Call for proposals EAC/S16/2016

Promoting HEPA policy measures and actions for refugees

1. BACKGROUND

This call for proposals serves to implement the 2016 Annual Work Programme\(^1\) in accordance with the Commission Decision C(2016) 1848 of 31.03.2016\(^2\) on the adoption of the 2016 annual work programme for the implementation of the pilot projects "Promoting health-enhancing physical activity across Europe", "Improving learning outcomes by supporting novice teachers, through online coaching and mentoring", and of the preparatory actions "New Narrative for Europe" and "EFFE –Europe for Festivals, Festivals for Europe".

The promotion of health-enhancing physical activity (HEPA) in EU and national policy making aims at addressing not only better health and well-being but also the alarming social and economic costs associated to physical inactivity. A respective process is in place and relevant structures have been set up at EU level, in cooperation with Member States (MS) and stakeholders, to encourage the development and implementation of more effective European and national policies and actions to make everybody move more and practice sport and physical activity.

In this context, two challenges have been identified:

- Challenges with regard to certain categories of population which have no or only limited, access to the practice of sport and physical activity. Refugees clearly belong to this category.

- Challenges with regard to the methods of monitoring physical activity in Europe and to the availability of comparable data in the EU-28.

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\(^1\) [http://ec.europa.eu/dgs/education_culture/more_info/awp/docs/c_2016_1848.pdf](http://ec.europa.eu/dgs/education_culture/more_info/awp/docs/c_2016_1848.pdf)

\(^2\) [http://ec.europa.eu/dgs/education_culture/more_info/awp/docs/c_2016_1848.pdf](http://ec.europa.eu/dgs/education_culture/more_info/awp/docs/c_2016_1848.pdf)
Thus, this Pilot Project will have two pillars, one focusing on the promotion of HEPA policy measures and actions for refugees, and one about the promotion of evidence-based policies in the field of HEPA, complementary to the work already undertaken.

Specifically, the call refers to the first of the pillars: "Promoting HEPA policy measures and actions for refugees".


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2. **OBJECTIVE(S) – THEME(S) – PRIORITIES**

The massive arrival of refugees is one of the major challenges Europe is facing. Even if housing, food and education must be considered as first priorities, sport and physical activity can play an important role in the integration and well-being of refugees.

Promoting sport and physical activity among the refugees population would fill a gap in the EU efforts to ensure better access to sport and physical activity for all socially-excluded groups. Some pilot actions could test and identify best practices in the Member States in such specific situation and with such a specific public.

The general objective is the promotion of health-enhancing physical activity (HEPA) in EU and national policy;

The specific objective is to promote broader access to the practice of sport and physical activities for refugees.

Expected results:

- Awareness-raising among refugees about the health and social benefits of practicing sport and physical activity;
- Better well-being and integration of refugees in society through sport and physical activity;
- Increased knowledge among refugees of European values through participation in sport and physical activity.

This call would allow the testing of development of HEPA activities in at least 6 Member States particularly concerned by the massive arrival of refugees with at least 6 projects selected. These projects should involve local sport organisations and take into account gender equality. A single project should involve at least 100 refugees.

3. **TIMETABLE**

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<th>Stages</th>
<th>Date and time or indicative period</th>
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<tr>
<td>a) Publication of the call</td>
<td>27/06/2016</td>
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<td>b) Deadline for submitting applications</td>
<td>09/09/2016</td>
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<td>Signature of grant agreement or notification of grant decision</td>
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<td>Starting date of the projects</td>
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4. **BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects is estimated at €600.000,00

The maximum amount for each grant will be €60.000,00

The Commission reserves the right not to distribute all the funds available.

The EU contribution may not exceed 80% of the total eligible costs of the project.

5. **ADMISSIBILITY REQUIREMENTS**

- Applications must be sent no later than the deadline for submitting applications referred to in section 3, date as per postmark.
- Applications must be submitted in writing (see section 14), using the application form
- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

6. **ELIGIBILITY CRITERIA**

6.1. Eligible applicants

In order to be eligible, applicants must:

- be a public or private organisation with legal personality, whose principal activity is in the field of sport and physical activity (natural persons are not eligible to apply for a grant under this call), for example (non-exhaustive list):
  - non-profit sport organisation (private or public);
  - public authorities (national, regional, local);
  - international organisations;
  - sport clubs
  - universities;
  - educational institutions;
  - research centres;
  - companies;
- have their registered legal office in one of the 28 EU Member States.
In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, 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);

- **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

6.2. **Eligible activities:**

A non-exhaustive list of the main activities aimed at the participation of refugees in HEPA activities eligible under this call for proposals is listed below:

- development, identification, promotion and sharing of good practices about participation of refugees into HEPA activities;
- preparation, development and implementation of educational and training modules and tools;
- activities to increase the competences of multipliers in the field of sport and to develop monitoring and benchmarking of indicators, notably as regards the promotion of ethical behaviours and codes of conduct among sportspeople;
- awareness-raising activities on the added value of sport and physical activity in relation to the personal, social and professional development of individuals;
- activities to promote innovative synergies between the field of sport and the fields of health, education, training and youth;
- dissemination actions
- conferences, seminars, meetings, events and awareness-raising actions underpinning the aforementioned activities.

**Implementation period:**

- As mentioned in the timetable, projects can start as from 01.01.2017
- The maximum duration of projects is 12 months (end date of the projects must be not later than 31.12.2017)

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. **EXCLUSION CRITERIA**

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

(a) they are bankrupt, subject to insolvency or winding-up procedure, their assets are being administered by a liquidator or by a court, they have entered into an arrangement with creditors, their business activities are suspended, they are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) a final judgment or a final administrative decision established that they are in breach of their obligations relating to the payment of taxes or social security
contributions in accordance with the law of the country in which they are established, with those of the country in which the contracting authority is located or those of the country of the performance of contract;

(c) a final judgment or a final administrative decision established that they have been guilty of grave professional misconduct by having violated applicable laws or regulation or ethical standards of the profession to which they belong, or by having engaged in any wrongful conduct which has an impact on their professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure

(d) a final judgment established that they are guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) They have shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early
termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) a final judgment or a final administrative decision established that they have committed irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course 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 Commission as a condition of participation in the grant award procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form accompanying the call for proposals. The declaration must also include information on any remedial measure taken if the applicant is in an exclusion situation (e.g.: measures to identify exclusion situations, proof of measures undertaken to compensate or redress the damages and/or the harm caused to the Union's financial interests)

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration on their honour.

On the basis of the documents submitted, if the RAO considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;

3 see annex 6 to this call
➢ propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
➢ where applicable, require the joint and several financial liability of all the co-beneficiaries;
➢ reject the application.

8.2. Operational capacity

Applicants must have the professional competencies and qualifications necessary to complete the proposed action.

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

➢ curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation;
➢ an exhaustive list of previous projects and activities performed and connected to the policy field of this call or to the actions to be carried out;

9. Award criteria

Eligible applications/projects will be assessed on the basis of the following criteria:

➢ Relevance of the project (criterion 1) (maximum 30 points):

- the relevance of the proposal to the objectives of European policies in the field of HEPA;
- the extent to which:
  o the proposal is based on an adequate needs analysis;
  o the objectives are clearly defined, realistic and address issues relevant to the participating organisations and target groups;

➢ Quality (criterion 2) (maximum 40 points): The quality of the project design and implementation:

- cost efficiency (the extent to which the project is cost-effective and allocates appropriate resources to each activity);
- sustainability of the proposed actions (the extent to which the actions will be carried out also after the end of the project)
- budget proposal (the consistency between project objectives, methodology, activities and budget proposed);
the quality and feasibility of the methodology proposed;

➢ Management of the project (criterion 3) (maximum 30 points):

- The extent to which the applicant demonstrates its ability to organise, coordinate and implement the various aspects of the proposed activities.
- the project involves an appropriate mix of experiences and expertise to successfully deliver all aspects of the project;
- the composition and appropriateness of the proposed team (including people having proven experience in organizing and delivering successful sport activities in particular relating to access to HEPA, grassroots sport practice (training, competitions, coaching, etc.) and intercultural sport activities) and the roles allocated to the members of the team;

The Commission will assess on the basis of these criteria, how the applicants seek to address the priorities set for this project. Points will be allocated to eligible applications out of a total of 100 on the basis of the above-specified weighting. A minimum threshold of 50% of points will be applied for each criterion. Moreover, a minimum threshold of 60 points will be applied for all award criteria taken together. Applications below these thresholds will be rejected.

Evaluation process

Project proposals will be assessed exclusively on the basis of the criteria above-mentioned. At the end of the evaluation procedure, the European Commission will decide on the projects to be granted on the basis of:

- the ranking list proposed by the evaluation committee;
- the availability of the budget;

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

2 copies of the original agreement must be signed first by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award

*Action grants:*  
An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

*Action grants:*
A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

e) Implementation contracts/subcontracting

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU\(^4\) or contracting entities in the meaning of Directive 2014/25/EU\(^5\) shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

f) Financial support to third parties.

The applications may not envisage provision of financial support to third parties.

\(^4\) Directive 2004/24/EU on public procurement.

\(^5\) Directive 2004/25/EU on procurement by entities operating in the water, energy, transport and postal services sectors.
11.2. Funding forms

Mixed financing

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

- **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 80% of **eligible costs taking into account the maximum grant amount referred to in section 4**.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

- **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

  - The period of eligibility of costs will start as specified in the grant agreement or the grant decision.
  - If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).
  - they are indicated in the estimated budget of the action or work programme;
  - they are necessary for the implementation of the action or of the work programme which is the subject of the grant;
  - they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
  - they comply with the requirements of applicable tax and social legislation;
  - they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

**Eligible direct costs**

The eligible direct costs for the action/work programme are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as:

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus
social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;

- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices,

- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel,

- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission,

- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;

- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);

- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;

Value added tax ("VAT") is not eligible.

**Eligible indirect costs (overheads)**

- a flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants’s attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

- **Ineligible costs**
  - return on capital;
  - debt and debt service charges;
  - provisions for losses or debts;
  - interest owed;
  - doubtful debts;
  - exchange losses;
  - costs of transfers from the Commission charged by the bank of a beneficiary;
  - costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an
action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;

– contributions in kind;
– excessive or reckless expenditure.

**Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- List of supporting documents.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

**Payment arrangements**

A pre-financing payment corresponding to 80% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of pre-financing payment is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.3. Pre-financing guarantee

N/A

12. **Publicity**

12.1. By the beneficiaries

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/sport/calls/index_en.htm](http://ec.europa.eu/sport/calls/index_en.htm)

If this requirement is not fully complied with, the beneficiary’s grant may be reduced in accordance with the provisions of the grant agreement or grant decision.
12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at: [link]

Personal data may be registered in the the Early Detection and Exclusion System (EDES) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union, [link]

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of
clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

- **Submission on paper**

Application forms are available at:


Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 copies (one original clearly identified as such, plus 2 copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. A separate electronic copy (usb key, cd-rom) has to be included in the same envelope (application & its all annexes).

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent no later than on 09 September 2016, to the following address:

European Commission
Directorate-General for Education and Culture – Unit C3 (Sport)
J-70, 02/091
B-1049 Bruxelles

- by post, date as postmark;
- in person, date as receipt,
- by courier service, date of receipt by the courier service.

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

- **Electronic submission**

N/A

- **Contacts**

  Mr Pier-Marcello Corrado,
  
tel. +32 229-95191
  
  [Eac-Sport@ec.europa.eu](mailto:Eac-Sport@ec.europa.eu)
  

- **Annexes:**
  1. application form
  2. model agreement
  3. budget template
  4. financial and technical report template
  5. list of supporting documents
  6. declaration on honour