

CALL FOR PROPOSALS – EAC/44/2010

Call for proposals for a network on evidence-based policy and practice in education and training

1. BACKGROUND

"Europe 2020" gives education and training a key role so that the European Union can come out stronger from the crisis and can be turned into a smart, sustainable and inclusive economy. Lifelong learning is a key to economic success and allowing people to participate fully in society. With each EU Member State responsible for its own education and training systems, Union- level policies are designed to support national actions and help address common challenges. Adopted in May 2009, the *ET2020 strategic framework for European cooperation in education and training*¹ presented the European Unions' strategic vision and priorities for policy cooperation with Member States aimed to improve national education and training systems. Developing evidence-based policy and practice is a priority identified in the ET2020 strategic framework. In addition, the *New Skills for New Jobs*"² initiative encourages the education and training systems to take on board the analysis on labour market skills needs.

Ineffective, misdirected or wasteful education policies incur substantial financial and social costs. Policy makers and practitioners need to use research evidence and evaluation to identify which reforms and practices are the most effective, and to implement them successfully. However, knowledge from research does not feed directly into policy formulation and into practice in the wider field of education and training. Rather, evidence from research is only one of the factors contributing to decision-making and is always mediated through complex social and political processes (Levin, 2004). In reality, there is a complex set of relationships between the **producers** of research outputs, the **mediators** and the **users** of research (policy makers and practitioners). These relationships are further influenced by the social context and the general climate of ideas at a particular moment in time, and the inter-linkages between the various actors vary in strength and intensity over time too.

The **processes, networks, and frameworks** of cooperation and collaboration between researchers and policy-makers determine the extent to which research results are adopted by policy-makers, and subsequently incorporated into policy. Better communication is an essential part of any process to improve the links between research, policy and practice.

In Europe (and elsewhere), there has been a tendency for the disseminators (or "brockers") of knowledge to be rather **passive**. How to move from "passive" knowledge dissemination to more "**active**" **brokerage of knowledge**? A first step is to improve the accessibility of research: it requires to bring together and summarise the outputs of research to make it more readily understandable and relevant to policy makers and practitioners (thematic policy briefing papers, literature review, etc.). Secondly, mediation involves establishing networks, websites, regular events, partnerships, etc. for sharing among stakeholders the knowledge developed through research. The central

¹ http://ec.europa.eu/education/lifelong-learning-policy/doc28_en.htm

² COM (2008) 868

element for success here remains the need for effective **two-way communication** to ensure that knowledge is not only **produced** and **mediated**, but that it is also **applied** with due attention to the context in which the process takes place. Active and interactive knowledge brokerage calls for considerable human and collaborative investment to maintain partnership and build trust between participants from different backgrounds. Thirdly, evidence-based policy and practices require a culture of **evaluation**, quality assurance and accountability: researchers, policy-makers and practitioners must work together to identify what works in education and training policies and to specify the key features of successful practices.

The European Commission's 2006 Communication *Efficiency and Equity in European Education and Training systems*³ underlined that effective long-term policies must be based on solid evidence. In 2007, the European Commission's Staff Working Document *Towards more knowledge-based policy and practice in education and training*⁴ provided for policy makers and other relevant stakeholders a snapshot of the major actions then undertaken at the national and EU levels to strengthen the *creation, application* and *mediation* of knowledge for policy making in education and training. It identified the main challenges related to reinforcing evidence-based policy and practice in this field and stimulated an EU-wide debate on how to strengthen the links between research, policy and practice in this field. The Staff Working Document stressed the need to develop further initiatives throughout Europe with the aim of producing coherent arrangements for the accumulation, mediation and application of educational research. A first Call for Proposals (EAC/26/2009) supported three such knowledge brokerage networks⁵.

The present Call for Proposals aims to support further transnational cooperation in the development of "knowledge brokerage" mechanisms aiming to strengthen the links between research, policy and practice in the wider field of education and training. It will support the creation of innovative and sustainable arrangements that will function as a "bridge" between the research community and policy and decision-makers in European, national, regional and local administrations, authorities and organisations.

2. OBJECTIVES and THEMES

2.1.Objectives :

The overall aim of this Call is to establish a transnational European network of organisations which will develop and maintain effective and robust "knowledge brokerage" mechanisms in the field of education and training. Evidence-based policy and practices require making knowledge available, accessible and understandable for policy-makers and practitioners. It is also necessary to actively engage the stakeholders in the process, so that knowledge is disseminated and applied.

Considerable experience of brokerage between research, policy and practice in the field of education and training has developed up in European countries. The aim of the network is to bring closer the national and regional efforts, and to promote a better use of

³ http://ec.europa.eu/education/policies/2010/doc/comm481_en.pdf

⁴ http://ec.europa.eu/dgs/education_culture/publ/pdf/educ2010/sec1098_en.pdf

⁵ A list of the grants awarded by DG Education and Culture is available on Internet:
http://ec.europa.eu/dgs/education_culture/calls/docs/grants09.pdf

research about education and training among practitioners and policy-makers. The network will help brokerage organisations to exchanges approaches, practices and models of knowledge brokerage and to develop regular exchange on the results of research in education and training. The network will support, complement and extend beyond existing national initiatives. The network should cover a significant number of EU countries (at least 15 countries).

More specific objectives and expected results include:

- Assessment of research quality and accumulation of evidence to formulate policy and practical recommendations based on sound evidence. It can lead to the publication of a series of authoritative, high quality, comprehensive thematic reviews of research (knowledge summaries) written specifically for policy makers and the development of guidelines for authors of such reports. It could also include a series of thematic Briefing Papers for policy makers reporting key findings from research and the development of guidelines for such Briefing Papers
- Creation, testing and dissemination of concrete tools to share and disseminate knowledge (such as user-friendly web-based tools, printed material, video-based products, books, conferences, awareness-raising events, seminars targeting policy makers and practitioners at national and local level, etc). This can include training and support for researchers to help them improve their clear-writing and communication skills.
- Exchange of experience and good practice in knowledge brokerage
- Joint testing of innovative knowledge brokerage initiatives and activities
- Consolidation of international experience and of practices that are shown to work

2.2.Themes and priorities

This is expected to be an ambitious project that may continue after the European Commission's financial support ends. However, the relatively short duration of the Commission's support to be provided at the beginning (two years) points to the need to draw boundaries that will render the project manageable in terms of thematic coverage. Priority topics need to be selected. The themes to be addressed should be of high importance and relevance to the work of policy makers and practitioners in the wider field of education and training.

In this field, policy-makers include not only ministries of education, but in several countries also regional and local authorities and other actors. Practitioners include teachers, learners, and training providers. The involvement of stakeholders (social partners, civil society organisations, etc.) is also important.

The network and its activities should cover adequately all types and levels of education and training in a lifelong learning perspective -not only schools and formal systems but also higher education, VET (initial and continuing), adult, non-compulsory and non-formal learning. Research on labour market skills needs is also relevant for education and training systems.

Applicants are encouraged to take into account the challenges and strategic objectives identified in the [“Strategic framework for European cooperation in education and](#)

[training” \(ET 2020\)](#)⁶, within the context of Europe 2020 and its flagship initiatives, in particular "Youth on the move" and "An agenda for new skills and jobs".

The project is expected to involve a wide range of actors, professionals and experts that will include researchers, practitioners, (past and/or present) policy and decision-makers, education journalists, clear writing and communication specialists, media producers, web-designers, and other categories of actors and mediators.

3. TIMETABLE

Applications must be dispatched no later than 15 October 2010.

The intention is to inform applicants of the outcome of the selection procedure in November/December 2010.

It is planned that the beneficiaries will receive the agreement for signing in December 2010.

The period of eligibility of costs will start on the day the contract is signed by the last of the parties. If the beneficiaries can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.

Activities would start between December 2010 and February 2011.

The maximum duration of projects is 24 months.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 3 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 27 months.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of a project would amount to 500 000 Euros.

Financial contribution from the Commission cannot exceed 75 % of the total eligible costs.

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

⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:EN:PDF>

5. ELIGIBILITY CRITERIA

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

5.1 Eligible establishments/bodies/types of beneficiary

The following call is opened to :

- Ministries of education and/or training
- Other public bodies
- Research centres and Universities
- Foundations, associations and think-tank in the field of education and training

Applications must be submitted by a legal person. Applicants must submit a copy of the applicant organisation's articles of association and official certificate of legal registration.

Applicants must submit letters from partner organisations confirming their participation (original signatures required). Only proposals submitted by partnerships of at least 20 organisations from 15 different eligible countries will be considered. The Commission envisages to select a single proposal or exceptionally two proposals to constitute the transnational network, depending on the appropriate representation of countries in the project.

Partnerships with organisation from non-eligible countries are authorised, but the related costs will not be covered.

5.1.1 Legal Entity

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

Private company, association, etc.:

- bank details form, duly completed and signed,
- extract from the official gazette/trade register, and, if applicable, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public-law entity:

- bank details form, duly completed and signed,
- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.
- certificate of liability to VAT, if any

5.2 Eligible countries

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

- EU Member States
- EFTA countries which are members of EEA: Iceland, Liechtenstein, Norway

- candidate countries: Turkey

5.3 Eligible activities

The activities to be financed under this part of the call include:

- cooperation projects, exchanges, mobilities;
- actions aiming at the creation and improving of networks;
- development, testing and transfer of innovative practices
- conferences, seminars, training;
- awareness and dissemination actions;
- studies, analysis;
- creation and dissemination of concrete tools to share and diffuse knowledge (website, leaflets, video-based products, books, conferences, seminars)

5.4 Eligible proposals

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline, 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 application form.

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

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

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

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the

- contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
 - f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

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

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

7. SELECTION CRITERIA

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

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. 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. However, for grants exceeding 25.000 euros, supporting documents indicated in points 7.1 and 7.2 are requested.

7.1 Operational capacity

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

- the CVs of the persons responsible within each partner institution showing all their relevant professional experience;

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. If this is not possible, any other document attesting the financial capacity is required;
- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor 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:

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

8. **AWARD CRITERIA**

- Relevance of the activities in relation to the objectives of the call (to bridge gaps between policy-makers, practitioners, researchers, to disseminate and make understandable research results, to bring research to the attention of policy-makers)
- Creativity of the concrete mediation tools proposed and quality of the evidence that will be mobilised and/or accumulated
- Implications of a wide range of stakeholders at all levels, including researchers, policy and decision makers, practitioners, training providers
- Potential results and consequences: the extent to which the activities will be fed back up to European, national, regional or local policy makers and practitioners and the relevance of the subjects/areas/theme for European cooperation in education and training
- Clarity and consistency of the practical approach, the proposed work-plan; clarity and coherence of the proposed budget, sustainability of the network

Each of these criteria has the same weight for the purposes of assessment.

9. **EVALUATION OF APPLICATIONS AND AWARD**

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

10. FINANCIAL CONDITIONS

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

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

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

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

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.

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

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

10.1 Payment procedures

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

75% 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.

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

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, may be requested in support of any payment on the basis of his assessment of risks. In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the contracting authority, 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. Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750.000 or more, when the cumulative amounts of request for payment is at least EUR 325.000, and operating grants of EUR 100.000 or more.

10.3 Guarantee

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

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

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

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

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

10.4 Double financing

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

10.5 Eligible costs

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

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

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

Eligible direct costs:

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

- the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;

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;

- subsistence allowances for staff taking part in the action/project (for meetings, European conferences, etc.) provided that they do not exceed the scales approved annually by the Commission;

- travel allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;

- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;

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

- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement are met;

- costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Eligible indirect costs (administrative costs);

- a flat-rate amount, not exceeding 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

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

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

This does not apply in the event of an operating grant.

10.6 Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;

- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure.

Contributions in kind shall not constitute eligible costs.

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.

Where implementation of the assisted actions requires the award of a procurement contract with a value of more than EUR 60 000, the authorising officer responsible may require beneficiaries to abide by special rules. Those special rules shall be based on rules contained in the Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the action and the risk. Such special rules shall be included in the grant decision or agreement.

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

12. PUBLICITY

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

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

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

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

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. To do this they must use the logo that will be provided by the Commission. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

13. DATA PROTECTION

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

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the application must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The call for proposals is being published on the Internet site of the Education and Culture DG 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

14.3 Submission of the grant application

Only applications submitted not later than 15 October 2010, on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in triplicate (one original clearly identified as such, plus 2 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications which are not submitted before the deadline will not be considered.

Applications must be sent to the following address:

“Call for proposals EAC/44/2010”

Gordon CLARK

Head of unit

Lifelong learning: 2020 strategy (A.1)
DG Education and Culture
MADO 9/14
B-1049 Brussels

Applications must be submitted in a sealed envelope itself enclosed within a second sealed envelope addressed as indicated above. The inner envelope must bear, in addition to the address above, the words, "Call for proposal EAC/44/2010 – Not to be opened by the mail service." If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

Hand delivery of the proposal is possible at the following address:

European Commission
Directorate-General for Education and Culture
Calls for proposals for Unit A1 - MADO 09/14
For the attention of Mr. Gordon Clark
Avenue du Bourget, 1
B-1140 Brussels (Evere)
BELGIUM

not later than 16h00 on 29/09/2009. In this case a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 16.00 Monday to Friday. It is closed on Saturdays, Sundays and Commission holidays.

Please note that this address is different from the postal address mentioned above.

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.

Applicants will be informed of the receipt of their proposal within 10 working days.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

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 and, if appropriate, guarantees.

14.4 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 n° 1720/2006/CE of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning.

14.5 Contacts

Contact between the Commission and the applicants is forbidden, save, exceptionally, in cases where clarification of the call for proposals dossier is necessary. Should the applicant require any clarification prior to the deadline for submission of applications, the request should be addressed to: EAC-CALL-EBPP@EC.EUROPA.EU

Requests for clarifications received at least 15 days before the deadline for submission of applications, will be answered not later than 10 days before the deadline. Requests received 14 days or fewer before the deadline will not be answered. Responses which provide additional information to the call for proposals dossier will be available to all applicants on the website.

Annexes: - Application form
 - Model grant agreement



EUROPEAN COMMISSION

Directorate-General for Education and Culture

Lifelong learning: horizontal policy issues and 2020 strategy

Lifelong learning: 2020 strategy

GRANT AGREEMENT for an ACTION

AGREEMENT NUMBER - [...]

The European Community (“the Community”), represented by the Commission of the European Communities (“the Commission”), itself represented for the purposes of signature of this agreement by Mr. Pierre Mairesse, Directorate-General for Education and Culture
of the one part,
and

[full official name]

[official legal form]

[official registration No]

[official address in full]

[VAT number],

(“the beneficiary”), represented for the purposes of signature of this agreement by [name, forename and function]

of the other part,

HAVE AGREED

the **Special Conditions, General Conditions** and **Annexes** below:

Annex I Description of the action

Annex II Estimated budget of the action

which form an integral part of this agreement ("the agreement").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the agreement.

The terms of the General Conditions shall take precedence over those in the Annexes.

I - SPECIAL CONDITIONS

ARTICLE I.1 – PURPOSE OF THE GRANT

I.1.1 The Commission has decided to award a grant, under the terms and conditions set out in the Special Conditions, the General Conditions and the Annexes to the agreement, which the beneficiary hereby declares that he has taken note of and accepts, for the action entitled " Call for proposals for a network on evidence-based policy and practice in education and training" ("the action").

I.1.2 The beneficiary accepts the grant and undertakes to do everything in his power to carry out the action as described in Annex I, acting on his own responsibility.

ARTICLE I.2 - DURATION

I.2.1 The agreement shall enter into force on the date when the last of the two parties signs.

I.2.2 The action shall run for 12 months from the first day following the date when the last of the two parties signs the agreement ("the starting date of the action"). The above period shall be determined on the basis of calendar days.

ARTICLE I.3 - FINANCING THE ACTION

I.3.1 The total cost of the action is estimated at EUR [...], as shown in the estimated budget in Annex II. The estimated budget shall give a detailed breakdown of the costs that are eligible for Community funding under the terms of Article II.14, of any other costs that the action may entail, and of all receipts, so that receipts and costs balance.

I.3.2 The total eligible costs of the action for which the Commission grant is awarded are estimated at EUR [...], as shown in the estimated budget in Annex II. Indirect costs are eligible for flat-rate funding of 7% of the total direct costs eligible, subject to the conditions laid down in Article II.14.3.

I.3.3 The Commission shall contribute a maximum of EUR [...] equivalent to 75% of the estimated total eligible costs indicated in paragraph 2. The final amount of the grant shall be determined as specified in Article II.17, without prejudice to Article II.19.

The Community grant may not finance the entire costs of the action. The amounts and sources of cofinancing other than from Community funds shall be set out in the estimated budget referred to in paragraph 1.

I.3.4 By way of derogation from Article II.13, the beneficiary may, when carrying out the action, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect implementation of the action and the transfer between items does not exceed 10% of the amount of each

item of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs indicated in paragraph 2. He shall inform the Commission in writing.

ARTICLE I.4 - PAYMENT ARRANGEMENTS

I.4.1 Pre-financing:

Within 45 days of the latest of the following dates:

- the date when the last of the two parties signs the agreement
- receipt of a financial guarantee amounting to an amount equivalent to the amount of pre-financing granted,

a pre-financing payment of EUR [...] shall be made to the beneficiary, representing 75% of the amount specified in Article I.3.3.

I.4.2 Further pre-financing payments:

Not applicable

I.4.3 Interim payment:

Not applicable

I.4.4 Payment of the balance

The request for payment of the balance shall be accompanied by the final technical implementation report and financial statement specified in Article II.15.4 and by an external audit certificate or, in case of public bodies, a certificate produced by a competent and independent public officer on the action's financial statements and underlying accounts. The Commission shall have 45 days to approve or reject the technical implementation report or to request additional supporting documents or information under the procedure laid down in Article II.15.4. In that case, the beneficiary shall have 30 days to submit the additional information or a new report.

A payment representing the balance of the grant determined in accordance with Article II.17 shall be made to the beneficiary within 45 days following approval by the Commission of the technical implementation report accompanying the request for payment of the balance. The Commission may suspend the period for payment in accordance with the procedure in Article II.16.2.

ARTICLE I.5 - SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The technical implementation reports, financial statements and other documents referred to in Article I.4 must be submitted in 2 copies in English or in French on the following dates:

- final technical implementation report and financial statement: within 2 months following the closing date of the action specified in Article I.2.2., covering the period [insert dates].

ARTICLE I.6 - BANK ACCOUNT

Payments shall be made to the beneficiary's bank account or sub-account denominated in euro, as indicated below:

Name of bank: [...]

Address of branch: [...]

Precise denomination of the account holder: [...]

Full account number (including bank codes): [...]

[IBAN account code: [...]]

This account or sub-account must identify the payments made by the Commission. If the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.16.4.

ARTICLE I. 7 -GENERAL ADMINISTRATIVE PROVISIONS

Any communication in connection with this agreement shall be in writing, indicating the number of the agreement, and shall be sent to the following addresses:

For the Commission:

Requests for payment and other financial information must be addressed to:

Gordon CLARK
Head of unit
Lifelong learning: 2020 strategy (A.1)
DG Education and Culture
MADO 9/14
B-1049 Brussels

The technical reports and all other correspondence must be sent to:

Gordon CLARK
Head of unit
Lifelong learning: 2020 strategy (A.1)
DG Education and Culture
MADO 9/14
B-1049 Brussels

Ordinary mail shall be considered to have been received by the Commission on the date on which it is formally registered by the Commission unit responsible referred to above.

For the Beneficiary:

[Mr/Ms (...)]

[Function]

[Official denomination]

[Full official address]

ARTICLE I.8 - LAW APPLICABLE AND COMPETENT COURT

The grant is governed by the terms of the agreement, the Community rules applicable and, on a subsidiary basis, by the law of Belgium relating to grants.

The beneficiary may bring legal proceedings regarding decisions by the Commission concerning the application of the provisions of the agreement and the arrangements for implementing it, before the Court of First Instance of the European Communities and, in the event of appeal, the Court of Justice of the European Communities.

ARTICLE I.9 – DATA PROTECTION

All personal data contained in the agreement shall 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. Such data shall be processed solely in connection with the implementation and follow-up of the agreement by Directorate-General for Education and Culture (DG EAC), without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation.

Beneficiaries may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to DG EAC. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

ARTICLE I.10 – OTHER SPECIAL CONDITIONS

The following special conditions apply to this agreement:

The beneficiary shall submit the payment requests in accordance with article I.4, including the underlying financial statements, in euro. By way of derogation from Article II.16.1, any conversion of actual costs into euro shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website on the day when the cost was incurred.

II -GENERAL CONDITIONS

PART A: LEGAL AND ADMINISTRATIVE PROVISIONS

ARTICLE II.1 - LIABILITY

II.1.1 The beneficiary shall have sole responsibility for complying with any legal obligations incumbent on him.

II.1.2 The Commission shall not, in any circumstances or on any grounds, be held liable in the event of a claim under the agreement relating to any damage caused during the action's execution. Consequently, the Commission will not entertain any request for indemnity or reimbursement accompanying any such claim.

II.1.3 Except in cases of *force majeure*, the beneficiary shall make good any damage sustained by the Commission as a result of the execution or faulty execution of the action.

II.1.4 The beneficiary shall bear sole liability vis-à-vis third parties, including for damage of any kind sustained by them while the action is being carried out.

ARTICLE II.2 - CONFLICT OF INTERESTS

The beneficiary undertakes to take all the necessary measures to prevent any risk of conflicts of interests which could affect the impartial and objective performance of the agreement. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

Any situation constituting or likely to lead to a conflict of interests during the performance of the agreement must be brought to the attention of the Commission, in writing, without delay. The beneficiary shall undertake to take whatever steps are necessary to rectify this situation at once. The Commission reserves the right to check that the measures taken are appropriate and may demand that the beneficiary take additional measures, if necessary, within a certain time.

ARTICLE II.3 - OWNERSHIP/USE OF THE RESULTS

II.3.1 Unless stipulated otherwise in this agreement, ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it shall be vested in the beneficiary.

II.3.2 Without prejudice to paragraph 1, the beneficiary grants the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

ARTICLE II.4 - CONFIDENTIALITY

The Commission and the beneficiary undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

ARTICLE II.5 - PUBLICITY

II.5.1 Unless the Commission requests otherwise, any communication or publication by the beneficiary about the action, including at a conference or seminar, shall indicate that the action has received funding from the Community.

Any communication or publication by the beneficiary, in any form and medium, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

II.5.2 The beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet:

- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount granted and the proportion of the action's total cost covered by the funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiary's security or prejudicing his commercial interests.

ARTICLE II.6 - EVALUATION

Whenever the Commission carries out an interim or final evaluation of the action's impact measured against the objectives of the Community programme concerned, the beneficiary undertakes to make available to the Commission and/or persons authorised by it all such documents or information as will allow the evaluation to be successfully completed and to give them the rights of access specified in Article II.19.

ARTICLE II.7 - SUSPENSION

II.7.1 The beneficiary may suspend implementation of the action if exceptional circumstances make this impossible or excessively difficult, notably in the event of *force majeure*. He shall inform the Commission without delay, giving all the necessary reasons and details and the foreseeable date of resumption.

II.7.2 If the Commission does not terminate the agreement under Article II.11.2, the beneficiary shall resume implementation once circumstances allow and shall inform the Commission accordingly. The duration of the action shall be extended by a period equivalent to the length of the suspension. In accordance with Article

II.13, a supplementary written agreement shall be concluded to extend the duration of the action and to make any amendments that may be necessary to adapt the action to the new implementing conditions.

ARTICLE II.8 - FORCE MAJEURE

II.8.1 *Force majeure* shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under this agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence. Defects in equipment or material or delays in making them available (unless due to *force majeure*), labour disputes, strikes or financial difficulties cannot be invoked as force majeure by the defaulting party.

II.8.2 A party faced with *force majeure* shall inform the other party without delay by registered letter with advice of delivery or equivalent, stating the nature, probable duration and foreseeable effects.

II.8.3 Neither of the parties shall be held in breach of their obligations under the agreement if they are prevented from fulfilling them by *force majeure*. The parties shall make every effort to minimise any damage due to *force majeure*.

II.8.4 The action may be suspended in accordance with Article II.7.

ARTICLE II.9 - AWARD OF CONTRACTS

II.9.1 If the beneficiary has to conclude contracts in order to carry out the action and they constitute costs of the action under an item of eligible direct costs in the estimated budget, he shall award the contract to the bid offering best value for money;⁷ in doing so he shall take care to avoid any conflict of interests.

II.9.2 Contracts as referred to in paragraph 1 may be awarded only in the following cases:

- (a) they may only cover the execution of a limited part of the action;
- (b) recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation;
- (c) the tasks concerned must be set out in Annex I and the corresponding estimated costs must be set out in detail in the budget in Annex II;
- (d) any recourse to the award of contracts while the action is under way, if not provided for in the initial grant application, shall be subject to prior written authorisation by the Commission;

⁷ Where the value of the contract exceeds EUR 60 000, departments may include provision in the Special Conditions for specific rules of procedure to apply based on those contained in the Financial Regulation with due regard to the estimated value of the contract, the relative size of the Community contribution and the management risk.

- (e) the beneficiary shall retain sole responsibility for carrying out the action and for compliance with the provisions of the agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the contractor waives all rights in respect of the Commission under the agreement;
 - (f) the beneficiary must undertake to ensure that the conditions applicable to him under Articles II.1, II.2, II.3, II.4, II.5, II.6, II.10 and II.19 of the agreement are also applicable to the
- or.

ARTICLE II.10 - ASSIGNMENT

Claims against the Commission may not be transferred.

In exceptional circumstances, where the situation warrants it, the Commission may authorise the assignment to a third party of the agreement and payments flowing from it, following a written request to that effect, giving reasons, from the beneficiary. If the Commission agrees, it must make its agreement known in writing before the proposed assignment takes place. In the absence of the above authorisation, or in the event of failure to observe the terms thereof, the assignment shall not be enforceable against and shall have no effect on the Commission.

In no circumstances shall such an assignment release the beneficiary from his obligations to the Commission.

ARTICLE II.11 – TERMINATION OF THE AGREEMENT

II.11.1 Termination by the beneficiary

In duly justified cases, the beneficiary may withdraw his request for a grant and terminate the agreement at any time by giving 60 days' written notice stating the reasons, without being required to furnish any indemnity on this account. If no reasons are given or if the Commission does not accept the reasons, the beneficiary shall be deemed to have terminated this agreement improperly, with the consequences set out in the third subparagraph of paragraph 4.

II.11.2 Termination by the Commission

The Commission may decide to terminate the agreement, without any indemnity on its part, in the following circumstances:

- (a) in the event of a change to the beneficiary's legal, financial, technical, organisational or ownership situation that is liable to affect the agreement substantially or to call into question the decision to award the grant;
- (b) if the beneficiary fails to fulfil a substantial obligation incumbent on him under the terms of the agreement, including its annexes;

- (c) in the event of force majeure, notified in accordance with Article II.8, or if the action has been suspended as a result of exceptional circumstances, notified in accordance with Article II.7;
- (d) if the beneficiary is declared bankrupt, is being wound up or is the subject of any other similar proceedings;
- (e) if the beneficiary is found guilty of an offence involving his professional conduct by a judgment having the force of *res judicata* or if he is guilty of grave professional misconduct proven by any justified means;
- (f) if the beneficiary is guilty of misrepresentation or submits reports inconsistent with reality to obtain the grant provided for in the agreement;
- (g) if the beneficiary has intentionally or by negligence committed a substantial irregularity in performing the agreement or in the event of fraud, corruption or any other illegal activity on the part of the beneficiary to the detriment of the European Communities' financial interests. A substantial irregularity consists of any infringement of a provision of an agreement or regulation resulting from an act or an omission on the part of the beneficiary which causes or might cause a loss to the Community budget.

II.11.3 Termination procedure

The procedure is initiated by registered letter with advice of delivery or equivalent.

In the cases referred to in points (a), (b) and (d) of paragraph 2, the beneficiary shall have 30 days to submit his observations and take any measures necessary to ensure continued fulfilment of his obligations under the agreement. If the Commission fails to confirm acceptance of these observations by giving written approval within 30 days of receiving them, the procedure shall continue to run.

Where notice is given, termination shall take effect at the end of the period of notice, which shall start to run from the date when notification of the Commission's decision to terminate the agreement is received.

If notice is not given in the cases referred to in points (c), (e), (f) and (g) of paragraph 2, termination shall take effect from the day following the date on which notification of the Commission's decision to terminate the agreement is received.

II.11.4 Effects of termination

In the event of termination, payments by the Commission shall be limited to the eligible costs actually incurred by the beneficiary up to the date when termination takes effect, in accordance with Article II.17. Costs relating to current commitments that are not due to be executed until after termination shall not be taken into account.

The beneficiary shall have 60 days from the date when termination takes effect, as notified by the Commission, to produce a request for final payment in accordance with Article II.15.4. If no request for final payment is received within this time limit, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the date of termination and it shall recover any amount if its use is not

substantiated by the technical implementation reports and financial statements approved by the Commission.

By way of exception, at the end of the period of notice referred to in paragraph 3, where the Commission is terminating the agreement on the grounds that the beneficiary has failed to produce the final technical implementation report and financial statement within the deadline stipulated in Article I.5 and the beneficiary has still not complied with this obligation within two months following the written reminder sent by the Commission by registered letter with advice of delivery or equivalent, the Commission shall not reimburse the expenditure incurred by the beneficiary up to the date on which the action ended and it shall recover any amount if its use is not substantiated by the technical implementation reports and financial statements approved by the Commission.

By way of exception, in the event of improper termination by the beneficiary or termination by the Commission on the grounds set out in points (e), (f) or (g) of paragraph 2, the Commission may require the partial or total repayment of sums already paid under the agreement on the basis of technical implementation reports and financial statements approved by the Commission, in proportion to the gravity of the failings in question and after allowing the beneficiary to submit his observations.

ARTICLE II.12 - FINANCIAL PENALTIES

By virtue of the Financial Regulation applicable to the general budget of the European Communities, any beneficiary declared to be in grave breach of his obligations shall be liable to financial penalties of between 2% and 10% of the value of the grant in question, with due regard for the principle of proportionality. This rate may be increased to between 4% and 20% in the event of a repeated breach in the five years following the first. The beneficiary shall be notified in writing of any decision by the Commission to apply such financial penalties.

ARTICLE II.13 - SUPPLEMENTARY AGREEMENTS

II.13.1 Any amendment to the grant conditions must be the subject of a written supplementary agreement. No oral agreement may bind the parties to this effect.

II.13.2 The supplementary agreement may not have the purpose or the effect of making changes to the agreement which might call into question the decision awarding the grant or result in unequal treatment of applicants.

II.13.3 If the request for amendment is made by the beneficiary, he must send it to the Commission in good time before it is due to take effect and at all events one month before the closing date of the action, except in cases duly substantiated by the beneficiary and accepted by the Commission.

PART B - FINANCIAL PROVISIONS

ARTICLE II.14 - ELIGIBLE COSTS

II.14.1 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 internal accounting and 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.

II.14.2 The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out in Article II.14.1, are identifiable as specific costs directly linked to 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 Article II.9 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);

II.14.3 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, 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.

By way of derogation from Article II.14.1, 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.⁸ If provision is made in Article I.3.2 for flat-rate funding in respect of indirect costs, they need not be supported by accounting documents.

II.14.4 The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure.

⁸ The 7% ceiling may be exceeded by a reasoned Commission decision. Provision should be made for this in the Special Conditions.

II.14.5 Contributions in kind shall not constitute eligible costs. However, the Commission can accept, if considered necessary and appropriate, that the co-financing of the action referred to in Article I.3.3 should be made up entirely or in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

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

Contributions involving buildings shall not be covered by this possibility.

In the case of co-financing in kind, a financial value shall be placed on the contributions and the same amount will be included in the costs of the action as ineligible costs and in receipts from the action as co-financing in kind. The beneficiary shall undertake to obtain these contributions as provided for in the agreement.

II.14.6 By way of derogation from paragraph 3, indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the Commission during the period in question.

ARTICLE II.15 - REQUESTS FOR PAYMENT

Payments shall be made in accordance with Article I.4 of the Special Conditions.

II.15.1 Pre-financing

Pre-financing is intended to provide the beneficiary with a float.

Where required by the provisions of Article I.4 on pre-financing, the beneficiary shall furnish a financial guarantee from a bank or an approved financial institution established in one of the Member States of the European Union.⁹

The guarantor shall stand as first call guarantor and shall not require the Commission to have recourse against the principal debtor (the beneficiary).

The financial guarantee shall remain in force until final payments by the Commission match the proportion of the total grant accounted for by pre-financing. The Commission undertakes to release the guarantee within 30 days following that date.

⁹ When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or a financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or a financial institution established in a Member State. In exceptional cases, the guarantee may be replaced by a personal joint security provided by a third party. Where appropriate, provision for this should be included in the article 'Other Special Conditions' in part I (Special Conditions) of the Agreement.

II.15.2 Further pre-financing payments

Where pre-financing is divided into several instalments, the beneficiary may request a further pre-financing payment once he has used up the percentage of the previous payment specified in the provisions of Article I.4 on further pre-financing. The request shall be accompanied by the following documents:

- a detailed statement of the eligible costs actually incurred;
- where required by the above-mentioned provisions of Article I.4, a financial guarantee in accordance with paragraph 1;
- where required by the above-mentioned provisions of Article I.4, a certificate on the action's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer;
- any other documents in support of his request that may be required in support of the request for further pre-financing payments.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes.

II.15.3 Interim payments

Interim payments are intended to reimburse the beneficiary for expenditure on the basis of a detailed statement of the costs incurred, once the action has reached a certain level of completion. It may clear all or part of any pre-financing.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for interim payment accompanied by the following documents:

- an interim report on implementation of the action;
- an interim financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- where required by the provisions of Article I.4 on interim payment, a certificate on the action's financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer. 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 of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement.

The documents accompanying the request for payment shall be drawn up in accordance with the relevant provisions in Article I.5 and the annexes. The beneficiary shall certify that the information provided in his request for payment is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the agreement, that all receipts have been declared, and that his request for payment is substantiated by adequate supporting documents that can be checked.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the interim report on implementation of the action;

- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

If additional information or a new report is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. The beneficiary shall be informed of that request and the extension of the delay for scrutiny by means of a formal document. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested.

Extension of the delay for approval of the report may delay the payment by the equivalent time.

Where a report is rejected and a new report requested, the approval procedure described in this article shall apply.

In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.11.2(b).

II.15.4 Payment of the balance

Payment of the balance, which may not be repeated, is made after the end of the action on the basis of the costs actually incurred by the beneficiary in carrying out the action. It may take the form of a recovery order where the total amount of earlier payments is greater than the amount of the final grant determined in accordance with Article II.17.

By the appropriate deadline indicated in Article I.5, the beneficiary shall submit a request for payment of the balance accompanied by the following documents:

- a final report on the implementation of the action;
- a final financial statement of the eligible costs actually incurred, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure of the action;
- where required by the provisions of Article I.4 on payment of the balance, a certificate on the action's financial statements and underlying accounts, produced by an approved auditor, or in case of public bodies by a competent and independent public officer. 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 of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement.

The documents accompanying the request for payment shall be drawn up in accordance with the provisions of Article I.5 and the annexes. The beneficiary shall certify that the information provided in his request for payment is full, reliable and true. He shall also

certify that the costs incurred can be considered eligible in accordance with the agreement, that all receipts have been declared, and that his request for payment is substantiated by adequate supporting documents that can be checked.

On receipt of these documents, the Commission shall have the period specified in Article I.4 in order to:

- approve the final report on implementation of the action;
- ask the beneficiary for supporting documents or any additional information it deems necessary to allow the approval of the report;
- reject the report and ask for the submission of a new report.

Failing a written reply from the Commission within the time limit for scrutiny indicated above, the report shall be deemed to have been approved. Approval of the report accompanying the request for payment shall not imply recognition of their regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

If additional information or a new report is requested, the time limit for scrutiny shall be extended by the time it takes to obtain this information. The beneficiary shall be informed of that request and the extension of the delay for scrutiny by means of a formal document. The beneficiary shall have the period laid down in Article I.4 to submit the information or new documents requested.

Extension of the delay for approval of the report may delay the payment by the equivalent time.

Where a report is rejected and a new report requested, the approval procedure described in this article shall apply.

In the event of renewed rejection, the Commission reserves the right to terminate the agreement by invoking Article II.11.2(b).

ARTICLE II.16 -GENERAL PROVISIONS ON PAYMENTS

II.16.1 Payments shall be made by the Commission in euros. Any conversion of actual costs into euros shall be made at the daily rate published in the Official Journal of the European Union or, failing that, at the monthly accounting rate established by the Commission and published on its website applicable on the day when the payment order is issued by the Commission, unless the Special Conditions of the agreement lay down specific provisions.

Payments by the Commission shall be deemed to be effected on the date when they are debited to the Commission's account.

II.16.2 The Commission may suspend the period for payment laid down in Article I.4 at any time by notifying the beneficiary that his request for payment cannot be met, either because it does not comply with the provisions of the agreement, or because the appropriate supporting documents have not been produced or because there is a suspicion that some of the expenses in the financial statement are not eligible and additional checks are being conducted.

The Commission may also suspend its payments at any time if the beneficiary is found or presumed to have infringed the provisions of the agreement, in particular in the wake of the audits and checks provided for in Article II.19.

The Commission shall inform the beneficiary as soon as possible of any such suspension by registered letter with advice of delivery or equivalent, setting out the reasons for suspension.

Suspension shall take effect on the date when notice is sent by the Commission. The remaining payment period shall start to run again from the date when a properly constituted request for payment is registered, when the supporting documents requested are received, or at the end of the suspension period as notified by the Commission.

II.16.3 On expiry of the period for payment specified in Article I.4, and without prejudice to paragraph 2 of this Article, the beneficiary is entitled to interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The interest shall not be treated as a receipt for the action for the purposes of determining the final grant within the meaning of Article II.17.4. The suspension of payment by the Commission may not be considered as late payment.

By way of exception, when the interest calculated in accordance with the provisions of the first and second subparagraphs is lower than or equal to EUR 200, it shall be paid to the beneficiary only upon demand submitted within two months of receiving late payment.

II.16.4 The Commission shall deduct the interest yielded by pre-financing which exceeds EUR 50 000¹⁰ as provided for in Article I.4 from the payment of the balance of the amount due to the beneficiary. The interest shall not be treated as a receipt for the action within the meaning of Article II.17.4.

Where the pre-financing payments exceed EUR 750 000 per agreement at the end of each financial year, the interest shall be recovered for each reporting period. Taking account of the risks associated with the management environment and the nature of actions financed, the Commission may recover the interest generated by pre-financing lower than EUR 750 000 at least once a year.

Where the interest yielded exceeds the balance of the amount due to the beneficiary as indicated in Article II.15.4, or is generated by pre-financing

¹⁰ For external actions the corresponding ceiling is set at EUR 250 000. For crisis management and humanitarian aid operations the interest shall be recovered if it exceeds per agreement EUR 750 000 at the end of each financial year and is for a duration of more than 12 months.

referred to in the previous subparagraph, the Commission shall recover it in accordance with Article II.18.

Interest yielded by pre-financing paid to Member States is not due to the Commission.

II.16.5 The beneficiary shall have two months from the date of notification by the Commission of the final amount of the grant determining the amount of the payment of the balance or the recovery order pursuant to Article II.17, or failing that of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time such requests will no longer be considered. The Commission undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply. This procedure is without prejudice to the beneficiary's right to appeal against the Commission's decision pursuant to Article I.8. Under the terms of Community legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

ARTICLE II.17 - DETERMINING THE FINAL GRANT

II.17.1 Without prejudice to information obtained subsequently pursuant to Article II.19, the Commission shall adopt the amount of the final payment to be granted to the beneficiary on the basis of the documents referred to in Article II.15.4 which it has approved.

II.17.2 The total amount paid to the beneficiary by the Commission may not in any circumstances exceed the maximum amount of the grant laid down in Article I.3.3, even if the total actual costs eligible exceed the estimated total eligible costs specified in Article I.3.2.

II.17.3 If the actual eligible costs when the action ends are lower than the estimated total eligible costs, the Commission's contribution shall be limited to the amount obtained by applying the Community grant percentage specified in Article I.3.3 to the actual eligible costs approved by the Commission.

II.17.4 The beneficiary hereby agrees that the grant shall be limited to the amount necessary to balance the action's receipts and expenditure and that it may not in any circumstances produce a profit for him.

Profit shall mean any surplus of total actual receipts attributable to the action over the total actual costs of the action. The actual receipts to be taken into account shall be those which have been established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary for financing other than the Community grant, to which shall be added the amount of the grant determined by applying the principles laid down in paragraphs 2 and 3 of this article. For the purposes of this article, only actual costs falling within the categories set out in the estimated budget referred to in Article I.3.1 and contained in Annex II shall be taken into account; non-eligible costs shall always be covered by non-Community resources.

Any surplus determined in this way shall result in a corresponding reduction in the amount of the grant.

II.17.5 Without prejudice to the right to terminate the agreement under Article II.11, and without prejudice to the right of the Commission to apply the penalties referred to in Article II.12, if the action is not implemented or is implemented poorly, partially or late, the Commission may reduce the grant initially provided for in line with the actual implementation of the action on the terms laid down in this agreement.

II.17.6 On the basis of the amount of the final payment determined in this way and of the aggregate amount of the payments already made under the terms of the agreement, the Commission shall set the amount of the payment of the balance as being the amount still owing to the beneficiary. Where the aggregate amount of the payments already made exceeds the amount of the final grant, the Commission shall issue a recovery order for the surplus.

ARTICLE II.18 - RECOVERY

II.18.1 If any amount is unduly paid to the beneficiary or if recovery is justified under the terms of the agreement, the beneficiary undertakes to repay the Commission the sum in question on whatever terms and by whatever date it may specify.

II.18.2 If the beneficiary fails to pay by the date set by the Commission, the sum due shall bear interest at the rate indicated in Article II.16.3. Interest on late payment shall cover the period between the date set for payment, exclusive, and the date when the Commission receives full payment of the amount owed, inclusive.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal.

II.18.3 If payment has not been made by the due date, sums owed to the Commission may be recovered by offsetting them against any sums owed to the beneficiary, after informing him accordingly by registered letter with advice of delivery or equivalent, or by calling in the financial guarantee provided in accordance with Article II.15.1. In exceptional circumstances, justified by the necessity to safeguard the financial interests of the Communities, the Commission may recover by offsetting before the due date of the payment. The beneficiary's prior consent shall not be required.

II.18.4 Bank charges occasioned by the recovery of the sums owed to the Commission shall be borne solely by the beneficiary.

II.18.5 The beneficiary understands that under Article 256 of the Treaty establishing the European Community, the Commission may adopt an enforceable decision formally establishing an amount as receivable from persons other than States. An action may be brought against such decision before the Court of First Instance of the European Communities.

ARTICLE II.19 - CHECKS AND AUDITS

II.19.1 The beneficiary undertakes to provide any detailed information requested by the Commission or by any other outside body authorised by the Commission to check that the action and the provisions of the agreement are being properly implemented.

II.19.2 The beneficiary shall keep at the Commission's disposal all original documents, especially accounting and tax records, or, in exceptional and duly justified cases, certified copies of original documents relating to the agreement for a period of five years from the date of payment of the balance specified in Article I.4.

II.19.3 The beneficiary agrees that the Commission may have an audit of the use made of the grant carried out either directly by its own staff or by any other outside body authorised to do so on its behalf. Such audits may be carried out throughout the period of implementation of the agreement until the balance is paid and for a period of five years from the date of payment of the balance. Where appropriate, the audit findings may lead to recovery decisions by the Commission.

II.19.4 The beneficiary undertakes to allow Commission staff and outside personnel authorised by the Commission the appropriate right of access to sites and premises where the action is carried out and to all the information, including information in electronic format, needed in order to conduct such audits.

II.19.5 By virtue of Council Regulation (Euratom, EC) No 2185/96 and Regulation (EC) No 1073/1999 of the European Parliament and the Council, the European Anti-Fraud Office (OLAF) may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Community law for the protection of the financial interests of the European Communities against fraud and other irregularities. Where appropriate, the inspection findings may lead to recovery decisions by the Commission.

II.19.6 The European Court of Auditors shall have the same rights as the Commission, notably right of access, as regards checks and audits.

SIGNATURES

For the beneficiary
[name/forename/function]

[signature]

Done at [place], [date]

In duplicate in English.

For the Commission
[name/forename]

[signature]

Done at [place], [date]



EUROPEAN COMMISSION

Directorate-General for Education and Culture

Lifelong learning: horizontal policy issues and 2020 strategy

Lifelong learning: 2020 strategy

GRANT REQUEST

CALL FOR PROPOSALS EAC/44/2010
“CALL FOR PROPOSALS FOR A NETWORK ON EVIDENCE-BASED POLICY AND
PRACTICE IN EDUCATION AND TRAINING”
DEADLINE FOR APPLICATIONS: 15 OCTOBER 2010

The grant request is made up of 4 parts:

- Part 1: the application form;
- Part 2 : the “Budget Breakdown” composed of the overall budget and activity-based- budget(s) forms;
- Part 3 : “Declarations”
- Part 4: the “Information concerning the applicant” form.

These 4 parts must be sent together to the following address by 15 October 2010 at the latest:

Gordon CLARK
Head of Unit
Lifelong learning: 2020 strategy (A.1)
DG Education and Culture
MADO- 9/14
B-1049 – BRUSSELS

THE AGREEMENT TO BE SIGNED IS BASED ON THE CONTENTS OF THIS
GRANT REQUEST FORM.

PLEASE DO NOT MAKE ANY MODIFICATIONS TO THE PRESENTATION OF
THIS FORM!

TYPE OF APPLICATION

The present application concerns the development of a network of knowledge brokerage initiatives to promote evidence-based policy and practice in education and training.

1. DETAILS OF THE APPLICANT**1.1 Exact name of the body applying for the grant (the contract shall be issued in this name)**

Name:

Address:

Town:

Post code:

Region:

Country:

Telephone: ()

Fax:

E-mail:

1.2 Address for correspondence, if different from 1.1:

Name:

Address:

Town:

Post code:

Region:

Country:

Telephone: ()

Fax:

E-mail:

1.3 Legal status of the applicant:**1.5 Person in charge of the administration of the project**

Surname:

First name(s):

Title (position):

Telephone: ()

Fax: ()

E-mail:

1.6 Person in charge of the finances

Surname:

First name(s):

Title (position):

Telephone: ()

Fax: ()

E-mail:

1.7 Person authorised to sign the agreement

Surname:

First name(s):

Title (position):

Telephone: ()

Fax: ()

E-mail:

1.8 Applicant's bank details

Please download and fill in the "Financial Identification form" mentioned in Part IV.

2. COMMENCEMENT AND COMPLETION DATES *(please take note that the eligible period of the call, in principle, runs from December 2010 to February 2013)*

- *Please indicate the period for which the grant is requested, including any preparatory work and time required for completion of the projects.*
- *Also take into consideration the time needed to receive justification documents for financial transactions.*

The activities will run from to

3. ESTABLISHMENT AND DEVELOPMENT OF A EUROPEAN NETWORK TO SUPPORT EVIDENCE-BASED POLICY AND PRACTICES IN EDUCATION AND TRAINING

DETAILED DESCRIPTION

(in this part, explain the overall strategic goals you intend to achieve and the priorities on which your activities are based)

Activity No.

Please provide a detailed work programme including time schedule

3.1. TITLE OF PROJECT

Please give the title of the planned project

3.2. DATE AND PLACE OF THE PROJECT

scheduled date(s):

country and town in which the event will be held:

3.3. BODIES PARTICIPATING IN THE ORGANISATION OF THE PROJECT

Please give basic details of any body participating in the organisation of the project and describe their role.

3.4. TARGET GROUP(S)

Please specify the target group(s) of the project for which the grant is being requested, i.e. the category or categories of persons who stand to benefit directly or indirectly from the event even if they do not participate in it directly.

- National implementation structures (including policy and decision makers)
- Practitioners
- Providers
- Social partners
- 'Civil society' representatives
- Learners
- Other (please specify): _____

3.5. DETAILED DESCRIPTION OF THE PROJECT

Please describe the content of the planned project and join the programme (if available, otherwise a draft).

3.6 PARTICIPANTS AND SPEAKERS

Please specify separately for participants and speakers :

- their expected number
- their status
- the country where they are based

3.7. FINANCING FROM THE EUROPEAN COMMUNITY

Has an application been made or accepted for support for these activities under any Community programme or initiative?

If yes, please indicate:

Programme:

Contract date (day/month/year): / /

Contract number:

sum of the grant requested or awarded: €

Applications will only be valid if accompanied by an estimated budget breakdown for the activities in question. The "Budget Form" (part II) should be used, together with the relevant instructions.

DO NOT MODIFY THE FORMULATION OF THE QUESTIONS

General instructions

- The overall budget is divided into several separate activity-based budgets (where applicable).
- The budget should cover the entire period of the grant.
- All amounts should be provided in euros.
- Please adhere strictly to the format provided in the tables.
- After filling in the form, please use the checklist at annex IV to ensure compliance.

I. Overall budget (total of the activity-based budget(s))

Type of costs	Costs (EUR)
1. Staff costs (where applicable)	
2. Travel and subsistence	
3. Equipment and materials	
4. Sub-contracting, consultancy and other external services	
5. Conferences and seminars	
6. Other direct costs	
TOTAL (identical to the total in Table 2)	

Sources	Amounts (EUR)	%
1) Grant requested from the Commission		
2) Self-financing		
3) Support from public (national, regional, etc.) sources, provided specifically for this project		
4) Support from the private sector or foundations, provided specifically for this project		
5) Other sources		
TOTAL (identical to the total in Table 1)		100 %

Specification for Table 2

- If income is indicated under headings 3), 4), or 5), please specify the source and amount envisaged.

II. Activity-based budget(s)

An expenditure budget must be presented **separately** for each activity

Activity No.

Type of costs	Costs (EUR)	
1. Staff costs (where applicable)		
2. Travel and subsistence		
3. Equipment and materials		
4. Sub-contracting, consultancy and other external services		
5. Conferences and seminars		
6. Other direct costs		
7. Indirect costs		
TOTAL		
Grant requested from the Commission (check in call for proposals, if compatible with the limits)	Amount (EUR)	%

DETAILS FOR TABLE 1

Details for table 1.1. : Staff costs - Distribution of staff costs (where applicable)

All costs in euros Staff by category (*) :	Total		
	Total number of days (a)	Average cost per day (b)	Total staff cost (a x b)
Staff Category 1(*)			
Staff Category 2(*)			
Staff Category 3(*)			
Staff Category 4(*)			
Total (identical to item 1 of table 1)			

(*) Please refer to the International Standard Classification of Occupations (ISCO):
<http://www.ilo.org/public/english/bureau/stat/isco/isco08/index.htm>
<http://www.ilo.org/public/english/bureau/stat/isco/draftpdf.htm>

Details for table 1.2 : Travel and subsistence (in connection with the **preparation** of the activities planned)*

Purpose of journey	Number of return journeys (a)	Average travel costs per return journey (EUR) (b)	Average subsistence costs per day (EUR) (c)	Number of days' subsistence (d)	Total cost (a x b)+(c x d)
Total identical to heading 2 in Table 1					EUR

(*) Table 1.2 should only cover travel and subsistence costs in connection with the preparation of the activities planned. For the actual activities planned (e.g. conferences and seminars), please use Table 1.5.

Details for table 1.3 : Equipment and materials*

Description	Number of items	Cost of purchase or rent (EUR)	Usage rate %	Depreciation rate %	Total cost
Total identical to heading 3 in Table 1					EUR

(*) In the case of purchase of hardware costing over EUR 1,000 per item, please indicate the depreciation rate.

Details for table 1.4 : Sub-contracting, consultancy and other services

For activities subcontracted to others, you have to fill in the subcontracting heading in table 1, while providing at the same time the necessary documentation, details, declaration and justifications (see rules for subcontracting in the call for proposals).

Details for table 1.5: Distribution of Direct costs of Conferences and Seminars

For each subheading, please provide details in the corresponding table below.

- 1.5. A - Organisation costs
Such as rent of rooms, rent or purchase of materials, interpretation booths, local transport

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (a x b)
			EUR

Part III Declarations

If you estimate that you are not able to sign the four declarations, please comment

A. Declaration on the information in the application form

"I the undersigned hereby declare the information in this application form (sections 1, 2 and 3) to be true to the best of my knowledge and belief. The competent authorities of all the bodies participating in the project referred to in the application have given their agreement in writing to the content of the application as submitted."

B. Declaration on articles 93 and 94 of the Financial Regulation¹¹

"I the undersigned hereby declare that the applicant is not in a situation described in articles 93 and 94 of the Financial Regulation"

C. Declaration on the operational capacity

"I the undersigned hereby declare that the applicant has the operational capacity to complete the proposed activities".

D. Declaration on publication of information

"I the undersigned hereby agree with the publication of the information mentioned under point 11 of the Call for Proposals EAC/44/2010"

Name and title, in block capitals, of the person authorised to sign the contract	
Surname:	
Name:	
Title (position):	
Place:	Date:

Signature : _____

¹¹ **Article 114 (2)** of the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation stipulates:
2. Grants may not be awarded to applicants who are, at the time of a grant award procedure, in one of the situations referred to in Articles 93 and 94.

Applicants must certify that they are not in one of the situations listed in Article 93

Article 93

1. Candidates or tenderers shall be excluded from participation in procurement procedure if:

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

Points (a) to (d) of the first subparagraph shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

2. Candidates or tenderers shall certify that they are not in one of the situations listed in paragraph 1. However, the contracting authority may refrain from requiring such certification for very low value contracts, as specified in the implementing rules.

For the purpose of the correct application of paragraph 1, the candidate or tenderer, whenever requested by the contracting authority, must:

- a) where the candidate or tenderer is a legal entity, provide information on the ownership or on the management, control and power of representation of the legal entity,
- b) where subcontracting is envisaged, certify that the subcontractor is not in one of the situations referred to in paragraph 1.

3. The implementing rules shall determine the maximum period during which the situations referred to in paragraph 1 give rise to the exclusion of candidates or tenderers from participation in a procurement procedure. The maximum period shall not exceed 10 years.

Article 94

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in Article 93(1), for this procurement procedure.

Part IV

Information concerning the Applicant

1. The Applicant's details

Please go to http://ec.europa.eu/budget/execution/legal_entities_en.htm, choose the language and legal status of the Applicant, download the appropriate Legal Entity form, fill it in and attach it to this form.

Please note that you must also attach proof of legal status, VAT number and/or photocopy of ID card/passport as detailed in the form you have downloaded and filled in.

2. The Applicant's bank account

Please go to http://ec.europa.eu/budget/execution/ftiers_en.htm, choose the language and country of the Applicant, download the appropriate Financial Identification form, fill it in according to the instructions contained in the web page and attach it to this form.

Please note that you must have this form also signed or stamped by the Applicant's bank.

I certify that I have provided the information requested, filling in the two forms downloaded from the internet and providing the proof to accompany the two forms.

Date:

SIGNATURE: