fund the entire organisation's eligible expenditure in the calendar year for which it is awarded. The organisation concerned may receive Community co-financing representing a maximum as presented in the table below for A) multi annual partnership and B) annual operating grant.

For those organisations that received an operating grant from the Agency in 2007, the maximum grant request for 2008 may not exceed the percentage of co-funding received in 2007.

In any event the Community financial aid may not exceed 80% of the total eligible costs set out in the budget for the organisation's work programme. Please see section 10.7 and 10.8 for details as regards eligible costs.

A) Multi annual partnership

For 2008 the maximum grants per organisation are as follows⁵:

A) Amounts for multi annual partnership 2008

Total budget (eligible costs)	Maximum amount of grant
Less than 100.000 €	60.000 € and maximum 80% of the budget
100.000 € and more, but less than 150.000 €	80.000 €
150.000 € and more, but less than 300.000 €	110.000 €
300.000 € and more but less than 600.000 €	150.000 €
600.000 € and more but less than 1.200.000 €	210.000 €
1.200.000 € and more	250.000 €

For 2009 the amount of grant and the percentage of grant cannot be higher than the authorised amount and percentage in 2008.

B) Annual operating grant

For an annual operating grant the maximum amount of grant will be 60.000 EUR (or maximum 80% of eligible costs in case this is lower than 60.000 EUR).

Please notice that if an organisation applies for both types of grants A) the multi annual partnership and B) the annual operating grant, the maximum grant requested has to be the same for the year 2008 under both applications and may thus not exceed 60.000 EUR nor 80% of the total eligible costs.

6.7 Period of eligibility

The period of eligibility must correspond to the applicant's budget year. If the applicant's budget year corresponds to the calendar year, the period of eligibility will be from 1 January 2008 to 31 December 2008.

For the applicants with a budgetary year that differs from the calendar year, the period of eligibility will be the 12-month period from the starting date of their budgetary year in 2008.

⁵ The maximum amount of a operating grant per organisation for subsequent work programmes will be indicated on the basis of the budget available in the restricted procedure for multi annual partnership.

In any case, the expenditure eligible for financing may not have been incurred before the grant application was lodged or before the start of the beneficiary's budgetary year.

6.8 Eligible applications

Applications will be considered eligible which

- a) have an official letter from the applicant organisation, indicating the amount of grant requested by the applicant;
- b) fulfil the conditions set out in section 6. Eligibility criteria;
- c) have been posted before the deadline (date as per postmark) to the address indicated in section 14.3;
- d) have been submitted on the official grant application form, duly completed and typed in its entirety;
- e) have been signed (original signature required) by the legal representative of the organisation;
- f) are accompanied by all the requested supporting documents;
- g) have a budget, balanced in terms of expenditure and income and complies with the ceiling of Community co-financing, as set out in section 6.6;
- h) have been submitted in the original in paper version.

7. Exclusion Criteria

Applicants will certify by signing the application form that they are not in one of the situations mentioned in the articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC,Euratom) No 1605/2002 of 25 June 2002, as amended Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 listed below.

Applicants that are in one of the following situations will be excluded from participation:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business
- (b) activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (c) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- (d) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (e) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the project is to be performed;

- (f) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (g) following another grant award procedure or procurement procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance, if on the date of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the relevant call for proposals or fail to supply this information.

Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed by the Executive Agency on applicants are in one of the situations mentioned in Articles 93 to 96 of the Financial Regulation and Articles 133 and 175 of the Implementing Regulation (Commission Regulation 2342/2002 of 23/12/02).

8. Selection criteria

Applicant must have stable and sufficient sources of funding to maintain their work programme throughout the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed work programme.

By signing the application form, applicants attest their status as a legal person and to their financial and operational capacity to complete the proposed activities.

8.1 Operational capacity

Applicants must have the professional competencies and qualifications required to complete the proposed work programme.

In order to allow an assessment of their operational capacity, organisations must submit, together with their application form:

A) Multi annual partnership

- a) the CV's of the key persons responsible for carrying out the work programme and strategic programme, showing any relevant professional experience;
- b) the annual activity reports of the organisation for the last two (2) financial years available;
- c) a list of projects and activities already undertaken in the relevant field for the last two (2) financial years.

B) Annual operating grant

- a) the CV's of the key persons responsible for carrying out the work programme, showing any relevant professional experience;
- b) the annual activity report of the organisation for the last financial year available;
- c) a list of projects and activities already undertaken in the relevant field for the last financial year.

8.2 Financial capacity

In order to permit an assessment of its financial capacity, the applying organisation for

A) a multi annual partnership and

B) an annual operating grant must submit the following documents with its application:

a) a copy of certificated accounts for the last closed financial year which consist of the Profit & Loss account of the organisation and the balance sheet (Assets and Liabilities), and the related notes, if any.

If the requested operating grant exceeds EUR 100.000,- the applicant must provide an external audit report by an approved auditor.(see point 8.3)

Please note that the balance sheet must not be more than 18 months old on 1 January of the budgetary year for which the Community grant is being requested (in other words, budgetary year 2008).

b) Financial identification form duly filled in by the beneficiary and certified by a representative of the bank with original signatures. You will find the bank identification form for your country on the following website:

http://ec.europa.eu/budget/execution/ftiers_en.htm

This check on financial capacity does not apply to public bodies, because they are regarded as having the necessary financial and administrative capacity and financial stability to complete the work programme.

If, on the basis of the documents submitted, the Executive Agency considers that the financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee;
- offer a grant agreement without prefinancing;
- offer a grant agreement with payment in instalments.

8.3 External audit report

8.3.1 Requests for grants of more than EUR 100 000:

If the requested operating grant exceeds EUR 100.000, the applicant must also provide an external audit report produced by an approved auditor (a person who does not belong to the applying organisation and is not involved in the management of the organisation). That report shall certify the last available financial accounts. The costs for the external audit report are eligible costs, which can be included in the budget.

8.3.2 Requests for grants of less than or equal to EUR 100 000:

For bodies applying for EUR 100.000 or less, the applicant must provide a declaration on their honour that the organisation has stable and sufficient sources of funding to maintain its work programme throughout the budgetary year for which the operating grant is requested.

9. Selection procedure for funding applications

The award of grants for A) **a multi annual partnership** or B) **for an annual operating grant** shall be subject to the principles of transparency and equal treatment.

The selection procedure takes place as follows:

9.1 Eligibility criteria

Applications will be checked to ensure that they fully comply with the eligibility (section 6). The exclusion criteria as specified in section 7 will be applied.

9.2 Verification of operational and financial capacity

The operational and financial capacity will be verified as described under section 8.

9.3 Evaluation

Proposals in conformity with point 9.1 and point 9.2 will be evaluated on the basis of the award criteria, by an evaluation committee, with a view to determining which proposals may be co-financed. The evaluation committee will be assisted by independent experts.

9.4 Award criteria

All objectives and thematic priorities will be regarded as of equal value for the purposes of assessment. The qualitative and quantitative criteria mentioned in 9.4.1 and 9.4.2 will be applied similarly for both A) multi annual and B) annual applications.

9.4.1 Qualitative Criteria

a) Relevance to the objectives and themes of the Europe for Citizens programme:

- The level to which the objectives and thematic priorities are reflected in the proposed work programme and strategic programme

b) The adequacy, coherence and completeness of the work programme

- The relevance of the activities to the target groups (audience/beneficiaries)

- Internal coherence of the work programme (example coherence between the aims and tools chosen)

- The overall clarity of the work programme

- The feasibility including the timetable of the work programme

c) European added value

- The expected creation or development or strengthening of sustainable partnerships in European context or the demonstrated added value of the use of already existing partnerships

- The involvement and participation of citizens/specific civil society organisations/multipliers in the work programme

- The impact at local-, regional-, national- and European- (political) level

d) The visibility of activities and the dissemination and exploitation of results towards European citizens and other stakeholders;

- The extent to which the activities of the planned work programme and strategic programme will become visible and communicated
- The expected media coverage
- Strategies and measures in order to facilitate a transfer of successful results to citizens and other stakeholders
- Dissemination of results at European level

9.4.2 Quantitative Criteria

- a) Likely multiplier effect of the work programme and the strategic programme on the public and number of 'end users' benefiting from the work programme and the strategic programme (number of citizens, of organisations...)
- b) Geographic impact of the work programme and the strategic programme
- c) Developing closer ties between citizens of Member States which acceded to the European Union before and those which have acceded since 30 April 2004
- d) Cost/benefit ratio of the work programme

9.5 Financial criteria

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of the grant does not establish an entitlement for subsequent years. Furthermore, under no circumstances can the amount awarded be more than the amount requested.

The Community contributions aim at facilitating the implementation of a work programme, which could not otherwise be implemented without the support of the European Union. The financial contribution is based on the co-financing principle. It is only an additional financial contribution, additional to local, regional, national contribution and/or private contributions obtained for implementing the work programme of the organisation.

- The budget of the bodies must be co-financed from non-Community budget sources;
- Such co-financing may be partly contributed in kind, provided the contribution is valued at no more than the cost actually incurred and evidenced by accounting documents or cost generally obtaining on the market in question; The value of contributions in kind shall not constitute eligible costs, but they can be provided separately in the budget form. In that case they will be taken into account in the overall evaluation of the organisation. If they are provided and set out in the estimated budget in order to contribute to the proper implementation of the work programme, the beneficiary undertakes to obtain them as provided for in the agreement. However, they will have to be balanced (**total of contributions in kind must be equal to the total of expenditure in kind**).
- Contributions involving real estate as referred to in Article 116 (1) of the Implementing Rules, shall be excluded from the calculation of the amount of co-financing.
- Without prejudice to the co-financing rules mentioned above, the funding request by each applicant shall not exceed the scale presented in section 5.6 of this call for proposals.

The applications must include a provisional detailed budget in Euros. Applicants not established in the « euro zone » must use the exchange rate published in the Official Journal of the European Union of the month they are drawing the estimated budget. For this purpose the following web-site shall be consulted:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

The budget must be in balance, i.e. total estimated expenditure must equal the total funding expected, from all sources (including the Executive Agency grant application). The forecasted budget must clearly state all the eligible costs (costs that could be subsidised by the Community Budget).

The applicant shall indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the specific work programme.

10. Financial conditions and methods of payment

10.1 Financial conditions

According to the Final Regulation, the grant may not have the purpose or effect of producing a profit for the beneficiary.

Profit is defined in the Financial Regulation (article 109 § 2) and in the rules of the implementation (article 165) as:

"(...);

b) a surplus balance on the operating grant."

The profit is defined as a surplus of receipts over the costs of the work programme when the request is made for final payment of a grant for the programme. If the work programme leads to financial profit, the funds awarded by the Agency must be repaid, proportionally to the level of the profit realised.

The implementation of the non-profit rule for operating grants to bodies which pursue an aim of general European interest will be limited to the percentage of co-financing corresponding to the Community contribution to the operating budget concerned if these organisations are also funded by public authorities which are themselves required to recover the percentage of the annual profit corresponding to their contribution. For the purpose of calculating the amount to be recovered, the percentage of the contributions in kind to the operating budget should not be taken into account.

The Bank account (and/or the sub bank account) of the beneficiary must allow to identify the amounts paid by the Agency. If the amounts paid by the Agency give rise to interests or other equivalent profit according to the national regulation of a country where the bank account is established, these interests or profits will be reimbursed to the Agency when they will result from the payment of the pre-financing. This rule does not apply if the total amount of pre-funding is equal or less than 50.000, - EURO.

10.2 Methods of payment

After approval by the Executive Agency, an agreement will be established in euros between the Executive Agency and the beneficiary. This agreement (2 originals) must be signed and sent back to the Executive Agency for signature. The Executive Agency will be the last partner to sign. The agreement will lay down the payment conditions.

On the basis of the financial assessment (see section 8.2) a pre-financing payment of maximum 80% of the grant will be transferred to the beneficiary within 45 days following the date when the

last of the two parties signs the agreement and all the possible guarantees are received. The pre-financing is aimed at providing cash flow to the beneficiary.

The Executive Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the real eligible expenditure incurred by the body during the budgetary year concerned is less than the anticipated expenditure, the Executive Agency will apply the rate of co-funding - to the actual eligible costs and the beneficiary will then be required to pay back the surplus amount already paid - by the Executive Agency under the pre-financing payment.

10.3 Evaluation - Audits

Whenever the Executive Agency carries out an interim or final evaluation of the operating grant's impact measured against the objectives of the Community programme concerned, the beneficiary undertakes to make available to the Executive Agency and/or persons authorised by it all documents or information that will allow the evaluation to be successfully completed and to grant them rights of access.

The beneficiary undertakes to provide any detailed information requested by the Executive Agency and to any other qualified outside body chosen by the Agency for the purposes of checking that the work programme and the provisions of the agreement are being properly implemented.

The beneficiary shall keep, and shall make available to the Agency and/or persons authorised by it, all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the agreement for a period of five years from the date of payment of the balance.

The beneficiary agrees that the Agency may have an audit of the use made of the grant carried out either directly by its own staff or by any other qualified outside body of its choice. Such audits may be carried out throughout the lifetime of the agreement and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Agency.

10.4 Certification of financial statements

An external audit of the financial statements and underlying accounts, produced by an approved auditor or, in the case of public bodies, by a competent and independent public officer may be required in support of any payments on the basis of an analysis of risks. In case the organisation is selected for an operating grant, the certificate must be attached to the request of payment.

This document certifies that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, exact and eligible in accordance with the grant agreement.

This external audit of accounts is compulsory for payments of balances in the case of operating grants for EUR 100.000 or more.

10.5 Bank guarantee

The Executive Agency may require any organisation which has been awarded a grant to provide a bank guarantee first, in order to limit the financial risks linked to the pre-financing payment (see section 8.2).

The purpose of this guarantee is to make a bank or a financial institution stand as irrevocable collateral security, or first-call guarantor of the grant beneficiary's obligations.

The bank guarantee shall be denominated in euro. It shall be provided by an approved bank or financial institution established in one of the Member States.

The bank guarantee shall be released as the pre-financing is gradually cleared against payments of balances to the beneficiary in accordance with the conditions laid down in the grant agreement.

10.6 Double-Financing

An organisation is not entitled to receive more than one operating grant from the EU-Budget per financial year but may receive other EU grants for specific actions. Applicants must accordingly mention in the application form any other grant request (already or not yet submitted) to the European Institutions for the same budgetary year, indicating clearly the amount of the grant, the budget-line and the name of the EU-programme. Applicant's attention is drawn to the fact that in case of organisations receiving an operating grant, indirect costs are no longer eligible for EU funding under specific actions.

10.7 Detailed eligible costs

10.7.1 General eligibility conditions

In order to be eligible under this call for proposals, costs must be:

- directly linked to the proposed annual work programme, i.e. generated directly by the activity of the organisation and indispensable for its implementation. These costs have to be necessary and reasonable for implementation of the work programme covered by the agreement. They must comply with the principles of a sound financial management, in particular in terms of value for money and cost-effectiveness;
- generated during the period of eligibility as defined in the agreement and recorded in the beneficiary's accounts in compliance with accountability principles that apply to them and registered according to the applicable social and fiscal regulations;
- identifiable and verifiable with original supporting documents;
- provided for in the estimated budget annexed to the agreement;

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the annual work programme with the corresponding accounting statements and supporting documents.

10.7.2 Specific eligible conditions

The following operating costs are eligible:

- the cost of staff comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration;
- rental and property maintenance charges;
- travel, accommodation and subsistence allowances for staff, provided that they are in line with the beneficiary's usual practices on travel costs;
- cost of organising statutory meetings and any other working meetings necessary under the beneficiary's normal operational procedures;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the

period of eligibility for Community funding covered by the agreement may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency. The depreciation rules used by the beneficiary must be stated in the application;

- costs of consumables and supplies;
- costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the work programme, provided that the conditions laid down in section 11 (Subcontracting and award of procurement contract) are met;
- costs arising directly from requirements imposed by the agreement (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees).

10.8 Ineligible costs

The following expenditure cannot be considered eligible:

- capital increases and return on capital;
- provisions of a general nature (e.g. for losses and possible future debts);
- debts and interest on debts;
- other interests linked with debts;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary justifies that he cannot recover it;
- costs that are declared and eligible in the context of another action programme receiving Community support;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the work programme, unless explicit prior authorisation is granted by the Agency;
- contribution in kind.

10.9 Legal Entity

The Executive Agency can propose a grant agreement only on the base of acceptance of documents which make it possible to define the beneficiary's legal personality.

The applicant must provide the following documents to its application:

a) For a legal person governed by public law:

- the Legal Entity identification form duly completed and signed,
- legal resolution or decision established in respect of the public company, or other official document established for the legal person governed by public law.

b) For a legal person governed by private law:

- the Legal Entity identification form duly completed and signed,
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Applicants can find the appropriate forms on the Europe website at the following address:

10.10 Simplification of co-funding

The Agency is considering a simplified mechanism for the co-funding of operating grants which may be applicable in 2009. The calculation of the grant would probably be based on a flat rate system instead of a detailed budget. The maximum amounts of grant under that system would be similar to those mentioned in this call. The new system could apply in agreement with the beneficiary for the 2009 work programme under the multi annual partnership agreement.

11. Subcontracting and awarding of procurement contracts

Where the implementation of the work programme requires subcontracting or the launch of a call for tenders, the grant beneficiaries must award this contract to the tender offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring there is no conflict of interest.

1. Without prejudice to the application of Directive 2004/18/EC, where implementation of the work plan requires subcontracting or the awarding of a procurement contract beneficiaries must award the contract to the economically most advantageous offer, i.e. to the bid offering the best value for money, and taking care to avoid a conflict of interests.
2. In the event of subcontracting exceeding a value of EUR 60 000, the competent awarding officer may impose special rules on these beneficiaries, in addition to those referred to in paragraph 1.

These special rules are based on the rules in the Financial Regulation and take due account of the value of the contracts concerned, the proportion of Community financing in the total cost of the action, and the risk. These rules must be included in the grant agreement.

The costs of subcontracting may not exceed an amount of 30% of the total eligible costs covered by the work programme. Any amount in excess of this limit will not be considered eligible.

Subcontracting is allowed only if the staff of the applicant organisation does not have the skills required for the performance of the work concerned. In order to be eligible, the subcontracting must have been fully described in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency needs to be obtained.

The only subcontracting expenditure allowed concerns costs in accordance with the provisions of this call for proposals. Subcontracting agreements must contain at least the following information:

- subject of the subcontracting;
- dates of start and end of subcontracting;
- the amount payable;
- detailed description of costs;
- work schedule or phases;
- payment procedures (one or more instalments);
- penalty clause(s) in the event of non-fulfilment of the contract or delays in the performance

of work (if this is feasible or possible).

The applicant agrees that the Executive Agency may also have an audit on the subcontractors as detailed under section 10.3.

12. Publicity and promotion

12.1 Executive Agency – Obligation of publicity and promotion

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

By applying for an operating grant the beneficiary accepts that the Executive Agency will publish the following information:

- name, address and internet address website of the beneficiary;
- subject of the grant;
- amount awarded and rate of funding;
- the content of the work programme;
- the final report including a summary of the results obtained.

12.2 Beneficiary – Obligation of publicity and promotion

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which this grant is used.

Beneficiaries are required also to give prominence to the name and logo of the European Commission and the name and logo of the Programme financed by the Community on all their publications, posters, programmes and other products produced under the co-financed work-programme. To do this, they will use the logos and the graphic characters supplied by the Executive Agency, which can be downloaded at the following website of the Executive Agency:

http://eacea.ec.europa.eu/citizenship/logos_en.htm

Evidence of this publicity must be included in the final reports. Furthermore, beneficiaries are required to promote the results when carrying out their activities thanks to the Community grant. Evidence of this publicity must be included in the final reports. If these provisions are not complied with in full, the grant awarded can be reduced.

13. Information for applicants

No information on the outcome of individual applications may be given before the end of the selection procedure.

The outcome of the selection results will be published by the end of March 2008 on the webpage of the Executive Agency:

http://eacea.ec.europa.eu/citizenship/funding_en.htm

The applicants who have been proposed to receive funding will be sent an EU grant agreement. Applicants whose applications have not been selected will be informed in writing. No information on the outcome of individual applications will be given before that date.

The applications will not be returned to applicants at the end of the evaluation and selection procedure.

Applicable regulations:

The award of the Community grant is governed by the new Financial Regulation and must respect the procedures laid down in it:

- Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006 amending Regulation N° 1605/2002 on the Financial regulation applicable to the general budget of the European Communities (OJ L 390/2006 OF 30 December 2006)
- Commission Regulation (EC, EURATOM) N° 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) N° 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities
- Programme 'Europe for Citizens' 2007 – 2013, Decision N° 1904/2006/EC of the European Parliament and of the Council of 12 December 2006, OJ L 378, 27.12.2006, p. 32

If, at any stage the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, published in the Official Journal of the European Communities L 113 of 4 May 1994.

14. Procedure for the submission of proposals

14.1 Publication

The call for proposals is published in the Official Journal of the European Union and on the Internet site of the Education, Audiovisual and Culture Executive Agency at the following address:

http://eacea.ec.europa.eu/citizenship/index_en.htm

14.2 Application form

The forms will be available on the Internet at the following address:

http://eacea.ec.europa.eu/citizenship/funding_en.htm

14.3 Submission of the application

Only applications presented on the appropriate form, duly completed, dated, showing a balanced budget (revenue / expenditure), submitted in two copies (one original document clearly identified as such and one certified copy), signed by the person authorised to enter into legally binding commitments on behalf of the applying body will be accepted.

Applications which do not include all the documents required and / or which are not submitted by the specified deadline will not be taken into consideration.

The deadline for submission of applications is 23.11.2007.

Applications must be sent to the following address:

- By post, date as postmark:

Education, Audiovisual and Culture Executive Agency
Unit P7 - Citizenship
'Europe for citizens' Call for proposals 30/07 Operating grants
BOUR, 00/13
Avenue du Bourget, 1
1140 Brussels
Belgium

- In person, before 5.00 p.m., the date of receipt being available, or by a member of staff of an express courier service, the date of receipt by the courier company being applicable, at the following address :

Education, Audiovisual and Culture Executive Agency
Unit P7 - Citizenship
'Europe for citizens' Call for proposals 30/07 Operating grants
BOUR, 00/13
Avenue du Bourget, 1
1140 Brussels
Belgium

Applications submitted by fax or e-mail will not be accepted.

Applicants will be informed of the reception of their application by receiving receipt of acknowledgement attached to the application form.

14.4 Additional sources of information

For further information, please consult the Internet site of the Executive Agency EACEA at the following address:

http://eacea.ec.europa.eu/citizenship/index_en.htm