European Commission

PREVENTION OF AND FIGHT AGAINST CRIME 2007 - 2013

ACTION GRANTS 2012

TARGETED CALL FOR PROPOSALS

Radicalisation leading to terrorism and the protection of victims of terrorism - RAD

Deadline: 2.8.2012 (14:00 CET)

1. BACKGROUND AND MAIN OBJECTIVES

Under Article 3(2) of the Council Decision 2007/125/JHA of 12 February 2007 (**hereafter the Council Decision**), establishing a specific programme **Prevention of and Fight against Crime** as part of the general programme Security and Safeguarding Liberties[1] (**hereafter the ISEC Programme**), the specific objectives of the programme are the following:

(a) to stimulate, promote and develop horizontal methods and tools necessary for strategically preventing and fighting crime and guaranteeing security and public order such as the work carried out in the European Union Crime Prevention Network, public-private partnerships, best practices in crime prevention, comparable statistics, applied criminology and an enhanced approach towards young offenders;

(b) to promote and develop coordination, cooperation and mutual understanding among law enforcement agencies, other national authorities and related Union bodies in respect of the priorities identified by the Council in particular as set out by the Europol's Organised Crime Threat Assessment;

(c) to promote and develop best practices for the protection of and support to witnesses;

(d) to promote and develop best practices for the protection of crime victims.

In order to implement the ISEC Programme, the Commission has adopted on 19 September 2011 the Annual Work Programme 2012[2], specifying eight Targeted Calls for Proposals with specific measures and expected results.

2. SCOPE OF THE CALL AND BUDGET ALLOCATED FOR GRANTS

This targeted Call for Proposals (hereafter the Call) corresponds to the implementation of Part I. Heading A. of this Annual Work Programme.

Priorities in the area of preventing radicalisation and recruitment leading to terrorism have been set out in different policy documents such as in the Stockholm Programme (17024/09), EU Action Plan on combating terrorism (15358/09), the European Union Strategy for Combating Radicalisation and Recruitment to Terrorism (14781/1/05) and the European Union Counter-Terrorism Strategy (14469/4/05). Moreover, the Commission Communication on the Internal Security Strategy in Action adopted on 22nd of November 2010[7] identifies the issue of countering radicalisation and recruitment to terrorism as one of the key objectives in the prevention of terrorism.

To this end the Commission emphasises the importance of upstream actions which will need to be carried out at a level closest to the most susceptible individuals in the most affected communities. It requires close cooperation with local authorities and civil society as well as empowering key groups in vulnerable communities. To support this community based approach, the Commission has launched the Radicalisation Awareness Network on 9 September 2011.

This Call calls also actions aimed at supporting the role of victims of terrorism in the fight against terrorism and violence promoting groups.

The projects are expected to commence shortly after the award of a grant.

The total amount for co-financing of grants foreseen under this Call is **€ 5.500.000**, but may be increased or decreased depending on the adoption of the submitted modification of the ISEC Annual Work Programme 2012.

3. PRIORITIES AND EXPECTED RESULTS

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[1] OJ L 058, 24.2.2007, p. 7. Available at http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:058:0007:0012:EN:PDF

[2] Commission Decision C(2011)6306 of 19 September 2011 adopting the Annual Work Programme for 2012, available at: http://ec.europa.eu/home-affairs/funding/docs/COMM_NATIVE_C_2011_6306_1_EN_DECISION_EXECUTION_COMMISION.pdf

3.1 Priorities

The following priorities have been fixed for 2012 within this Call:

- promoting strategies that encourage people to give up terrorism and violence promoting groups;

- reinforce the exchange of best practices and specific operational tools among Member States government institutions, local actors, civil society including victims groups, and the Commission;

- supporting studies and strategies aimed at developing or encouraging credible role models to voice positive messages offering alternatives to terrorist propaganda.

- This call also includes studies and strategies aimed at supporting the role of victims of terrorism in order to prevent terrorism and violence promoting groups in particular by delegitimizing their propaganda, and to develop a positive counter messages based on the EU values.

3.2 Expected results

To achieve the priorities mentioned under section above, the following measures and expected results have been identified:

- Improved operational cooperation, coordination and exchanges of staff in order to strengthen networking, mutual confidence and understanding in tackling radicalisation and violent extremism in places of increased vulnerability through;

  – enhancing exchange and dissemination of information, experience and best practices between stakeholders working with most susceptible individuals and vulnerable communities in the security, law-enforcement and prison sector as well as among policy-planners, and in other relevant security policy.

  – better training and awareness raising for practitioners whose work contributes to prevent radicalisation and recruitment to violence promoting extremist groups e.g. youth and social workers, teachers, local authorities, law-enforcement officials including prison and probation staff, and other relevant actors;

- Increased effectiveness of measures and policies designed to prevent and tackle radicalisation and violent extremism through the development of analytical, monitoring and evaluation tools.

- Enhanced technological and methodological tools to early detect terrorist and violent extremist propaganda, recruitment, links, cells and networks, including the use of the Internet for the said purposes.

- Increased resilience among vulnerable communities and target groups through e.g.:

  – disengagement and de-radicalisation programmes and programmes challenging violence promoting ideologies with the use of role models;

  – enhancing knowledge, awareness and critical thinking, particularly among the youth, on the nature of terrorism and violence promoting groups and the underlying propaganda;

  – increased response capacity of citizens and civil society to tackle the phenomenon more effectively at grass-roots level by e.g. providing media skills and platforms to mainstream voices, victims and others to challenge the propaganda of terrorists and violence promoting groups;

  – devising/promoting effective channels for addressing (perceived or real) grievances, exclusion also through improved communication and outreach activities; Better explaining our policies to target audiences, Media-training for moderate opinion-leaders who counter terrorist and violent extremist propaganda, establishing platforms for the exchange and debate contributing to more pluralistic discourse within target audiences;

  – devising support to the dissemination of terrorist victims' testimonies and providing platforms for victims in order to prevent terrorism and violence promoting groups in particular by delegitimizing their propaganda and offering positive messages based on the EU values.

- Empowered pluralist discourse by facilitating creation of networks of influential religious and secular opinion leaders (i.e. religious authorities, scholars, professionals, community leaders etc.) who have

the charisma and knowledge to challenge terrorist propaganda and stimulate critical thinking among the most susceptible individuals and communities.

4. DEFINITIONS AND CONTRACTUAL RELATIONSHIP

The following definitions and relationships are used when an application is submitted and when a grant agreement is signed, following a successful evaluation of the proposal:

- **The "Coordinator" (Applicant organisation):** is the organisation that will sign a grant agreement with the Commission on behalf and with the authorisation of the entire partnership. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility and selection criteria for all its Partners. Once a grant agreement is signed, the Coordinator is legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its Partners/Co-beneficiaries.

- **"Co-beneficiaries" (or Partners):** are those organisations participating in the implementation of the project activities that are eligible for EU co-financing. Once the grant agreement is signed, they will be considered as Co-beneficiaries of the EU grant as they will receive co-financing for their part in the action. They will sign a mandate to allow the Coordinator to sign on their behalf. The Coordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant.

- **"Beneficiaries":** the Coordinator and the Co-beneficiaries are jointly referred to as beneficiaries.

- **"Associate Partners":** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant. None of their costs incurred for the project activities will receive EU co-financing.

  This type of partnership is first and foremost to be used by organisations in third countries (including acceding and candidate countries), international organisations and EU Agencies which may only participate on a non-cost basis in the ISEC Programme.

Each "Co-beneficiary" must complete and sign a Partnership Declaration / Draft Mandate Form (Part F) and each "Associate Partner" a Partnership Declaration Form (Part G) which must be attached to the Application.

The duly completed, dated and signed Partnership Declaration / Draft Mandate Form and Legal Entity Form (and its supporting documents) of EACH "Co-beneficiary" must be attached to the Application (Part F and Annex 11).

The Evaluation Committee expects to complete its work indicatively by end of January 2013. Applicants shall be informed of the outcome of their application within 15 calendar days after the award decision is taken, indicatively no later than February 2013.

The Commission reserves the right:

- to award a grant lower than the amount applied for by the Applicant organisation,
- to decrease the value of some expenditure listed in the Budget Form, if they are deemed as ineligible or higher than their market value, and
- to remove expenditure from the Budget Form, if they do not explicitly relate to the project.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a grant agreement in writing.

Applicants should take note that **no further budget review will take place** after the Commission has taken the award decision and that the amount of the **awarded grant may be less** than the amount applied for. Therefore, **the Forecast Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs**.

For beneficiaries of a grant under this programme, a pre-financing payment of 80% will be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may

require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided by the Coordinator and Co-beneficiaries.

5. EVALUATION CRITERIA

5.1. Exclusion criteria

Applicant organisations/coordinators and partner organisations shall be excluded from participating in this Call if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation[3], i.e.:

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

The Authorised signatory of the Applicant organisation/coordinator must sign the declaration in Section 4 of the Application Form. The Commission may request a copy of the decision authorising the Authorised signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/coordinator. Applicants who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an EU procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from EU contracts and grants in accordance with Article 96 of the Financial Regulation and Articles 133(a) and 133(b) of the Implementing Rules[4].

Only applications which meet the above exclusion criteria will be further processed.

5.2. Eligibility criteria

To be eligible, grant applications must meet **ALL** the following criteria:

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[3] Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2202 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulations (EC, Euratom) No 1995/2006 of 13 December 2006 and No 1525/2007 of 17 December 2007.

[4] Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In case no proof of the legal status of the Applicant organisation/coordinator is attached to the Application Form, the application will be automatically rejected;

   Bodies and organisations which are profit oriented[5] may have access to grants and may be Applicant organisation/coordinator **only** in conjunction with non-profit oriented or state organisations/public entities. In a project submitted by a profit-oriented Applicant organisation/coordinator, the partnership must include **at least one "non-profit oriented or state organisation/public entity" as a Co-beneficiary.** Projects presented by a profit-oriented Applicant organisation/coordinator and including only Associate Partners will not be eligible. **The Partnership Declaration / Draft Mandate Form and Legal Entity Form (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH "non-profit oriented or state organisation/public entity" which is a Co-beneficiary must be attached to the Application.**

   Entities established in third countries, international organisations and EU Agencies may participate as Associate Partners **but solely on a non-cost basis**, and are not permitted to submit applications. None of their costs incurred in the project can be eligible for EU co-financing.

b. Projects must match one or more of the **priorities of this Call** as specified under section 3 and at least one of the **specific objectives** of the ISEC Programme[6]. Both national and transnational projects can be submitted.

c. **Transnational projects** must involve partners in at least two Member States, or at least one Member State and one candidate country. In a transnational project, the Applicant organisation/coordinator must have **at least one Co-beneficiary (declaring costs to be EU co-financed) from another EU Member State.**
   N.B. Associate Partners are not Co-beneficiaries, therefore the participation of an Associate Partner from another Member State does not make the project "transnational". Projects including the Applicant organisation/coordinator and only Associate Partners from other Member States or candidate countries will not be eligible.
   The Partnership Declaration / Draft Mandate Form and Legal Entity Form (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH Co-beneficiary from another Member State must be attached to the Application.
   For each Associate Partner, the signed Partnership Declaration Form must be attached to the Application.

d. **National projects** (projects/actions to be carried out within a single Member State without the active involvement of Co-beneficiaries from a different Member State or candidate country) must:

   - prepare transnational projects and/or Union actions ("starter measures"), or
   - complement transnational projects and/or Union actions ("complementary measures"), or
   - contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods and technologies with the view to transferring them to other Member States.

   Applicants must clearly explain how their project proposal complies with one of the above mentioned conditions.

e. Project proposals seeking EU co-funding of less than **€ 100.000** will not be eligible. There is no maximum limit but the amount of EU co-financing requested will be assessed with regard to the expected results and the quality of budgeting and project management.

f. **The amount of EU funding requested cannot exceed 90%** of the total eligible costs of the action, i.e. complementary funding from other sources must be secured and demonstrated in the Application and Budget Forms (Parts A and B). **A minimum of 10%** of the total eligible costs of the action must be provided as **a contribution in cash** and borne either by the Applicant organisation/coordinator, and/or Co-beneficiaries, and/or Associate Partners, and/or from another donor organisation/third party. This financial contribution shall consist of **a direct monetary contribution from the partnership's own resources and/or the contribution from any other fund providers.** It must be

[5] Article 5 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.9)
[6] Article 3 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.9)

clearly indicated in the ISEC 2012 Budget Form (Sheet 3 "Forecast Budget Calculation" of Part B); **contributions in kind (such as non-eligible staff costs)[7] are not allowed in the budget.**

g. **Subcontracting** must be duly justified in the Application Form and any case **cannot exceed 30%** of the total eligible costs of the project.

h. Projects cannot be already completed and **should be scheduled to start once the grant agreement is signed by all parties.** An earlier start of the project may take place only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept the expenses of such action. The **indicative starting date is mandatory information** and must be indicated in Part C - Timetable.

i. Projects cannot last more than **two years (24 months).**

j. Applicants must **respect the deadline** for submission of applications set for this Call for Proposals and **upload their application with all mandatory annexes and documents into the PRIAMOS** system.

k. Applications must be submitted **using the Application and Budget Forms for ISEC 2012 Action Grants (Part A and B).** No other forms will be accepted; **all sections of both Forms must be completed**; the budget must be in **euro** and **balanced** in income and expenditure.

l. Applications must include **ALL the required documents and annexes listed in Section 6.2 of this Call for Proposals**. If **ANY** of these requested documents are missing, the application will **NOT** be eligible.

Only applications which meet the above eligibility criteria will be further processed.

5.3. Selection criteria

In accordance with the Articles 115 and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, project proposals shall be evaluated on the basis of the following selection criteria:

a. the Applicant organisation/coordinator's and partner organisations' **operational and professional** competencies and qualifications in the specified area required to complete the proposed action including relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. Applicant organisation/coordinator must also demonstrate that they have the operational means and resources to complete the project and show, if applicable, references relating to participation in other actions financed by the European Commission.

The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- the Applicant organisation/coordinator's chart (Part I),
- the project chart and the CV of the persons involved in the project (Part J),
- the Applicant organisation/coordinator's annual activity reports (Annex 6) – Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities),
- the duly completed Section 1.5.6 of the Application Form (other EU funded projects),
- other relevant documents submitted by the Applicant organisation /coordinator.

This assessment is applicable to ALL Applicant organisations/coordinators (profit/non-profit oriented, public/private). In case the capacity, the experience, the expertise and the resources to successfully carry

[7] Rules regarding staff costs can be found in the ISEC/CIPS Guide for applicants 2012, section 4.2.2.1.

out the proposed project are not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

b. the Applicant organisation/coordinator's **financial capability**, i.e. stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.
The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- completed simplified balance, profit and loss account sheets (Part E),
- a detailed forward budget for 2012 (Annex 8),
- complete, signed and audited [8] financial statements or reports for the past three closed years (Annex 9),
- an external audit report if the amount of grant sought exceeds 500.000 EUR (Annex 10).

This assessment is not applicable to public entities[9] as Applicant organisations/coordinators. In case the financial capacity to cover its share of the cost/co-financing is not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

Only applications which meet the above mentioned selection criteria will be selected and further processed.

5.4. Award criteria

Only proposals which have passed the exclusion, eligibility and selection stages will be assessed against the award criteria. The evaluation for award will cover **both the content/policy part and the budgeting and project management part of the project proposal.** Applicants should take note that, since no further budget review will take place after the award decision, **proposals with low quality budgeting and project management will be scored lower.**

Proposals will be scored and ranked on the basis of the following award criteria:

(a)	**Conformity.** Projects will be assessed on the extent to which they match priority areas identified in section 3 above and in the relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime.	**10**
(b)	**Quality** of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed.	**20**
(c)	**Value for money.** Amount requested for financial support and its appropriateness as to expected results will be assessed in terms of: consistency between the work programme and the budget; adequacy of budgetary resources (personnel, equipment, travel, etc.) for carrying out the action; demonstration of overall cost effectiveness and value for money. Larger projects, in terms of scope of the planned activities, number of participants, economies of scale and cost effectiveness will be favoured.	**25**
(d)	**Impact** of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 7 (4) (d) of the basic act.	**25**
(e)	**European added value** includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that - in addition to running the project in a number of Member States and building multinational partnerships - applicants must look beyond the framework of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.	**20**

[8] If audits is required under national law
[9] Public entities refer to Ministries, law enforcement and judicial authorities, other Member States' public authorities and public universities

	TOTAL	**100 points**

Proposal scoring **below 65 points** will be rejected. Proposals that pass the 65 points threshold will be considered for funding, taking into account policy priorities and within the limits of the available budget.

6. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION

6.1. Deadline and practical information for submitting an application

Applications submitted electronically via the PRIAMOS system must be uploaded by **2 August 2012, 14:00 CET**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail nor by e-mail. **Please note that PRIAMOS limits the size of the applications that can be uploaded to 100 MB.**

Applications that are not submitted via PRIAMOS shall not be considered for evaluation.

Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "non applicable" and provide justification.

Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application.

6.2. Documents to be submitted in electronic version uploaded in PRIAMOS

Please **use the CIPS/ISEC 2012 Checklist** and **read carefully the Guide for Applicants CIPS/ISEC 2012** for details and explanations concerning the compulsory documents and annexes to be uploaded in PRIAMOS as a complete application package. The Guide, all mandatory Forms (Parts B-C-D-E-F-G-H) and relevant links can be accessed from the ISEC webpage at http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm
All Forms are also incorporated in the Application Form (Part A) which is ONLY available in PRIAMOS.

Each application must include **ALL the following compulsory documents:**

1. Part A - the **Application form** specific for this Call **duly completed.**

2. Part B - **the Budget Form** for CIPS/ISEC 2012 Action Grants, (Sheets 1 "ID Form", 2 "Partnership" and 3 "Forecast Budget Calculation"), **duly completed,** including a detailed breakdown of expected expenditure and revenue. The budget estimate has to be **in Euro and in balance. Relevant supporting documents** (such as copy of employment contracts and/or salary slips for high staff daily rates, offers/quotes for activities to be subcontracted, etc.) **must be attached.**

3. Part C - the **Timetable** for implementation. Estimate/Indicative project start date must be completed.

4. Part D - the **Technical Annex.**

5. Part E - **the Simplified Balance and Profit and Loss account sheets[10].**

6. Part F - one CIPS/ISEC 2012 **Partnership Declaration / Draft Mandate Form for EACH Co-beneficiary** duly completed dated and signed by the authorised signatory (scanned versions).

7. Part G - one **CIPS/ISEC 2012 Associate Partnership Declaration Form** for each Associate Partner duly completed, dated and signed by the Authorised signatory (scanned version).

[10] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

8. Part H - if applicable, one **Declaration of co-financing per third co-financing party** (scanned versions).

9. Part I - an **organisation chart** of the Applicant organisation/coordinator.

10. Part J - an **organisation chart of the project** and a description of the tasks of the staff involved in the project, including the **CVs** of **all staff members** responsible for carrying out the activities specified in the Application, Budget, Timetable and Technical Annex Forms.

ANNEXES to be submitted by the Applicant organisation/coordinator

- Annex 1: the **Legal Entities Form (LEF)**, duly completed, dated and signed **by the Authorised signatory** (scanned version). All the required annexes mentioned on the Form must be attached (see Annex 2). Form available at: http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm

- Annex 2: **evidence of legal status** – depending on the legal status of the entity, this should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;
- in addition, the statute of the organisation – if applicable.

These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation/coordinator. No self-made word documents without authorised signature can be accepted. . Regarding the non-profit character of an entity the absence of a lucrative aim does not necessarily imply the absence of profits and the commitment from an organisation to not redistribute profits to its shareholders is not a sufficient condition for the entity to be considered as "non-profit".

- Annex 3: the **Financial Identification Form (BAF)**, duly completed, dated and signed by the Authorised signatory, or a recent bank statement (scanned version). Form available at http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm

- Annex 4: a copy of the **VAT registration** document, if applicable and if the VAT number does not appear on the official documents referred to above.

- Annex 5: For Universities (private and public): clear evidence that the Applicant organisation/coordinator and the Authorised signatory can enter into financial commitments on behalf of the University (scanned version).

- **Annex 6:** the **report or description of the activities** carried out by the Applicant organisation/coordinator in 2010 and 2011[11]. No self-made word documents without authorised signature can be accepted (scanned version).

- Annex 7: the **annual activity programme for 2012** of the Applicant organisation/coordinator, including the list of the planned activities and their timing, location and costs[12]. No self-made word documents without authorised signature can be accepted (scanned version).

- **Annex 8:** the **forward budget for 2012** of the Applicant organisation/coordinator, showing a detailed breakdown of the expected expenditure and revenue[13]. No self-made word documents without authorised signature can be accepted (scanned version).

- **Annex 9:** the **latest signed financial statements** (scanned version) of the Applicant organisation/coordinator for the past three closed financial years (balance sheet, profit and loss account - in coherence with both simplified financial sheets completed in Part E), including

[11] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.
[12] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.
[13] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

audited accounts when required under the national law[14]. No self-made word documents without authorised signature can be accepted.

- **Annex 10:** an **audit report produced by an approved external auditor** if the amount of grant requested exceeds 500.000 Euro; this audit report shall certify the Applicant organisation/coordinator's accounts of the last financial year available[15].

ANNEXES to be submitted by EACH Co-beneficiary which will receive a part of the EU grant

- **Annex 11:** the **Legal Entities Form (LEF**), duly completed, dated and signed **by the Authorised signatory of each Co-beneficiary.** All the required annexes mentioned on the Form must be attached (see Annex 12). Form available at http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm (scanned version).

- **Annex 12:** the scanned version of supporting documents to **evidence the legal status of each Co-beneficiary** – depending on the legal status of the entity, this should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;
- in addition, the statute of the organisation – if applicable.

These documents will also be used to establish the profit/non-profit oriented and public/private status of each Co-beneficiary. No self-made word documents without authorised signature can be accepted. Regarding the non-profit character of an entity the absence of a lucrative aim does not necessarily imply the absence of profits and the commitment from an organisation to not redistribute profits to its shareholders is not a sufficient condition for the entity to be considered as "non-profit".

- **Annex 13: For Universities (private and public):** clear evidence that the **Co-beneficiary** and the Authorised signatory can enter into financial commitments on behalf of the University (scanned version).

- Annex 14: an **audit report produced by an approved external auditor** if the amount of grant requested exceeds 500.000 Euro; this audit report shall certify **each Co-beneficiary's** accounts of the last financial year available[16].

Applicants are free to provide any additional documentation which they consider appropriate in support of their application.

7. FURTHER INFORMATION

Applicants should consult the "Guide for Applicants CIPS/ISEC 2012" at the following address: http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm

Questions may be sent by e-mail to the address listed below, indicating clearly the reference of the Call: e-mail address: HOME-ISEC@ec.europa.eu

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the Call before the official announcement of results.

7.1. Examination of applications

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the

[14] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.
[15] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.
[16] Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

application. Applicants must take the necessary steps to ensure that they can be contacted rapidly until the end of the selection process. When the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

7.2. Ex-post publicity

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

1. the name and address of the beneficiaries;
2. the subject of the grant;
3. the amount awarded and the rate of funding of the costs of the project.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly indicate the financial support received from the EU.

8. DATA PROTECTION

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) mentioned in the application package 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 EU institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the EU grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the 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 (Official Journal L 8, 12.01.2001). If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.

9. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE

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

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

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