EU HEALTH PROGRAMME

Health Programme 2008-2013 Together for Health

Call for Proposals 2012

Operating grants

GUIDE FOR APPLICANTS

Directorate-General for Health & Consumers

Executive Agency for Health and Consumers

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PREFACE

Dear Applicant,

Welcome to the guide for submitting a proposal for an operating grant to the second Programme of Community action in the field of health (2008 – 2013).

It has been designed to offer you a user-friendly tool that guides you through the submission procedure and the application forms. It also serves as a reference tool and can be used as a quick guide to answer any questions you may have when preparing your application.

However, this is not a legally binding document. In case of doubt please consult the second Programme of Community action in the field of health (2008 – 2013), the annual work plan for 2012 or the Call for Proposals for operating grants document.

The guide consists of two chapters:

- General information
  - Describes the legal terms and general conditions for participating in the second Health Programme, and more specifically for applying for an operating grant;
  - Explains the Health programme's evaluation and selection process that operating grants proposals are subject to;
  - Lists the documents needed to prepare a complete operating grant proposal and gives recommendations to organise your work;
  - Describes informatics aspects, such as software requirements and configuration of settings;
  - Presents the structure of the operating grant application form;
  - Describes the procedure how to submit the operating grant proposal.
- Practical Information

  Provides a step-by-step description of how to fill in the application form for operating grant proposals.

  In case of further questions the following options are at your disposal:

  1) the Frequently Asked Questions (FAQ), which can be found on-line **http://ec.europa.eu/eahc**.
  2) the helpdesk of the Executive Agency for Health and Consumers (EAHC) via e-mail: EAHC-PHP-CALLS@ec.europa.eu

3) the helpdesk of the Executive Agency for Health and Consumers (EAHC), via telephone contact: +352-4301-37707. This helpdesk is open on weekdays between 9.30 -12.00 am and 2.00 - 5.00 pm.

Please do not contact the helpdesk before having tried to find the information in the documentation that is provided to you. The helpdesk is unavailable on weekends and during the Christmas period (23 December 2011 to 2 January 2012).

This guide will be updated annually to make it as user-friendly as possible. You are more than welcome to share with us your comments and suggestions on how to further improve the guide by sending an e-mail to the helpdesk.

Finally, please be aware that filling in the form can take some time, even if you have all the necessary documents at your disposal. Do not wait until the last minute to complete the form. We advise to draft an extensive outline of the proposal in a free style and then edit your text so that it fits into the different sections/points of the application form. Avoid typing directly into the windows.

Good luck!

Your EAHC Health Call Team

PREAMBLE

This Guide for Applicants does not supersede the rules and conditions laid out in the following documents:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities[1], amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006[2] and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007[3], hereafter referred to in this document as the Financial Regulation;

- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005[4], by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006[4] and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007[5], hereafter referred to in this document as the Implementing rules of the Financial Regulation;

- Decision No 1350/2007/EC of the European Parliament and of the Council of 23 October 2007 establishing a Second Programme of Community action in the field of Health (2008-2013)[5] referred to in this document as Decision No 1350/2007/EC;

- Commission Decision published on 08 December 2011 (OJ C 358/2011pp. 8) on adopting the work plan for 2012 for implementation of the programme of Community action in the field of health (2008 - 2013), including provisions and criteria for a grant award, hereafter referred to in this document as the work plan 2012;

- 2012 Call for operating grant proposals – Second Programme of Community action in the field of Health (2008- 2013), hereafter referred to in this document as Call for proposals for operating grants;

- Operating grant model agreement, hereafter referred to in this document as the grant agreement.

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[1] OJ L 248, 16.9.2002, p. 1
[2] OJ L 390, 30.12.2006, p. 1
[3] OJ L 343, 27.12.2007, p. 9
[4] OJ L 201, 2.8.2005, p. 3
[4] OJ L 227, 19.8. 2006, p. 3
[5] OJ L 301, 20.11.2007, p. 13
[5] OJ L 111, 28.4.2007, p. 13

1. LEGAL FRAMEWORK AND PARTICIPANTS

1.1. Objectives of the Health Programme and 2012 work plan

On 23 October 2007, the European Parliament and the Council adopted a Decision establishing a second programme of Community action in the field of health (2008 - 2013).

The general objectives of the programme are:

- to improve citizens' health security;

- to promote health, including the reduction of health inequalities and

- to generate and disseminate health information and knowledge.

The 2012 work plan sets out the activities, grouped in strands, to implement the programme's objectives.

1.2. EU contribution

EU co-financing for operating grants projects is calculated on the basis of eligible costs incurred. The maximum rate of EU co-financing is 60%. However, this may go up to 80% in cases of exceptional utility. Assessment of exceptional utility will be carried out according to the criteria indicated in sections 1 and 2 of Annex VII of the Work Plan 20121 and 4 of Annex VII of the 2012 work plan.

Operating grants may be awarded to renew operating grants awarded to non-governmental bodies/specialised networks under the work plan 2011. As laid down in Article 4(2) of the Programme Decision, the renewal of financial contributions set out in paragraph 1(b) to non-governmental bodies and specialised networks may be exempted from the principle of gradual decrease. As a general rule, this exemption will apply to applicant organisations not receiving any of their funding from the private sector[6] or other conflicting interest for their functioning (core funding). For all other renewed operating grants, a decrease of 1 percentage points as compared to the EU co-financing percentage agreed in the grant agreement following the call for proposals 2011 will be applied. In any case, the amount of EU co-funding cannot be higher than the amount granted in 2011.

The Awarding Authority will determine in each individual case the maximum percentage to be awarded.

The health programme's budget for the period 2008-2013 is € 321.500.000. For the work plan 2012, the indicative amount of the operating budget is € 49.688.800. Out of this amount, € 4.400.000 are reserved for the call for proposals for operating grants.

[6] The term 'private sector' covers 'for-profit' companies/enterprises/corporations, business organisations or other entities irrespective of their legal nature (registered/not registered), ownership (wholly or partially privately owned/state owned) or size (large/small), if they are not controlled by the public.

Given the complementary and motivational nature of EU grants, a non governmental body or a specialised network is financed under the cost-sharing principle[7]. If the amount granted by the Awarding Authority is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down its total functioning costs without diluting either the objectives or the content of its eligible activities.

1.3. Eligible participants

In addition to the 27 Member States of the European Union, the call is also open to the participation of EFTA-EEA countries on the basis of the Agreement on the European Economic Area (Iceland, Liechtenstein and Norway). Eligible entities from these countries that fulfil the criteria defined in Annex V of the 2012 Work plan can receive funding for conference grants from the second Health Programme.

Other third countries, in particular the European Neighbourhood Policy countries, countries that are applying for, are candidates for or are acceding to membership of the European Union, and the western Balkan countries included in the stabilisation and association process, may participate in the second Health Programme provided that the necessary agreements are in place. Of these countries, **Croatia** has concluded these arrangements and participates in the Programme. **Therefore, eligible entities from Croatia can receive funding from the second Health Programme.**

Finally, collaboration with the above third countries not participating in the Programme should be facilitated. This should not involve funding from the Programme. Nevertheless, travel and subsistence expenses for experts invited from or travelling to such countries can be considered eligible costs in duly justified, exceptional cases, where this directly contributes to the objectives of the Programme.

Important note: unlike with the call for proposals for projects, the call for conferences is open for applications by a single entity only. Therefore the distinction between main and associated beneficiary does not apply.

1.4. Timing and duration

The EU financial support for the functioning of a non-governmental body or a specialised network will cover one accounting year, starting according to the relevant legislation in each participating country.

1.5. Role and responsibility of the beneficiary

Please note that in the grant agreement, the term applicant will change to “beneficiary". A conference grant is a single beneficiary agreement. In the present guide, all sections referring to the contractual relations between the Awarding Authority and the conference grant beneficiary will be using the denomination "beneficiary".

- According to Article 173 of the Implementing rules of the Financial Regulation, the beneficiary shall annex to the proposal proof of his/her organisation’s legal entity and

[7] Art. 109 of the Financial Regulation and Art. 165a of the implementing rules

demonstrate his/her financial and operational capacity to complete the proposed work programme.

- The beneficiary has full responsibility to ensure that the work programme proposed is implemented according to the grant agreement. He is responsible for the technical and financial management of the work programme; he is also responsible for the administrative management of the work programme by providing the EAHC with all required documents and information, particularly in relation to payment requests (i.e. original accounting documents, signed copies of sub-contracts etc.);

- The beneficiary shall inform the EAHC of transfers between items of eligible costs, as indicated in Article I.4.4 of the grant agreement;

- Any claims the EAHC may have addressed to the beneficiary regarding the grant agreement shall be immediately answered by him;

- The beneficiary is responsible, in the event of audits, checks or evaluations, as described in Articles II.6 and II.20 of the grant agreement, for providing all the necessary documents, including originals or certified copies of the original accounting documents and certified and signed copies of sub-contracts, if any have been concluded by him in accordance with Article II.9 of the grant agreement.

1.5.1. Subcontracting

- The beneficiary is expected to have the resources necessary to carry out the proposed work programme. Nevertheless, in certain circumstances, subcontracting some aspects of the work may be more cost effective or efficient.

- Subcontractors are service providers to the beneficiary who fully funds (100%) their activity;

- Subcontractors shall not contribute financially to the operating grant;

- Subcontractors have no access or rights to the results of the work programme implemented.

2. SELECTION AND EVALUATION OF THE PROPOSALS

The section describes how the proposals received are selected for funding, including the criteria and the consecutive stages of the evaluation process.

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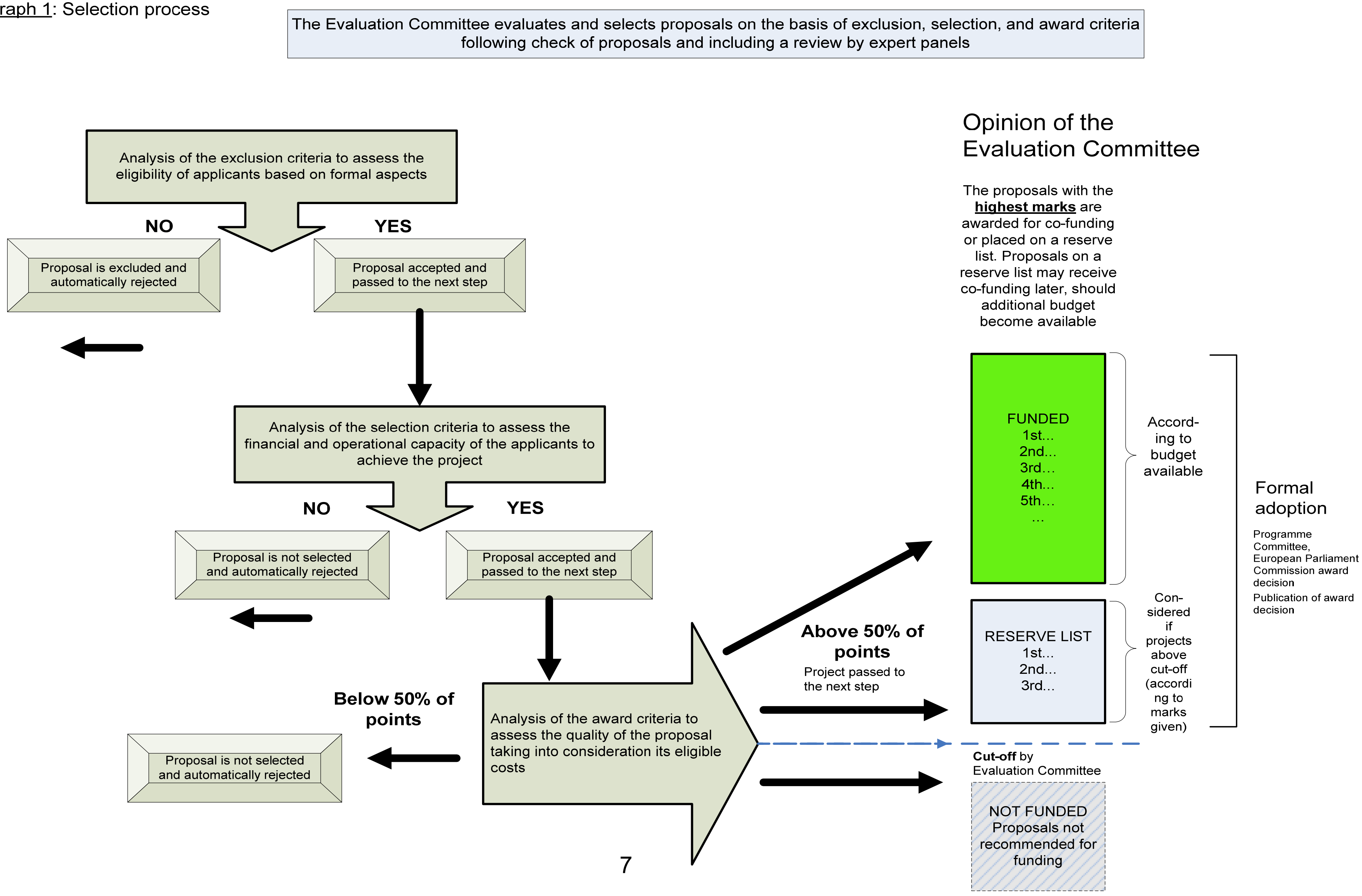
2.1. Diagram of the EAHC's operating grants selection process

Graph 1: Selection process



2.2. Evaluation process: general principles

The evaluation of proposals is carried out in the **strictest confidence**. Evaluation criteria apply in accordance with Articles 174 and 176 of the Implementing Rules of the Financial Regulation. Financial and administrative penalties may apply in accordance with Article 175 of the Implementing Rules of the Financial Regulation.

Proposals must comply with the following principles:

- **Co-financing rule**: external co-financing from a source other than EU funds is required, either by the beneficiary own resources or financial resources of third parties;
- **Non-profit rule**: the activities carried out by the non-governmental body or specialised network may not have the purpose or effect of producing a profit for the beneficiary;
- **Non-retroactivity rule**: expenditure eligible for financing must be incurred **after** the starting date of the financial year stipulated in the grant agreement;
- **Non-cumulative rule**: a single operating grant may be awarded for the work programme carried out by the beneficiary in the relevant financial year.

2.3. Exclusion, eligibility and selection criteria

The exclusion, eligibility and selection criteria for operating grant proposals are specified in Annex III of the work plan 2012. Operating grant proposals failing to meet any of these criteria will be excluded and not submitted to the evaluation of the award criteria.

2.3.1. Legal and financial independence, transparency

This paragraph, 2. 3.1. does not apply to public bodies.

To be eligible for funding, the applicant organisation has to be independent from industry, commercial and business or other conflicting interests.

The criterion ‘independent from industry, commercial and business or other conflicting interest' will be assessed as described in Annex VI of the Work plan 2012.

In addition, the applicant organisation must unilaterally commit not to receive more than 20% of their core funding from private sector organisations representing a conflicting interest, or from other sources representing a conflicting interest during the financial year covered by the grant (financial independence).

IMPORTANT

1. The applicant has to fill in the "unilateral commitment-declaration" form, based on Annex VI, section 2. This form can be found at the end of the application form. It has to be printed, signed by the legal representative of the applicant organization and submitted with the application (original).

2. The financial independence will be assessed at the end of the grant. For this purpose the financial information for the year the operating grant was given has to be reported in the form provided for this purpose and available on the EAHC web-site.

2.4. Evaluation process: award criteria

Only operating grant proposals which have satisfied the requirements of the exclusion, eligibility and selection criteria will be eligible for further evaluation by external experts and the Evaluation Committee on the basis of the award criteria.

More specifically, each proposal will be assessed according to the points set out in the table below, while a threshold is also set for each of the award criteria blocks.

Any proposal that does not reach all of these thresholds will be rejected.

Policy and contextual relevance of the NGO or specialised network's annual work programme **25/100** (threshold: 13)	Proposed weighting	Technical quality of the annual work programme proposed **40/100** (threshold: 20)	Proposed weighting	Management Quality **35/100** (threshold: 18)	Proposed weighting
(a) Consistency of the annual work programme with the Health programme and its annual work plan in terms of meeting their objectives and priorities	10	(a) Purpose of the annual work programme ▪ The work programme of the applicant must clearly describe all objectives of the NGO or specialised network and their suitability for achieving expected results. Applicants must demonstrate that the work programme submitted gives a true and fair view of all activities planned for the organisation/specialised network in 2012, including those activities which do not fit in with the 2012 work plan of the Health programme	10	(a) Planning of annual work ▪ Applicants must clearly describe activities to be undertaken, timetable and milestones; deliverables, nature and distribution of tasks and provide a risk analysis.	10
(b) Organisation's activities [8] The organisation's activities must be described in relation to the priorities detailed in the work plan for 2012 of the Health Programme	10	(b) Operational Framework ▪ Applicants' work programme must clearly describe the activities planned, tasks, responsibilities and timetables of the part of their work programme consistent with the 2012 work plan of the Health Programme and describe its relationship with the other parts of their activity.	10	(b) Organisational capacity ▪ Applicants must clearly describe the management process, human resources and competencies of staff, responsibilities, internal communication, decision-making, monitoring and supervision. Applicants must also clearly specify the working relationships with relevant partners and stakeholders	10
(c) Pertinence of the geographical coverage of the NGO or specialised network. The annual work programme of the applicant should include activities of a representative number of participating countries	5	(c) Evaluation strategy ▪ The applicants' work programme must clearly describe the internal and external evaluation of their activities and indicators to be used	10	(c) Overall and detailed budget ▪ Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself and for the activities planned	10
		(d) Dissemination strategy ▪ Applicants must clearly illustrate the adequacy of actions and methods for communication and dissemination	10	(d) Financial management ▪ Applicant must describe financial circuits, responsibilities, reporting procedures and, where possible, controls	5
Total points	**25**		**40**		**35**

Below you will find orientation regarding what is expected under each of the individual criteria; **this text has a purely informative role.**

A. Policy and contextual relevance of the non-governmental organisation's or specialised network's annual work programme (25 points; threshold 13 points)

(a) Consistency of the annual work programme with the second programme of Community action in the field of health and its annual work plan in terms of meeting the objectives and priorities (10 points)

[8] Lobbying activities exclusively targeted at EU Institutions are excluded from funding

The annual work programme must be compatible with the second Health Programme and 2012 work plan; it must clearly cover one or several priority topics of the annual work plan (it can partly address one or several annual work plan priorities). Priority will be given to proposals addressing the preferential areas defined in the work plan.

(b) Organisation's activities (10 points);

- The organisation's activities[9] must be described in relation to the priorities detailed in the Work Plan for 2012

The activities carried out by the organisation overall should be directly related to the priorities detailed in the work plan for 2012 and to the actions mentioned in the second programme of Community action in the field of health.

(c) Pertinence of the geographical distribution of the non-governmental body or specialised network (5 points):

- The annual work programme of the applicant should include activities in a representative number of participating countries.

Actions funded within the EU Health programme are expected to contribute to solving health problems at the European level. The work programme proposed by the non-governmental body/specialised network should address health problems across Member States. As public health practices and policies differ considerably between EU Member States, the organisations funded within the EU Health Programme should take account of this geographical, cultural and social diversity: their programme should be represented in a sufficient number of different EU Member States and candidate countries, according to the objectives and target group of the actions

B. Technical quality of the annual work programme (40 points; threshold 20 points)

(a) Purpose of the annual work programme (10 points);

- Purpose of the annual work programme: The work programme of the applicant must clearly describe all objectives of the NGO or specialised network and their suitability for achieving expected results. Applicants must demonstrate that the work programme submitted gives a true and fair view of all activities planned for the organisation/specialised network in 2012, including those activities which do not fit in with the 2012 work plan of the Health programme

The relevant evidence on which the work programme bases itself has to be produced. It may concern the analysis of the health problem and its impact on quality of life and on society (incidence, prevalence, distribution in the population, evolution over time, seriousness…), the analysis of the factors underlying the problem (factors regarding human biology, quality of health care, lifestyle, physical and social environment, risk factors, protective factors), the effectiveness of the proposed measures, or the applicability in the proposed context. This context analysis should look at elements in the environment which may facilitate or hinder the work programme implementation process.

(b) Operational Framework (10 points);

- Operational framework: Applicants' work programme must clearly describe the activities planned, tasks, responsibilities and timetables of the part of their work programme consistent with the 2012 work plan of the Health Programme and describe its relationship with the other parts of their activity.

[9] Lobbying activities exclusively targeted at EU Institutions are excluded from funding

The applicant's work programme for 2012 should be described shortly and attached to the application as supporting document. This should include the activities planned and deliverables to be achieved and be preceded by a problem analysis and evidence base for the organization's main activities. This should also include the applicant's relationship with the overall non-governmental body or specialised network activity framework.

<u>(c) Evaluation strategy (10 points);</u>

- The applicant's work programme must clearly describe the internal and external evaluation of their activities and the indicators to be used.

This concerns the organisation and its annual work programme internal evaluation, a systematic appraisal of the quality of the work programme (e.g., whether the actions outcomes are useful and meet the user needs), and its effects (e.g., whether the work programme achieved its objectives and had an impact on the target group). The evaluation methodology should be adequate (formulation of specific evaluation questions and for each evaluation question, methods to collect data), inferred from an evaluation plan, specifying purpose, questions, design, method, measurement instruments, and the task, responsibilities and timing of the evaluation and based on indicators which are variables measuring the performance of the organisation and the level to which the work programme is being implemented.

<u>(e) Dissemination strategy (10 points);</u>

- Applicants must clearly illustrate the adequacy of actions and methods for communication and dissemination.

Dissemination refers to the process of making the results and deliverables of the work programme available to the stakeholders and a wider audience. The dissemination can be based on the results of a stakeholder analysis. A dissemination plan may be elaborated, explaining how the organization plans to share outcomes with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method), and when (timing). The dissemination should highlight the EC co-funding and contribute to the overall promotion of the second Health Program.

C. Management quality (35 points; threshold 18 points)

<u>(a) Planning of annual work (10 points);</u>

Applicants must clearly describe activities to be undertaken, timetable and milestones; deliverables, nature and distribution of tasks and provide a risk analysis. To achieve its objectives and bring about the intended changes, the work programme foresees a number of activities. These actions need to be described to serve as a guideline for the work programme implementation.
All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones. A milestone is a scheduled event signifying an important decision making moment or the completion of a deliverable, thus allowing a proper monitoring of the work programme implementation. The time to complete the tasks and objectives of the work programme must be realistic, taking into account the available resources (person/days) and capacities.
A deliverable is a physical output related to a specific action of the work programme. Each deliverable must be assessable by the stakeholders and the EAHC.
Even in the best-planned work programmes there are uncertainties and unexpected events can occur. A risk analysis at the start of the work programme implementation will help to predict the risks that could prevent the organisation from delivering on time or even failing. A risk is an uncertainty of outcome of an action or event. A risk analysis addresses the questions what could possibly go wrong, what is the likelihood of it happening, how it may affect the work programme implementation, and what can be done about it.

<u>(b) Organisational capacity (10 points);</u>

- Applicants must describe the management process, human resources and competencies of staff, responsibilities, internal communication, decision making, monitoring and supervision. Applicants must also specify the working relationships with relevant partners and stakeholders.

The capacity of the beneficiary to implement the work programme in relation to the specific objectives has to be demonstrated.
If appropriate, there should be a clear division of responsibilities and tasks the within the non-governmental body/specialized network, between the organisation members. The relevant staff must have the necessary skills, expertise and authority to lead a team and to achieve the work programme objectives. He or she should also be capable of using the resources in a flexible way.
The management of an EU-level health work programme implies the coordination of several members located in different countries. It is thus important to have a good communication, which details how information will flow between the different places of action, how decisions will be taken, by whom, and what the procedure will be in case of conflict.
The management of a work programme requires the systematic monitoring to check whether the activities are implemented according to plan (measured by milestones), whether results and deliverables are attained (measured by indicators) at the milestones, if there are obstacles or difficulties which may prevent the organisation from delivering, and to assure the overall quality of the work programme implementation.

(e) Overall and detailed budget (10 points);

- Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself and for the activities planned.

Applicants are reminded that the purpose of an operating grant is to provide financial support for the existence and functioning of the applicant organization and not to support specific activities. Hence the budget should reflect the normal operating expenses.
The overall budget should be balanced and respecting the rules stated in this guide (see financial section below). It should be coherent with the objectives of the work programme and the costs per expenses category should be reasonable.

(f) Financial management (5 points);

- Applicants must describe the financial circuits, responsibilities, reporting procedures and, where possible, controls.

The financial circuits, responsibilities, reporting procedures and controls should be described with sufficient details so that the quality of the proposed work programme's financial management could be assessed by the evaluators or any stakeholder.

2.5. Outcome of the evaluation

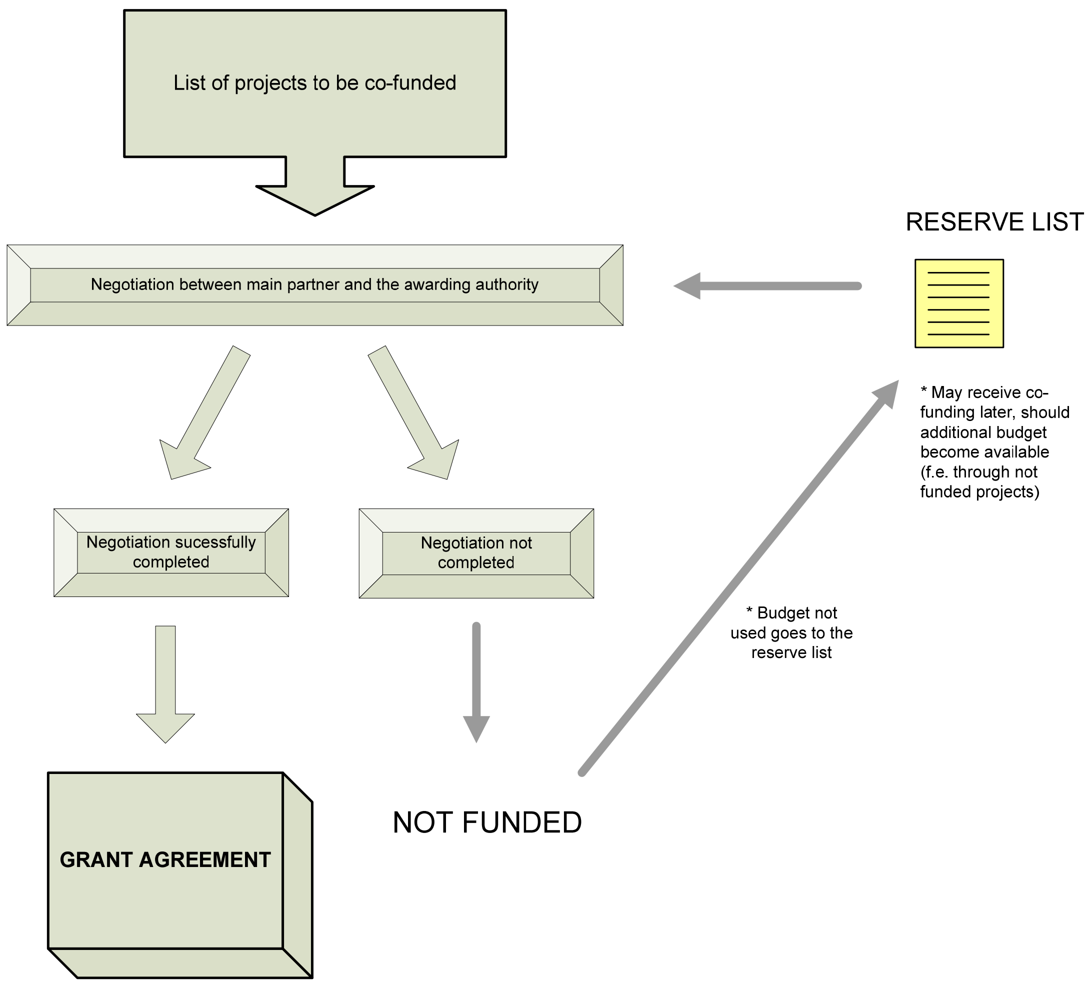
The Awarding Authority cannot provide any information while the applications are being evaluated.

Following the evaluation, proposals recommended for funding are drawn up in a list, ranked according to the total marks received. Depending on budget availability, the highest ranked proposals will be awarded EU co-funding. The remaining proposals recommended for EU co-funding will be placed on a reserve list.

All applicants will be informed of the decision on their application in writing (the letter will be addressed to their legal representative). Applicants shall be informed as soon as possible and, in any case, within 15 calendar days after the publication of the award decision, in accordance with articles 116 and 179 of the Financial Regulation and its Implementing rules.

2.6. Negotiation process

Graph 2: Process following reommendation for funding



Applicants of proposals awarded EU co-funding will be invited to undertake negotiation discussions with the Awarding Authority. The Awarding Authority may suggest modifications to the original proposal based on the results of the evaluation. It should be underscored that EU co-funding remains subject to a successful outcome of negotiations.

Applicants should also note that the Awarding Authority may offer successful applications a lower contribution than the amount requested, or may attach specific conditions before the signature of the respective grant agreement.

During the negotiation procedure, further administrative and financial information might be requested by the Awarding Authority. The Awarding Authority will seek to safeguard the interest of the European Union and may, based on the assessment of the financial viability, ask for a **bank guarantee** or other suitable measures.

Only following successful completion of the negotiation procedure, will the Awarding Authority proceed with the signature of the respective grant agreements.

3. IT ASPECTS RELATED TO THE APPLICATION FORM

The application form is only available as an Adobe file.

The proposal must be submitted in Adobe Acrobat Reader, version 8.1.3 or higher.

3.1. Installing and updating Acrobat Reader

You are strongly recommended to install or update Adobe Acrobat Reader before opening the application form. **The required version is Adobe Acrobat Reader 8.1.3 or more recent version.**

The installation and update of Adobe Acrobat Reader is completely free of charge.

The following link gives you access to the page where you can download Adobe Acrobat Reader 8.1.3 or higher version:

http://get.adobe.com/reader/

If you need more help for downloading, please visit the Adobe download support webpage:

http://www.adobe.com/support/reader/

3.2. Required Configuration to install Adobe Reader 8.1.3.

3.2.1. Windows Operating Systems

- Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2 or 3; Microsoft® Windows® 2000 with Service Pack 4; Windows 2003; Windows Vista™; Windows 7
- Intel® 1,3GHz or equivalent processor
- 512MB of RAM (1024MB or more recommended)
- 170MB of available hard-disk space
- Microsoft Internet Explorer 7.0 or higher, Firefox 1.5 or higher

3.2.2. Macintosh Operating Systems

- PowerPC® G3 or higher
- Mac OS X v.10.4.11 – 10.6.6
- 512MB of RAM (1024MB or more recommended)
- 170MB of available hard-disk space

3.3. Fields of the application form

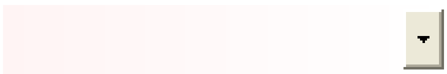
The general characteristics of the fields are shown below:

a) Fields to be completed

Mandatory zones in red with an asterisk

Grey zones to be filled in when applicable

Blank fields for proposal content



Dropdown lists

b) Automatically completed fields

Striped bright red zones

Striped in bright grey zones

The information entered in the mandatory red zones referred to in paragraph a) above is automatically transferred to the corresponding red striped zones. To insert changes in the red striped zones, the corresponding red zones must be modified.

3.4. Saving the application form

When you download the application form, please save it, using "save as", on your hard disk and name it.

Due to the characteristics of the application form, it is strongly recommended to save it frequently and to create backup versions, mainly before locking it.

3.5. Validating and locking the application form

Once you have completed the application form, you must check that all fields have been filled in correctly and that you have not omitted any mandatory information (the button "Highlight fields" placed at the top-right corner of the will border the mandatory fields in red). This is called validating the form. Once you have validated your form you can still modify its content.

After validating the application, and if you are confident that no further changes must be introduced, you can proceed to locking the application form. Once you have locked the form you can no longer modify the information it contains. Your work is completed and you will be provided with an automatically created IT number, which will appear at the bottom of each page on your application form.

4. PROTECTION OF PERSONAL DATA

All the applications received by the EAHC will be treated confidentially and all personal data contained in the applications or related to the call will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council 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. For more information, please refer to the website of EAHC:
http://ec.europa.eu/eahc/about/data_protection.html.

5. SUBMITTING THE APPLICATION FORM

5.1. What is required to submit the proposal?

5.1.1. Packaging and delivery and content

The proposal must be sent **in one single batch** by postal mail, hand delivery or private courier service. Refer to paragraph VII of the Call for proposals for operating grants 2012 for complete information on the proposal submission procedure and the required content of the application package.

Proposals must be delivered to the address, as specified in the Call for proposals for operating grants 2012:

European Commission
CALL FOR PROPOSALS "HEALTH-2012"
OPERATING GRANTS
Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 LUXEMBOURG

Submission by fax or electronic mail will not be accepted.

Proposals submitted to the Awarding Authority remain the property of the Awarding Authority and will not be returned.

5.1.2. Signing the form

Signing the form occurs through signing the declaration of honour.

5.1.3. Submission deadline

The final deadline for the submission of proposals is **9 March 2012**. Proposals can be submitted in any way described in paragraph VII of the Call for proposals for operating grant.

Applicants are reminded that they are responsible for ensuring safe delivery of their proposal.

5.1.4. Acknowledgement of receipt

Once your proposal has been received and registered by the EAHC, an acknowledgement of receipt will be dispatched to the applicant. The acknowledgment of receipt is included in the application form. Please check if your address is correct. The acknowledgement of receipt will contain a reference number which must be mentioned in all correspondence concerning the proposal.

Applicants who have not received an acknowledgement of receipt by 31 March 2012 should contact the EAHC Helpdesk via EAHC-PHP-CALLS@ec.europa.eu.

5.2. Other issues to consider when applying

Competition: The call will most likely be highly competitive. A weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal carefully to improve on or eliminate weak elements. We strongly suggest using the self-assessment form available on the EAHC web-site.

Completeness: Proposals must include all relevant information, as they are evaluated only on the basis of the written material submitted. Follow the format of the application form and attach the supporting documents requested.

Content: Successful proposals show full compliance with all award criteria.

Ethical issues: Clearly describe any potential ethical aspects and applicable regulatory aspects of the work programme to be carried out and the way they are dealt with according to relevant national and European rules[10] and other relevant international guidelines.

Grant agreement: Check that the model grant agreement conditions are acceptable for your organisation. Submission of a proposal means acceptance of the conditions laid down in the model grant agreement.

Management: Clearly indicate ability for high-quality management adapted to the scope of the intended work programme.

Presentation: Good proposals are clearly drafted and are easy to understand. Good proposals are precise and concise, not "wordy"; evaluators appraise on substance, not on number of pages.

Results: Good proposals clearly show the results that will be achieved, and how the applicant intends to disseminate and/or use these results.

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[10] E.g. the EU Charter of Fundamental Rights: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:083:0389:0403:EN:PDF

Specific actions and objectives: Check that your proposal does indeed address activities that correspond to the three objectives of the Health Programme and directly promote the priorities of the EU as set out in Commission Communication COM (2010)2020 of 3 March 2010 *EUROPE 2020: A Strategy for smart, sustainable and inclusive growth*[11]. Proposals falling out of the scope of the call text will be excluded.

Evaluation: good proposals include a scientifically sound and credible evaluation work package, not only focusing on process evaluation, but looking in particular at outcomes.

Last but not least:

Arrange for your draft proposal to be evaluated by your colleagues before sending it, using the evaluation criteria described in this guide. Use their advice to improve your proposal before submission.

[11] COM (2010) 2020 of 3 March 2010 on *Europe 2020 A strategy for smart, sustainable and inclusive growth*: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC2020:EN:NOT

6. GENERAL ADVICE BEFORE STARTING

6.1. Documents to be consulted when preparing a proposal

a) Second programme of Community action in the field of health (2008 – 2013);

b) Work plan 2012 and its' annexes;

c) 2012 Call for proposals for operating grants;

d) Model grant agreement, especially the general conditions;

e) Financial Regulation;

f) Implementing rules of the Financial Regulation.

All documents can be downloaded from EAHC website at: **http://ec.europa.eu/eahc**

6.2. Languages

In principle, proposals for operating grants may be submitted in any official language of the European Union.

However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another language. Therefore, if the proposal will be presented in another language than English, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

6.3. Other issues

In the application form, all the fields followed by an asterisk (*) are mandatory and have to be completed.

Numbers (amount, duration, person months) should be rounded up to the nearest whole number (**no decimals please**).

Percentages should be rounded up to the nearest **two decimals**.

All costs must be given in € (and not kilo €) and should **exclude value-added tax** (VAT). If your country does not belong to the Euro-zone, please use the indicative exchange rate indicated in table 4.

The number of characters cannot exceed the maximum referred to below. Characters include alphabetic characters, numbers, punctuation and space. If you use a copy-paste function from a text of another document, please ensure that the paste was applied to your whole text and make sure that the pasted text has not been fragmented. Note that if your text is longer than the maximum number of characters referred to below, it will be automatically cut.

Please save all your work at regular intervals.

6.4. Helpdesk

If you do not find an answer to your question in the:

1. guide for applicants, neither in Chapter 1 nor in Chapter 2;
2. latest version of the "Frequently Asked Questions" online;
3. documents mentioned in paragraph 4.1 above

You can turn to the Helpdesk by:

4. e-mail: EAHC-PHP-CALLS@ec.europa.eu;
5. phone: +352 4301-37707;
6. fax: +352 4301-30359

This helpdesk is open on weekdays between 9.30-12.00 and 14.00 - 17.00. The helpdesk will be unavailable on weekends and during the Christmas period (23 December 2011 to 2 January 2012).

7. FORM CONTENT - STRUCTURE

The application form, which can be downloaded from the website http://ec.europa.eu/eahc was structured in order to enter with the information required to the evaluation of the technical and financial viability and award criteria of the proposal. The application is divided in six main points:

1. Organisational information
2. Activities of the organisation
3. Management of the organisation
4. Other issues
5. Financial management
6. Financial viability information

Declaration of honour, Unilateral commitment

The beneficiary is required to send to the EAHC all required information.

8. SECTION 1 - ORGANISATIONAL INFORMATION

In all boxes, M indicates a mandatory field; NM indicates a non mandatory field.

Field	*Comment*	*M /NM*	*Maximum number of characters*
1.1 Organisation information	*Organisation legal name*: states the complete legal name of the organisation, in national language. For private entities, the legal name must correspond to the name in the official registers. In the case of universities, governmental or non-governmental organisations not registered in registers, the legal name and address must be those appearing in the decree/ statute or other constituting documents establishing the organisation.	M	248
	Acronym: acronym of your organisation (if no existing acronym, you have to create one). The acronym of the proposal will consist of the acronym you entered plus the indication "**FY2012**", corresponding to financial year 2012 (year for which, in case, you will receive an operating grant).	M	10
	Organisation status: Select from the drop-down list the status (private or public).	M	Drop-down list
	IBAN code	NM	50
	VAT number: Value Added Tax number	NM	36
	Legal registration number: please provide the organisation's legal code number found in the legal trade register, e.g. register of a Chamber of Commerce or a business register.	NM	47
	Number of employees: please provide the number of employees in the applicant organization	NM	number
1.2 Address of organisation	*Street Name & No*: official location of the organisation.	M	186
	Post code: enter the numerical (alphanumeric for the United Kingdom and the Netherlands) post code with country prefix, e.g. B -1000 and not 1000 or UK -SW1H 9AS and not SW1H 9AS.	M	18
	City: please type the name of the city	M	62
	Country: select from the drop-down list	M	Drop-down list
	Telephone: please encode country and area code.	M	30
	Fax number: please encode country and area code.	M	30
	Official Web site:	NM	100
1.3. Contact person	*Title*	NM	10
	Function	M	50
	Gender	NM	Drop-down list
	Family Name	M	70

	First Name	M	70
	Telephone: please encode country and area code.	M	30
	Fax: please encode country and area code.	NM	30
	Email: This electronic mail will be used further on for any correspondence.	M	255
1.4. Legal representative	*Legal representative:* person who is a legal representative of the organisation and is empowered to sign grant agreements. The subfields are identical to those in 1.3	M	
1.5. Specific information about the organisation	*1.5.1. Mission and Vision:* describe the mission, vision statements and values guiding the organization's strategic definition of aims and objectives and how they are communicated to the key stakeholders.	M	1100
	1.5.2. Governance, structure and membership: Explain the role of the Board, decision making process, the organizational chart, definition of responsibilities, and criteria for membership	M	2200
	1.5.3. Internal communication process: describe the internal communication procedures to ensure information flow, transparent decision, coordination and conflict management.	M	1100
	1.5.4. General objectives of the organisation and its main activities; as based on statutes / multi-annual planning	M	2200
	1.5.5. Organisation's general sources of finance for core activities and specific projects: For core activities, list public and private sources of funding, including membership fees, etc. and the relative amount for each contribution. In addition describe funding received for specific projects / activities (e.g. conference, preparation of a publication)	M	2200
	1.5.6 Grants or contracts obtained from EU institutions during the 3 last years: list the grant agreements and contracts from the Union budget, providing title, acronym, amounts of co-funding and DG involved	M	275 per box
	1.5.7 Grants applications submitted by the applicant organisation to the EU institutions in the current year: list the grant agreements and contracts requested, specify the DG involved, provide title, acronym, amounts of co-funding	M	275 per box

9. Section 2 - Activities of the organisation

Field	*Comment*	*Maximum number of characters*
2.1. Priorities in the 2012 work plan	Please select the priority area and action the organization/network works or mark that this is a renewal of an operating grant from 2011 and then type the title into the field foreseen (maximum 150 characters). For the renewals, please enter also specify the amount granted in 2011 (only the number without comma or points).	
2.2 Synergies of the organisation's activities with the priorities of the WP 2012 including a description of the EU added value of these activities	Describe the potential contribution of the organization activities to the implementation of the priorities of the WP 2012 and other relevant EU policies.	2200
2.3 Problem analysis and evidence base for the organisation's main activities	Provide a problem analysis describing the situation and the evidence base (citing data, studies, etc.) for the general activities and overall objective of the organization / network.	2200
2.4. Summary of the organisation's work programme for 2013	Describe briefly the organization's foreseen work programme for 2013 including: objectives, activities and methods, means, expected outcomes, target groups and ethical aspects, links to the multi-annual planning of the organization (annual work plan / activity report of the present (2012) or previous (2011) year to be attached)	4000
2.5 Timetable	Indicate in the table the events and activities foreseen for the year 2012. For each activity you should enter the responsible and the months when the activity will occur. You can add and delete activities by using the (+) and (-) buttons.	
2.6 Risk analysis with respect to the activities planned for 2013	Describe the main internal and external factors that might risk the success of the activities, including the countermeasures to deal with the constraints (contingency planning).	1100
2.7 Deliverables	Please fill in the table with the deliverables to be produced under the 2013 work programme of the organization/network. A deliverable is a physical output related to a specific objective or an activity, e.g. a report, publication, newsletter, tool, website, etc. As one deliverable the applicant organization should prepare a leaflet describing its work, to be available electronically and in hard copy. Copies need to be provided to EAHC to promote the EU Health Programme.	250 per box

	Enter the title of the deliverable (e.g. monthly newsletter), a brief description (e.g. the newsletter informs members and stakeholder about the recent activities of the organization, new publications, events etc.) and the ways to disseminate (e.g. web-site, mailings etc.). You can add and delete rows by using the (+) and (-) buttons.	
2.8 Dissemination strategy	Dissemination refers to the process of making the results and deliverables available to stakeholders and a wider audience. The dissemination could be based on the results of a stakeholder analysis. A dissemination plan should be elaborated, explaining how the organization/network will share the deliverables with stakeholders, relevant institutions, organizations, and individuals. Specifically, the dissemination plan should illustrate what will be disseminated (key message), to whom (audience), why (purpose), how (method), and when (timing). The dissemination should highlight EU co-funding and contribute to the promotion of the second Health Programme. This part refers to external dissemination only. Internal communication with the members should have been described under section 1.5.3.	2200
2.9 Evaluation strategy	Description of the internal and external evaluation of the activities, including the indicators to be used in order to verify that the objectives of the work programme have been achieved. The evaluation methodology should be adequate (formulation of specific evaluation questions and for each evaluation question, methods to collect data), inferred from an evaluation plan, specifying purpose, questions, design, method, measurement instruments, and the task, responsibilities and timing of the evaluation and be based on indicators. Indicators are variables measuring the overall performance and the level to which the set objectives are reached. If possible, the indicators should also specify target values (e.g. %).	2200
2.10 Coordination with other organizations in the field	Explain the partnership with other organizations, networks and government authorities, through sharing expertise, resources, developing synergies and influence policy and decision making.	2200

10. SECTION 3 - MANAGEMENT OF THE ORGANISATION

All the elements in this section are mandatory.

Field	*Comment*	*Maximum number of characters*
3.1 Brief profile(s) of person(s) managing the organization	Name, experience and suitability for the activities: specific experience in the field or with target group or specific beneficiaries, specific experience in management of non-governmental bodies/networks. Please also include all information showing the suitability of the person for the job proposed, availability for the action, estimated number of days of work. Curriculum vitae to be annexed to the application.	1100
3.2 Brief profile(s) of person(s) to be responsible for the activities foreseen	Name, experience and suitability for the activities: specific experience in the field or with target group or specific beneficiaries, specific experience in leading multi-country activities. Please also include all information showing the suitability of the person for the job proposed, and the estimated number of days of work. Curriculum vitae to be annexed to the application.	1100
3.3 Brief profile(s) of the financial manager of the organization	Name, experience and suitability to perform the activities: specific experience in the field of financial management for NGOs /networks including experience with EC grant, if applicable. Please also include all information showing the suitability of the person for the job proposed, availability for the action, estimated number of days of work. Curriculum vitae to be annexed to the application.	1100

11. SECTION 4 - OTHER ISSUES

In this section you should enter the links to the organisation's website where the appropriate documents are available concerning:

- Information on funding broken down by type (core and project funding, contribution in kind) and by funding entity
- Position statements regarding requirements of transparency
- Agreements with private sector actors concerning any kind of cooperation, sources of funds (if any)
- Code of good practice of the organisation (in any)
- Organisation chart (optional)
- For specialized networks: documents related to the joint track record

You can add and delete rows to the table by using the (+) and (-) buttons. The link description is limited to 250 characters.

12. SECTION 5 - FINANCIAL MANAGEMENT

12.1. General recommendations before to start to fill in the form

⇨ This part has to be filled in by the applicant.

⇨ You are strongly recommended to consult the model grant agreement and the Frequently Asked Questions (FAQ). Both can be found on-line **http://ec.europa.eu/eahc**.

⇨ If you cannot find the answer to your question among these two documents, you may send an e-mail or call the Health Helpdesk which has been set up for that purpose. But please do not contact the Helpdesk before having tried to find the information in the documentation that is provided to you.

⇨ You are also recommended to read carefully the definition of eligible costs and the definition of non-eligible costs which are provided hereafter in this document before starting to encode your financial data.

⇨ All costs/incomes must be given in € (and not kilo €) and should exclude value-added tax (VAT).

⇨ If your country does not belong to the Euro-zone, please use the indicative exchange rates indicated hereafter in this document.

⇨ The costs/incomes shall be rounded to the nearest whole number (no decimals please).

⇨ To fill in the costs/incomes, highlight the zero which appears automatically and type in your figure.

12.2. Structure of the budget

The budget is split between Expenditure and Income.

Expenditure contains 3 titles:

- Staff;
- General administrative expenditure;
- Expenditure linked to the beneficiary's normal operations.

Income is composed of 4 titles:

- Operating income;
- Beneficiary's own contribution;
- EC contribution;
- Other external contribution.

As you will see in the application tool for the budget, you are required to introduce the amounts and a brief description in the relevant budget lines.

By clicking the '?' button, an information screen will open clarifying the type of costs concerned. The '+' and '-'buttons will allow you to respectively add or delete budget lines.

Once you introduced your budget amounts, the system will automatically update the subtotals and totals in the related forms.

12.3. Expenditure (5. Part A)

The various budget items are to be filled as aforementioned.

On the next pages, you will find specific details for following cost items:

- Staff costs;
- Telecommunication & computer costs;
- Mission costs;
- External service & procurement contracts.

12.3.1. Staff (5. Part A, Title 1)

HEADING		BUDGET	DESCRIPTION		
Expenditure Title 1	**STAFF**				
Chapter 11	Own staff			?	
1101	Name + Function	0	Number of days X daily cost	+	-
1102	Name + Function	0	Number of days X daily cost	+	-
1103	Name + Function	0	Number of days X daily cost	+	-
	Total own staff	0			
Chapter 12	Interim staff			?	
1201	Name + Function	0	Number of days X daily cost	+	-
1202	Name + Function	0	Number of days X daily cost	+	-
1203	Name + Function	0	Number of days X daily cost	+	-
	Total interim staff	0			
Chapter 13	Other staff				
1301	Name + Function	0	Number of days X daily cost	+	-
1302	Name + Function	0	Number of days X daily cost	+	-
1303	Name + Function	0	Number of days X daily cost	+	-
	Total other staff	0			
	TOTAL STAFF	0			

Technical Notes	
Three lines per staff category to identify the staff costs (with different salaries). Other lines can be added or removed (up to a maximum of fifty lines per chapter of staff cost) using the '+' and '-'buttons.	
Heading:	Enter the name of the staff member and of the main professional category/function concerned, e.g.: scientist (please specify the science it refers to: epidemiologist, nutritionist etc.), data manager, webmaster, secretary, administrative support, project manager etc.
Budget (€):	This amount comprises actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the applicant's usual policy on remuneration. (See additional comments in the application form question marks in blue).
Description:	Please ensure that the number of person-days multiplied by the daily cost of the staff member working for the implementation of the work programme corresponds to the budget amount are indicated. For example, if the work programme involves one person during a period of 20 person days at the daily cost of 500 €, the number of person days x daily cost to be filled in is 20 x 500 € corresponding to a budget of 10.000 €.
Sub-total (€):	For each chapter, the total is calculated automatically by the system.
Total staff (€):	A total is provided for all staff costs taken together. It consists of the sum of the totals of each individual staff category.

Additional information

⇨ By staff cost is meant the proportion of costs incurred by the organisation in direct relationship to the time spent by its staff implementing the work programme, provided that these costs can be identified and justified by the accounting system of the applicant.

⇨ Costs for experts (external to the organisation) contributing to the implementation of the work programme and paid by the applicant on the basis of an invoice are not to be recorded as staff costs but as "other external services" costs.
Such costs should henceforth be added under either budget line "5. Part A, Title 2, Chapter 28 - External services" or line "5. Part A, Title 3, Chapter 39 – Other expenditure linked to

the beneficiary's operations", depending if the costs concern general administrative expenditure or operational costs.

Where national legislation does not permit salary slips to be released to third parties for security or other reasons, the applicant is asked to submit a table showing the staff daily costs, number of days worked, time sheets and the total cost, which must be signed by the human resources manager. It is to be noted, however, that, once a grant agreement is awarded, the applicant can be requested to provide staff cost related supporting documents (including salary slips) in case of an audit at the applicant's premises.

12.3.2. Telecommunication and computer costs (5. Part A, Title 2, Chapter 23)

Chapter 23	Telecommunication and computers costs			?
231	Depreciation for purchase and maintenance of equipment	0		
232	Depreciation for purchase and maintenance of software	0		
233	User support	0		
239	Other telecommunication and computer costs	0		
	Total telecommunication and computer costs	0		

Technical Notes	
Four lines for costs related to depreciation, maintenance of equipment, user support and other costs related to equipment.	
Budget (€):	For each line of equipment referred to above, enter the sum of the costs related to it (portion of the depreciation only (see additional information below).
Description:	Enter a generic title for each type of equipment.
Total (€):	A total is provided and consists of the sum of the costs put for telecommunication and computer.

Additional information

⇨ The rules on depreciation are covered in the model grant agreement Article II.12.2.

⇨ Only the portion of the equipment's depreciation corresponding to the duration of the work programme and multiplied by the rate of actual use of the equipment for the implementation of the work programme (% allocation to the work programme) may be taken into account, except where the nature and/or the context of its use justifies different treatment as approved by the EAHC.

⇨ Note that only cost related to equipment purchased by the applicant is eligible. Also, the purchase has to be recorded in the books of the applicant and the equipment must be specifically required for the implementation of the work programme.

⇨ <u>The internal rules of the applicant in matter of depreciation of equipment have precedence to the general EC rules provided that these applicant's own depreciation rules are in accordance with the tax and accounting rules applicable to the applicant and generally accepted for items of the same kind</u>. The applicant will be requested to confirm - during the grant agreement negotiation phase - if he will apply his existing internal rules or the EC rules.

Regarding the EC rules on depreciation, the following shall apply:

- Equipment and hardware expenses are depreciated over 3 years (e.g. PCs, Printers, Fax);
- Specific furniture is depreciated over 5 years.

To illustrate the application of the EC depreciation rules, some examples have been elaborated for an operating grant of 12 Months (M1 to M12). For the listed equipment B to E, the changing parameter in the table has been put in bold, resulting in different conclusions:

Equipment	Price of purchase	Date of purchase	Depreciation rule 36 or 60 months	Number of months of depreciation	% Allocation to the work programme	Amount of depreciation
A	3.000 €	M1	36	12 = From M1 to M12	100%	3.000 € x 12/36 x 100% = 1.000 €
B	3.000 €	M1	36	12 = From M1 to M12	75%	3.000 € x 12/36 x 75% = 750 €
C	3.000 €	M7	36	6 = From M7 to M12	100%	3.000 € x 6/36 x 100% = 500 €
D	3.000 €	M3	36	10 = From M3 to 12	100%	3.000 € x 10/36 x 100% = 833 €
E	10.000 €	M1	60	12 = From M1 to M12	100%	10.000 € x 12/60 x 100% = 2.000 €

12.3.3. Mission costs (5. Part A, Title 3, Chapter 32)

Chapter 32	Mission costs			?
321	Travel costs of staff	0		
322	Subsistence allowances of staff	0		
323	Travel costs of external invitees	0		
324	Subsistence allowances of external invitees	0		
	Total missions costs	0		

Technical Notes
One line to identify the total travel costs (using the number of trips multiplied by an average cost per trip) and related subsistence allowances. Next, the total mission costs are automatically calculated by the system.

Budget (€):	These cost items relate to the total amount for travel and subsistence costs of the applicant. A distinction is to be made between own staff and external invitees.
Total missions costs (€):	The cost refers to the total amount for travel and subsistence costs.
Description:	Enter the number of travel trips and the average cost per trip as well as indicative destinations.

Additional information

⇨ Only travel costs and subsistence allowances for own staff employed by the applicant (i.e. listed under Title 1 (Staff) of the expenditure budget) should be taken into account in the budget lines 321 and 322.

⇨ Travel and subsistence allowances for external invitees (not employed by the applicant) are to be reported in the budget lines 323 and 324.

⇨ During the actual implementation of the work programme, any recourse to missions in countries other than EU 27, applicant countries and EFTA-EEA countries - and not provided for in the concluded grant agreement -, shall be subject to prior written authorisation by the EAHC.

⇨ The internal rules of the applicant have precedence in matter of travel costs and subsistence allowances provided that they are in line with the applicant's usual practices on travel/subsistence costs. The applicant will be requested to confirm during the negotiation phase if he intends to apply his existing internal rules or the EC rules and rates. If such internal rules do not exist in the applicant's organisation, the following rules and rates approved by EC apply:

- According to EC rules the **travel expenses** are eligible under the following conditions:
  - The most economic mean of transport and the most direct route;
  - The distance must be of at least 100 km between the place of the meeting and the normal place of work (headquarter of the applicant in principle);

  Means of transport and estimation of costs:
  - For travel by rail the estimation of cost can be based on first class ticket fare;
  - For travel by air (only for return journeys of more than 800 km) the estimation of cost can be based on the economy class ticket fare, unless a cheaper fare can be used (e.g. Apex) or can be based on average of 600 € (return-ticket by person). However note that the balance payment will be established by taking into account actual costs;
  - For travel by car the estimation can be based on the equivalent first class rail fare.

- The EC rules as regards **subsistence costs** are based on flat-rate subsistence allowances. They cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply in respect of each day of a mission at a minimum distance of 100 km from the normal place of work. The subsistence allowance varies depending on the country in which the mission is carried out.

The daily rates will correspond to the sum of the daily allowance and the maximum hotel price set out in the following tables (as set out in Article 13 of Annex VII of the Staff Regulations[12]):

Destination	Daily subsistence allowance	Hotel	Total
Austria	95,00	130,00	**225,00**
Belgium	92,00	140,00	**232,00**
Bulgaria	58,00	169,00	**227,00**
Cyprus	93,00	145,00	**238,00**
Czech Republic	75,00	155,00	**230,00**
Denmark	120,00	150,00	**270,00**
Estonia	71,00	110,00	**181,00**
Finland	104,00	140,00	**244,00**
France	95,00	150,00	**245,00**
Germany	93,00	115,00	**208,00**
Greece	82,00	140,00	**222,00**
Hungary	72,00	150,00	**222,00**
Ireland	104,00	150,00	**254,00**
Italy	95,00	135,00	**230,00**

Destination	Daily subsistence allowance	Hotel	Total
Latvia	66,00	145,00	**211,00**
Lithuania	68,00	115,00	**183,00**
Luxembourg	92,00	145,00	**237,00**
Malta	90,00	115,00	**205,00**
Netherlands	93,00	170,00	**263,00**
Poland	72,00	145,00	**217,00**
Portugal	84,00	120,00	**204,00**
Romania	52,00	170,00	**222,00**
Slovakia	80,00	125,00	**205,00**
Slovenia	70,00	110,00	**180,00**
Spain	87,00	125,00	**212,00**
Sweden	97,00	160,00	**257,00**
United Kingdom	101,00	175,00	**276,00**

Missions in countries other than EU 27, Acceding and Applicant countries and EFTA-EEA countries shall be subject to the prior agreement of the Executive Agency. This agreement shall be related to the objectives of the mission, its costs and the reasons therefore. For these other countries not referred to above, the daily rates will correspond

12 Regulation 31/1962/EEC laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Agency

to the sum of the daily allowance and the maximum hotel price set out in Commission Decision C(2008) 6215.[13]

12.3.4. Conclusion of external service and procurement contracts related to Title 3 – "Expenditure linked to the beneficiary's normal operations"

Chapter 33	Operational data processing			?
331	IT data processing costs	0		
	Total operational data processing	0		
Chapter 34	Information and publication			?
341	Communications, Editions, Publications, WEB, Conferences	0		
	Total information and publication	0		
Chapter 35	Other services			?
351	Studies, Consultancy, Translation & interpretation and other services	0		
	Total other services	0		
Chapter 39	Other expenditure linked to the beneficiary's operations			?
391	Other expenditure linked to the beneficiary's operations	0		
	Total other expenditure linked to the beneficiary's operations	0		

Technical Notes	
Separate lines to identify the costs related to external service and procurement contracts.	
Budget (€):	For each activity you intend to contract, enter the sum of the costs related to it.
Description:	In addition to the tasks to be contracted, the name(s) of the contractor(s) are to be listed (if already known) and estimative number of working days.
Total (€):	For each line of external services referred to above, enter its corresponding costs.

Additional information

⇨ Core elements of the work programme cannot be contracted. The technical and financial management of the work programme is the legal responsibility of the applicant. These tasks cannot be transferred to a third party.

⇨ It must be clearly specified in the work programme which tasks are intended to be contracted and why this contracting is necessary.

⇨ Recourse to the award of contracts must be justified having regard to the nature of the work programme and what is necessary for its implementation. The tasks concerned must be set

[13] Commission Decision C(2008)6215 of 18 November 2008: General implementing provisions adopting the Guide to missions for officials and other servants of the European Commission

out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II of the grant agreement.

⇨ Any recourse to the award of contracts not provided for in the initial grant application or amendment(s) is to be subject to prior written authorisation by the EAHC.

⇨ The applicant shall retain sole responsibility for carrying out the work programme and for compliance with the provisions of the grant agreement. The applicant must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the EAHC under the grant agreement.

⇨ The applicant must ensure that the awarded contract mentions in particular that:

- The EAHC may, at any time during the grant agreement and up to five years after the end of the work programme, arrange for audits to be carried out, either by outside scientific or technological reviewers or auditors, or by the EAHC itself or OLAF;

- The European Court of Auditors has the same rights as the European Commission and EAHC, notably right of access, for the purpose of checks and audits, without prejudice to its own rules.

⇨ If the applicant has to conclude contracts in order to carry out the work programme, the applicant is required to seek **competitive tenders** from potential contractors. The contract shall be awarded to the bid offering best value for money. In doing so the applicant has to observe the principles of **transparency** and **equal treatment** of potential contractors and shall take care to avoid any conflict of interests.

⇨ Public partners: please note that your national procurement rules in matter of award of contracts are applicable and have precedence, for as long as they ensure the above principles of transparency and equal treatment.

⇨ Private partners: please note that your internal procurement rules in matter of award of contracts are applicable and have precedence, for as long as they ensure the above principles of transparency and equal treatment. If however, your institution doesn't have such rules, you can refer to the thresholds of the European Commission, as provided for below.

Estimated value of the external services (X)	Minimum of bids to be consulted for the competitive tenders (recommendation)
X > 60.000 €	More than 5 bids
25.000 € < X < 60.000 €	At least 5 bids
5.000 € < X < 25.000 €	At least 3 bids
X < 5.000 €	1 bid

12.4. Incomes (5. Part B)

Please refer to the "Structure of the budget" (point 1.2 of this guide for applicants) to complete the income part of the budget.

13. OVERVIEW OF THE BUDGET

13.1. Global budget

GLOBAL BUDGET		
FINANCIAL YEAR 2013		
OPERATING EXPENDITURE AND INCOME BENEFICIARY		
PART A - EXPENDITURE		
Title 1	TOTAL STAFF	0
Title 2	TOTAL GENERAL ADMINISTRATIVE EXPENDITURE	0
Title 3	TOTAL EXPENDITURE LINKED TO THE BENEFICIARY'S NORMAL OPERATIONS	0
	TOTAL PART A - EXPENDITURE	0
PART B - INCOME		
Title 1	TOTAL OPERATING INCOME	0
Title 2	TOTAL BENEFICIARY'S OWN CONTRIBUTION	0
Title 3	TOTAL EC CONTRIBUTION in EUR	0
	TOTAL EC CONTRIBUTION in % =TOTAL EC CONTRIBUTION in EUR / TOTAL PART A - EXPENDITURE	0
Title 4	TOTAL OTHER EXTERNAL CONTRIBUTIONS	0
	TOTAL PART B - INCOME	0

Technical Notes
No input is required

<u>Additional information</u>

- ⇨ This table summarizes all the information entered in part A ('Expenditure') and part B ('Income'). Since all data are copied or calculated automatically, you do not have to make any new data entry here.

- ⇨ The total amount of the income must equal the total amount of the expenditure. As a consequence, **the balance must be zero**. If the balance is positive, the expenditure is higher than the income. If the balance is negative, the income is higher than the expenditure. A balance which is not null will appear in red.

13.1.1. Exceptional utility

The maximum rate of EU co-funding for an operating grant is 60%. For operating grant proposals that may be considered of exceptional utility, a maximum EU co-funding of 80% of the eligible costs could be envisaged. The assessment of exceptional utility will be carried out according to the criteria set out in sections 1 and 3 of Annex VII of the work plan 2012. The Awarding Authority will determine in each individual case the maximum percentage to be awarded.

Note: for renewals of operating grants: the co-funding amount (in €) cannot be higher than the amount received under the Call for proposals for operating grants 2011, already specified in the form. If the amount requested is higher, an error message will appear.

The application form has the maximum rate of EU co-funding set at 60%. If you request more than this, the application will automatically open a new section. Within this section you will have to justify the exceptional utility according the criteria stated in the annex VII of the work Plan for 2012.

13.2. <u>Controls to be carried out</u>

- ⇨ **Balance:** Once the different incomes have been filled in, the total income is automatically calculated.

- ⇨ **Co-funding request in percentage**: The percentage of the co-funding request is calculated as the ratio between Co-funding request from the EU budget ("EC contribution") and the total income.

14. DEFINITION OF EXPENDITURES/ELIGIBLES COSTS

Article II.12.1 of the <u>grant agreement</u> defines eligible costs as costs which must satisfy the following general criteria:

.../...

They are ***incurred during the duration of the work programme*** *as specified in Article I.2.2 of the agreement, with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts;*

They are ***connected with the subject of the agreement*** *and they are indicated in the estimated overall budget of the work programme;*

They are ***necessary for the implementation 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 beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the work programme with the corresponding accounting statements and supporting documents.

.../...

15. DEFINITION OF NON-ELIGIBLES COSTS

The non-eligible costs are, as stipulated in Article II.12.3 of the grant agreement:

.../...

- *capital increases and 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 according to the applicable national legislation. VAT paid by public bodies is not an eligible cost;*
- *costs declared and covered by a specific action receiving a Union grant;*
- *excessive or reckless expenditure;*
- *contributions in kind.*

.../...

Additional information

- ⇨ Contributions in kind are services or goods used for the work programme and provided to the applicant free of charge, e.g. work by voluntary helpers, use of buildings, office space, etc.

- ⇨ These are not regarded as eligible costs to be taken into account for calculating the grant. As they provide added value for the work programme, they may be declared in the initial budget and final financial report, thus giving a precise idea of the work programme value, but they need not to be justified to the EAHC. If the applicant opts to include them in his report, they must be listed **separately** from the other costs given its nature of exception at the time of the negotiation phase.

16. FINANCIAL VIABILITY INFORMATION (POINT 6 OF "APPLICATION FORM")

The following parts have to be filled in:

- ⇨ Accountancy information (6.1);
- ⇨ Balance sheet of the two last accounting years (6.2);
- ⇨ Profit and loss account (6.3).

And the following supporting documents have to be attached to the proposal:

- ⇨ Copy of balance sheet of the two last accounting years;
- ⇨ Copy of profit and loss account.

If the applicant is a public body, or an international public organisation created by inter-governmental agreements or a specialist agency created by the latter, this part must not be filled and none supporting document is required.

16.1. Accountancy information (6. 1)

6.1. Accountancy information

Account starting date (YYYY-MM-DD) :		Account ending date (YYYY-MM-DD):		Account duration (in months) :	0
Cash accounting :	☐	New entity :	☐	Date of incorporation :	
Currency :	€ Euro	Euro_rate :	1		

Technical Notes	
Account starting date:	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
Account ending date:	Use the calendar or indicate the date respecting the format: yyyy-mm-dd.
Accounts duration (in months):	The duration should be specified in months only, and for duration of a maximum of 12 months.
Cash accounting:	Please click on that box to activate it, in the only case you use a cash accounting system.
New entity:	Please click on that box to activate it, in the only case your entity is new and cannot provide any balance sheets and profit and loss accounts.
Date of incorporation:	Please fill in the date when your entity was created and/or registered.
Currency:	Select a currency in the list. Note that even if you use "€ Euro", you will have to introduce all the figures in the column "In Currency Unit" and not in the column "In Euro".
€exchange rate:	This rate will automatically appear following the indicative exchange rates indicated in this document.

16.2. Balance sheet of the two last accounting years (6.2), Profit & Loss account (6.3)

6.2. Balance sheet of the two last accounting years

Assets	In currency unit		In Euro	
1. Unpaid subscribed capital :	0	0	0	0
2. Fixed assets (2.1+2.2+2.3) :	0	0	0	0
2.1. Intangible fixed assets :	0	0	0	0
2.2. Tangible fixed assets :	0	0	0	0
2.3. Financial assets :	0	0	0	0
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4) :	0	0	0	0
3.1. Stocks :	0	0	0	0
3.2.1. Debtors due after one year :	0	0	0	0
3.2.2. Debtors due within one year:	0	0	0	0
3.3. Cash at bank and in hand:	0	0	0	0
3.4. Other current assets :	0	0	0	0
Total assets (1+2+3) :	0	0	0	0

Liabilities	In currency unit		In Euro	
4. Capital and reserves (4.1+4.2+4.3+4.4):	0	0	0	0
4.1. Subscribed capital :	0	0	0	0
4.2. Reserves :	0	0	0	0
4.3. Profit and loss brought forward from the previous years :	0	0	0	0
4.4. Profit and loss brought forward for the financial year +/- :	0	0	0	0
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2) :	0	0	0	0
5.1.1 Long term non-bank debt :	0	0	0	0
5.1.2. Long term bank debt :	0	0	0	0
5.2.1. Short term non-bank debt :	0	0	0	0
5.2.2. Short term bank debt :	0	0	0	0
Total liabilities (4+5) : :	0	0	0	0

6.3. Profit and loss account

Profit and loss account	In currency unit		In Euro	
6. Turnover :	0	0	0	0
7. Variation in stocks +/- :	0	0	0	0
8. Other operating incomes :	0	0	0	0
9. Costs of material & consumables :	0	0	0	0
10. Other operating charges :	0	0	0	0
11. Staff costs :	0	0	0	0
12. Gross operating profit (6+7+8-9-10-11) :	0	0	0	0
13. Depreciation and value adjustments on non-financial assets :	0	0	0	0
14. Net operating profit (12-13) :	0	0	0	0
15. Financial income & value adjustments on financial assets :	0	0	0	0
16. Interest paid :	0	0	0	0
17. Similar charges :	0	0	0	0
18. Profit/loss on ordinary activities (14+15-16-17) :	0	0	0	0
19. Extraordinary income and charges +/- :	0	0	0	0
20. Taxes on profits +/- :	0	0	0	0
21. Profit/loss for the financial year (18+19-20):	0	0	0	0

Technical Notes			
In currency Unit		*In Euro*	
Encode: T-1 ***e.g. 2010***	*Encode: T0* ***e.g. 2011***	*Encode: T-1* ***e.g. 2010***	*Encode: T0* ***e.g. 2011***
To be filled in	To be filled in	All the fields will be automatically calculated from "In currency unit T-1" using the indicative exchange rates indicated in this document.	All the fields will be automatically calculated from "In currency unit T0" using the indicative exchange rates indicated in this document.

Additional information

⇨ In these sections, all figures shall be encoded in the columns "In currency unit" and not in the columns "In Euro", even if your figures are expressed in Euro.

⇨ When you have filled in the account starting date in 6.1 (e.g.: 01.01.2010), the accounting years automatically appear in 6.2 and 6.3.

- The first sub-column under "In currency unit" is automatically T-1, referring to the second last accounting year (e.g. 2010).
- The second sub-column under "In currency unit" corresponds to T0, referring to the latest accounting year available (e.g. 2011).

⇨ In order to correctly complete 6.2 (Assets & Liabilities) and 6.3 (Profit & Loss account), please refer to table next page indicating the correspondence between items to be listed in the balance sheet/profit and loss account and those listed in the 4th accounting Directive.

16.2.1. Exceptions to the encoding of 6.2 and 6.3

⇨ You are an entity using a cash accounting system (your accounting movements are based on the flow of cash entries and cash disbursements) and you are not in a position to fill in a balanced balance sheet. In that case, please:

1. Tick the box "**Cash accounting**" in 6.1.

2. Submit a paper copy of your last 2 years audited statutory accounts.

⇨ Your entity is new and you cannot provide any balance sheet and profit and loss accounts data. In that case, please:

1. Tick the box "**New entity**" in 6.1.
2. Submit a paper copy of any document (even draft) showing of your statutory accounts.

⇨ In the two above mentioned exceptions, the 6.2 and 6.3 of the application form will disappear.

16.3. Controls to be carried out (6.2 and 6.3)

⇨ These figures shall be consistent with any supporting documents attached to your proposal.

⇨ You must ensure that the total assets and total liabilities figures in balance sheet of the two last accounting years do balance in 6.2.

17. CORRESPONDENCE BETWEEN BALANCE SHEET/PROFIT AND LOSS ACCOUNT AND THE 4TH ACCOUNTING DIRECTIVE

BALANCE SHEET	**CORRESPONDENCE 4th ACCOUNTING DIRECTIVE**	
ASSETS	**ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)**	
1. Subscribed capital unpaid	**A. Subscribed capital unpaid**	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets (2.1+2.2+2.3)	**C. Fixed Assets**	
2.1. Intangible fixed assets	B. Training expenses as defined by national law C. I. Intangible fixed assets	B. Training expenses as defined by national law C.I.1. Cost of research and development C.I.2.Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1.Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4.Loans to undertakings with which the company is linked by virtue of participating interest C.III.5.Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**D. Currents assets**	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4 Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income

3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2.Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets (1+2+3)	**Total assets**	
LIABILITIES	**LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)**	
4. Capital and reserves (4.1+4.2+4.3+4.4)	**A. Capital and reserves**	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**C. Creditors**	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.1.2. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions

		C.5. Bills of exchange payable
5.2.1. Short term non-bank debt	B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (≤ one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities (4+5)	**Total Liabilities**	
PROFIT AND LOSS ACCOUNT	**PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)**	
6. Turnover	**1. Net turnover**	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit (6+7+8-9-10-11)	**Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6**	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit (12-13)	**Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7**	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income

		12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities (14+15-16-17)	**Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]**	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year (18+19-20)	**Profit or loss for the financial year =[[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]**	21. Profit or loss for the financial year

18. Indicative exchange rates as of November 2011

Country	Code	Currency	Code	Exchange rate
Bulgaria	BG	Lev (New)	BGN	1,95580
Croatia	HR	Kuna	HRK	7,495500
Czech Republic	CZ	Czech koruna	CZK	27.700000
Denmark	DK	Danish krone	DKK	7,442700
Hungary	HU	Forint	HUF	300.350000
Iceland	IS	Icelandic króna	ISK	159.040000
Liechtenstein	LI	Swiss franc	CHF	1.221100
Lithuania	LT	Lithuanian litas	LTL	3,452800
Latvia	LV	Latvian lats	LVL	0.704000
Norway	NO	Norwegian krone	NOK	7.672500
Poland	PL	Zloty	PLN	4.325000
Romania	RO	New Romanian Leu	RON	4.311500
Sweden	SE	Swedish krona	SEK	9.018200
United Kingdom	GB	Pound sterling	GBP	0.879350

Source: http://ec.europa.eu/budget/inforeuro/index.cfm

19. VALIDATION PAGE

Complete the following four step process.

STEP 1 : VALIDATION

In order to check whether all mandatory fields in the application form have been filled in click on the **“VALIDATION BUTTON”** located at the end of the form. After clicking on this button you can still modify the contents of the fields

This validation is merely a tool to help applicants fill in the form. The operation does not guarantee that the information has been entered properly. It remains the responsibility of the applicant to check the contents of the form.

Note: on every page of the application form, Acrobat Reader provides a "highlight fields" button (upper right corner). You can use this button to visualize more easily the mandatory fields (and hence, those that you might have forgotten to complete).

STEP 2 : LOCK

After validating the application, the **"LOCK BUTTON"** will appear on the same page. Check that all mandatory fields are properly filled in and that you are satisfied with their contents. If you are sure that there are no more changes to be made, click on the button to finalise your work. **After locking you will no longer be able to modify the data.** It is therefore strongly recommended to make a copy of the application form before locking it. You will be able to use this copy if ever you realise that the locked application form still contains errors.

As a result of the locking of the application form, an informatics number (IT number) will be inserted at the bottom of each page. This number is generated automatically, for internal use.

You will receive a different reference number in the acknowledgement of receipt that will be sent to you, once you submit the proposal to the EAHC.

STEP 3: SAVE

Please now save the locked application form. **This step is really important since it includes saving the IT number.**

A new page appears, informing you that the application form has been completed. Follow the instructions on this page on how to prepare the full application package to be sent to the EAHC. This procedure is also described in paragraph 3 above as well as in more details in the call for proposals for operating grant document.

STEP 4: PRINT and BURN CD-Rom

After printing the application form check that the reference number of the electronic version corresponds to the reference number of the paper version. Please also burn the application form on a CD, and check for readability!

The "acknowledgement of receipt" page is also automatically filled; you do not have to enter any information here. Once your proposal has been received by the EAHC, a reference number will be attributed and noted on this page. Then, the page will be sent back to you for future reference.

20. DECLARATION OF HONOUR

The declaration of honour has to be signed and sent to the EAHC as part of the application package. The declaration of honour is automatically produced by the form. Please follow the instruction in the form to print the declaration of honour. **If the original signed declaration of honour is not included in the application package, it will be rejected and not submitted to evaluation.**

21. MANDATORY UNILATERAL COMMITMENT - DECLARATION

This form is new in the Call for proposals for operating grants 2012. Is not required from public bodies and is needed in order to fulfil the requirements as per Annex VI, section 2 of the 2012 work plan. It prints once the form is printed, has to be signed, dated and stamped by the legal representative of the organization and the original form submitted as part of the application package. **If the complete and original "unilateral commitment - declaration" form is not included in the application package, it will be rejected and not submitted to evaluation.**

22. MANDATORY CHECKLIST

The mandatory checklist helps the applicant to ensure that a complete and correct application is provided on time. Please check each applicable box, date and sign it. Contrary to the declaration of honour, there is no need that the legal representative signs this checklist. It should be signed by the contact person / the person responsible to prepare the application package. **If the complete and original checklist is not included in the application package, it will be rejected and not submitted to evaluation.**