



EUROPEAN COMMISSION
EMPLOYMENT AND SOCIAL AFFAIRS DG

Social protection and social integration
Social protection and inclusion policies

Community Action Programme to Combat Social Exclusion 2002-2006

TRANSNATIONAL EXCHANGE PROGRAMME

Phase I - 2002

CALL FOR PROPOSALS - VP/2002/010

UNDER BUDGET LINE B3-4105

INSTRUCTIONS FOR THE APPLICANT

ON HOW TO APPLY

The information in these instructions for completing the application form together with the guidelines should provide all the information you require to submit an application – Please read them carefully before doing so paying particular attention to the priorities that have been set in the guidelines for the programme and the emphasis on developing transnational and multi-sectorial partnerships.

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I. Documents to accompany your application

The table below is intended as a guide for preparing the application documents. Please number the documents as shown and send in the requested number of copies. We would also recommend using the table as a check-list to ensure that all required items have been included.

<i>Order</i>	<i>Document</i>	<i>N° of additional copies</i>	<i>To be sent by POST</i>	<i>To be sent by E-MAIL</i>	<i>Check</i>
1	Original cover letter formally submitting the application for funding, duly signed and dated by the authorised person from the single co-ordinating organisation	1	x		<input type="checkbox"/>
2	Original dated and signed of Part I of the application form (including any continuation sheets): the lead applicant organisation should complete this part " Details of the main applicant organisation "; including " The Financial identification form " which is to be printed out from the part I, duly dated and signed (Statement of the bank account details to which any payments for the proposal should be made)	1	x	x	<input type="checkbox"/>
3	detailed CV/job specification of the person from the lead applicant organisation who will be responsible for the overall management of the Phase I work programme	1	x		<input type="checkbox"/>
4	Originals of Part II "Details of co-applicant/partner organisation" signed and dated by each partner organisation	1	x	x	<input type="checkbox"/>
5	Original of Part III of the application form : the lead applicant organisation, in consultation with the partner organisations, should complete part III " Proposal description and justification "	1	x	x	<input type="checkbox"/>
6	Original of Part IV of the application form (including any continuation sheets) : the lead applicant organisation, in consultation with the partner organisations, should complete part IV " Proposal's provisional budget "; including signing and dating the Annex III "Global budget form" by the lead applicant	1	x	x	<input type="checkbox"/>
7	Most recent activity report or annual report	2	x		<input type="checkbox"/>
8	Balance sheet of the last financial year, preferably accompanied by an audit certificate;	2	x		<input type="checkbox"/>
9	Certified true copy of Articles of the association/Official statute/Constitution or equivalent of the main applicant organisation;	2	x		<input type="checkbox"/>

All the required documents as listed hereabove **must be sent by post** to the address below **by 05/07/2002** (their submission date will be taken as the postmark date or the express courier receipt date and proposals submitted after this date will not be eligible).

European Commission

DG Employment and Social Affairs- Archives-Courrier J37 0/26

Unit E2 : Call for proposals VP/2002/010 - Application

B-1049 Brussels

Belgium

The part I, II, III and IV of the application form **must also be sent by electronic mail** to the address below stating "**VP/2002/010 - application**" **by 05/07/2002 without fail.**

Failure to submit the application by post **by 05/07/2002** to the Commission will entail the ineligibility of the request for subsidy even if the application form was sent by electronic mail by the deadline. Complementary documents sent by post, by fax or by electronic mail after the 05/07/2002 will not be considered for evaluation. Please do make sure that the full set of the application form and all accompanying documents as listed above are included in your sending by post by 05/07/2002.

Hand-delivered applications (except those for which there is an express courier receipt), incomplete or unsigned forms, hand-written forms and those sent by fax, will not be taken into consideration.

II. Guidelines for presenting the proposal's provisional budget

1. MAIN FINANCIAL PROVISIONS

1.1. The Commission contribution is a maximum and is based on actual expenditure

As specified in the guidelines of 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 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). The grant will also be reduced by the amount corresponding to any surplus income. If your actual expenditure turns out to be higher than the expenditure budgeted, **under no circumstances can the Commission grant be increased.**

It is in the applicant's interest to submit a realistic estimate of expenses.

The contingency reserve in the agreed budget should be able to absorb any reasonable unforeseen overrun of eligible costs. The Commission reserves the right to reduce the grant requested if the activity is acceptable but considered too expensive, and to reduce individual unit costs if these are judged to be too high.

1.2. Expenditure must be certified to be reimbursed

All expenses indicated in the final financial statement must be entered into the organisation's accounts, and be identifiable and verifiable. Only expenses actually incurred, based on payments actually made, can be declared in the final financial statement to be submitted by the date indicated in your contract.

Applicants are informed that the final report and the request for final payment must be accompanied by a declaration signed by the beneficiary certifying that:

- All costs included in the statement are real costs;
- None of the expenses included in the statement of costs remains unpaid at the time of presenting the statement;
- All expenses included in the statement of costs have been effected within the period of performance specified in the grant agreement;

- All sources of funding, internal or external, for the operation, have been included in the statement.

1.3. Retention of accounting documents

If the application is accepted, the person responsible for the organisation will be required to make a signed commitment to furnish proof of the correct use of the grant, and to 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 beneficiary for five years following final payment by the Commission.

1.4. Budget must be detailed, balanced and in Euro

The action budget must be presented in Euro (€) - Organisations established in countries outside the Euro-zone should be aware that they fully carry the exchange rate risk.

The budget must be properly balanced. Please list all income and expenditure. The two totals must be the same, since the available income will have to finance the planned expenditure. Please make sure that you include all the items related to the activity, and not just those which you want the Commission to finance.

The budget must be as detailed as possible. The applicant should annex to the form breakdowns showing how all totals for budget headings with an amount higher than 1 500 € were arrived at, following the instructions given herein.

2. BUDGET HEADINGS

The part IV of the application form is the budget section of your proposal and is divided into 4 separate but complementary sheets:

1. The first sheet "Annex III" (or global budget form) will be attached to the European Commission's grant agreement, should your project be selected for funding. This sheet do not have to be filled in since Excel will automatically insert into this sheet the amounts of the 'Detailed budget' (point 2 below);
2. The second sheet "Detailed budget" relates to all staff costs, travel and accommodation costs expected for meetings held by the partnership, services and administration costs, contingencies and overheads;
3. The third sheet "Global conferences budget" is a summary of all costs relating to major conferences/seminars (for events other than meetings included in the 'detailed budget' point 2 above) organised in the framework of the activity. This sheet do not have to be filled in since Excel will automatically insert into this sheet the amounts of the 'Conference detailed budget' (point 4 below);
4. Finally, there are six separate sheets which relate to the "Conference detailed budget" (BUD CONF 1, BUD CONF 2,..) for each conference/seminar. Please use a separate sheet for each event bearing in mind that **this form is meant**

especially for events which require extra staff and administrative costs not included in the detailed budget, such as costs for interpretation, writing conference reports, etc.

The budget section of the proposal must be presented on these sheets; other presentations will not be accepted by the Commission.

2.1. Expenses

2.1.1. Eligible costs

Eligible direct costs are those directly generated by carrying out the action and which are indispensable for its execution. Only expenditures incurring during the period of performance¹ may be considered as eligible. Please be sure that all expenses are in-line with the rules of good and sound financial management. As a general rule expenses must not exceed the best conditions available on the market nor be superior to the Commission's rules for those expenditures (see detailed comments on items below). All costs will have to be supported by invoices (for travel: copy of travel ticket and boarding pass).

2.1.1.1. Direct eligible costs (D1)

Personnel costs

The costs of personnel paid as part of the implementation of the project should be based on gross real salaries or emoluments plus social charges/contributions and other costs included in the remuneration, to the exclusion of all other expenditure. Remuneration must be calculated according to the number of persons, the number of days (working days exclusively devoted to the preparation and implementation of proposal) and the daily rate applied, and should be based on a maximum total of 220 working days per annum (or 20 days per month, whichever is the lower). They should not be greater than the usual salaries and other charges of the applicant, nor should they be higher than the generally accepted rates on the market for the same kind of service. You will have to provide full details on calculation of staff costs and functions performed on a separate sheet.

For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the project to cover these costs either directly paying the staff involved or by a reimbursement of their parent organisation. The remuneration of civil servants — or statutory public staff 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. In such cases, the beneficiary of the grant must keep a record of the amount of time devoted by the staff in

¹ The starting and ending date of the project you mention in the Part I of the application form under item 57 'Duration of activities' will determine the period of performance and the period of eligibility of your expenditures.

question to the subsidised activity in order to assess the total cost to be subsidised.

Applicants are reminded that there is no provision for contributions in kind to be taken into account in this programme. Thus the costs of staff whose payment is not a direct charge on the project account cannot be included in the budget as part of the beneficiary organisation's matching funding.

Voluntary work, which is a contribution not invoiced, is regarded as in-kind contribution and is thus not eligible under this call.

Travel, accommodation and subsistence expenses

Full details must be given of the journeys made including destinations, number of journeys, means of transport to be used and the number of persons. Those expenses must not exceed the best conditions available on the market nor be superior to the following Commission's rules for those expenditures:

Travel:

rail: first class.

air: only for journeys over 400 km, economy class fare (maximum).

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

Daily allowance:

Subsistence costs are allowed for persons **residing more than 100 km** from the place where meeting is held. The daily allowance is determined by the country where the meeting is held and will cover meals, accommodation and local transport. **In some cases, this allowance will be reduced. Please consult the following table.**

Destination	Daily allowance	Reduction allowance (night) 1)	Reductions for meals and lodging offered 2)			Reduced allowance 3)
			Meals	Breakfast	Lodging	
Belgium	149,63	37,41	23,94	5,76	50,87	25,44
Denmark	179,28	44,82	28,68	6,90	60,96	30,48
Germany	127,10	31,78	20,34	4,89	43,21	21,61
Greece	113,19	28,30	18,11	4,36	38,48	19,24
Spain	141,30	35,33	22,61	5,44	48,04	24,02
France	130,29	32,57	20,85	5,02	44,30	22,15
Ireland	165,20	41,30	26,43	6,36	56,17	28,08
Italy	129,82	32,46	20,77	5,00	44,14	22,07
Luxemburg	143,48	35,87	22,96	5,52	48,78	24,39
Netherlands	147,69	36,92	23,63	5,69	50,21	25,11
Austria	121,81	30,45	19,49	4,69	41,42	20,71
Portugal	142,98	35,75	22,88	5,50	48,61	24,31
Finland	155,60	38,90	24,90	5,99	52,90	26,45
Sweden	156,54	39,14	25,05	6,03	53,22	26,61
United Kingdom	199,21	49,80	31,87	7,67	67,73	33,87

- 1) If the participant does not have to stay the night or if he/she has travelled in wagon-lit (no reduction applied if the departure from the place of origin has taken place before 7h00 or if the return in the place of origin is after 24h00)
- 2) If some of these costs are provided for in the conference costs these deductions are applicable
- 3) If all costs (two meals and lodging) are provided for in the conference costs, this is the amount allowed for local transport and other small expenses

Different services

Publications, information and dissemination (including subscriptions, internet, advertisements, cd rom, distribution, etc): costs incurred for such services if they are directly related to the activities mentioned in the work programme and insofar as these are not included under another budget heading².

Please give, for each publication and/or other material, a detailed nature of costs, estimate of the number of pages and copies planned, the frequency, the language, the quantity, an indication of the production costs per copy.

Translation of reports : details of translation costs must include the description of document, language translated (to... from...), the number of pages, the rate applied per page. Indicative estimated amounts per page (into): Danish 57€, German 46€, Finnish 52€, Italian 27€, Spanish 26€, Greek 30€, Dutch 51€, Swedish 41€, French 39€, Portuguese 27€, English 36€. Please note that for all expenses over these indicative costs, you will have to submit at least three quotes.

Interpretation and catering for conferences : interpretation costs must specify the language/number of interpreters/number of days/daily rate. Indicative estimated amounts necessary for the provision of *interpretation*: 550 € (VAT excl) per interpreter per day (2 interpreters per language allowed), and for *rental of booths* (excluding technical equipment) 750 € (excl VAT) per day ; rent of booth with equipment and technical assistance 1100€ (excl. VAT) per day. *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 participants to the conference (see supra for deductions applicable to daily allowance).

Subcontracting costs: provided that the Commission has given advance written agreement for subcontracting, the rules applicable to the beneficiary also apply to the subcontractor; Subcontracting costs are where a substantial part of the project is carried out by a person or organisation other than the main applicant and the project partners. Technical services such as translation or interpretation are not considered as subcontracting activities; they should be included in the other items of the budget form, where appropriate. Please indicate

² Costs incurring from the contribution of a webmaster for instance should be included in Heading 2 item 06.5 Other staff costs, and not under this heading.

the full name and address of any sub-contractor, the precise nature of the tasks that will be entrusted to that person/organisation and the amount and the method of calculation (detailed estimate).

Financial audit : Applicants who want all expenditure under the project to be audited by an external auditor - an accountant external to the project - may include costs arising from this in the budget under this item. Applicants are informed that when asking for final payment, they must submit a final report and final financial statement of revenue and expenditure presented in the same format as the 'Annex III' and the 'Detailed budget' (of the Part IV of the application form) along with a declaration signed by the beneficiary certifying all expenditure (see item 1.2. above). While applicants may use an external auditor it is not a requirement and this final financial statement might be made by the accountant of the project (his costs might be included under heading 2 Staff: item 06.4 Accountancy). For external financial audit, please specify the nature of task/person in charge/number of days/daily rate and enclose a quote.

Administrative costs

Equipment: where fixed assets are purchased, only the annual depreciation can be taken into account. Linear depreciation for new technical equipment is 3 years; for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated. Example for calculation of depreciation: pc acquired in 2000; worth new 999 €; depreciation $999:3 \text{ years} = 333 \text{ €/year}$; use of the equipment for a period of 6 months; eligible depreciation $333\text{€}:2=166,5\text{€}$

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 principles, rules and accounting methods in effect at the beneficiary organisation.

2.1.1.2. Contingencies (D2)

Provision for unforeseen expenses, up to a maximum of 5% of the eligible direct costs as described above. To be accepted, this provision will have to be attributed to specific items of expenditure when the final budget and request for payment are submitted at the end of the project.

2.1.2. *Indirect eligible expenses - Overheads*

Indirect costs are general costs/expenses directly generated by the carrying out of the activities contained in the work programme, up to a maximum of 7% of the total eligible direct costs (D1+D2). This is a flat rate participation to the beneficiary organisation's overheads costs, provided that the beneficiary is not receiving running costs grants from the Commission. Under this general heading the following running costs could be covered such as stationery, photocopying, telephone calls, heating, electricity.

The acceptable value of indirect costs will be finally established by the Commission at the end of the action by reference to the total of eligible direct costs (D1+D2). In no case can indirect costs exceed 7% of the value of these eligible direct costs.

Organisations selected under this Call will not be allowed to include such costs relating to the same time period and the same members of staff in further applications to be submitted to other Commission departments. Once the final selection is complete, a list of successful applicants will be made available to all Commission departments in this regard.

2.2. Ineligible expenses

The following are excluded:

- contributions in kind : these are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge;
- expenses incurred by a third party, and not reimbursed by the beneficiary organisation;
- expenses incurred by partners or participants outside the EU;
- provisions for exchange loss risks;
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;
- a contingency reserve of more than 5% of the direct eligible costs;
- the cost of purchasing infrastructure equipment (except up to the amount of the annual depreciation of the equipment purchased);
- expenses related to the normal activities of the organisation rather than to the project;
- debts, interest owed, doubtful debts;
- expenditure which is manifestly pointless or excessive;
- expenditure occurred outside the contractual period.

2.3. Income of the action

Total income must be identical to total expenditure. Please attach a detailed breakdown and description of all contributions, e.g. own contribution by the organisation or by individuals, income generated by the action (such as sales, fees charged to participants attending a conference, membership contributions, etc.), grants listed by donor, etc. The Commission needs to know the situation concerning grants (and possibly some other contributions): have they been received, or promised, or are they being negotiated or requested at present? Please add notes to explain.

You should list the grant you are seeking from the Commission as one of your sources of income. If you have submitted requests to several Commission departments, you must provide details of each request.

III. Main provisions of the grant agreement

After the decision to award a grant is taken, a 'grant agreement' will be concluded defining the rights and obligations of the parties, pursuant to the Vademecum on Grant management of the European Commission. For your information, this document is available in all EU official languages at the following internet address:

http://europa.eu.int/comm/secretariat_general/sgc/info_subv/vm_gm.htm

Payment in two instalments

Payment will normally be made in two instalments: *An advance payment* of maximum 50% within 60 days of signing the grant agreement; *A final payment* covering the balance due, with deduction in full of the advance, payable upon request by the beneficiary, submitted along with his final report and final financial statement, and after approval by the Commission of these two documents.

Duration of the project

All projects must start on a specified date in November or December 2002. The action must not exceed 9 months. No extension will be allowed. While the November or December date is the legal starting date of the "period of performance", successful applicants are informed that signing of the grant agreement and advance payment may occur at a later date. In the absence of a formal Commission decision by the start date, the project will start at the applicant's own risk.

Withholding of relevant information

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

Publicity

Unless the Commission requests otherwise, any notice or publication by the beneficiary about the project, including at a conference or seminar, must specify that "*This project has received funding from the Commission*".

Any notice or publication by the beneficiary, in whatever form and on/by whatever medium, including the internet, must specify "*that it reflects the author's view and*

that the Commission is not liable for any use that may be made of the information contained therein".