



European Commission  
Information Society and Media Directorate-General  
Digital Content & Cognitive Systems

# *Safer Internet 2012* call for proposals

## GUIDE FOR PROPOSERS

**HOW TO COMPLETE THE PROPOSAL SUBMISSION FORMS**

February 2012

<http://ec.europa.eu/saferinternet>

# How to complete the proposal submission forms - A1-A4

## Introduction

This document provides guidance on how to complete the proposal submission forms. **These forms are an integral part ('Part A') of your project proposal.** A proposal can only be for a single action.

The forms are designed to collect the administrative information on the consortium proposing the project. This information is necessary for the Commission services to evaluate the proposed project.

**Please make sure that the forms are completed in accordance with these Guidelines.**

The notes accompanying the forms are intended to help you complete them correctly. However, you should also read the other parts of the Guide for Proposers and the other reference documents which are downloadable from the Programme web site.

The co-ordinator fills in forms A1 and A3

All applicants (including the co-ordinator) fill in one A2 form and one A4 form each.

Please note that some of the fields are filled in automatically.

## A1 General information on the proposal

### 1 Project Acronym

Provide a project acronym of no more than 20 characters to identify the proposal. The same acronym should appear on each page of the proposal (part A and part B) in order to prevent errors during its handling.

### 2 Action

Please select the action you are applying for from the drop-down menu.

### 3 Project type

This field is filled in automatically. The **project types** for implementing the 2012 Work Programme are **Integrated Networks (Safer Internet Centres), Targeted Projects, Thematic Networks and Knowledge Enhancement Projects**. The work programme provides a detailed definition of each project type.

### 4 Project duration

Please insert the envisaged duration of your project in months.

### 5 Proposal Title

Give a title no longer than 100 characters.

### 6 Total eligible costs of the project

The total estimated eligible costs of the project in euro. **The data will be automatically retrieved from Form\_A3.**

### 7 Requested EC contribution

Please insert the EC contribution requested for your project. The cost should be expressed in euro, rounding up to the nearest EUR. **The data will be automatically retrieved from Form\_A3.**

### 8 Abstract

The project abstract should be a concise presentation of the main features of the proposed project understandable also to the non-specialist in your field. Why is the project proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This project abstract will be used in the evaluation process and in communications about the proposed project to any interested parties (Commission services, programme committee, etc.). Please use plain typed text, avoiding formulae and other special characters.

## A2 Information on Applicants

### 9 Applicant number

The number allocated by the consortium to the applicant for this proposal, starting with the **co-ordinator** as applicant No. 1. Please make sure that applicant numbers are used consistently throughout the proposal! **Such consistency is particularly important between the A2 and A3 forms!**

### 10 Applicant role

The following codes are automatically filled in depending on the applicant number:

**CO:** "co-ordinator" for applicant No. 1

**AP:** "applicant" for any applicant other than the co-ordinator

### 11 Organisation legal name

Complete legal name of the organisation. In the case of companies, the legal name and the address must be the name and address appearing in the official trade/company registers, in the case of universities or governmental organisations not registered in trade/company registers, the legal name and address must be the name and address appearing in the law or other constituting documents establishing the organisation. Should the proposed project be retained, all applicants will be required to document the legal name and address by providing excerpts from the official trade/company registers etc.

### 12 Organisation short name

The short name chosen by the applicant for the proposed project of not more than 10 characters. Please make sure that the short name chosen for an applicant is used consistently throughout the proposal. **Such consistency is particularly important between the A2 and A3 forms!**

### 13 Address data

Fill in the fields with your complete postal address (e.g. if the P.O. Box is sufficient, you do not have to give a street name) as well as with your internet address.

### 14 Country

Please choose the appropriate country from the drop-down list.

### 15 Legal Status

Please select the appropriate code from the drop-down list:

**GOV:** Governmental (i.e. local, regional or national public or governmental organisations e.g. libraries, hospitals, schools);

**INO:** International Organisation (i.e. an international organisation established by national governments);

**PUC:** Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority);

**PRC:** Private Commercial Organisation including consultancies (i.e. any commercial organisations owned by individuals either directly or by shares);

**EEL:** European Economic Interest Group;

**PNP:** Private Organisation, Non Profit (i.e. any privately owned non-profit organisation)

### 16 Activity type

Please select the appropriate code for the principal activity of your organisation from the drop-down list:

**REC:** Research (i. e. organisations only or mainly established for research purposes);

**HES:** Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, and colleges);

**IND:** Industry (i. e. both **private** and **public** organisations, both **manufacturing** and **services** – such as industrial software, design, control, repair, maintenance);

**OTH:** Others (this category only applies to few organisations, namely the ones not falling under any of the above categories, e.g. public administrations).

## 17 Number of employees

All applicants should fill in this field. **The figures should be for the organisation as a whole and not just for the department carrying out the work.** The contribution of part-time staff should be accounted for as full-time equivalents.

## 18 Annual turnover

Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. Information from the most recent accounting year should be used. **The data will be automatically retrieved from Form\_C1.**

## 19 Annual Balance Sheet Total

Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. **The data will be automatically retrieved from Form\_C1.**

## 20 Contact person for the project

This is the person within the organisation who acts as contact person for the organisation and is responsible for managing the proposed project.

## 21 Title

For example: Prof., Dr., Mr., Ms., etc.

## 22 Gender

Please select the gender of the contact person from the drop-down list.

## 23 Department/Faculty/Institute/Laboratory name

Where applicable, insert the name of the department, faculty, institute or laboratory that will carry out the work.

## 24 Phone and fax numbers

Please insert the full numbers including country and city/area code (example +32-2-2991111).

## 25 email address

Enter a valid email address of the contact person for the project.

## 26 Dependencies between applicants

Two applicants (legal entities) are considered as dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity,  
**or**
- A legal entity directly or indirectly controls another legal entity,  
**or**
- A legal entity is directly or indirectly controlled by another legal entity.

### **Control:**

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,  
**or**
- A, directly or indirectly, holds in fact or in law the decision-making power in B.

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

## 27 Nature of dependence

Select the appropriate abbreviation from the drop-down list. The codes characterise the relation between your organisation and the other applicant(s) you are related with:

**SG:** Same group: if your organisation and the other applicant are controlled by the same third party

**CLS:** Controls: if your organisation controls the other applicant

**CLB:** Controlled by: if your organisation is controlled by the other applicant

## 28 Previously submitted similar proposals

If you have previously submitted the same project proposal or one similar in content to any European Community programme, you should indicate the details here. If more than one project proposal has been or is being submitted, please list these in part B of the project proposal.

## A3 Estimated budget for the project

### 29 Labour effort in number of man months

Total number of the expected effort in man months for each applicant. The information on this form has to be consistent with the information given in part B of the proposal.

### 30 Personnel

For each applicant, the estimated cost of personnel directly carrying out work under the project. All figures have to be in EURO

### 31 Subcontracting

If applicable, the estimated cost of subcontracting. Where it is necessary to subcontract certain elements of the work, this should be clearly identified in part B of the proposal. Any subcontract, in order to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment. All figures have to be in EURO

### 32 Travel & Subsistence

Estimated travel and related subsistence costs necessary for the project may be charged under this cost category. All figures have to be in EURO

### 33 Other specific costs

If applicable, an estimate of any other costs incurred by each applicant which do not fall into the personnel, subcontracting, travel & subsistence and overheads categories. The Model Grant Agreement defines Other specific costs as costs for the organisation of workshops and conferences, Web site hosting, Web site design, printing, translation, the acquisition of software licenses, the cost of certification of financial statements or the direct costs incurred in the setting-up of financial guarantees requested by the Commission which do not require specific approval by the Commission. All figures have to be in EURO

### 34 Indirect costs / Overheads

Safer Internet Centres and Targeted Projects may charge overheads on a flat rate basis amounting to up to 30% of the personnel costs. Beneficiaries of knowledge enhancement projects and thematic networks can not charge overheads. A beneficiary may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: general management and administration costs, depreciation of buildings and equipment, rent, heating, water, electricity, office furniture, personal computers, office supplies including printer ink and stationery, telecommunications and postal charges. All figures have to be in EURO

The form checks automatically if you may charge overheads depending on the project type. If a cell turns red in this column, please check if the selected project type allows for overheads and the maximum overhead rate is not exceeded.

### 35 Requested Community funding

Please insert the EC contribution requested for your project. The cost should be expressed in EURO, rounding up to the nearest Euro.

The maximum EC contribution is as follows:

- **Integrated Networks (Safer Internet Centres) and Targeted Projects:** Maximum EC Contribution < 50-75 % of eligible direct and indirect costs. The general reimbursement rate may reach a maximum of 75% of the total eligible costs for public bodies , non-profit organisations and SMEs.
- **Thematic Networks:** Maximum EC Contribution < 100 % of eligible direct costs of co-ordinating and implementing the network. Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expense.
- **Knowledge Enhancement projects:** Maximum EC Contribution  $\leq$  100 % of eligible direct costs

The form checks automatically if the requirements for the maximum EC contributions are met. Should a cell turn red in this column you need to check if the amount exceeds the maximum contribution for the chosen project type.

## A4 Certified Applicant Declaration

### 36 Authorised Person

This is a person with authority to commit the organisation to participate in a proposal and consequently to sign a grant agreement with the European Commission if the proposed project is retained for funding and the negotiations concluded successfully.

### 37 Position

The position of the authorised person in the organisation chart.

## **How to complete the Description of Objectives and Work Plan - Part B**

Please use the appropriate template for your chosen project type.

The Description of Work **should not exceed 30 pages**, excluding the appendices.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

Copying and pasting text from the work programme should be avoided.

## How to complete the Financial Viability Information forms - C1-C2

### Introduction

Government organisations, universities or other such public bodies do not need to complete the C forms.

All other applicants must fill in these forms. They provide the basis for the verification by the Commission services that the organisation has the necessary human and financial resources to carry out the work.

### C1 Financial Viability Information

The form should be filled in the currency used by the organisation for their balance sheets and in euro.

#### 38 T0

T0 stands for the latest year for which certified accounts are available.

#### 39 Accounts starting date, duration and closing date

Please indicate the date of the last period of audited accounts of the participant, the duration of the period in months and the applicable closing date.

#### 40 Currency codes

Please select the appropriate currency code from the list below:

<i>Currency</i>	<i>Currency code</i>
British pound sterling	GBP
Bulgarian Lev	BGN
Croatian kuna	HRK
Cyprus pound	CYP
Czech koruna	CZK
Danish krone	DKK
Estonian kroon	EEK
Euro	EUR
Hungarian forint	HUF
Icelandic króna	ISK
Latvian lats	LVL

<i>Currency</i>	<i>Currency code</i>
Lithuanian litas	LTL
Maltese lira	MTL
Norwegian krone	NOK
Polish zloty	PLN
Romanian leu	ROL
Slovak koruna	SKK
Slovenian tolar	SIT
Swedish krona	SEK
Swiss franc	CHF
Turkish lira (new)	TRY
Other currency	OTH

For any country not included in this list, please use the Other category for the currency and write out the full name of the currency at the bottom of the page.

#### 41 Euro Exchange rate

Please choose the official euro exchange rate of the month after the closing date of the accounts. Official exchange rates are published on the web site <http://ec.europa.eu/budget/infoureuro>

The tables below provide additional information on the meaning of the fields the balance sheet part of the C1 form.

**BALANCE SHEET**

**CORRESPONDENCE 4th ACCOUNTING DIRECTIVE**

**ASSETS**

**ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)**

<b>1. Subscribed capital unpaid</b>	<b>A. Subscribed capital unpaid</b>	A. Subscribed capital unpaid (including unpaid capital)
<b>2. Fixed assets (2.1+2.2+2.3)</b>	<b>C. Fixed Assets</b>	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
<b>3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)</b>	<b>D. Currents assets</b>	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
<b>Total assets (1+2+3)</b>	<b>Total assets</b>	

<b>LIABILITIES</b>
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<b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>
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<b>4. Capital and reserves (4.1+4.2+4.3+4.4)</b>
4.1. Subscribed capital
4.2. Reserves
4.3. Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year
<b>5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)</b>
5.1.1 Long term non-bank debt
5.2.1. Long term bank debt
5.1.2. Short term non-bank debt
5.2.2. Short term bank debt
<b>Total liabilities (4+5)</b>

<b>A. Capital and reserves</b>	
A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
A.III. Revaluation reserve A.IV. Reves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
<b>C. Creditors</b>	
B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
B. Provisions for liabilities and charges (≤ one year) C. Creditors (≤ one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
C. Creditors "credit institutions" (≤ one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
<b>Total Liabilities</b>	

**PROFIT AND LOSS  
ACCOUNT**

**PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)**

<b>6. Turnover</b>	<b>1. Net turnover</b>	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
<b>12. Gross operating profit (6+7+8-9-10-11)</b>	<b>Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6</b>	-
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
<b>14. Net operating profit (12-13)</b>	<b>Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] - 7</b>	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
<b>18. Profit or loss on ordinary activities (14+15-16-17)</b>	<b>Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] - 7] + [(9+10+11)-(12+13)]</b>	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
<b>21. Profit or loss for the financial year (18+19-20)</b>	<b>Profit or loss for the financial year = [[1+2+3+4-(5a+5b+8)] - 6] - 7] + [(9+10+11)-(12+13)+(16-17)-(14+19+20)]</b>	21. Profit or loss for the financial year <sup>8</sup>

## **C2 Participation in EC funded projects**

Please insert details of currently running EC funded projects in which your organisation is participating. For each project please insert the title, the Community programme, its start date and duration, the amount of your organisation's own cost share (defined at point 46 below) and the amount of the Community contribution awarded to your organisation.

### **42 EC Running Projects Title**

If you have other running projects co-financed by the Community, please insert their name and – if available – a web reference to identify them.

### **43 EC programme**

Please insert the name of the Community programme under which the project is funded.

### **44 Start date**

Please insert the start date of the grant agreement governing the project. Please use the date format dd/mm/yy.

### **45 Duration**

Please insert the duration of the project in months. Please use numeric characters only.

### **46 Own Cost share**

Please insert the amount in Euro of your organisation's estimated own share in the estimated total costs of the project:  $\text{OwnCostShare} = \text{OwnContribution} + \text{CommunityContribution}$ . The Own cost share should be higher or equal to the Community Contribution!

### **47 Community contribution**

Please insert the amount in euro of the maximum Community contribution awarded to your organisation for the project in question.