

CALL FOR PROPOSALS – DG EAC 10/2010

Support for two competitions on the promotion of language learning through short audiovisual productions

1. INTRODUCTION/BACKGROUND

This call for proposals is based on the Decision No. 1720/2006/EC¹ establishing the Lifelong Learning programme (LLP) which was adopted by the European Parliament and Council on 15 November 2006, amended by Decision No 1357/2008/EC, adopted by the European Parliament and Council on 16 December 2008. The programme covers the 2007 to 2013 period.

Linguistic diversity is a fact of life in Europe. The European Union is committed to preserving and promoting this key feature of our cultures. In the updated European Strategic Framework for Education and Training post 2010 the ability to communicate in foreign languages is considered a key competence. A labour force with practical language and intercultural skills helps European enterprise to compete effectively in the global marketplace enhances its own employability, and it is crucial for economic growth and better jobs.

Multilingualism strengthens personal development and European citizenship, reinforces social cohesion and promotes intercultural dialogue, creating opportunities to discover other values, beliefs and behaviours. The promotion of language learning and linguistic diversity is an objective of the LLP (Article 1.3 g)).

This call for proposals is launched to contribute to the achievement of this objective.

2. OBJECTIVES

The objective of the call is to award a grant for the organisation of two competitions for short audiovisual productions in two successive years (one competition in 2011 and one in 2012). The competitions and the resulting audiovisual short productions are aimed at the promotion of language learning with a focus on the benefits of Europe's linguistic and cultural diversity.

Students, teachers and professionals participating in the competitions should be made aware of the potential of multilingualism to represent the diversity of cultures in the European Union. The use of languages as a communication tool to convey this diversity in their productions is essential to achieve the outlined objectives.

The selected audiovisual productions have to convey a clear and captivating message suitable for different audiences on the benefits of language learning, the value of multilingualism and the riches of linguistic diversity and intercultural exchanges.

¹ Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:EN:PDF> and Decision No 1357/2008/EC of the European Parliament and of the Council of 16 December 2008 amending Decision No 1720/2006/EC: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:350:0056:0057:FR:PDF>

The participation of the selected audiovisual productions in the renowned PRIX EUROPA Festival represents the highlight in the dissemination and exploitation of the project results.

PRIX EUROPA is Europe's largest competition for public television, radio and the emerging media. The Category "Languages through Lenses" was created in 2009 with the specific purpose of enhancing visibility of short audiovisual productions realised by students on the topic of multilingualism. The festival presents an exceptional forum for the production teams of the selected entries to interact with established professionals in the sectors, exchange views and initiate networking.

Each year, the selected audiovisual productions will be made available on a suitable support for distribution to interested parties and the general public to maximise the promotional value of the project results. Dissemination activities in the countries mentioned under point 5.2 will start each year shortly after the winner in the PRIX EUROPA category Languages through Lenses is known.

3. TIMETABLE

Final date for the submission of applications: 30.09.2010 (please read carefully section 14.4 of this call for proposals concerning the procedures for submitting applications).

Activities must start between 01.01.2011 and 31.01.2011

Activities must end before 31.01.2013

The maximum duration of the activities is 24 months.

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

No extensions to the eligibility period beyond the maximum duration will be granted.

Applicants will be informed of the outcome of the selection procedure in writing.

It is planned that beneficiaries will receive their agreements for signing in before the end of 2010.

The period of eligibility of costs will be the one specified for the period of the activity.

4. BUDGET AVAILABLE

The maximum grant will be 500.000,00 € covering both the competition in 2011 and 2012. Financial contribution from the European Union cannot exceed 75% of the total eligible costs.

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

5. ELIGIBILITY CRITERIA

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

5.1 Eligible beneficiaries

Organisations working in the audiovisual production, advertising and emerging media sectors, such as schools in the field of audiovisual arts and advertising, are invited to develop, manage and coordinate the competitions.

This call for proposals is open to public-law or private-law entities in the above mentioned fields of activity with their registered office in one of the countries in point 5.2.; natural persons are excluded. No minimum number of countries or of partners is required.

For the purpose of this Call for Proposals, the term "consortium" shall be defined as a group of organisations conducting a joint European cooperation project or partnership. Any condition specified for "consortium" shall apply equally to any single applicant organisation.

5.2 Eligible countries

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

- European Union Member States
- EFTA and EEA countries: Iceland, Liechtenstein, Norway
- Candidate countries: Turkey

There are on-going negotiations with Croatia, the Former Yugoslav Republic of Macedonia and Switzerland as regards the future participation in the LLP, which is subject to the result of these negotiations. Please consult the website of the Directorate-General for Education and Culture for updates to the list of participating countries.

5.3 Eligible activities

The following activities will have to be carried out for the smooth development and organisation of the competitions in 2011 and in 2012 and to ensure professional integration in the PRIX EUROPA Festival, as well as the realisation of the appropriate information and dissemination activities directed at the general public:

- Launch and management of two competitions for short audiovisual productions (one for the year 2011 and one for the year 2012) in the geographical area as listed in point 5.2.
 - Creation and continuous update of a dedicated website for the 2011 and 2012 competitions with sections for participants and the general public;
 - The competitions should involve the largest possible number of participants. The competitions have to result in a minimum of 100 submitted applications per competition. From these submitted applications, a minimum of 15 short audiovisual and/or emerging media productions per year have to be selected. These selected productions have to be capable of reaching a large number of citizens covering the

broad spectrum of European society; they have to comply with the respective criteria set in the objectives.

- The selection process must be based on clear and transparent criteria. These criteria have to be established and made public before the launch of the competitions. The selection will be made by an independent jury composed of a minimum of five experts in the audiovisual, marketing, advertising, arts and media sectors including one representative of PRIX EUROPA. The selection has to consider the requirements for high standards regarding diversity of languages and participating countries, relevance of contents and marketability;
- Establishment of a working relationship with PRIX EUROPA. PRIX EUROPA should be closely involved in the key actions of the competition, such as the selection of the entries to be presented at the festival in the Category Languages through Lenses, the programme of the workshops, and the preparation of the participation of the production teams of the selected entries at the festival; liaison with the organisers of PRIX EUROPA from an early state of the project is indispensable to ensure coherence with the quality standards and the format of the festival;
- Management of financial support to the production costs of the selected entries if applicable;
- Organisation of one thematic workshop per year for the representatives of the entries preselected as a result from the competitions to ensure quality standard for individual productions; including content and logistical aspects such as drafting of a pertinent agenda, identification of suitable workshop animators, booking of the venue, travel and accommodation arrangements for all participants;
- Compilation of the selected minimum 15 entries per year from the competitions (the "winning entries") on a DVD or other audiovisual support suitable for mass production;
- Europe-wide promotion and dissemination of the winning entries to the general public, interest groups and stakeholders as well as to possible multipliers, such as public and private broadcasters.

5.4 Eligible proposals

Only proposals submitted using the official application form, completed in full, signed (original signatures required), dated and posted by the deadline specified in point 14.3 will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents referred to in the call for proposals.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for European Union cofinancing, set at 75% of the total eligible costs.

6. EXCLUSION CRITERIA

Applicants will be excluded from participating in this call for proposals if they are in any of the following situations defined in Articles 114 (93.1, 94) of the Financial Regulation applicable to the general budget of the European Union²:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- they are currently subject to an administrative penalty referred to in Article 96(1).

Applicants shall not be awarded a grant if, during the grant award procedure, they:

1. are subject to a conflict of interest with the organisation or persons who are directly or indirectly involved in the grant award procedure;
2. are guilty of misrepresentation or have failed to provide the information required.

Administrative and financial penalties may be imposed on grant holders who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a contract or previously awarded grant, in accordance with Articles 93 to 96 of the Financial Regulation.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93(1) and 94 of the Financial Regulation.

² Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002), as amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390/1, 30.12.2006); Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation)(OJ L 357, 31.12.2002) as amended by Regulation(EC, Euratom) No 1248/2006 (OJ L 227, 19.8.2006) and as amended by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111 of 28.04.2007).

7. SELECTION CRITERIA

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

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the years for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

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

7.1 Operational capacity

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

- a statement of the average annual manpower and the number of managerial staff of the applicant in the last two years;
- the list of persons – with job titles – who will be implementing the action;
- a detailed organigramme of the organisation(s) implementing the action;
- the CVs of the main persons in charge of the implementation of the action showing all their relevant professional experience;
- a list of projects already undertaken in the relevant field by the applicant during the two past years.

7.2 Financial capacity

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

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last two financial years for which the accounts have been closed.
- the completed form Financial Capacity.

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

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

- reject the application;
- ask for further information;
- require a guarantee (see 10.3);
- offer a grant agreement without prefinancing.

7.3 Audit

Grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last financial year available.

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

8. AWARD CRITERIA

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

1. **Relevance:** the extent to which the grant application and the results foreseen are clearly positioned in the specific, operational and broader objectives of the Lifelong Learning Programme; and the objectives are clear, realistic and address a relevant issue / target group (10%).
2. **Quality of the work programme:** the extent to which the organisation of the work is clear and appropriate to achieving the objectives; the work programme defines and distributes tasks / activities among the partners in such a way that the results will be achieved on time and to budget (15%).
3. **Quality of consortium:** the extent to which the consortium includes all the skills, recognised expertise and competences required for carrying out all aspects of the work programme, and there is an appropriate distribution of tasks across the partners³ (20%).
4. **European added value:** the extent to which the benefits of and need for European cooperation (as opposed to national, regional or local approaches) are clearly demonstrated (15%).
5. **The cost-benefit ratio:** the extent to which the grant application demonstrates value for money in terms of the activities planned relative to the budget foreseen (20%).
6. **Impact:** the extent to which the foreseeable impact on the approaches, target groups and systems concerned is clearly defined and measures are in place to ensure that the impact can be achieved; and the results of the activities are likely to be significant (20%).

9. EVALUATION OF APPLICATIONS AND AWARD

A committee shall be appointed in order to evaluate the proposals. Outside experts may assist the committee.

³ Where applicable; please c.f. point 5.1.

10. FINANCIAL CONDITIONS

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

The decision to award a grant in respect of an action is formalised through a Grant Agreement to be signed by the two parties (the European Commission and the grant beneficiary).

This Agreement shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred. The account or sub-account denominated in euros must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the prefinancing payment.

The allocated amount may not exceed the amount requested.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals on the internet site of the Directorate General for Education and Culture at the following address:

http://ec.europa.eu/dgs/education_culture/calls/grants_en.html.

The estimated budget for the action must be balanced (expenditure = revenue), detailed, and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered, and show the total costs of the action proposed for financing from the European Union budget. Applicants should be aware that they fully carry the exchange rate risk.

Where implementation of the action requires financial support to be given to third parties, the beneficiary may give such financial support in accordance with the description of the action in Annex I.

The cost of the financial support, which may not in any event exceed EUR 10,000 per each third party and a total of EUR 100,000, is shown in the estimated budget in Annex II.

The financial support takes the form of (a) lump sum(s).

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

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation. Contributions in kind will not be accepted.

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

10.1 Payment procedures

In the event of definitive approval by the Commission, a grant agreement drawn up in euro and detailing the conditions and level of funding will be entered into between the Commission and the beneficiary. This agreement must be signed and returned to the Commission within 10 working days after receipt. The Commission will sign it last.

A pre-financing payment of 30 % will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

A second prefinancing payment of 35 % of the total amount will be made within 45 days of the approval, by the Commission, of the progress report on the action's implementation to be submitted at the latest nine months after the date when the last of the two parties signed the grant agreement, if at least 70% of the previous prefinancing payment has been used up. The second prefinancing payment will only be made when both requirements are fulfilled.

The request for the payment of the balance shall be accompanied by the final technical implementation report and financial statement within two months following the closing date of the action. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the pre-financing payment.

The beneficiary shall submit the payment request including the underlying financial statements, in euros. Any conversion of actual costs into euros shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website <http://ec.europa.eu/budget/inforeuro/> on the month when the payment request is submitted.

10.2 Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the Commission, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

10.3 Guarantee

The Commission may require any organisation which has been awarded a grant to provide prefinancing first demand guarantees, in order to limit the financial risks linked to both prefinancing payments. A model guarantee is enclosed in the Annexes.

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

These financial guarantees, in euros, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the contracting authority may agree that a bank or financial institution established in that third country may provide the guarantees if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

Both guarantees shall be released against payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

The Contracting authority reserves the right to waive this requirement to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies. Beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

10.4 Double financing

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

10.5 Eligible costs

Eligible costs of the action are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action as specified in Article I.2.2 of the agreement, with the exception of costs relating to final reports and certificates on the action's 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 action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it direct. In particular, the following direct costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration;
- the corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- travel and subsistence allowances for staff taking part in the action, provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs entailed by other contracts awarded by the beneficiary for the purposes of carrying out the action, provided that the conditions laid down in the financial agreement are met;
- costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees).

Eligible indirect costs (administrative costs)

The eligible indirect costs for the action are those costs which, with due regard for the conditions of eligibility described in Article II.14.1 of the grant agreement, are not identifiable as specific costs directly linked to performance of the action which can be booked to it direct, but which can be identified and justified by the beneficiary using his accounting system as having been incurred in connection with the eligible direct costs for the action. They may not include any eligible direct costs.

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs. If provision is made for flat-rate funding in respect of indirect costs, they need not be supported by accounting documents.

Examples of indirect costs are:

- all costs for equipment related to the administration of the project (i.e. PCs, portables, etc.);
- communication costs (postage, fax, telephone, mailing, etc.);
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;
- office supplies

Indirect costs are not eligible for an action where the beneficiary already receives an operating grant from the Union's budget during the period in question.

10.6 Ineligible costs

Under no circumstance can the following types of costs be considered as eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities (provisions for contractual and moral obligations, fines, financial penalties and legal costs);
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the applicant can show that he is unable to recover it;
- costs declared by the applicant and covered by another action or work programme receiving a European Union grant or any other source of funding;
- excessive or reckless expenditure;
- purchase of capital assets;
- rental or leasing of equipment;
- costs associated with the preparation of the grant application;
- costs of opening and operating bank accounts (costs of transferring funds are eligible);
- costs incurred in relation to any document required to be submitted with the application (audit reports, etc.);
- contributions in kind.

11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

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

The beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

Sub-contracting may not exceed 30% of the total costs of the action.

12. PUBLICITY

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

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

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

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. Beneficiaries must use the format and the multilingualism logo, which will be provided by the Commission http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html.

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

13. DATA PROTECTION

Processing your grant application will involve the recording and processing of personal data (such as names, addresses and CVs, etc.). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18/12/2000 on the protection of individuals with regard to the processing of personal data by the European Communities institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your grant application and will be processed solely for that purpose by the Directorate-General Education and Culture. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Directorate-General Education and Culture. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the European Union, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Grant applicants and persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation 1302/2008 of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (address, legal form and name and given name of the persons with powers of representation, decision-making or control,) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The official announcement of the Call for Proposals was published in the Official Journal of the European Union, series C, no. 184, on 8 July 2010.

The call for proposals is being published on the Internet site of the Directorate General for Education and Culture at the following address:

http://ec.europa.eu/dgs/education_culture/calls/grants_en.html

14.2 Application form

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

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

http://ec.europa.eu/dgs/education_culture/calls/grants_en.html

or by writing to:

European Commission
 Directorate General for Education and Culture
 Unit A5, Office MADO 16/68
Call for Proposals EAC/10/2010
 For the attention of Mr Harald HARTUNG
 1049 Brussels
 BELGIUM

14.3 Documents to accompany the application form

A detailed list of the supporting documents to accompany the application form is given in annex 3 of the application form.

- Detailed estimated budget (annex 2 of the Application Form).
- **Declaration on the honour certifying that the applicant and his partners are not in any of the situations referred to in Articles 93(1) and 94 of the Financial Regulation (section 5 of the Application Form).**
- Legal Entity

In order to demonstrate its existence as a legal person, the applicants must provide the following documents:

Private company, association, etc.:

- the Legal Entity Form, duly completed and signed (http://ec.europa.eu/budget/execution/legal_entities_en.htm) and the extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- the Legal Entity Form, duly completed and signed (http://ec.europa.eu/budget/execution/legal_entities_en.htm) and the legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.
- Financial identification form duly completed and signed (http://ec.europa.eu/budget/execution/ftiers_en.htm)
- All documents required in points 7.1 Operational capacity, 7.2 Financial capacity and 7.3 Audit.
- Letters of commitment produced by partner beneficiaries and external sponsors, if applicable
- Check-list

14.4 Submission of the grant application

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 3 exemplars (one original clearly identified as such, plus two copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be considered.

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

Applications which do not include all the stipulated documents in the required languages and which are not posted before the deadline will not be considered.

Applications must be submitted

- (a) either by registered mail **not later than 30 September 2010**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

European Commission
 Directorate-General for Education and Culture
 Unit A5, Office MAD0 16/68
Call for Proposals EAC/10/2010
 For the attention of Mr Harald HARTUNG
 1049 Brussels
 BELGIUM

- (b) or delivered by hand or courier service **not later than 30 September 2010 by 16:00** to the Central Mail office of the European Commission at the following address:

European Commission
 Directorate-General for Education and Culture
 Unit A5, Office MAD0 16/68
Call for Proposals EAC/10/2010
 For the attention of Mr Harald HARTUNG
 Avenue du Bourget, 1
 1140 Brussels (Evere)
 BELGIUM

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

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

All unsuccessful applicants will be informed in writing.

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

14.5 Rules applicable

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended;

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation) as amended;

Decision no 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing a programme in the field of lifelong learning.

14.6 Contacts

If you have any questions, please send an e-mail to EAC-10-2010@ec.europa.eu. Please mention "Call for proposals EAC 10/2010" in the subject line of your e-mail.

Annexes:

- Application form
- Annexes to the Application form:
 - Annex 1: Involvement of third parties in the action
 - Annex 2: Detailed budget estimate for a grant awarded to a single beneficiary
 - Annex 3: List of supporting documents to be attached to the grant application
 - Annex 4: Check-list
- Model Grant agreement
- Model of Guarantee for pre-financing
- Model Form for Information on financial capacity
- Model of Letters for commitment of partner beneficiaries or external sponsors