

**CALL FOR PROPOSALS – DG COMM A2-2/2008
EUROGLOBE**

Culture for debating Europe

1. BACKGROUND

In the context of the ratification process of the Lisbon Treaty, the European Council underlined the crucial importance of communicating more and better with the citizens by providing them with comprehensive information on the European Union activities and involving them in a permanent dialogue.¹

Within a set of initiatives aimed at stimulating a wide-ranging public debate at national and European level, the Commission has decided to provide financial assistance for the organisation of communication events using culture as a vehicle and reinforcing the links between the European Union's citizens.

2. OBJECTIVE

The objective is to foster public debates on European issues through the organisation of communication events using culture as a vehicle in order to promote a better understanding of the role and the actions of the EU and their impact in the Member States.

The Commission offers financial support to encourage the organisation of pan-European **communication initiatives** aimed at stimulating debates on key EU issues. The proposed communication events must take place in at least two of the Member States holding the Presidency of the Council during the period from January 2009 until end of 2010 and during the period in which they effectively exercise the Presidency (see Annex 10).

¹ SI (2007) 500.

The cultural and communication events could take the following forms:

- Music events
- Dance shows
- Cinema or TV festivals or shows

These cultural events will lead to **debates** and **communication activities** on the role of the EU and its major achievements in one or several of the following priority domains of action: **energy, climate change, migration and intercultural dialogue**.

The funds available for this call for proposals are 1 million €. The Commission intends to finance a maximum of 1 to 2 projects under this call.

This call is open to organisations such as:

- Cultural operators;
- Cultural associations;
- Cultural foundations;
- Local, regional or national public bodies;
- Associations or networks or consortia of cultural institutions;
- Other bodies active in relation to culture including private companies, to the extent that they operate on a non-profit basis in the context of this call.

2.1 Detailed criteria

The project-leader(s) would be in charge of the overall management.

These projects will:

- Promote a better understanding of the relevance of the EU and its actions in the Member States through debates around communication events
- Use culture as a vehicle to generate debates and exchanges
- Address issues on energy and climate change, migration or intercultural dialogue which are communication priorities of the European Commission.
- Take advantage of the communication opportunities offered by each Member state holding the Presidency of the Council of Ministers from January 2009.
- Include a festive character
- Allow exchanges with representatives of civil society from other Member States
- Be aimed at the general public and generate public interest
- Involve political authorities at local, national or EU level.
- Involve media and opinion leaders to maximize the impact of these events,

The project **must cover at least two Council Presidencies**.

The aim is to generate a set of detailed recommendations on the organisation of regular events aimed at the general public in the Member State holding the Presidency and on the relevance of the EU for culture and society in general. More specifically, the follow-up of the project should take the form of a comprehensive report outlining the success and failures of the project,

assessing the impact of the events organised and leading to specific and detailed recommendations for the sustainable organisation of debates and communication activities around cultural events. The set of recommendations should notably cover the following:

- A methodology to tailor the theme of such events to the country holding the Presidency
- Feasibility of targeting the general public and suggested alternatives
- Cooperation and coordination with the National administrations on the organisation of the events: coordination, structure, timing, format and theme
- Involvement of local and regional authorities,
- Involvement of media and opinion leaders
- Budgeting,
- Means to maximize the communication impact.

(See eligible activities, point 5.3 of this Call).

3. TIMETABLE

Applications must be sent to the Commission no later than **31st August 2008**.

Please read carefully section 12.3 of this call for proposals concerning the procedures for submitting applications.

3.2 Duration

Activities will start at the earliest on **1st January 2009** and must end before **31st December 2010**.

The maximum duration of the project is **24** months.

No applications will be accepted for a project scheduled to run for a longer period than that specified in this call for proposals.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application

An extension to the eligibility period may be granted if, after the signing of the agreement and the start of the project, it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period. A maximum extension of **6** additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be **30** months.

Costs incurred prior to the period of eligibility of costs will not be considered.

3.3 Information on the Results of the Selection:

It is planned that the beneficiary will receive his agreement for signing in **November 2008**. The period of eligibility of costs will start on the day the contract is signed by the last of the parties..

The lists of selected projects will be published on the following website:

http://ec.europa.eu/dgs/communication/grants/index_en.htm

4. FINANCING

The total budget earmarked for the co-financing of the project under this call amounts to €1.000.000. Financial contribution from the Commission cannot exceed **80 %** of the total eligible costs. The level of grants awarded is likely to vary considerably, depending on the type of project, the number of partners involved and so on. As an indication, grants will amount to between **500.000€** and a maximum of **1.000.000€**.

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

Community contributions are meant to facilitate the implementation of a project which could not otherwise be implemented easily without support from the European Union. They are based on the co-financing principle.

Consequently a minimum of 20% of the total estimated eligible expenditure of the project must come from sources other than the European Union budget. Applicants must include evidence that co-financing is available (secured) for the remainder of the total cost of the project.

5. ELIGIBILITY CRITERIA

To allow the Commission to assess the criteria, the applicant will need to present an action plan which will describe in particular:

- The global concept, the organisation of the project and the tools to be used,
- Detailed description of the communication events or products,
- Issues to be addressed as mentioned in section 2.1
- Measures planned to publicize the project and/or the events notably in the media (partnerships with the media, organisation of relations with the press) and to strike interest and participation of the target audience,
- Description of the capabilities of the organisation(s) managing the project, (notably the capacity to operate in the Member States holding the Presidency) and of the management structure of the project,
- A detailed budget,
- A detailed timeline for the whole project (please refer to the dates as indicated in section 3.).

5.1 Eligible establishments / bodies / types of beneficiary

To be eligible for a grant, the applicant and the partner organisations must satisfy the following conditions:

- be non-profit making (either by statute or for the purposes of the project)
 - have a legal personality
 - be registered in one of the EU Member States
 - have the financial, technical and operational capacity required to complete the project
- Applicants must be associations or networks or consortia of cultural Institutions or other bodies active in relation to culture.
 - Applicants must submit a copy of the applicant organisation's articles of association and official certificate of legal registration.
 - Applicants must certify that they are not in one of the situations listed in Article 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities as detailed in section 6 below.

5.2 Types of cooperation eligible

The types of cooperation eligible include partnerships. The term partnership implies full or partial active intellectual collaboration in the execution of the project. In no case will financial support alone (sponsorship) be deemed to constitute a partnership. In all cases, the purpose of partnership is to add value to the project.

Applicants must submit letters from partner organisations confirming their participation (original signatures required).

5.3 Eligible activities

The activities proposed must be for a non-profit making purpose.

Eligible activities should include, but are not limited to:

- Music events
- Dance shows
- Cinema or TV festivals or shows

5.4 Eligible proposals

Only the following proposals submitted will be considered

- using the official application form, completed in full, signed (original signatures required) and received by the specified deadline
- the application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents

referred to in the application form.

- Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for Community cofinancing, set at **80%** of the eligible expenses of the project and a maximum grant amount set at 1.000.000 € .

Please note that one action may give rise to the award of only one grant from the budget to any one beneficiary.

All the other conditions set out in section 12 of this call for proposals must be complied with.

6. EXCLUSION CRITERIA

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

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

- 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 or those of the country where the contract is to be performed;
- 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) following another procurement procedure or grant award 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 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.

In accordance with Articles from 93 to 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 (see annex 13, Declaration by the applicant) certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

7. SELECTION CRITERIA

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.

Applicant must provide evidence of stable and sufficient sources of co-funding to maintain the 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. They must demonstrate that they have the professional competencies, qualifications and/or experience relevant to the proposed project required to complete the proposed action or work programme.

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties, or in kind. Contributions involving real estate shall be excluded from the calculation of the amount of co-financing. (IR article 172.2 & 116.1) Note : it is strongly recommended that co-financing in the form of contributions in kind should not as a rule be accepted – given the difficulty of placing a value on them and providing that they are genuine.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and that they have the financial and operational capacity to complete the proposed activities.

7.1 Technical capacity

In order to permit an assessment of their technical capacity, organisations must submit, together with their applications curriculum vitae for the project leader and for the personnel of their organisation who will actually do the work with a view to demonstrating their capacity to bring the project to a successful conclusion. They must also enclose recent activity reports.

Candidates must show that they have the operational (technical and management) capacity needed to complete the proposed action and provide evidence of their capacity to direct a large-scale activity corresponding to the dimension of the project for which the grant is requested. Particular attention will be devoted to the capacity to mobilize the public and to the analysis of their contributions. The capacity to operate in the Member States holding the next 4 presidencies would be an advantage.

7.2 Financial capacity

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial years for which the accounts have been closed;
- the bank identification form completed by the beneficiary and certified by the bank (original signatures required). (Annex 5)

The verification of financial capacity shall not apply to public bodies or to international organisations.

For the purpose of interpreting financial capacity, a public body should be considered to be any organisation which is either

- guaranteed by the state, or
- legally incapable of bankruptcy, or
- whose income is fixed by law.

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

- o reject the application
- o ask for further information
- o require a guarantee (see 9.3)
- o offer a grant agreement without prefinancing.

7.3 Audit

Grant applications must be accompanied by an external audit report produced by an approved auditor in the case of the cost of the project is € 500.000 or more or the amount of the grant is 100.000 € or more.

This report shall certify the accounts for the last year available and give an assessment of the financial viability of the applicant.

This obligation does not apply to public bodies, or international organisations under public law.

8. AWARD CRITERIA

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

- a) scope of the projects in term of activities, geographical coverage and potential audiences (20% of the final mark)
- b) quality and accuracy of the description of the methodology to be applied (10% of the final mark);
- c) the clarity and consistency of the overall design of the project, and the feasibility of attaining the objectives within the given time frame (15% of the final mark);
- d) the quality of the material organisation of the project, commitment and involvement of the different partners, work plans and budget defined in accurate terms, clearly established co-ordination, etc. (20% of the final mark);
- e) cost effectiveness (10% of the final mark);

- f) quality and consistency of plans for publicising the projects and involve media and sponsors (15% of the final mark)
- g) proper monitoring and evaluation of the project quality and impact (10% of the final mark).

Please note that one action may give rise to the award of only one grant from the budget to any one beneficiary.

9. FINANCIAL CONDITIONS

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without the Commission's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The amount 20% of own resources indicated in the revenue part of the estimated budget is regarded as secured, and the amount (20%), as a minimum, must be entered in the revenue section of the final account.

The grant awarded may not exceed the amount requested.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action.

The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the prefinancing payment.

9.1 Payment procedures (Article 180 IR)

In the event of definitive approval by the Commission, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. This agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last. A pre-financing payment of 70%

will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement, provided that any necessary guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the pre-financing payments.

9.2 Audit report

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.

9.3 Guarantee

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment. The Commission may, if it deems it appropriate and proportionate, require the beneficiary to lodge a guarantee in advance in order to limit the financial risks connected with the payment of pre-financing.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

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

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies. Beneficiaries who have entered into a framework partnership contract may also be released from this obligation.

9.4 Double financing

Subsidised projects may not benefit from any other Community funding for the same activity.

9.5 Eligible costs

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

- be necessary for the implementation of the project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the project, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

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:

For all projects, the eligibility period for expenditure relating to the implementation of a project will be stipulated in the grant agreement and will, except as described in the next point, be no earlier than the signature of the agreement by the Commission.

A grant may be awarded by a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before responding to the call for proposals.

The eligibility period for expenditure will not exceed the time allowed for the project and may not go beyond.

The eligible direct costs for the project 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 and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the project, incurred exclusively for the purpose of implementation of the project and eligible only when the accounting systems of the applicants in question can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of expenditure eligibility, and, therefore, the percentage of personnel costs which can be attributed to the project. These costs should comprise 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 or, where applicable, its partners. NB: this cost must be actual cost

incurred by the beneficiary, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;

- travel, and subsistence allowances for staff taking part in the project (for meetings, European conferences, etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs. Organisations must use their own daily scales to calculate these costs. However these may not exceed the maximum amounts approved annually by the Commission. (Footnote 1: Commission Decision C(2004)1313 of 7 April 2004: General implementation provisions adopting the Guide to missions for officials and other servants of the European Commission)
- The cost of organising and running conferences and seminars (rental of rooms, welcoming and reception services, interpretation, speaker fees);
- 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 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, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions laid down in Article II.9 of the agreement are met;
- costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

General administrative costs or eligible indirect costs, such as: office supplies, sundry consumables, depreciation of computer equipment, etc.). These costs may be eligible if incurred by the beneficiary for the purpose of implementing the project, but may not exceed the flat-rate amount of 7% of the total eligible direct expenditure.

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

Indirect costs are not eligible where the beneficiary already receives an operating grant from the European Commission.

9.6 Non-eligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- costs declared by the beneficiary and covered by another work programme receiving a Community grant;
- excessive or reckless expenditure;
- cost of replacing persons involved in the project;
- Expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Commission.

Contributions in kind shall not constitute eligible costs.

Part of the contribution from project sponsors to the project costs may be in kind. These contributions in kind must be included in the provisional budget under the "receipts" section, expressed as a financial equivalent of the services or materials provided, and for an identical amount in the "expenditure" section, but separately from the rest of the budget. In fact, they cannot be considered as eligible costs.

Contributions in kind refer in particular to the provision of durable capital goods, raw materials and unpaid voluntary work by a private individual or corporate body

However, in duly substantiated exceptional cases, the Commission may accept that the co-financing of the project should be made up of contributions in kind, up to a limit of 20%. In such cases, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

9.7 Legal entity

The Commission can propose an agreement only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality – legal entity.

The beneficiary must provide the following documents:

Private company, association, etc.:

- bank details 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).

Public-law entity:

- bank details form, duly completed and signed;

- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

None of the basic activities of the project may be sub-contracted, and subcontracting must account for only a limited part of the project.

For all contracts, beneficiaries must keep evidence that the selection of sub-contractors was competitive in accordance with the Financial Regulation.. Contracts may only be awarded after a project's start date (given in the application) upon prior written approval from the Commission.

In the event of sub-contracting exceeding 30% of the budget the beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

11. PUBLICITY

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.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Commission will publish the following information:

- name and address of the beneficiary;
- subject of the grant;
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Any notice, publication and conference or seminar about the project must specify that: "This project has received funding from the European Commission within the framework of the EuroGlobe programme."

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project, as will be provided by the Commission.

Any notice or publication by the beneficiary in whatever form and by whatever medium, including the internet, must specify that "it reflects the author's view and that the European Commission is not liable for any use that may be made of the information contained therein."

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

12.1 Publication

The text of the call for proposals, the annexes and, for information purposes, a copy of the standard grant agreement is published on the Internet site of DG Communication at the following address:

http://ec.europa.eu/dgs/communication/grants/index_en.htm

12.2 Application form

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose. Please note that only typed applications will be considered. Applications must be presented in one of the official languages of the EU. Since the call is addressed to organisations operating in Member States, DG Communication would, however, appreciate it if grant applications are accompanied by a version in one of the European Commission's working languages. (French, English or German)

The forms can be obtained on the Internet at the following address:

http://ec.europa.eu/dgs/communication/grants/index_en.htm

Only grant applications submitted on the application forms attached to this call for proposals and comprising all the necessary documents will be considered.

Applications must be:

- typed; hand-written applications will not be considered
- duly dated, filled in and signed by the legal representative of the organisation
- sent in quadruplicate (the original, which must be identified as such, plus three copies).

12.3 Submission of the grant application

Deadline for the submission of applications : 31/08/2008

Applications submitted after 31/08/2008 will not be considered.

All additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent to the address below:

Proposals must be submitted in paper format:

- by registered post to the following address, for which purposes the relevant date is to be the date of dispatch by post, as evidenced by the postmark or the registered delivery receipt issued by the postal services.

European Commission
Directorate General COMMUNICATION
Unit A2
Call EuroGlobe
Office: BERL 05/209
B-1049 Brussels
Belgium

- by hand delivery or courier service
For security reasons, applications submitted personally or conveyed by a courier service can be presented only to the Commission's Central Mail Department (Avenue du Bourget 1, 1140 Evere, Belgium) and envelopes must be marked "DG Communication, Unit A2, EuroGlobe Call , BERL 05/209,) In the event of hand delivery, the submission date is the date of receipt. In the event of delivery by a courier service, the submission date is the date of receipt by the mail department.

Applications submitted by fax or email will not be considered.

Applications must be postmarked on or before 31st August 2008. Proposals sent by express courier service or delivered by hand must arrive by 5 p.m. Brussels time on 31st August 2008.

No modifications to the dossier can be made after the application has been submitted. However, the Commission reserves the right to request any additional information needed for it to take a final decision on the award of financial support.

Applicants will be informed in writing when their application is received.

Only applications complying with the eligibility and exclusion criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant explaining why the proposal was ineligible.

Tenderers will be informed of the decision taken by the Commission on their grant application by 15th October 2008. No information will be released until the Commission's decision on project selection has been taken.

Selected proposals will be subjected to technical and financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

Any applicant whose application for a Community grant is not accepted will be informed in writing.

12.4 Legal framework

- European Commission Communication dated 2 February 2008 (COM(2008) 158 (final): Debate Europe — building on the experience of Plan D for Democracy, Dialogue and Debate
 - European Commission Communication dated 13 October 2005 (COM(2005) 494 final) : The Commission's contribution to the period of reflection and beyond: Plan D for Democracy, Dialogue and Debate
 - Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities
 - Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation)

12.5 Contacts

If you have any questions, please contact:

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Annexes:

- 1 Grant application form
- 2a Budget
- 2b Detailed budget
- 3 Supporting documents
- 4 Checklist
- 5 Financial identification form
- 6 Legal entity form for private companies
- 7 Legal entity form for public bodies
- 8 Sub-contracting
- 9 Acknowledgement of receipt
- 10 List of rotating Presidencies
- 11 Draft monobeneficiary contract
- 12 Draft multi beneficiary contract