



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

CALL FOR PROPOSALS

VP/2008/016

LONG-TERM PERSPECTIVES FOR BETTER SOCIAL CONDITIONS IN THE EUROPEAN UNION

BUDGET LINE: 04 03 07

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1. BACKGROUND

1.1. General context

The future of employment and social policies, programmes and services in the European Union (EU) will be influenced by many forces, such as globalisation, technological change in a knowledge-based society, demographic change, and aspirations for better quality of life. If the EU is to continue to promote solidarity and provide security for its citizens, to extend prosperity and to make the most of the opportunities ahead, it must identify and prepare for these long-term changes and the impact they will have on EU operations. The changing socio-economic environment creates challenges as well as opportunities for European societies.

To sustain social protection as well as publicly funded healthcare and pensions against the backdrop of demographic change, policies must adapt to a new social reality: Europeans live longer lives where traditional family underwent unprecedented changes, where society is more diverse and where high level of education, mobility and adaptability to frequently changing conditions are crucial for success. On top of the challenges resulting from the recent societal changes and despite the economic growth and raising employment rates many disadvantaged groups still live in poverty.

Many stakeholders (governments, organisations and individuals) will be engaged in helping shape the future. While the main responsibility for action in these areas lies with the Member States and while the national welfare systems have developed their own dynamic and reform agendas, the main problems lying ahead are largely common to all Member States. Hence, the EU needs to analyse the radical societal changes underway and to support sustainable reforms of the European economy at all levels. The EU needs to create the conditions to take advantage of the opportunities offered by globalisation, the knowledge-based economy and changing demographics and to develop innovative policy-making, collaboration with various partners and a commitment to achieve real results for the European citizens.

The EU has a fundamental role to play in the development of a modern, innovative and sustainable social Europe with more and better jobs in an inclusive society based on respect for fundamental rights and equal opportunities. Article 2 of the Treaty establishing the European Community states that the Community shall have as part of its tasks that of promoting a high level of employment and of social protection and the raising of the standard of living and quality of life and economic and social cohesion throughout the Community.

The Lisbon European Council agreed on a strategic goal for the Union to build a competitive and dynamic knowledge-based economy capable of sustaining economic growth with more and better jobs and greater social cohesion. The Social Agenda (2005-2010), the EU roadmap in the employment and social sphere as part of the overall Lisbon Strategy, has fixed as its overall strategic goal to promote more and better jobs and to offer equal opportunities for all.

To help tackle all these challenges, EU social policy combines a mix of instruments to support the Member States:

- The European Social Fund was the first Structural Fund established at European level, and is now becoming more important than ever. It is particularly vital to the

EU's efforts to boost investment in human capital as a key driver for success in the Lisbon agenda.

- Legislation establishes minimum social standards and basic rights at European level, while creating a level-playing field for business across the Internal Market.
- Social dialogue plays an important role in EU legislation, as social partners are encouraged to find negotiated solutions. The EU promotes the tripartite dialogue between employers, trade unions and the EU institutions.
- The open method of coordination (OMC) helps national policies to progress towards common European goals while leaving the Member States the choice of how to achieve them. It is a key instrument of the Lisbon Strategy, co-ordinating the Member States' policies in the economic, employment, social protection and social inclusion areas.
- Partnership is key to governance in EU social policy, not just among institutions at all levels and social partners, but also in dialogue with civil society.

For a more detailed account of EU employment and social policies, visit our website at www.ec.europa.eu/employment_social

1.2. Recent policy developments at EU level

In its May 2006 Communication 'An Agenda for European citizens', the Commission proposed a 'social reality check' to prepare the ground for a forward looking agenda for access and solidarity. This was welcomed in June 2006 by the European Council, which stressed the importance of the social dimension of the Union's action and asked the European Commission to take stock of social realities in the EU. In March 2007, the Commission's Bureau of European Policy Advisers (BEPA) released a consultation paper on today's social reality in Europe. This paper was introduced as follows:

How can the social well-being of all Europe's citizens be best advanced within a globalising world? This question should be at the heart of everything the EU and its Member States do. Public policy imperatives, such as 'Growth and Jobs', the Lisbon strategy, and the drive for greater competitiveness are not ends in themselves, but means to an end –the well-being of European citizens.

The consultation paper was followed by a Commission communication on *Opportunities, access and solidarity: towards a new social vision for 21st century Europe*¹ of November 2007, which sketched a 'life chances' social vision for 21st century Europe, based on a preliminary analysis of how our societies are changing and of the new social challenges they face. It also addressed the question of how Member States and the EU could work in partnership to address those challenges.

Both the consultation paper and the communication were the basis for a wide-ranging consultation of stakeholders that expired on 15 February and the results of which will feed into a renewed Social Agenda due to be adopted in mid-2008. This new Agenda will review the nature, scope and combination of instruments used in the various fields, taking account of the new institutional framework given by the Reform Treaty.

¹ http://eur-lex.europa.eu/LexUriServ/site/en/com/2007/com2007_0726en01.pdf

The renewed Social Agenda will be part of a process in which the EU will define a social vision for the EU which should be based on the results of the consultations that followed the social reality check. The reflection on what society we can afford and want to live in 20 years from now is complex and will not be closed with the renewed Social Agenda. Advanced societies have a range of options even in the face of seemingly ever tighter constraints linked to globalisation, climate change and demographic ageing. In particular new technologies and a higher levels of education offer unprecedented possibilities for increased economic efficiency or productivity, as well as solutions to the challenges of sustainable development and ageing. A purely defensive attitude denying any possibility for improved living conditions in the face of the above-mentioned constraints does not seem to be justified. Over the long term, different models of society can be envisaged and it does seem to make sense to ask which of them would offer the highest quality of life for Europeans.

1.3. Examples of current EU-level debates on the longer-term future

The EU policy agenda is in a phase of profound modernisation. 2008 is seeing a series of reflection processes that should feed into next EU policy cycles.

- The EU launched the budget review process, which consists in a thorough assessment on how future EU policies can meet the challenges of the next decades and beyond, and how the EU budget needs to be adapted to meet these new needs.
- The review of the renewed Lisbon Strategy will start in 2009-2010 and will feed into the definition of the future EU policy priorities for the next Lisbon cycle post-2011.
- A prospective reflection on the EU and its missions for 2020-2030 will probably be launched in the coming months.
- DG Employment, Social Affairs and Equal Opportunities has commissioned a series of studies to obtain appropriate information and evidence as a basis for well-informed longer-term decisions on the development and implementation of employment and social policies. Two studies should be mentioned in particular:
 - Research on long-term social trends in Europe, on related future societal needs and on the potential social policy responses to them.
 - A Prospective study on EU Employment and social policy on EU social policy. The study has a twofold objective, i.e. to provide an information base to assist the Commission and the Member States to make informed longer-term decisions on the development and implementation of employment and social policies and to elaborate a forward-looking strategy for the European Commission in the employment and social spheres presenting the key driving forces, their interaction and the possible scenarios that may result there from.

DG Employment is committed to ensuring a high degree of consistency between the various parallel actions and studies mentioned above.

The beneficiary of a grant awarded on the basis of the present call will be expected to take into account these related activities in the operation of its project. To that

effect, the beneficiary will be duly informed of the development and outcomes of the two above-mentioned studies.

2. OBJECTIVES

The Commission intends to co-finance a comprehensive reflection on the long-term development of our societies and the choices that can be made to achieve the highest possible level of quality of life for all in a sustainable way. This should not only be understood in the sense of material well-being and notably a high level of consumption, but should also cover other subjective as well as objective (health, interpersonal relations, etc.) determinants of life satisfaction and in particular those that could be influenced by public policies.

The reflection should start from an assessment by experts of Europe's future possibilities for achieving such a high quality of life, taking into account the key drivers of change such as technological progress, the impacts of globalisation, climate change and the costs of preventing or accommodating it and the changing age structure as well as increasing diversity of our European societies. These drivers should not only be seen as exogenous, but may also be influenced by policies and initiatives taken by various stakeholders.

These projected possibilities should then be confronted with the aspirations and desires of the population after which the reflection could review policy strategies for achieving the highest possible quality of life, taking into account issues such as measurement of progress, its distribution across the population and its sustainability (notably if similar strategies are pursued across the World).

It is expected that this reflection will be of high quality and will attract considerable interest from the media and policy makers. It should aim to have a major impact on future policy making in the EU and the Member States.

3. SUPPORTED ACTIVITIES AND EXPECTED RESULTS

In view of the above-mentioned objectives and the need to ensure a good coordination of a complex set of activities, it is expected that a single grant will be awarded. Applicants may associate partners to their projects in order to achieve the objectives of this call and ensure that the reflection process will be relevant to the EU as a whole.

A wide range of activities may be envisaged for achieving the above-mentioned objectives, including:

- commissioning of research;
- experts' workshops;
- citizens' panels or focus groups;
- conferences bringing together experts, citizens and policy makers;
- communication activities aimed at increasing the participation in the project or the dissemination of its results.

An ex post evaluation of the project is not expected.

4. EVALUATION OF THE PROPOSALS

The call is open to legal entities enjoying non-profit status established in a Member State of the European Union.

4.1. EXCLUSION AND ELIGIBILITY CRITERIA

4.1.1. Eligibility of the applicant

To be considered eligible for funding under this call:

- Applicants must enjoy legally established non-profit status, be properly constituted and registered in one of the EU Member States.
- If the applicant associates partners to the project, these must also enjoy the legally established non-profit status and be properly constituted and registered in one of the EU Member States. The role in, and contribution to, the project of each individual partner must be clearly described in the proposal.
- In order to be eligible the applicant must not be in one of the situations listed in Article Article 93 (1), 94 and Article 96 (2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council regulation (EC, Euratom) no. 1605/2002 of 25 June 2002)² as amended by Regulation n° 1995/2006 of 30 December 2006 (see the quotation in the box below). The applicant organisation's legal representative must sign a Declaration on honour³.

Article 93

1. Candidates or tenderers shall be excluded from participation in a 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

²

OJ, L 248 of 16.09.2002, p. 1. amended OJ L 390 of 30.12.2006

³

The model of declaration is included in the electronic application form under Annex E1.

<p>the Communities' financial interests;</p> <ul style="list-style-type: none"> • (f) they are currently subject to an administrative penalty referred to in Article 96(1) <p>2. Candidates or tenderers must certify that they are not in any one of the situations listed in paragraph 1.</p>
<p>Article 94</p> <p>Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:</p> <ul style="list-style-type: none"> • (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 contract 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 <p>Article 96</p> <p>2. The penalties referred to in paragraph 1 shall be proportionate to the importance of the contract and the seriousness of the misconduct, and may consist in:</p> <ul style="list-style-type: none"> • (a) the exclusion of the candidate or tenderer or contractor concerned from the contracts and grants financed by the budget, for a maximum period of ten years; and/or

4.1.2. *Eligibility of the application*

To be considered eligible for funding under this call, applications must

- Be submitted electronically online⁴ and by post in four hard copies (1 original and 3 copies) by the deadline for submitting the application set out below.
- Be complete and include all supporting documents requested as indicated in the checklist (Annex II).

Applicants should note that the Evaluation Committee will not examine applications lacking one or more of the required supporting documents.

4.1.3. *Eligibility of the proposal*

To be considered eligible for funding under this call, proposals must

- Be clearly related to the objectives of the call.
- Not run counter to any fundamental objectives and principles of the European Union.
- Comply with with the European Community rules for co-financing and guarantee a co-financing of 50 % of the Total eligible costs
- Be fully carried out in the Member States.

4 <https://webgate.cec.eu.int/swim/displayWelcome.do>

- Comply with the rules on start date and duration of operations.
- Demonstrate that the proposed actions are not being financed twice from two different sources within the Community budget (particularly in cases where applicants are already participating in preparatory actions or other programmes). The applicant shall indicate the sources and amounts of any other funding received or applied for under the Community budget for 2008 for any other project, and any funding already received under previous calls or programmes in the course of the three preceding accounting periods.

4.2. SELECTION CRITERIA

To be selected, applicants must demonstrate their financial and operational (technical) capacity to complete the action for which funding is requested.

Financial Capacity

In order to prove that they have stable and sufficient sources of funding to maintain its activities throughout the period during which the action is being carried out, applicants shall submit:

- A declaration on honour⁵ stating that they have access to stable and adequate funding to maintain activities for the period of the project and to help finance it as necessary.
- The letters of commitment⁶ signed by the legal representatives of the co-funding organisations (applicant, partners, sponsors, third parties, etc.) and specifying the amount of each cash contribution, proving that together they co-finance the project for at least 50 percent of the total action eligible costs.
- The annual balance sheet and profit and loss account for the last financial year for which the accounts were closed
- Organisations which under their national laws and regulations are subject to a statutory audit of their annual accounts must submit an audit report certifying the accounts for the last financial year available. Organisations that are not subject to a statutory audit must submit an audit report certifying their annual accounts for the last financial year available if their grant application is for 500 000 € or more. This report shall be carried out by an independent body officially authorised to carry out audits of accounts. This provision shall not apply to public bodies, international public sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations.

Operational and Technical capacity

⁵ The model of declaration is included in the electronic application form under Annex E1

⁶ The model of letter of co-funding commitment is included in the electronic application form under Annex E2.

- In order to demonstrate that they have the operational resources (technical, operational and managerial capacity) needed to successfully complete the action to be supported, applicants shall provide the CVs of the project manager and other main experts involved in the implementation, with a brief description of their outputs related to the subject of this proposal.
- The technical capacity of the applicant organisation in managing similar projects should be demonstrated by providing descriptions of projects implemented in the past three years in the same or closely related fields.
- The applicant shall submit a Declaration on honour (Annex E1) stating that they have the operational capacity and the operational resources (technical, management) to successfully complete the activity.

4.3. AWARD CRITERIA AND AWARD DECISION

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

- Relevance to the general objectives of the call for proposals (max. 15 points): *Does the project address the issues raised in this call for proposals?*
- Overall quality of the proposal (max. 20 points): *Is the project well designed, is the methodology appropriate and does it mobilise the right kind of expertise as well as input from citizens and policy makers?*
- EU-wide relevance of the proposal (max. 15 points): *Will the project be relevant to people across the EU and not be dominated by current concerns in a few Member States?*
- Coverage of all relevant social issues and challenges, including gender aspects (max. 15 points): *Will the project address the concerns of all population groups?*
- Relevance of the proposal for the EU policy debate (max. 20 points): *Will the project yield results that are relevant to EU-level policy making?;*
- Sound cost-efficiency ratio and financial quality of the proposal (max. 15 points): *Will the project achieve results at a reasonable cost to the EU budget?*

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

<h2>5. PROJECT DURATION AND START DATE</h2>
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The project shall have a maximum duration of 24 months and shall start in 2008.

6. AVAILABLE BUDGET

A total amount of 750,000 € is foreseen to co-finance a single project under this call.

7. ARRANGEMENTS FOR COMMUNITY FINANCING

The Community's financial contribution to any project will not exceed 50 percent of the total eligible costs (see Annex I Applicant's Guide for the rules governing eligible and ineligible costs).

The applicant must guarantee a minimum co-financing in cash of 50 percent. Contributions in kind are not accepted.

The beneficiary remains the owner of the results of the supported action.

8. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS

17 November 2008

Only applications submitted on or before the deadline and on the prescribed forms will be considered. Applicants are strongly advised not to wait until the deadline to submit their on-line applications as the application process may prove difficult if too many applicants are trying to submit at the same time.

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

Applicants 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/external/displayWelcome.do>

Before starting to fill in the application form on SWIM, please read carefully the User's Guide (click on the 'Help on SWIM' button at the top of the page):

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

After creating an '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 the SWIM 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 on or 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 postal address:

Call for Proposals VP/2008/016
European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit E.1 Social and demographic analysis
B-1049 Brussels

Please ensure that your application is sent by registered post and keep proof of the date of sending (the date of post office stamp will be considered as proof of the date of sending).

For hand-delivered applications or applications delivered by express courier services (DHL, UPS, etc.) these must be received by the European Commission on or before 16h00 on the last day for submission. **The address for hand deliveries/express courier service delivery** of documents for the European Commission is: **Avenue du Bourget n° 1, B-1140 Evere, Belgium**. Proof of delivery will be provided to the delivery service in the form of a signed and date stamped receipt from the Commission's Central Postal Service in Evere.

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

The Annexes 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, and the main provisions of the grant agreement;
- A check-list of the required documents to accompany your application.

Should applicants have any further queries on the requirements of the call for proposals or on the application process, please put your query – **in writing only** - quoting the reference 'VP/2008/016- query' to the e-mail address below:

empl-e1-courrier@ec.europa.eu

In the spirit of equal treatment and transparency, only queries submitted in writing will be replied to. These will be replied to in the order of their arrival and within a maximum of 6 calendar days of their arrival in the service.

9. NOTIFICATION PROCEDURE

- No information regarding the selection and award procedure shall be disclosed until the award decision has been sent to the beneficiaries.
- All applications will be examined. Only proposals that satisfy the eligibility and selection criteria will be assessed against the award criteria by an internal evaluation committee.
- Upon completion of its work, the evaluation committee will draw up a list of proposals recommended for funding under this call.
- Applicants whose proposals have not been accepted for funding will be informed of the decision taken and the reasons.
- Successful applicants will receive two copies of a grant agreement for their approval, signature and return to the Commission. The Commission will return to the beneficiary one of the copies signed by the two parties.
- The Commission will publish, on the Internet site of the Directorate General Employment and Social Affairs, in the first semester of 2009, the list of the awarded with the beneficiary's name and address, the subject of the grant, the amount awarded and the rate of funding of the costs of the action.

* *

1. ANNEX I – APPLICANT'S GUIDE

FINANCIAL GUIDELINES FOR APPLICANTS

MAIN FINANCIAL AND MANAGEMENT RULES

Disclaimer: this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities⁷ and its Implementing Rules⁸. The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

2. GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

Co-financing principle

Community grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).⁹

No double financing rule

Each action may give rise to the award of only one grant, there can be no duplicate European Community funding of the same expenditure. 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.¹⁰

No-profit rule

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action. Any income of the action must be indicated in the estimated budget

⁷ Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

⁸ Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

⁹ Art. 113 FR and 172 IR

¹⁰ Art. 111 FR and 173(5) IR

and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.¹¹

3. RULES RELATED TO THE GRANT REQUESTED

- The Community grant will not exceed (50%) of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least (50%) of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.
- Signed letters of commitment from the applicant organisation and/or other sources must be provided stating the precise amount of each financial (cash) contribution to the budget. If other institutions or organisations (partners) are involved in carrying out the project, the letter of commitment/hip, from each of the partners, should also provide the name, address and person responsible and explain the nature of their involvement.
- An external audit report of the previous accounts of the applicant organisation produced by an approved external auditor must be provided for grant applications where the cost to be financed exceeds EUR 500.000.¹² The report must certify the accounts for the last financial year available.
- The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to impose financial and administrative penalties¹³.

4. THE ESTIMATED BUDGET OF THE ACTION

4.1. The budget must be detailed and balanced

Grant applications must include a detailed estimated budget presented in Euro (see application form). Applicants established in countries outside the Euro zone must use the conversion rates published in the OJ of the European Community (<http://ec.europa.eu/budget/infoureuro/index.cfm?Language=en>). Applicants should be aware that they fully carry the exchange rate risk.

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure¹⁴. Please make sure that all

¹¹ Art. 109(2) FR and 165(1) IR

¹² Art. 173(4) IR (No audit report is required from public bodies or international organisations.)

¹³ Art. 175 IR

¹⁴ Art. 173(3) IR

the items related to the implementation of the action are included and not just those for which financing is being sought.

4.2. Expenditure

Expenditure must include the estimated costs exclusively for the implementation of the action.

4.2.1. General criteria for eligibility of costs

In order to be eligible for Community funding, costs must meet the following criteria¹⁵:

- (a) be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- (b) be indicated in the estimated overall budget of the action attached to the grant agreement;
- (c) be necessary for the implementation of the action which is the subject of the grant;
- (d) be 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;
- (e) comply with the requirements of applicable tax and social legislation;
- (f) be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The successful applicant must take care to avoid any unnecessary or unnecessarily high expenditure.

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

Documentation justifying costs must be kept by the beneficiary for **five years** following final payment by the Commission.

Expenditure eligible for financing may not have been incurred before the grant application was lodged.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

¹⁵ Art. 172a IR

4.2.2. *Eligible direct costs*

The eligible direct costs for the action are those costs which, provided that they satisfy the criteria 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 may be considered eligible:

Staff costs

The costs of staff (permanent or temporary staff employed by the beneficiary or the partners) assigned to the implementation of the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, are eligible. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

The costs of personnel of national administrations may be considered as 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.

Please, fill in the form reserved for these costs in the budget estimate (see application form) indicating the persons to be remunerated (full-time/part-time), the number of days of work to be performed and the daily rate calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per year.

When submitting the request for final payment, the beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

The cost of any work to be performed by external experts by means of subcontracting must not be included in staff costs but under services.

Travel, accommodation and subsistence allowances

Travel costs must not exceed the most reasonable rates available on the market. Accommodation and subsistence costs related to the participants to the action are eligible provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved periodically by the Commission which are set out in the table below).

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The *Daily subsistence allowances (DSA)* are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and two main meals, local transport, the cost of telecommunications and all other sundries). Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- more than 6 hours up to 12 hours inclusive: 0.5 DSA;
- more than 12 hours up to 24 hours inclusive: 1 DSA;
- more than 24 hours up to 36 hours inclusive: 1.5 DSA;
- more than 36 hours up to 48 hours inclusive: 2 DSA;
- more than 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country are set out in the table below, and applicants are advised to adhere to these rates in their budget estimates¹⁶:

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>	<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT	Austria	95,00	130,00	IT	Italy	95,00	135,00
BE	Belgium	92,00	140,00	LT	Lithuania	68,00	115,00
BG	Bulgaria	58,00	169,00	LU	Luxembourg	92,00	145,00
CY	Cyprus	93,00	145,00	LV	Latvia	66,00	145,00
CZ	Czech Republic	75,00	155,00	MK	F.Y.R. of Macedonia	50,00	160,00
DE	Germany	93,00	115,00	MT	Malta	90,00	115,00
DK	Denmark	120,00	150,00	NL	The Netherlands	93,00	170,00
EE	Estonia	71,00	110,00	PL	Poland	72,00	145,00
EL	Greece	82,00	140,00	PT	Portugal	84,00	120,00
ES	Spain	87,00	125,00	RO	Romania	52,00	170,00
FI	Finland	104,00	140,00	SE	Sweden	97,00	160,00
FR	France	95,00	150,00	SI	Slovenia	70,00	110,00
HR	Croatia	60,00	120,00	SK	Slovakia	80,00	125,00
HU	Hungary	72,00	150,00	TR	Turkey	55,00	165,00
IE	Ireland	104,00	150,00	UK	United Kingdom	101,00	175,00
RS	Serbia	80,00	140,00				

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the beneficiary and these should therefore not be included in the budget estimate.

Catering

The total amount calculated according to the above mentioned rules regarding Daily subsistence allowances shall constitute a maximum. If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly.

Costs of services

Information dissemination, publications costs can be taken into account provided that they are directly related to the action. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned the frequency and language of publication, an indication of the production costs per copy as well as an estimate of the distribution costs where appropriate.

¹⁶ The daily allowance rates are subject to periodic review by the Commission.

Translation costs must include the following details: the number of languages, the number of pages to be translated, the rate applied per page. These rates may not exceed the most reasonable market rates.

Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. The accepted daily fee of an interpreter may not exceed 700 EURO (including VAT). Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

Evaluation: if the proposal supported requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an on-going basis, the progress of the action in relation to the objectives defined at the beginning and to benchmark the results. The cost of such work will be regarded as eligible expenditure.

Subcontracting

Any service undertaken by an external party in connection with the implementation of the action is considered to be **subcontracting**.¹⁷

Applicants should have the operational capacity to complete the action to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that some¹⁸ of the terms applicable to itself under the agreement are also applicable to the subcontractors.

It must be clearly specified in the description of the project which tasks it is intended to subcontract and why this subcontracting is necessary.

Main rules related to subcontracting activities

When concluding external contracts in order to implement the action, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money, i.e. the best price-quality ratio**. In doing so, the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests¹⁹.

Contracts as referred above 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 tasks necessary for the implementation of the action;

¹⁷ Art. 120FR, 184 IR

¹⁸ The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits

¹⁹ In addition to these general rules, where the value of the external contract exceeds EUR 60 000, beneficiaries may be required to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the estimated value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the action and the management risk

- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts while the action is underway shall be subject to prior written authorisation by the Commission;
- e) The beneficiary shall retain sole responsibility for the implementation of the action and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under the agreement;
- f) The beneficiary must undertake to ensure that the terms, mentioned above, applicable to him under the agreement are also applicable to the subcontractor.

Administration costs

Depreciation for purchase of equipment²⁰: the purchase cost of equipment (new or second-hand) is eligible 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 period of eligibility for Community funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission. A justification for the need of purchasing such equipment is to be annexed to the budget estimate.

Other eligible administrative costs are: rent of meeting rooms (coffee breaks included), rent of interpretation booths, communications' costs, charges for financial services, costs relating to a bank guarantee and to external audits, etc. Indicative amounts for rental of booths, excluding technical equipment: 750€(excluding VAT) per day. Rental of booths with equipment and technical assistance: 1200€(excluding VAT) per day.

4.2.3. Eligible indirect costs - Overheads

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs for the action. They are limited to a maximum flat-rate of 7% of the total eligible direct costs for the action. These can include maintenance, stationery, photocopying, mailing postage, telephone and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes provision for flat-rate funding in respect of indirect costs, they need not to be supported by accounting documents.

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

²⁰ Art. 172 IR

4.2.4. *Non-eligible costs*

The following expenses are ineligible and not accepted:

- contributions in kind: these are contributions that are not invoiced, e.g. voluntary work, equipment or premises made available free of charge;
- return on capital;
- debt and debt service charges;
- doubtful debts;
- provisions for losses or potential future liabilities;
- interest owed;
- exchange losses;
- VAT, unless the beneficiary can show that he/she is unable to recover it;²¹
- excessive or reckless expenditure;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant.

4.3. Income

Total income must be identical to total expenditure. The income side of the budget must show:

- The beneficiary's contribution in cash: the direct monetary (cash) contribution from the applicant's own resources and/or the contribution from any other fund providers. This means a financial flow that can be traced in the written accounts of the beneficiary.
- The revenue generated by the action: any income expected to be generated by the implementation of the action should be detailed (e.g. the yield from sales of publications).
- The Community grant: the grant requested from the Commission.

5. HOW THE GRANT WILL BE CALCULATED

If the proposal is selected for a grant, the Commission will calculate the Community contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action.

²¹ It should be noted that VAT paid by a public body to operators who are subject to VAT (when purchasing goods or supplying services within the framework of the implementation of the co-financed action) is not eligible. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost would lead to double financing (by the Community and by the fiscal revenue).

The Commission reserves the right to reduce the grant requested if the proposal is acceptable but considered too expensive, and to reduce individual unit costs if these are estimated to be too high.

Determination of the final amount of the grant

The Community final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the no-profit rule.

- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement

The Community final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the Community grant laid down in the grant agreement.

As a result, if the actual expenditure turns out to be lower than the expenditure you budgeted, the actual grant will also be reduced in application of the percentage contribution which will remain the same. If the actual expenditure turns out to be higher than the expenditure budgeted, the Community grant will not be increased. It is therefore in the applicant's interest to submit a realistic estimate of expenses.

- Verification of compliance with the no-profit rule

The grant may not have the purpose or effect of producing a profit for the beneficiary²².

On the basis of the above rule if the total income of the action is higher than the total costs, the final grant amount will be reduced accordingly so that it will not produce a profit.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity report and the final statement of expenditure. The expenditure that is committed to the implementation of the action must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than inputted costs.

6. AGREEMENT GOVERNING THE GRANT

Should the Commission award a grant, a standard grant agreement for an action setting out the conditions and maximum level of funding will be concluded with the beneficiary.

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both of these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

²² Art. 109(2) FR

7. PAYMENT PROCEDURES

The payment arrangements will be laid down in the grant agreement.

Generally, payment of the grant will be made in three instalments (two pre-financing payments and a final payment under the following conditions:

- A pre-financing payment of 30% at the signature of the grant agreement.

- A second pre-financing payment of 40% of the total amount awarded upon receipt and approval by the Commission of a progress report on implementation of the action and detailed statement of the costs already incurred, showing that at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new-pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment²³.

- The balance will be paid upon acceptance by the Commission of the final technical implementation report and final financial statement.

8. GUARANTEE²⁴

The Commission may require the beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

This guarantee shall be denominated in Euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States.

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.

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

²³ Art. 180(1) IR

²⁴ Compulsory in the case of pre-financing representing over 80% of the total amount of the grant and exceeding EUR 60 000. However, this requirement may be waived for public-sector bodies and international organisations or for beneficiaries who have signed a framework partnership agreement with the Commission. (Art.118 FR and 182(1) IR)

9. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS²⁵

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro. This account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission.

If the funds paid to their account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits, if they have been generated by pre-financing payments which remain the property of the European Community, shall not be treated as a receipt for the action.

The beneficiary shall, as specified in the grant agreement, inform the Commission of any interest or equivalent benefits yielded by pre-financing payments higher than EUR 50 000, it has received from the Commission. Notification must be made when the request is introduced for interim payment or for payment of the balance that clears the pre-financing.

Interests yielded by pre-financing payments between EUR 50 000 and 750 000 will be directly deducted from payments. Interests generated by pre-financing payments higher than EUR 750 000 will be recovered by a recovery order.

Interests shall not be due to the Communities for pre-financing paid to Member States, to their regional or local authorities including organisms and administrative and instrumental structures under their control or paid in the framework of joint management with international organisations.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

10. SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The final report on the implementation of the action along with a final financial statement of all actual expenditure and actual revenue are to be sent within three months from the closing date of the action. The final report should answer at least to the following questions:

- 1) How was the project performed? Was it performed in accordance with the description of the action annexed to the grant agreement? (Describe the project, its results and methodology, planned activities, timetable, partners, participants, etc.).*
- 2) To what extent did the project meet the objectives set?*
- 3) What was the European added value of the implementation of the action?*
- 4) How was the project presented to the public and how were the results disseminated?*
- 5) What lessons have been learned from this experience?*

²⁵ Art. 5(a) FR, Art. 3, 4, 4(a) IR

6) Describe the results of the evaluation (internal/external) of the implementation of the action.]

In addition to these requirements, the documents indicated in the text of the call for proposals must also be provided.

Should the final report be deemed to be inadequate and of low quality, the Commission reserves the right to request additional information within 60 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

11. PUBLICITY

Beneficiaries of the grant are required to mention clearly the fact that they have received funding from the Community in any publication and/or in other materials, or in the occasion of activities (conferences or seminars, etc.), for which the grant is used, using the following wording: "**With support from the European Union**". The logo of the EU should also be visible.

Any communication or publication by the beneficiary, in any form and medium, including the Internet, 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.

In addition to these minimum requirements, references specified in the text of the call for proposals must also be indicated.

All grants awarded in the course of a financial year shall 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.

By signing the grant agreement for an action, the beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet site of the Community²⁶:

- the beneficiary's name and the address
- the subject of the grant,
- the amount awarded and the rate of funding of the costs of the action.

Upon a duly substantiated request by the beneficiary, publication of this data can be waived if it threatens the safety of the beneficiary or harms his business interests.

²⁶ Art. 110(2) FR, 169(2) IR

12. EVALUATION

If the proposal should include a specific evaluation component for ongoing monitoring and final evaluation of the action, these costs can be taken into account as eligible in the budget estimate.

Successful proposals could be the subject of an ongoing and ex-post evaluation led by the Commission and/or by independent experts selected by the European Commission. Therefore, the beneficiaries of the grant undertake 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 give them the rights of access required.

13. CHECKS AND AUDITS

An external audit report is required in the following cases:

13.1. Audit report in support of grant applications²⁷.

Organisations' proposals for an action for which the grant exceeds EUR 500 000, shall be accompanied by an external audit report produced by a certified auditor. That report shall certify the accounts for the last financial year available.

13.2. Audit report in support of requests for payment²⁸

In the case of a grant for an action over EUR 750 000, requests for payment shall, when the cumulative amounts per financial year of requests for interim payments and for payment of the balance is at least EUR 325 000, be accompanied by an external audit report produced by an approved auditor or in case of public bodies, by a competent and independent public officer. Its purpose is to certify that the submitted accounts comply with the financial provisions of the agreement, 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 according to the grant agreement and that all receipts have been declared.

The obligation to provide such certificate on the financial statements and underlying accounts may be waived in the cases of grant beneficiaries that are public bodies or international organisations. If an external audit of the action's accounts is not required, the beneficiary himself shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

²⁷ Art. 173(4) IR

²⁸ Art. 180(2) IR

The beneficiary undertakes to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The beneficiary must enable the Commission and/or the European Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant's organisation for five years following final payment by the Commission.

14. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM

The Internet Web application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed in the following web address²⁹: <https://webgate.ec.europa.eu/swim>.

14.1. Introduction of grant applications

The grant application form has to be electronically filled in as follows: first, access the system at the address mentioned above and click on the link "New grant application", then, select the number of the call for proposals you wish to apply for and, eventually, fill in your application. Once your application is completed, click on the "submission" button in order to finalised the submission procedure.

Please note that after having submitted your application form electronically no changes to the application are possible.

After being submitted electronically, the application form must also be printed out, signed by the legal representative of the organization submitting the proposal and sent by post to the responsible Unit, as specified in the text of the call for proposals.

Failure to respect this procedure will render the application ineligible.

14.2. Requests for payments and budgetary modifications

In addition to the documents specified in the grant agreement, financial documents required in support of requests for further pre-financing payments and for payment of the balance, as well as requests for modifications of the budget estimate to be made by addendum must also be electronically submitted using SWIM.

To be allow to log on into SWIM and access its grant file, the beneficiary will be asked to enter in the login page the same File number and Access code assigned by the system to the grant application when it was created.

²⁹ For more technical details on SWIM utilisation, a user's manual is available on line

15. DATA PROTECTION

The grant application will be processed by computer. 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.³⁰ Replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, applicants 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 form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

³⁰ Official Journal L 8, 12.1.2001.

16. ANNEX II – CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION
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The following supporting documents must be numbered as shown and must be sent in by the deadline for submission, **in four hard copies: original + three copies** (i.e. one should be marked '**original**' and three should be marked '**copy**').

CHECKLIST OF DOCUMENTS

<i>Order</i>	<i>Document</i>	<i>Check</i>	<i>To be downloaded from SWIM</i>
1	The original letter of application quoting the reference number of the call (VP/2008/16), duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
2	A print-out of the online application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative. NOTE: The application form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>	
3	Printed version of Annex E1: Declaration on honour , dated and signed by the legal representative of the beneficiary on his/her honour that the organisation is not in one of the situations listed in Article 93 (1) and Article 94 and 96(2) (a) of the Financial Regulation applicable to the general budget of the European Communities, the organisation has access to stable and adequate funding to maintain activities for the period of the project to help finance it as necessary and has the operational capacity and the operational resources (technical, management) to successfully complete the activity.	<input type="checkbox"/>	X
4	Printed version of Annex E2: Co-funding commitments ³¹ signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution.	<input type="checkbox"/>	X
5	Printed version of Annex E3: 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"/>	X
6	Printed version of Annex E4: Legal entities form , duly completed and signed by the legal representative.	<input type="checkbox"/>	X
7	Printed version of Annex E5: CVs 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"/>	X
8	Printed version of Annex E6: Participation Commitment from the partners, if any, confirming their participation into the proposal	<input type="checkbox"/>	X
9	Annex E7: Description of the project (no template provided) dated and signed by the legal representative.	<input type="checkbox"/>	
10	Annex E8: Work programme of the project (no template provided) dated and signed by the legal representative, including a timetable linking months to activities and outputs	<input type="checkbox"/>	
11	Annex E9: Annual balance sheet and profit and loss account for the last financial year, duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
12	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>	
13	Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation.	<input type="checkbox"/>	
14	For grant requests over €500,000 or for organisations subject to statutory audit of their annual accounts, an external audit report produced by an approved auditor, certifying the last accounting exercise and assessing the financial viability of the applicant organisation.	<input type="checkbox"/>	

³¹ If the originals of your partners' 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.