



EUROPEAN COMMISSION
Employment, Social Affairs and Equal Opportunities DG
Social Protection and Integration
Social and Demographic Analysis

Call for Proposals

VP/2006/018

**ENEA preparatory action on active
ageing and mobility of elderly people**

Budget Line: 04 04 08

1. BACKGROUND

The share of people over the age of 55 in the total population will be rising over the coming decades as the baby boom cohorts enter this age group, but also due to low fertility rates and rising life expectancy. The EU approach to ageing aims at *mobilising the full potential of people of all ages and shifting from piecemeal to comprehensive ageing strategies*. In this context, it becomes increasingly important to mobilise the full potential of older people through active ageing which implies allowing older people to stay longer on the labour market and to develop their contribution to society notably as volunteers. Active ageing can be supported through efforts to promote the mobility of older people, giving them access to a wider range of opportunities for employment or volunteer activities across the European Union. Moreover, mobility of older people, as workers, volunteers or tourists, may create new employment opportunities, including for older workers themselves.

2. OBJECTIVES

The ENEA preparatory action is intended to fund a limited number of projects that promote active ageing, including access to the labour market in accordance with the goals of:

- Article 2 of the EC Treaty, which calls for a high level of employment, the raising of the standard of living and quality of life as well as economic and social cohesion and solidarity among Member States;
- the Lisbon European Council, which set up the strategic goal for the next decade of becoming the most competitive and dynamic knowledge-based economy in the world capable of sustainable economic growth with more and better jobs and greater social cohesion;
- the Barcelona European Council, which called for a progressive increase of about 5 years in the effective average age at which people stop working in the European Union by 2010;
- the Stockholm European Council, that agreed to set an EU target for increasing the average EU employment rate among older women and men (55-64) to 50% by 2010 and called upon the Council and the Commission to report jointly on how to increase labour force participation and promote active ageing;
- Council Decision 2003/578/EC of 22 July 2003 on guidelines for the employment policies of the Member States (OJ L 197, 5.8.2003, p. 13), which recalls the Barcelona and Stockholm targets and the demographic challenge for the employment rate for older women and men. Guideline 5 explicitly includes promoting active ageing in the sense of increasing the labour force participation, working for more years and remaining longer at work;
- Council Recommendation 2003/597/EC of 22 July 2003 on the implementation of Member States' employment policies (OJ L 197, 5.8.2003, p. 22), which identifies certain actions to be taken with regard to the labour supply and active ageing.

- Council decision 2005/600/EC of 12 July 2005 on guidelines for the employment policies of the Member States for 2005-2008, underpinning the renewed Lisbon Strategy, which puts active ageing at the core of the lifecycle approach to work (integrated guideline 18), facilitating swift employment transitions throughout working life.
- The Council's endorsement of the Commission's assessment (Annual Progress Report) on progress made, including for older workers, which called on Member States to develop a life cycle approach to work and, with a view to making it more attractive for older workers to stay at work for longer, underlined the need to implement active ageing strategies.
- The conclusions of the Spring European Council's of 24-25 March 2006 which identified the challenge of responding to globalisation and ageing as one of four priority actions which require a strong impetus from the highest political level. Member States need a common vision and a strong consensus about what needs to be done to achieve the employment rate targets.

The ENEA preparatory action is also intended to finance measures to encourage the establishment of exchange programmes for the elderly through specialised organisations tasked with developing, inter alia, resources for mobility and adapting infrastructures, including within travel, in accordance with the contents of the:

- European Parliament resolution on the second United Nations World Assembly on Ageing held in Madrid from 8 to 12 April 2002 (OJ C 127 E, 29.5.2003, p. 675), which stressed the importance of promoting programmes encouraging mobility for the elderly, and in particular, paragraphs 13 and 14 thereof),
- European Parliament resolution of 15 December 2000 on the Commission communication 'Towards a Europe for all ages - Promoting prosperity and intergenerational solidarity, (OJ C 232, 17.8.2001, p. 381).

3. WHO CAN APPLY?

The call is open to any legal entity established in the Member States of the European Union. The applicant and its partners must be non-profit organisations (including public entities).

Proposals must be developed and implemented by a partnership which includes participants from several Member States capable of establishing an exchange programme. The role in, and contribution to, the project of each individual partner must be clearly described in the proposal.

Proposals shall be submitted by one of the partners who will be responsible for the overall management of the project. This lead partner will sign the grant agreement with the Commission, receive and manage the grant from the Commission and be responsible for the implementation of the project, for its ongoing monitoring and evaluation and for reporting on its progress to the Commission.

4. PRIORITY THEMES AND TYPES OF ACTIONS

In view of the limited budget available for the preparatory action and in order to avoid too great a variety of proposals and a lack of focus of the programme, only proposals that address both of the two objectives set by the European Parliament for this preparatory action, i.e. active ageing and cross-border mobility of older people, will be considered. Thus, projects could be devoted to

- enhancing the employment chances and promoting active involvement in society of older women and men through mobility;
- promoting participation through new employment opportunities for older workers that arise from the cross-border mobility of the elderly.

Key activities to be carried out under this call for proposals should take the form of exchange programmes and may include conferences, seminars, study visits and missions/assignments in other Member States. They should be targeted at older women and men, particularly with the aim of offering them opportunities for employment or volunteering.

5. AVAILABLE BUDGET

A total amount of € 1 500 000 is foreseen for this preparatory action in 2006. The Commission expects to award 3 to 5 grants.

Financial support from the Commission will not exceed 80% of eligible costs of a project. The partnership must guarantee the financing in cash of the remaining costs (at least 20%); contributions in kind will not be accepted.

6. EXAMINATION OF GRANT APPLICATIONS

6.1. Submission of proposals

To be considered proposals must be

- posted at the latest by the 11/10/2006 (date as per postmark) in accordance with the procedure described below;
- submitted in accordance with the requirements mentioned below and elaborated in the Guidelines.

6.2. Eligibility criteria

6.2.1. The applicant

Applicants can be public or private entities which must enjoy legally established non-profit status and be properly constituted and/or registered in a Member State.

They must certify that they are not in one of the situations listed in Articles 93, 94 and 114 of the Financial Regulation (see Guidelines for details).

6.2.2. The project

Proposals for projects must be clearly related to both of the two general objectives of the call and must not run counter to any fundamental objectives and principles of the European Union.

Projects must include an exchange programme and hence involve partners from several Member States.

Projects must still start in 2006 and be completed within 18 months.

Community co-financing must not exceed 80% of the total project costs.

The proposed project must not receive financing from any other Community source for the same activity.

6.2.3. Ineligible costs

Community funding may not be used for the following:

- ordinary running costs, costs of statutory meetings and events, or costs of standard services which are usually delivered by local, regional or national bodies or authorities;
- activities taking place outside the territory of the European Union;
- operations that carry a profit for any of the partners involved.

6.3. Selection criteria

Eligible applicants must demonstrate their financial and operational capacity to carry out and complete the proposed action.

In particular, applicants must:

- submit evidence of their financial capacity to complete the proposed action and that their and their partners' existence does not primarily depend on project-related Community funding; this should be done by presenting their annual budget for the last three years;
- provide evidence that they will be able to secure at least 20% of the total cost of the action from their own financial resources or from other sponsors;
- submit evidence that they have the technical and managerial capacity to complete the proposed action and a sound experience and knowledge in the field of active ageing and cross-border mobility (notably by submitting the CVs of key staff involved in the project).

The Commission reserves the right to reject proposals from organisations which have failed to comply with their contractual obligations in relation to earlier agreements.

6.4. Award criteria

The decision to award a grant to proposals that meet the eligibility and selection criteria will be based on the following award criteria:

- The proposed project's contribution to the two general objectives of the call for proposal, including lasting effects beyond the period of Community support. *Applicants should demonstrate that their proposal will make a significant contribution to both active ageing and the mobility of older people.*
- The quality and realism of the proposed action. *Project proposals should be clear in their conceptual approach and the results to be achieved. The respective roles and responsibilities of each partner should be clear. The work schedule should be appropriate with regard to the project goals and realistic.*
- Cost-effectiveness of the proposed action. *Proposals should demonstrate that the project will offer good value for the financial support requested from the Commission and that it will be cost-effective. In particular, projects should have an impact going beyond the partners directly involved in it. This may be achieved through efforts aimed at ensuring the visibility and dissemination of the project results (media coverage, dedicated website or other multiplier effects).*

In addition to the quality of individual project proposals, the selection will take into account the need to cover a large number of Member States and to achieve a fair gender balance.

7. ESTIMATED TIME SCHEDULE AND DURATION OF THE MEASURE

Projects should start before the end of 2006 and immediately upon the signing of the grant agreement by both parties.

Projects must be completed within a period of 18 months.

8. ARRANGEMENTS FOR SUBMITTING THE APPLICATIONS

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS

11/10/2006

Only applications submitted before the deadline and on the prescribed forms will be considered.

Applicants are invited to fill in the application form and present the project proposal preferably in English or French so as to facilitate the treatment of the proposals and speed up their evaluation. However, it should be noted that applications in other Community languages will be accepted.

Applicants or their legal representatives must complete an online application form (create a "SWIM account") by registering on the following internet site (web gate):

<https://webgate.ec.europa.eu/swim/displayWelcome.do>

Please read the User's Guide (click on the "Help on SWIM" button at the top of the page) before starting:

https://webgate.ec.europa.eu/swim/doc/swim-manual_en.pdf

After creating a SWIM account, applicants or their legal representatives will receive access details (user name and password) enabling them to access the form (which can be completed at their convenience, saved for future reference or printed). A step-by-step online explanation is provided to help users fill in the boxes, sections and annexes of this form.

The compulsory annexes must also be filled in online on this site (and then printed out for signature).

After filling in the form, applicants or their legal representatives must submit it both electronically and in hard copy.

- Electronically: validate the request (click on the "send" button). This step is *irreversible* and must be carried out before the deadline.
- Four hard copies (i.e. one should be marked "original" and three should be marked "copy"). Please send your covering letter of application together with all the other documents listed in the checklist (Annex II) as signed originals as well as three copies of all these documents by the deadline to the following address:

*Call for Proposals VP/2006/018
European Commission
Directorate-General 'Employment, Social Affairs and Equal Opportunities'
To the attention of Mr Ralf Jacob
Unit E.1 Social and demography analysis
Rue de Genève 1
B-1049 Brussels*

Please send your application by registered mail or express courier service only and keep proof of the date of sending (the date of post office stamp or express courier receipt will be considered as proof of the date of sending).

Hand-delivered applications must be received by the European Commission on the last day for submission. Proof of delivery is a signed and date stamped receipt from the Commission's Archives Service.

If an applicant submits more than one proposal, each one must be submitted separately.

The Guidelines for applicants attached to the present call set out the way in which the application form should be completed with:

- Instructions for presenting the proposal's provisional budget along with the rules on which categories of expenditure are eligible and which are not;
- Main provisions of the grant agreement;
- A check-list of the required documents to accompany your application.

Should the applicant have any further queries on the requirements of the call for proposals or on the application process, please contact us quoting the reference “VP/2006/018 - query” at the e-mail address below (please do not telephone):

empl-e1-courrier@ec.europa.eu

9. NOTIFICATION PROCEDURE

Receipt of applications will be confirmed within three weeks following the deadline for submission. All applications received will be registered. A reference number will be allocated to each application and shall be quoted in any further correspondence regarding the proposal.

An evaluation committee specific to this call for proposals will be set up to oversee the evaluation process. Upon completion of their work the committee will draw up a list of proposals recommended for funding under this call.

Applicants whose proposals have not been successful will be informed of the results of the selection process in writing at the end of the procedure. The reasons for the non-selection of an application, with reference to the criteria as detailed in this document, shall be given.

Successful applicants will receive two copies of the grant agreement for their approval, signature and return to the Commission. The Commission will then sign both copies and return one copy to the beneficiary.

The Commission will publish on the website of the Directorate-General for Employment, Social Affairs and Equal Opportunities the list of grants awarded, indicating the name and address of the beneficiary, the purpose of the grant, its amount and the proportion of the action's total cost covered by the grant.

10. PUBLICITY

Unless the Commission requests otherwise, any notice or publication by the beneficiary about the project, including at a conference or seminar, must acknowledge the funding received under this programme from the European Commission, but with an appropriate disclaimer stating that the Commission is not responsible for any of the content published.

Guidelines

The Commission contribution is a maximum and is based on actual expenditure. The grant may not finance the entire costs of the action. As specified in the present call, the Commission's financial contribution will not exceed 80% of the total eligible costs. The partnership must guarantee co-financing **in cash** of the remaining 20%. Contributions in kind are not accepted.

If your proposal is selected for a grant, the Commission will calculate its contribution as a percentage of the total eligible cost of the action. The same percentage will be used for the payment of the grant. If your actual expenditure turns out to be lower than the expenditure for which you budgeted, the actual grant will also be reduced (but the percentage contribution will remain the same). If your actual expenditure turns out to be higher than the expenditure budgeted, **the Commission grant cannot be increased**. It is in the applicant's interest to submit a realistic estimate of expenses. The Commission reserves the right to reject and/or to limit the financing of certain elements mentioned in the estimated budget and to adapt the amounts and the rate of co-financing.

No-profit rule: The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Any income of the action must be indicated in the estimated budget and the final financial statement.

The amount of the grant will be reduced by the amount of any surplus.

1. THE ESTIMATED BUDGET MUST BE DETAILED, BALANCED AND IN EURO

Budget estimates must be expressed in Euro. Organisations established in countries outside the euro zone should be aware that they are solely liable for any exchange rate risk.

Budgets must be balanced: total revenue and total expenditure must be equal. Duplicate Community funding of the same expenditure is not permitted.

The appropriations of this call for proposals are intended exclusively to fund specific activities. Organisations' operating costs cannot therefore be considered as eligible expenses.

As these operations are not being undertaken for the European Commission's benefit, they do not give entitlement to exemption from VAT.

2. PRESENTATION OF THE BUDGET ESTIMATE

You must use the budget form, which is downloadable from the electronic application form: (<https://webgate.ec.europa.eu/swim/displayWelcome.do?lang=en>)

The form is divided into two separate, but complementary sheets:

- A first sheet "Annex F3" (or global budget form) will be included as a full annex to the European Commission's grant agreement, should your application be selected for funding;

- The second sheet "Detailed budget" relates to all income and expenses such as staff costs, travel and accommodation costs expected for meetings held by the partnership, services, administration costs and overheads.

The only sheet that needs to be filled in is the "Detailed budget": the amounts entered in this sheet will be inserted automatically into the sheet "Annex F3".

The budget of the proposal must be presented on these sheets and in Euro (€). Other presentations are not accepted by the Commission. All the sheets contain the necessary links and will automatically perform for you the calculation of the different totals. Before sending in your budget forms with the application, check that all amounts are correct, that total income and total costs are balanced and that no cells of the budget sheets have been corrupted.

3. ELIGIBLE COSTS

Eligible direct costs are those generated directly by the action and which are indispensable for its execution (see Article II.14 of the draft agreement). Only expenditure generated during the lifetime of the action (i.e. during the period of performance, as specified in Article 1.2. of the grant agreement) may be considered as eligible. Please ensure that all expenses are reasonable, justified and in line with the rules of good and sound financial management, in particular in terms of value for money and cost-effectiveness. As a general rule, expenditure must not exceed the most reasonable rates available on the market nor be superior to that permitted under the Commission's own rules governing such expenditure (see detailed comments below on individual items). The Commission reserves the right to refuse and/or limit the funding of specific unit costs in the budget estimate if these are judged too high.

3.1. Eligible direct costs (D)

3.1.1. Personnel costs

The gross salaries of permanent or temporary staff involved in the project shall be considered as eligible direct costs. The names, positions and professional status of all the members of staff working on the project must be stated in the detailed work programme, and the grant beneficiary and its partners must be able to justify these staff costs at the end of the project by means of supporting documents.

The salary costs must be calculated according to the number of persons/number of days/daily rate applied, and should be based on a maximum total of 220 working days per year*. The cost of work to be carried out by subcontracted external experts should not be taken into account under staff costs, but under the relevant special heading (see the section below on subcontracting/external experts).

The remuneration of civil servants — or permanent staff of public organisations or core staff of the beneficiary organisation — may be regarded as eligible expenditure if the assignment of the staff in question is genuine, necessary and reasonable in relation to the activity being subsidised.

* A table to help you calculate staff costs is given in Annex F6 of the electronic form

In all cases, the beneficiary of the grant must keep a record of the amount of time devoted by the staff in question to the subsidised activity in order to assess the total cost to be subsidised. These records must be signed, kept up to date and indicate the number of days/hours actually spent working on the project and the daily/hourly cost.

3.1.2. Travel, accommodation and subsistence expenses

Full details must be given of the journeys to be made including destinations, number of journeys, means of transport and the number of persons. These expenses must not exceed the most reasonable rates available on the market nor be superior to those permitted under the Commission's own rules applying to this category of expenditure, as follows:

rail: first class fare.

air: only for journeys over 400 km or those which involve a sea crossing, economy class fare (maximum).

car: on the basis of the first-class rail fare.

Claims for accommodation costs must be supported by invoices. Meals, local transport and other minor expenditure may be covered on a daily flat-rate basis. The maximum amounts authorised[†] for each country are as follows.

Destination	Daily allowance (in €)	Hotel (in €)
AT Austria	95.00	130.00
BE Belgium	92.00	140.00
CY Cyprus	93.00	145.00
CZ Czech Republic	75.00	155.00
DE Germany	93.00	115.00
DK Denmark	120.00	150.00
EE Estonia	71.00	110.00
EL Greece	82.00	140.00
ES Spain	87.00	125.00
FI Finland	104.00	140.00
FR France	95.00	150.00
HU Hungary	72.00	150.00
IE Ireland	104.00	150.00

Destination	Daily allowance (in €)	Hotel (in €)
IT Italy	95.00	135.00
LT Lithuania	68.00	115.00
LU Luxembourg	92.00	145.00
LV Latvia	66.00	145.00
MT Malta	90.00	115.00
NL Netherlands	93.00	170.00
PL Poland	72.00	145.00
PT Portugal	84.00	120.00
SE Sweden	97.00	160.00
SI Slovenia	70.00	110.00
SK Slovakia	80.00	125.00
UK United Kingdom	101.00	175.00

3.1.3. Miscellaneous services

A grant is a direct payment of a non-commercial nature by the European Commission to promote an EU policy aim. Projects financed by a grant may not have the purpose or effect of producing a profit. Applicants must have the operational capacity to complete the project to be supported. Applications by agencies acting as intermediaries on behalf of others are not permitted. However, it may be appropriate to call upon specialised services by third parties, such as:

[†] These are for guidance only and may be subject to change

- Publications, information and dissemination (including subscriptions, internet, advertisements, CD ROM, distribution, etc.): Costs incurred for such services are allowed, provided that they are directly related to the activities mentioned in the work programme and are not included under another budget heading. For each publication and/or other material, please give a breakdown of costs, estimate of the number of pages and copies planned, the frequency and language of publication, the quantity and an indication of the production costs per copy.
- Translation of reports: Details of translation costs must include a description of the document, languages translated (to... from...), the number of pages and the rate per page. These costs may not exceed the most reasonable rates available on the market.
- Interpretation and catering for conferences: Interpretation costs must specify the language/number of interpreters/number of days/daily rate. They must not exceed the most reasonable rates available on the market. Catering costs must specify the type of catering/number of persons/unit cost per meal/number of days. Catering costs may cover coffee breaks and/or meals for participants if those meals are not provided for in the daily allowance for conference participants (see above for deductions applicable to daily allowances).
- Subcontracting costs: Certain parts of the project may, where appropriate, be subcontracted to another person or organisation. In this case, subcontracts may only cover the performance of a limited part of the operation. Where implementation of the supported actions requires the award of procurement contracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests (for further details, see Article II.9 of the draft agreement.).
- Evaluation: Applicants may include provision for evaluating, during the lifetime of the action, the effectiveness of the strategy and for documenting key findings about mobilising all actors. The tasks concerned must be clearly described in the application form and the corresponding estimated costs set out in detail (please attach quotes) in the detailed budget.

3.1.4. Administrative costs

- Equipment: depreciation of new and second-hand (less than 3 years old) equipment is authorised over three years. Linear depreciation for new software is 2 years. Depreciation may be claimed only for equipment used for the action. Example for calculation of depreciation: PC acquired in 2005 for €999; depreciation $999:3$ years = €333/year. Use of the equipment for a period of 6 months: eligible depreciation $€333:2 = €166.5$.
- Immovable property (cost of rent of offices, etc): rent for the duration and the surface explicitly dedicated to the project. The cost of building rental is calculated on the basis of the principles, rules and accounting methods generally accepted within the business branch for items of the same kind.

3.2. Eligible indirect costs – overheads (I)

Indirect costs are general costs generated directly by the performance of the activities contained in the work programme, up to a maximum of 7% of the total eligible direct costs. This is flat-rate contribution to the beneficiary organisation's overheads costs, provided that the beneficiary is not receiving running costs grants from the Commission.

Under this general heading running costs covered could include office supplies, photocopying, telephone calls, heating and electricity. If the accepted budget includes provision for this item of eligible indirect expenditure, supporting accounting documents need not be provided. The final amount of indirect costs to be accepted will be based on the final amount of the eligible direct costs, applying the percentage set in the initial budget (maximum 7%). (For further details see Article II.14.3 of the draft agreement.)

4. INELIGIBLE COSTS

In addition to the expenditure specified in Article II.14.4 of the draft agreement, contributions in kind are also considered ineligible for the purposes of this call for proposal. These are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge.

5. INCOME OF THE ACTION

Total income must be identical to total expenditure.

The income of the action is constituted by:

- Commission grant (maximum 80% of total eligible costs)
- Cofinancing (minimum 20% of total eligible costs):
 - applicant's cash input from own resources
 - other cofinancing in cash from individuals and public bodies,
 - other grants (listed by donor)
 - revenue generated by the action (e.g. income from sale of products, conference participation fees, membership contributions, etc.).

Details must be given of all contributions, with signed letters of commitment stating the amount of each cash contribution.

The amount of any interest from pre-financing : please note that these interests ARE NOT considered as income of the action and are subject to a recovery order by the Commission.

Applicants are reminded that there is no provision for contributions in kind to be taken into account in this programme. The costs of voluntary work may therefore not be included in the beneficiary organisation's matching funding. Only costs in respect of personnel assigned to the project which involve a real expenditure would be considered as part of the contribution in cash.

6. FINAL REPORT AND FINANCIAL STATEMENT

A final technical implementation report and a financial statement for the project must be submitted in English or French in hard copy to the Commission, under the terms of the grant agreement, no later than three months after the end of the agreed implementation period for the operation.

6.1. Final technical implementation report

The final report on the technical implementation must answer at least the following questions:

- 1) How was the project carried out? (Describe the project, methodology, activities, timetable, partners contribution, participants, results and dissemination of results)
- 2) Was the project performed in accordance with the grant agreement and with the work programme and timetable agreed?
- 3) What was the added value achieved by the project and to what extent did the project meet the objectives set?
- 4) What lessons were drawn from this experience?
- 5) Will the project be followed up and, if so, how?

Should this final report be deemed to be inadequate and/or of low quality, the Commission reserves the right to request additional information within 45 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

6.2. Financial statement

The final financial statement should be accompanied by a request for payment of the balance, duly signed by the applicant. The financial statement must include both income and expenditure, including the amount of any interest from pre-financing *and must be set out in the same way as in the budget estimate. Other formats or layouts will not be accepted.

Supporting documents must include summary of activities; list of participants at any conference/meeting bearing their original signatures; copies of all the publications/outputs prepared either for the project itself or as a result of it, in the various languages envisaged for the project.

The applicant shall also certify, by means of a declaration on the applicant's honour, that:

- the financial documents submitted to the Commission comply with the financial provisions.
- the costs declared are the actual costs

* These interests ARE NOT considered as income of the action and are subject to a recovery order by the Commission

- all receipts have been declared

Supporting documents must be kept for five years following the date of final payment, as an on-the-spot check might take place. In the event of failure to comply with these provisions, the final balance may not be paid or not entirely, and sums already received may be recovered by the Commission.

7. DURATION OF THE PROJECT

Signing of the grant agreements is expected to take place between November and (at the latest) 31 December 2006. The action must not start before the grant agreement has been signed by the Commission and no expenditure will be eligible before that date. The date mentioned in Part I of your application form is the starting date of the action ("period of performance") and of the "period of eligibility of expenditure". This date will be included in the grant agreement if your application is selected.. However, the Commission's commitment does not take effect until the agreement is signed by both parties.

The action must not exceed 18 months. Requests for extension of the period of performance of the action will be allowed only for justified reasons. A beneficiary who, for justified reasons, has to extend the duration of the action shall inform the Commission without delay and no later than one month before the closing date of the action by registered letter, stating the nature of the problem, probable duration and foreseeable effects. If approved by the Commission, a written rider to the grant agreement will be needed

8. PAYMENT ARRANGEMENTS

For further details see Articles I.4 and II.15 of the draft agreement.

Automatic initial *pre-financing* of maximum 30% of the grant amount is payable within a maximum of 45 days of the date on which the agreement is signed by the Commission.

A *second pre-financing* equivalent to maximum 40% of the accepted grant amount is payable on written request accompanied by a progress report on the action's implementation and interim financial statement, provided that at least 70% of the initial pre-financing has been used.

The request for *payment of the balance* must be accompanied by the final technical implementation report and the final financial statement.

The pre-financing payments will be made to the bank account or sub-account of the beneficiary as specified in the financial identification form attached to the application form. Please note that this bank account or sub-account must make it possible to identify funds paid by the Commission. The amount of any interest from pre-financing must be declared on the financial statement when requesting the final payment. These interests are not considered as income of the action and are subject to a recovery order by the Commission.

9. PUBLICITY

Article II.5 of the draft agreement stipulates that reference must be made by the beneficiary to the European Union's financial support in any communication or publication in connection with the action.

10. WITHHOLDING OF RELEVANT INFORMATION

Use of grants awarded to beneficiaries is subject to the Commission's financial control. The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision will result in the application being automatically disqualified or, if discovered at a later stage, will entitle the Commission to unilaterally terminate the grant agreement and demand full repayment of all sums received by the beneficiary under the agreement.

11. CHECKS AND AUDITS

The beneficiary shall keep at the disposal of the Commission, or of any other outside body authorised by the Commission, all original documents, especially accounting and tax records, relating to the agreement for a period of five years from the date of payment of the balance (see Article II.19 of the grant agreement).

12. LEGAL PROVISIONS

Once the decision to award a grant has been taken, a "grant agreement" will be concluded defining the rights and obligations of the contracting parties, pursuant to Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJEC L 248 of 16/09/2002, p.1) and its detailed rules of implementation laid down in Commission Regulation 1261/2005 of 20 July 2005 modifying Regulation 2342/2002 of 23 December 2002 (OJEU L 201 of 02/08/2005, p. 3)

Checklist: Documents to be submitted together with your application

Please number the documents as shown and send in by the deadline for submission, the following supporting documents **in quadruplicate: original + three copies** (i.e. one should be marked "original" and three should be marked "copy").

<i>Order</i>	<i>Document</i>	<i>Check</i>
1	Original letter of application quoting the reference number of the call (VP/2006/018), duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>
2	Print-out of the online application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative. (Please note that the electronic form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.)	<input type="checkbox"/>
3	Description of the project dated and signed by the legal representative, containing at least: (a) detailed description of the project: objectives, activities, methodology, partners role and contribution, participants, results, outcomes and dissemination of results; (b) workprogramme and timetable linking months to activities and outputs; (c) detailed budget explanation that respects the format and numbering of the proposed budget estimate and which provides any relevant additional information on the budget; (d) name, position and CV of the project manager and of the other main experts involved in the project implementation, with a brief description of their outputs related to the subject of the proposal.	<input type="checkbox"/>
4	Printed version of Annex F1: Budget estimate form , dated and signed by the legal representative.	<input type="checkbox"/>
5	Printed version of Annex F2: Declaration , dated and signed by the legal representative.	<input type="checkbox"/>
6	Printed version of Annex F3: Financial identification form duly filled in, dated and signed by the legal representative and bearing the bank stamp and signature of the bank representative.	<input type="checkbox"/>
7	Printed version of Annex F4: Legal entities form , duly completed and signed by the legal representative.	<input type="checkbox"/>
8	Printed version of Annex F5: Co-funding commitments [‡] signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution.	<input type="checkbox"/>
9	Printed version of Annex F8: Partners' form , signed by the legal representative.	<input type="checkbox"/>
10	Copy of the official registration certificate or any other official document attesting to the establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>
11	Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation	<input type="checkbox"/>
12	Copy of a document confirming the applicant's tax or VAT number , if available	<input type="checkbox"/>
13	For grant requests over € 300.000,00 an external audit report produced by an approved auditor, certifying the last year available and assessing financial viability.	<input type="checkbox"/>

[‡] If the originals of your partners' F5 co-funding forms do not arrive in time to be sent with your application, signed faxed copies will be accepted. The originals must, however, be forwarded to the Commission as soon as possible, even after the closing date for submission of applications.