

## Call for proposals EACEA/11/2009

Structural support for European public policy research organisations and think tanks and for civil society organisations at European level

### **‘Europe for citizens’ programme, Action 2, Measures 1 and 2 2010**

#### GUIDELINES

##### **1. Introduction/Background**

###### **1.1 The ‘Europe for Citizens’ programme 2007 - 2013**

This call for proposals EACEA/11/2009 is based on the Decision of the European Parliament and of the Council establishing the ‘Europe for Citizens’ programme to promote active European citizenship for the period between 2007 and 2013 (‘the Programme’) See point 14.5, Applicable regulations).

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

###### **1.2 Structural support**

This call for proposals concerns structural support, referred to as operating grants, to organisations pursuing an aim of general European interest. Operating grants provide financial support to cover part of the running costs of the normal and permanent activities of an organisation selected.

Different criteria are used to award either **Annual Operating Grants** or **Multi-Annual Strategic Partnerships**. A multi-annual partnership is a cooperation mechanism established between a particular organisation and the Education, Audiovisual & Culture Executive Agency (‘the Executive Agency’) to award specific grants. Such a partnership may be set up for three years under this call.

##### **2. Purpose of the call**

The aim of the call is to select organisations which, through their permanent, usual and regular activities, **make a tangible contribution to the objectives of the ‘Europe for Citizens’ programme** defined under point 2.2 below.

###### **2.1 Potential candidates for a grant**

###### **Measure 1:**

**A. European public policy research organisations (think tanks).** These organisations provide a link between research and policymaking at European level. They help to find solutions to problems and facilitate interaction between scientists, intellectuals and decision-makers. As there are a great many think tanks working in Europe, this call targets those that essentially focus on the objectives and priorities of the programme as described under point 2.2, performing activities that go beyond mere research and are not aimed exclusively at specialist groups. Such activities must generally involve citizens in their debates and provide information to the public at large using specific tools.

The Commission encourages the Think Tanks to register themselves in the Register of interest representatives (see <http://ec.europa.eu/transparency/regrin/>)

## **Measure 2:**

### **B. Civil society organisations working at European level**

- **European umbrella organisations (platforms):** Their mandate is to represent their members (civil society organisations) in Europe, channelling the concerns of the citizens and their member organisations to the EU authorities and informing their members on European policies and on the positions of other stakeholders, while acting as a bridge between their members and the EU authorities.

- **European networks:** These networks are a link between civil society organisations and other stakeholders from eligible countries wishing to cooperate and exchange knowledge and experiences. The relationships between members are brought to the fore within such call.

- **Organisations performing activities with a significant impact at the European level:** These organisations are neither platforms nor networks, and may apply if they perform activities specifically addressing the objectives and priorities of the programme described under point 2.2, with the geographical coverage mentioned under point 5.1.

### **C. Civil society organisations for European remembrance.**

- Organisations promoting European ideas and projects through the memory of European personalities such as the founding fathers of the European project or others who have made a significant contribution to later stages of European construction;

- Organisations promoting European ideas and projects underlining the violation of fundamental European values by totalitarian regimes such as Nazism and Stalinism.

In both cases, the activities of the organisations must aim to contribute to a better shared future of civic participation while recalling the importance of the fundamental values at the heart of the European project.

**D. Platforms of pan-European organisations.** The specificity of such platforms is that their members are also umbrella organisations (platforms) on a European level. These pan-European platforms represent a very large number of European citizens and cover a wide range of policy domains.

## **2.2. 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

a) Fostering action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through the activities and cooperation of think tanks and civil society organisations at European level;

b) Encouraging 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.

### 2.2.3 Thematic priorities

- The future of the European Union and its fundamental values. This theme is particularly significant and symbolic in 2010, with the sixtieth anniversary of the Schuman declaration that marked the start of European construction.

- Active European citizenship, participation and democracy in Europe: Promoting citizens' participation and commitment in the decision-making process, with particular focus on the participation of women in the political arena, especially in the light of the 2009 European Parliament elections; and developing volunteer activities, a form of civic participation that will be the theme of the European Year in 2011.

- Intercultural dialogue: promoting cultural diversity and tolerance by facilitating dialogue and joint activities involving people from multicultural, multi-ethnic and multi-faith backgrounds. Activities in this area should help to maintain the momentum generated by the European Year of Intercultural Dialogue in 2008. Intercultural dialogue is also a vital element of the European Year for Combating Poverty and Social Exclusion in 2010.

- Impact of Community policies on societies: Promoting debates and reflection on questions of European policies with a positive influence on people's daily lives. Activities performed in this domain should help to raise awareness of current issues such as the challenges of immigration.

- Peoples' well being in Europe, employment, social cohesion and sustainable development: Promoting citizens' engagement with current European Union political priorities, such as the climate change and energy debates. Special attention should also be paid to the repercussions of the economic situation.

## 3. Timetable

<b>15 October 2009</b>	<b>Deadline for the submission of applications</b>
November 2009	Analysis phase - selection of applications (eligibility, exclusion, selection and award criteria)
December 2009 - January 2010	Opinion of the Programme Committee followed by a scrutiny right of the European Parliament
<b>February 2010</b>	<b>Publication of the selection results on the Executive</b>

	<b>Agency's website:</b> <a href="http://eacea.ec.europa.eu/citizenship/index_en.htm">http://eacea.ec.europa.eu/citizenship/index_en.htm</a> <b>and written notification to the applicants</b>
<b>March 2010</b>	Grant agreements sent to the grant holders for signature

This call for proposals could lead to specific decisions by categories of organisations as defined under point 2.1 above.

#### **4. Budget available**

The Community budget earmarked for co-financing operating grants is around **EUR 8.2 million** for 2010. The Executive Agency intends to finance around **55** applications under this call, but reserves the right not to use all the funds available.

By way of indication, multi-annual partnership grants will account for about 85% of the budget available and annual grants for around 15%.

The structural support will be awarded under item 15.06.66 of the General Budget of the European Union.

#### **5. Eligibility criteria**

Applications meeting the following criteria will undergo an in-depth evaluation.

##### **5.1 Eligible organisations**

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

- a) Be a non-profit organisation and have a legal personality. Applications by networks that do not have a separate operational structure and their own status may be lodged by the member organisation responsible for coordinating the network;
- b) Play an active role in the field of European citizenship as defined in their articles of association or mission statement and correspond to one of the categories mentioned under point 2.1;
- c) Perform most of their activities in eligible countries (See point 5.2).

**For multi-annual partnerships**, organisations must have been established legally and have had a legal personality for at least **four (4) years** (on 15 October 2009) in an eligible country and, for the categories below, cover the **following geographical area**:

- **European umbrella organisations** and **European networks** must have members in at least **twelve (12) eligible countries**;
- **Organisations performing activities with a wide impact on Europe** must be active in at least **twelve (12) eligible countries**.
- **Platforms of pan-European organisations** must have at least **six (6) umbrella organisations** among their members, who must be present in the **27 Member States**.

**To be eligible for an annual grant**, the organisations involved must have been established legally and have had a legal personality for at least **one (1) year** (on 15 October 2009) in an eligible country and, for the categories given below, cover the following **geographical area**:

- **European umbrella organisations** and **European networks** must have members in at least **eight (8) eligible countries**;
- **Organisations performing activities with a wide impact on Europe** must be active in at least **eight (8) eligible countries**.

Platforms of pan-European organisations may only submit an application within a multi-annual partnership.

Private individuals and public bodies are not eligible to apply for this call.

### **5.1.1 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 Legal Entity identification form duly completed and signed;
- A copy of the articles of association of the organisation;
- An extract from the official gazette/trade register, and certificate of liability to pay 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: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

### **5.2 The following countries are eligible to participate in this programme:**

a) **EU Member States:** 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) **Croatia**

c) **Former Yugoslav Republic of Macedonia**

d) **Albania**

Information concerning the agreements establishing the participation of other countries can be consulted on our website: [http://eacea.ec.europa.eu/citizenship/index\\_en.htm](http://eacea.ec.europa.eu/citizenship/index_en.htm)

### **5.3 Eligible work programme**

**For a multi-annual partnership**, applicants must provide:

- A detailed work programme for a period of 12 months starting in 2010, and
- A strategic programme for a period of three years starting in 2010.

**For an annual grant**, applicants must provide:

- A detailed work programme for a period of 12 months starting in 2010.

The applicant organisation's work programme for 2010 and the three-year strategic programme (for a multi-annual partnership) should cover its statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, and their other recurrent European activities.

The activities must make a **tangible** contribution to the development and implementation of the specific objectives and thematic priorities of this call for proposals. **They must cover at least one specific objective and one thematic priority mentioned under point 2.**

#### **5.4 Eligibility period**

Whether it is for an annual grant or a multi-annual partnership, the period of eligibility must correspond to the applicant's budget year, as evidenced by the organisation's certified accounts. If the applicant's budget year corresponds to the calendar year, the period of eligibility will be from 1 January 2009 to 31 December 2010.

For applicants with a budget year that differs from the calendar year, the period of eligibility will be the 12-month period from the starting date of their budget year in 2010.

#### **5.5 Eligible applications**

Applications shall be considered eligible if they:

- a) Meet the conditions defined under points 5.1 to 5.4 below;
- b) Were submitted before the deadline (see point 3);
- c) Were submitted using the official application form (see point 14.3), duly completed in full;
- d.) Were signed by the organisation's legal representatives;
- e) Are accompanied by all the required supporting documents and documents making it possible to evaluate the applicant's operational and financial capacity (see point 7);
- f.) Have a balanced budget in terms of expenditure and income;
- g) Fulfil the financial conditions of the call under point 10 and the financial conditions set out thereafter.

**Community financial aid may not exceed 80% of the eligible provisional expenses except for platforms of pan-European organisations described under point 2.1 D, for which the ceiling is set at 90%.**

For organisations that have already received EU grants, the co-financing rate for 2010 may not exceed the percentage authorised during the previous year.

**5.5.1 For multi-annual partnerships**, total expenses submitted for 2010 may not exceed 10% of those for 2008. Likewise, the eligible budget for 2011 may not exceed 5% of the estimate of (eligible) expenses under the 2010 budget. For 2012 it will be 5% of the 2011 budget.

Moreover, the maximum grant awarded by category is set as follows:

<b>Category</b>	<b>Maximum amount</b>
A. European public policy think tanks	EUR 500 000
B. Civil society organisations on a European level:	

- European Umbrella organisations (platforms) - European networks - Organisations performing activities with a wide impact on the European level	EUR 500 000
C. Civil society organisations for European remembrance	EUR 250 000
D. Platforms of pan-European organisations	EUR 700 000

However, organisations that received an operating grant under the 'Europe for citizens' programme during the last two years whose 2010 grants would be reduced by 10% in comparison with 2009, according to the conditions above, could benefit from a transitional system - for 2010 and 2011 - to palliate the effects of this reduction. The maximum applicable amount would therefore be adjusted as follows:

- 2010: the maximum amount in the table above would increase by 2/3 of the difference between this maximum amount and the grant awarded in 2009;
- 2011: the system would remain the same, but the increase in the maximum amount could not exceed 1/3 of the difference between this maximum amount and the grant awarded in 2009;
- 2012: only the maximum amount in the table above would apply.

Under this transitional system, the other conditions listed under 5.5 (and 5.5.1) would not apply in 2010 and 2011, except for the percentage of the Community grant (80% or 90%, as appropriate).

**5.5.2 The maximum annual grant is set at EUR 100 000.**

In addition to this, the application dossier and supporting documents must always be written in one of the official EU languages. The Executive Agency reserves the right to request any additional information it may require.

## **6. Exclusion Criteria**

Applicants must state that they are not in any of the situations described in Articles 93(1) and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) ('the Financial Regulation'), set out below.

This call for proposals shall not be open to applicants if:

- 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 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;
- b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) 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;
- e) They have been the subject of a judgment 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;

f) They are subject to an administrative penalty under Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25 June 2002, as amended).

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

- a) Are subject to a conflict of interests;
- b) Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- c) Are in one of the cases of exclusion provided for in Article 93(1) of the Financial Regulation for this grant award procedure.

In accordance with Articles 93 - 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

## **7. Selection criteria**

Applicants must have stable and sufficient sources of funding necessary to maintain their work programme throughout the year for which the grant is awarded and to participate in its funding.

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

They must complete and sign a declaration on their honour attesting to their status as a legal person and to the fact that they have the operational and financial capacity to complete the proposed activities.

### **7.1 Operational capacity**

To permit an assessment of their operational capacity, organisations must attach the annual activity report for the last financial year available to their application.

### **7.2. Financial capacity**

To permit an assessment of their financial capacity, organisations must submit the following documents with their applications:

- a) A copy of the certified accounts comprising the profit and loss account and balance sheet for the last financial year (for an annual grant) or the last two financial years (for a multi-annual partnership) for which the accounts have been closed. Please note that the balance sheet must not be more than 18 months old on 1 January of the budget year for which the Community grant is being requested.
- b) The financial identification form completed by the beneficiary and certified by the bank, for which original signatures are required, (see the corresponding financial identification form for each country at the following address: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)).

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 (see point 10.3);
- offer a grant agreement without pre-financing;

### **7.3 Audit**

**Multi-annual partnership applications** must be accompanied by an external audit report produced by an approved auditor. This report shall certify the accounts for the last two years available.

## **8. Award Criteria**

Once they have been checked to ensure that they comply with eligibility and exclusion criteria (see points 5 and 6) and operational and financial capacity (see point 7), applications that meet such conditions will be examined by an evaluation committee on the basis of award criteria with a view to determining which proposals may be co-financed.

The award criteria to be applied will comprise qualitative criteria, accounting for 80%, and quantitative criteria, representing 20% of the score awarded. For multi-annual partnerships, the same weight will be attributed to the twelve-month work programme and the three-year strategic programme.

### **8.1 Qualitative Criteria (80%)**

The following factors will be assessed:

#### **a) Relevance to the objectives and priorities of the ‘Europe for Citizens’ programme (30%)**

- The degree to which the proposed work programme responds to the objectives and thematic priorities (see point 2.2). All the objectives and thematic priorities are considered equivalent for the purposes of the evaluation.

#### **b) Adequacy, coherence and completeness of the work programme (20%)**

- Overall clarity of the work programme.
- Internal coherence of the work programme (coherence between the aims and activities foreseen).
- Feasibility, particularly the timetable for the work programme.

#### **c) Impact of the work programme (10%)**

- Probable multiplier effect of the proposed activities on the target public and on the general public.
- Short and long-term impact of the proposed activities at local, regional, national and European levels.
- Adequacy of planned evaluation measures.

#### **d) European added value (10%)**

- How the work programme contributes to defining and orienting the European project (e.g. organisation of debates on current political development at EU level, production of studies or position papers on European policies, consideration of future institutional developments for the EU, etc.).
- The involvement and participation of a vast array of different target groups (citizens/specific civil society organisations/institutions/multipliers) in work programme activities, ensuring the exchange of ideas and experiences between different types of stakeholders (cross-fertilisation).

- The contribution of the work programme to creating, developing or strengthening sustainable European partnerships, or to the use of existing partnerships with proven added value (networking).

**e) The visibility of activities and the dissemination and exploitation of results towards European citizens and other stakeholders (10%)**

- The extent to which the activities of the planned work programme will become visible and be communicated (expected media coverage).

- Strategies and measures devised to facilitate a transfer of successful results to citizens and other stakeholders (public authorities, institutions, etc.) at national and European levels.

**8.2 Quantitative Criteria (20%)**

The following factors will be assessed:

**a)** The number of eligible countries involved in the activities of the work programme (10%).

**b)** The number of potential direct beneficiaries (10%).

**9. Calculation of the grant**

Applicants can choose between two systems of financing for the calculation of the amount of the operating grant:

1) A flat-rate grant;

2) A traditional budget-based grant (eligible costs).

**9.1 Flat-rate grant**

**9.1.1 General provisions**

Under this system, approved by Commission Decision C(2008)3926 of 30 July 2008, the grant is calculated on the basis of a fixed amount per full and / or part-time staff member on the payroll of the organisation. It includes all the people working for the applicant organisation (such as management, secretaries, assistants) on the payroll, but excludes subcontracting, voluntary work and trainees.

The grant is calculated on the basis of the real number of people employed by the organisation during the year for which it receives the grant. At the end of the financial year for which the grant is awarded, the organisation is therefore obliged to provide proof of the number of employees in its annual accounts or in a certificate drawn up by an approved external auditor.

Flat-rate grants will be revised for 2011 and 2012.

Although the flat-rate system changes the basic calculation of the grant, all the other conditions remain unchanged (see point 5.5).

**9.1.2 Calculation of the grant**

The grant is calculated on the basis of the planned number of people working per year at the applicant's organisation. The number of people is calculated by dividing the total number of days worked by staff by 220 (number of working days in a year).

One year = 220 working days (e.g.: 583 days = 2.65 people/year)

1 working day = minimum of 7.5 hours

The flat rate varies according to the country in which the organisation is based, and reflects the cost of living there. The flat-rate amount applied is that of the country in which at least 50% of the organisation's permanent staff work.

**Flat-rate amounts applicable for 2010 in the eligible countries for all the categories:**

Country	Code	Rate per person in EUR	Country	Code	Rate per person in EUR
Austria	AT	40.295	Ireland	IE	45.528
Belgium	BE	38.627	Italy	IT	32.511
Bulgaria	BG	11.186	Lithuania	LT	17.989
Cyprus	CY	28.880	Luxembourg	LU	45.855
Czech Republic	CZ	24.890	Latvia	LV	17.106
Germany	DE	36.043	Malta	MT	22.797
Denmark	DK	40.033	Netherlands	NL	41.244
Estonia	EE	21.260	Poland	PL	16.713
Greece	EL	27.768	Portugal	PT	22.829
Spain	ES	32.053	Romania	RO	11.709
Finland	FI	36.992	Sweden	SE	37.940
France	FR	35.095	Slovenia	IF	27.343
Croatia	HR	16.026	Slovakia	SK	19.428
Hungary	HU	20.802	United Kingdom	UK	38.333
Albania	AL	8.569	FYROM	MK	8.569

A Grant Calculator allocates the maximum grant requested. This amount corresponds to the potential maximum grant claim after applying the rules governing the maximum grant awardable and other conditions (see point 5.5).

The calculator works in EUR. This currency should also be used when submitting the 2010 income and expenditure estimate requested on the application form. Applicants not based in the eurozone must use the exchange rate published in the Official Journal of the European Union of the month in which they submit their application (see website:

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

## 9.2 Budget-based financing

Budget-based grants are calculated on the basis of a detailed estimated budget of eligible costs.

Part of the total estimated eligible expenses must be financed from sources other than the Community grant. Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the work programme concerned.

The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must equal total funding expected from income (including the Executive Agency grant application).

The budget must be drawn up in EUR. Applicants not established in the eurozone must use the exchange rate published in the Official Journal of the European Union of the month in which they are submitting their application (see website

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

## **10. Financial conditions**

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

Under the Financial Regulation, the grant **may not have the purpose or effect of producing a profit for the beneficiary**. A profit is defined as a surplus in the beneficiary's operating budget.

The Agency has the right to recover the percentage of annual profit corresponding to the EU contribution to the operating budget of the organisations in question when these are financed by public authorities which are in turn obliged to recover the percentage of annual profit corresponding to their contribution.

The beneficiary's bank account (and/or the sub-account) must make it possible to identify the funds transferred by the Agency. If the funds paid into this account generate interest or other equivalent profits, such interest or profits will be recovered by the Agency where they result from the pre-financing payment.

### **10.1 Payment conditions**

If the application is accepted, a grant agreement will be established in EUR between the Executive Agency and the beneficiary. This agreement 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.

### **10.2 Pre-financing**

On the basis of the assessment of the beneficiary's financial capacity (see section 7.3) a pre-financing payment for a maximum of 80% of the grant will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and any guarantees are received. The purpose of the pre-financing arrangement is to provide the beneficiary with cash flow.

### **10.3 Bank guarantee**

As a pre-condition to the payment of pre-financing, the Agency may require any organisation awarded a grant to provide a guarantee in advance so as to limit the financial risks linked to the pre-financing payment (see section 7.2.).

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 must be denominated in EUR and be provided by an approved bank or financial institution established in one of the Member States. If the beneficiary is established in a third country, the Executive Agency may agree to a bank or financial institution established in that third country providing the guarantee, if it considers that the bank or financial institution offers equivalent security and characteristics to those offered by a bank or financial institution established in a Member State.

The guarantee will be released as pre-financing is cleared against interim payments or payment of the balance to the beneficiary under the conditions of the grant agreement or decision.

#### **10.4 Double financing**

Organisations **may not receive more than one operating grant from the Community budget for a given financial period.** However, they may receive other EU grants for specific projects. To this end, they must give details in their application form of any other grant requests they have submitted or intend to submit to the European institutions for the same operating year, stating for each grant the budget heading, the Community programme and the amount requested.

We would draw applicants' attention to the fact that, for organisations receiving an operating grant, indirect costs are no longer eligible under EU grants for a specific action.

#### **10.5 Eligible costs**

To be eligible for this call, costs must be:

- Necessary for the implementation of the working programme mentioned in the budget estimate in the agreement and comply with the requirements of sound financial management, in particular economy and cost efficiency;
- Incurred during the duration of the working programme, as defined in the convention;
- Really incurred by the beneficiary, recorded in his accounts according to applicable accounting rules, and comply with the declaration requirements of applicable tax and social legislation;
- Identifiable and verifiable with original supporting documents.

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

##### Eligible direct costs:

Eligible direct costs are costs which can be identified as directly linked to the performance of the work programme, with due regard for the conditions of eligibility set out above, and can therefore be assigned to it directly. In particular, the following direct costs are eligible:

- The cost of staff, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary;
- Rental and property maintenance charges;
- Travel, accommodation and subsistence allowances for staff, provided that they comply with the beneficiary's usual practices on travel costs;
- The 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 under point 11 (subcontracting and award of procurement contract) are met;
- Costs arising directly from requirements imposed by the grant agreement (particularly audit costs), including the costs of any financial services (especially the cost of financial guarantees).

## **10.6 Ineligible costs**

The following expenditure cannot be considered eligible:

- Return on capital;
- Provisions for losses or potential future liabilities;
- Debts and debt service charges;
- Other interest owed;
- Doubtful debts;
- Exchange losses;
- VAT, unless the beneficiary can justify that it cannot be recovered;
- Costs declared and covered in connection with another action or programme receiving an EU grant;
- Excessive or reckless expenditure;
- Travel costs to or from ineligible countries (this rule may be waived for civil society organisations for European remembrance if due justification is provided);
- Contributions in kind.

## **10.7 Final payment**

The Executive Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the following documents.

### **Documents to be submitted for flat-rate based financing:**

- A final report providing details of the implementation, results of the work programme, and a copy of the most significant publications;
- The profit and loss accounts for the year the grant was received (annual accounts), certified by an approved external auditor including a statement on the total number of staff employed (number of people/years/days)

The grant may be reduced if the organisation has not fully implemented the agreed work programme.

Furthermore, the grant will be reduced if the beneficiary's final report shows that:

- The number of staff mentioned in the declaration above is lower than originally foreseen in the Grant Calculator (this rule applies only if this change would have led to a reduction in the grant amount calculated in the initial application);
- The profit and loss accounts show a surplus;

- The grant received is more than 80% or 90% - according to the case - of the expenditure incurred during the beneficiary's budget year.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

#### **Documents to be submitted for budget-based financing:**

- The final activity report on the implementation and results of the work programme and a copy of the most significant publications;

- The final financial statement of the eligible costs actually incurred, certified by an approved external auditor. The certificate must certify that the costs declared by the organisation in the final financial statements on which the request of payment is based are real, accurately recorded and are eligible under the agreement<sup>1</sup>.

The grant may be reduced if the organisation has not implemented the agreed work programme in full.

If the eligible costs actually incurred by the beneficiary for implementing the working programme or action are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the actual costs borne. Furthermore, the grant will be reduced if the beneficiary's final report shows that the organisation has made a surplus.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

### **11. Subcontracting and awarding of procurement contracts**

Where implementation of the work programme requires subcontracting or the awarding of a procurement contract, beneficiaries must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

In the event of subcontracting exceeding a value of EUR 60 000, the Executive Agency may impose special rules on these beneficiaries, in addition to those referred to in the previous paragraph.

Subcontracting costs may not exceed 30% of the total eligible costs covered by the work programme. Subcontracting is allowed only if the staff of the applicant organisation do not have the skills required to perform the work concerned. To be eligible, the subcontracting must have been described fully in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency should be obtained.

### **12. Publicity and promotion**

#### **12.1 Executive Agency – Obligation of publicity and promotion**

All grants awarded during a financial year must be published on the website of the Community institutions during the first half of the year following the closure of the budget year in respect of which

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<sup>1</sup> The declaration attached to the final payment request from the beneficiary should state: 'The costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the terms of the grant agreement'.

they were awarded. The information may also be published using any other appropriate means, including the Official Journal of the European Union.

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

- Name, address and website of the beneficiary;
- The subject of the grant;
- The amount awarded and, when appropriate, the rate of co-financing.

The following information may also be placed on line using the EVE computer platform for distribution of the programmes

- The content of the work programme;
- A summary of the final report presenting the results obtained.

## **12.2 Beneficiary – Obligation of publicity and promotion**

Grant holders are required to clearly acknowledge the European Union's contribution in all publications or during activities for which the grant is used.

They should also give prominence to the name and logo of the European Commission and those of the programme on all their publications, posters, programmes and other products created under the co-financed action. To this end, they must use the logos and graphical identities provided by the Executive Agency, which can be downloaded from the following website: [http://eacea.ec.europa.eu/citizenship/logos\\_en.htm](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 using a Community grant.

If these provisions are not met in full, the grant awarded may be reduced.

## **12.3. Data protection**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data<sup>2</sup>.

You must reply to the questions in the application so that we can evaluate your grant application. These replies will be processed solely for that purpose by the department responsible for the programme concerned. If they so request, applicants may correct or complete their personal data. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## **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 April 2010 on the Executive Agency website: [http://eacea.ec.europa.eu/citizenship/funding\\_en.htm](http://eacea.ec.europa.eu/citizenship/funding_en.htm)

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<sup>2</sup> Official Journal L 8, 12.1.2001.

Applicants selected to receive funding will be sent an EU grant agreement. Applicants whose applications have not been selected will be informed in writing.

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

## **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 Executive Agency's website: [http://eacea.ec.europa.eu/citizenship/index\\_en.htm](http://eacea.ec.europa.eu/citizenship/index_en.htm)

### **14.2 Application form**

Forms may be downloaded from: [http://eacea.ec.europa.eu/citizenship/funding\\_en.htm](http://eacea.ec.europa.eu/citizenship/funding_en.htm)

### **14.3 Deadline for submission**

**The deadline for submission of applications is 15 October 2009.**

The Executive Agency is currently setting up a system to allow all applications to be submitted in electronic format.

For this call for proposals, applicants must send in their applications using an electronic form which will be available from 15 September 2009<sup>3</sup>. This version (including its annexes) is regarded as the main version. Before this date, the Executive Agency will make available a version of the form in pdf format to allow applicants to begin preparing their dossiers.

A paper version of the Application Dossier (print-out of the electronic form) must also be sent to the address below before the deadline:

Education, Audiovisual and Culture Executive Agency  
Unit P7  
Call for Proposals EACEA/11/2009  
Avenue du Bourget, 1 (BOUR 01/17)  
B-1140 Brussels

Applicants will be informed that their application dossier has been received by means of a receipt of acknowledgement.

### **14.5 Applicable regulations**

- Council Regulation No 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities (OJ L 248, 16.09.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 and by Council Regulation (EC, Euratom) 1525/2007 of 17 December 2007.

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<sup>3</sup> A users' guide explaining how to submit applications on line will be published separately once the electronic form is available on the Internet. A help line will also respond to any technical issues that may arise.

- Commission Regulation (EC, Euratom) No 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, as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, Euratom) 1248/2006 of 7 August 2006 and Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.
- ‘Europe for citizens’ programme 2007-2013, Decision No 1904/2006/EC of the European Parliament and of the Council of 12 December 2006 (JO L 378, 27.12.2006), as amended by Decision No 1358/2008/EC of the European Parliament and of the Council of 16 December 2008 (JO L350/8 of 30.12.2008).

#### **14.6 Additional sources of information**

For further information, please consult the Executive Agency's website:

[http://eacea.ec.europa.eu/citizenship/index\\_en.htm](http://eacea.ec.europa.eu/citizenship/index_en.htm).