

SPECIFIC PROGRAMME "FUNDAMENTAL RIGHTS AND CITIZENSHIP" (2007-2013)

CALL FOR PROPOSALS JUST/2010/FRaC/OG (Support to the activities of NGOs or other organisations through operating grants)

I. INTRODUCTION

On 19 April 2007, the Council adopted Decision No 252/2007 establishing for the period 2007-2013 the Specific Programme "Fundamental Rights and Citizenship" as part of the General Programme 'Fundamental Rights and Justice', in order to contribute to the strengthening of the area of Freedom, Security and Justice over the period of 2007 - 2013.

The Programme is part of the set of financial instruments, which aim at providing an adequate support to an area of freedom, security and justice. The three key objectives of freedom, security and justice are to be developed in parallel and with the same degree of intensity, thus allowing for a comprehensive approach, based on the principles of democracy, respect for fundamental rights and freedoms, and the rule of law.

II. OBJECTIVES AND SCOPE OF THE CALL

This call is aimed at supporting organisations - such as non-profit organisations, voluntary associations, foundations, NGOs or similar bodies - pursuing an aim of general European interest, to enable them to carry out a set of activities over a period which is equivalent to the organisations' **financial year for 2011**. Such organisations must envisage activities in their annual work programmes that contribute to the general and specific objectives of the Fundamental Rights and Citizenship programme and the provisions set forth in this call for proposals.

II.1. Objectives of the Programme

The **general objectives** of the Fundamental Rights and Citizenship Programme are:

- a. to promote the development of a European society based on respect for fundamental rights as recognised in Article 6(2) of the Treaty on European Union, including rights derived from citizenship of the Union;
- b. to strengthen civil society and to encourage an open, transparent and regular dialogue with it in respect of fundamental rights;
- c. to fight against racism, xenophobia and anti-Semitism and to promote better interfaith and intercultural understanding and improved tolerance throughout the European Union;
- d. to improve contacts, exchange of information and networking between legal, judicial and administrative authorities and the legal professions, including by way of support to judicial training, with the aim of better mutual understanding among such authorities and professionals.

The Programme's **specific objectives** are:

- a. to promote fundamental rights as recognised in article 6(2) of the Treaty of the European Union and to inform all persons of their rights including those derived from citizenship of the Union, in order to encourage Union citizens to participate actively in the democratic life of the Union;
- b. to examine, where necessary, the respect of specific fundamental rights in the European Union and its Member States when implementing Union law and to obtain opinions on specific questions related to fundamental rights within this scope;
- c. to support non-governmental organisations and other bodies from civil society in order to enhance their capability to participate actively in the promotion of fundamental rights, the rule of law and democracy;
- d. to create relevant structures in order to foster an interfaith and multicultural dialogue at the level of the European Union.

IMPORTANT NOTE:

NATURE OF OPERATING GRANTS

Unlike an EU grant for a transnational action ('action grant'), which helps to co-finance a one-off action which is an addition to the organisation's regular activities and which has a budget that is specific to that action, an operating grant is broader in scope.

Operating grants are intended to co-finance the operating expenses that enable a body to have an independent existence and to implement a range of activities envisaged in its work programme that correspond to the pursuit of its statutory objectives. The activities must contribute to the development and implementation of one or several objectives of the FRC programme.

III. BUDGET AND FINANCIAL PROVISIONS

The indicative budget available for operating grants under this call is € 1.000.000.

III.1. Financial provisions

- (a) The maximum individual grant amount is € 300.000, the minimum € 75.000.
- (b) In Annex 1 (Budget) to the Application Form the applicant will have to present both its *Annual Budget* and an *Operating Budget*. The *Annual Budget* reflects the budget for the applicant's overall annual activities. The *Operating Budget* covers the part of the budget (running costs and other costs) necessary for the implementation of the activities of the work programme related to the objectives of the FRC Programme.
- (c) The *Operating Budget* may be different from the applicant's *Annual Budget* forecast if the applicant's global activities have a wider scope (e.g. an organisation carrying out work in various areas, only one of which falls under the objectives of the programme (see II.1)).¹
- (d) The Commission will co-finance a maximum rate of 80% of the eligible costs (see eligibility rules in Section III.2 of this call) specified in the *Operating Budget*. The remaining part of the applicant's *Operating Budget* must be funded from other sources.
- (e) Contributions in kind do not count as co-financing and are not taken into account in the calculation of EU co-financing.
- (f) Only one operating grant per beneficiary per financial year may be awarded from the budget of the European Union.
- (g) Organisations awarded both an operating and an action grant covering the financial year 2011 must charge the general administrative expenditure (overheads) incurred by the organisation when carrying out the various activities to the operating grant. These overheads will not be an eligible cost under the action grant funding.
- (h) The EU grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of the operating incomes over operating costs. If an organisation realizes a surplus of income over expenditure at the end of the financial year, the amount of the grant will be reduced by the amount of surplus.
- (i) If an operating grant is renewed (i.e. attributed to the same beneficiary for more than one consecutive term, irrespective under which EU Programme), the percentage of EU co-financing will be gradually decreased by 5% in comparison with the previous year.

III.2. Eligibility of costs

Eligible costs in the *Operating Budget* are costs the applicant intends to incur which meet the following criteria:

- They must be **reasonable and justified** and in accordance with the principles of sound financial management, particularly in terms of value for money and cost effectiveness;
- They must be incurred during the applicant's **financial year starting in 2011** (i.e. an accounting period of 12 months starting in 2011) - with the exception of costs relating

¹ Such Annual Budget forecast may thus include not only expenditures to finance the activities related to this call, but also among others: (1) costs, which are necessary for the implementation of the other activities in the work programme that are not subject to funding under this call; (2) costs incurred while participating in projects financed by other EU programmes; (3) costs which are not eligible under the present call

to final reports and certificates on the financial statements and underlying accounts - and not prior to the date of submission of the grant application by the organisation concerned;

- They must be incurred by the applicant in any of the **27 EU Member States**;
- They must be **identifiable and verifiable**. In particular they must be recorded in the accounting records of the beneficiary following the usual cost-accounting practices of the applicant and in accordance with the accounting standards applicable to the country where the applicant is established;
- They are **necessary** for the implementation of the work programme which is the subject of the grant;
- They comply with the requirements of applicable **tax and social legislation**;
- The applicant's accounting and internal auditing procedures must permit a **direct reconciliation of the costs and revenue** declared in relation to the work programme with the corresponding accounting statements and supporting documents.

In particular, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraphs:

- The **costs for staff**, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the regular rates corresponding to the applicant's usual policy of remuneration.
- **Travel and subsistence allowances**, provided that they are in line with the applicant's usual practice on travel costs. In addition, subsistence allowance shall not exceed the scales approved annually by the Commission:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_200907.pdf
- The purchase cost of **equipment** (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the applicant and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for EU funding covered by the grant agreement may be taken into account by the Commission (except where the nature and/or the context of its use justifies different treatment by the Commission).
- **General administration** costs include running costs of the organisation, such as communication costs (telephone, fax, internet & e-mail, postage), insurance, maintenance of office equipment, consumable and supplies, bank charges, etc. The general expenses shall be reasonable and consistent with the principles of sound financial management.
- Costs entailed by other **contracts** awarded by the applicant for the purposes of implementing the work programme. Any service undertaken by an external party in connection with the implementation of the work programme is considered to be subcontracting. In this case, the beneficiary shall ensure that some of the terms applicable to itself under the agreement are also applicable to the subcontractors². It must be clearly specified in the work programme which tasks it is intended to subcontract and why this subcontracting is necessary. When concluding external

² The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits.

contracts in order to implement the work programme which involve eligible costs for the operating budget, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering the best value for money.

- Costs arising directly from requirements imposed by the agreement (in particular, costs for the **compulsory audit**), including the costs of any financial services (especially the cost of financial guarantees).

Ineligible costs

The following expenses are ineligible (the list is not exhaustive):

- Contributions in kind: these are contributions provided by third parties that are not invoiced to the beneficiary, e.g. voluntary work, or equipment or premises made available free of charge;
- Expenditure not related to the implementation of the organisation's annual work programme;
- Expenditure not supported by documentary evidence;
- Expenditure incurred outside the performance period;
- Expenses incurred outside the EU ;
- Cost of purchasing infrastructure equipment, including buildings, land and second-hand equipment (except to the amount of the annual depreciation of the equipment purchased);
- Capital increases and return on capital;
- Debt and debt service charges, doubtful debts;
- Provisions;
- Interest owed;
- Losses generated by the exchange rate fluctuations;
- VAT, unless the applicant can show that it is unable to recover it;
- Excessive or reckless expenditure;
- Costs incurred by the applicant but already covered by a specific action receiving a EU grant.
- Gifts and presents;
- Recreational/touristic programmes;
- Travel and subsistence fees for EU officials

III.3. Payment conditions

As a general rule, the co-funding is provided in two instalments: a pre-financing payment after signature of the grant agreement (generally 50% of the total grant) and the final payment.

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment. This financial guarantee shall be provided in euro by a bank or financial institution established in one of the Member States of the European Union. The guarantee will be released against payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the **activity report** and **audit report of the accounts of the beneficiary** issued by an external auditor in accordance with the terms of reference provided by the

Commission. The audit report of the accounts shall, inter-alia, certify that the costs declared by the beneficiary are real, accurately recorded and eligible in accordance with the grant agreement. If the eligible costs actually incurred by the organisation during the budgetary year are lower than anticipated, the Commission will apply its rate of funding to the actual eligible costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the pre-financing payment.

IV. CRITERIA APPLICABLE FOR THE SELECTION OF APPLICATIONS

Applications submitted by the applicant will be assessed by the Commission in the light of exclusion, eligibility, selection and award criteria as detailed below:

IV.1. Exclusion criteria

Applicants shall be excluded from participation to a call for proposals if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal work detrimental to the EU's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 96(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union, as amended by Council Regulation (EC) No 1525/2007 of 17 December 2007 (Official Journal L 343/2007 of 27 December 2007);
- (g) they have been declared to be in serious breach of their contractual obligations subsequent to another procurement procedure or grant award procedure financed by the EU budget;
- (h) they are subject to a conflict of interest;
- (i) they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information.

IV.2. Eligibility criteria

Only applications which meet the following eligibility criteria will be considered for further evaluation:

- (a) The grant application must concern an operating grant (i.e. a grant to support activities included in the applicant's 2011 annual work programme) for the expenses to be incurred in **applicant's 2011 budgetary year**;
- (b) The grant application must have been **submitted through Priamos** by the deadline set for the call;
- (c) The applicant must be a **non-profit making entity** (non-governmental (NGOs) or other organisation) duly **established for at least two years** on the basis of the law of one of the EU Member States;
- (d) The aims of the activities must be **within the scope of the FRC programme**³;
- (e) Organisations must carry out activities with a European dimension involving at least **14 of the EU Member States** (see note below);
- (f) The application is presented on a standard Grant **Application Form accompanied by all required annexes** (see V.3.2);
- (g) The EU grant applied for must be **lower or equal to 80%** of the costs of the *Operating Budget* and be for a **minimum** amount of € **75.000** and a **maximum** amount of € **300.000**.

IMPORTANT NOTE:

For the purposes of this call for proposals, the definition of organisations that pursue activities with a European dimension is the following:

- Organisations that have a corporate or organisational structure in at least 14 EU Member States through their own offices or branches; or
- Organisations that work through a formalised cooperation with partner or member organisations in at least 14 EU Member States and whose work is coordinated either by a joint secretariat or by one of the member organisations; or
- Organisations that are active via an existing (formal or informal) network of organisations or collaborators that carry out work with a common objective in at least 14 EU Member States.

Applicants must show in their application that they have pursued activities with a European dimension before the submission of the application. Potential networks or partnerships still to be set up will not be accepted.

³ See point II.1 Objectives of the programme, p.1-2

IV.3. Selection criteria

Applications which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant has sufficient **operational and professional capacities** to implement its annual work programme.

The applicant will be eliminated if there is strong evidence that:

- it has neither the capacity, experience nor the expertise necessary for a successful implementation of the proposed work programme.

- (b) The applicant has sufficient **financial capacity** to implement its annual work programme. For this purpose the applicant must present its certified annual statement of accounts for **the two preceding years**.

The applicant will be eliminated if there is strong evidence that it does not possess the financial capacity to cover his share of costs/financing.

IV.4. Award criteria

Only applications which meet the selection criteria described above will be subject to in-depth evaluation. The applications will be evaluated against the following criteria, with a maximum of 100 points to be allocated under the award criteria as indicated below.

- (a) **Consistency with the programme objectives** (30 points)
- Extent to which the planned activities, and their expected results are relevant to the objectives of the FRC Programme.
- (b) **Quality of the planned activities** (30 points)
- Do the aims of the planned activities meet a clearly identified need;
 - How appropriate, relevant and feasible the planned activities are to the needs they intend to address; and
 - Extent to which the needs and expectations of the final target group are taken into account.
- (c) **Likely multiplier effect on the public of the planned activities** (10 points)
- Have plans for dissemination, transfer or exchange of results and/or lessons been put in place so that the planned activities' outcomes reach the public; and
 - Are plans clear, adequate and realistic.
- (d) **Geographic impact of the activities carried out** (10 points)
- Do planned activities have a European scope, and in particular are European partners/member organisations/collaborators involved in the implementation of activities; and
 - Degree of their participation, results and added value they can draw from the activities.
- (e) **Citizen involvement in the organisation of the bodies concerned** (10 points)

- Are civil society organisations and/or individual citizens directly involved in the running of the applicant organisation and its planned activities.

(f) **Cost effectiveness ratio of the work proposed** (10 points)

- Is the proposed expenditure necessary and reasonable for the implementation of the planned activities;
- Is the budget well structured and rational.

Once the evaluation procedure is completed, including the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken and of the next steps. The Commission will then set in motion the procedures necessary for the preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments).

V. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

V.1. *Deadline for submission*

The deadline for submitting the application is 23 November 12:00 CET (noon).
(Only proposals submitted via PRIAMOS will be evaluated)

No changes to the submitted application form can be made and no additional documents will be accepted after the deadline for submission. The Commission may contact the applicant should a need for clarification arise.

V.2. *Submission through PRIAMOS*

This call is managed via *Priamos*, a system for the submission of the applications, which requires applicants to fill in an on-line Grant Application form and to attach to it all required annexes.

In order to access the system applicants first need to register (this involves applicants providing some basic data about themselves and their organisations). It should be done as soon as a decision is taken to participate in this call. Subsequently, they will receive a password to be used to access the system.

Applications must be submitted, in their entirety, through Priamos. **No applications (partial or entire) submitted on paper, fax or e-mail will be considered.**

Please note that although the PRIAMOS system is able to handle a high number of applications at the same time, it is advisable NOT to wait until the last moment to register on the system and submit your application.

If the applicant submits more than one version of the grant application form or any annex, only the last version of such document(s) will be taken into consideration for the evaluation.

Links to information and guidance on how to register and submit your application on Priamos can be found on the website.

V.3. Documents to be submitted

V.3.1. Grant Application Form

The Grant Application Form specifically designed for the purposes of this call, including the Budget form, will be available on the Priamos environment to which a link will be found on the FRC website. The applicant will be able to download these forms once it has registered on the Priamos system.

V.3.2. List of required annexes

Applicants must complete all required annexes and attach them to the Grant Application Form through Priamos before the submission is complete. The Commission will only consider as eligible those applications that have the following annexes attached to it:

ANNEXES	
1. Budget	Completed in EXCEL using the template provided through Priamos.
2. Annual work programme for 2011	Annual work programme for 2011 describing all of the applicant's planned activities for that year (including any activities which are not directly related to the objectives of FRC). Note that the Annual work programme must be sufficiently <u>detailed and accurate</u> , particularly in terms of the activities, results and means of delivery planned.
3. Annual Budget forecast for 2011	Annual budget forecast of the organisation for 2011 covering all of the applicant's planned activities for that year and approved by the competent body of the organisation.
4. Certificate of legal registration of applicant organisation	These must allow verification of the applicant's legal status and that it is non-profit and properly constituted under national law.
5. Articles of Association or Statutes	
6. Certified annual statements of accounts for the last 2 years	The certified annual statements of accounts are profit and loss accounts that allow verification of the applicant's financial capacity. Those accounts must be certified by an independent auditor/accountant
7. Annual report / work programme for the last 2 years	The annual technical/narrative reports or programmes of the applicant organisation for the previous two years in order to verify the organisation's aim and activities.
8. Curriculum vitae	The curriculum vitae of key staff performing the work in connection with the annual work programme of the organisation allow verification of the organisation's operational capacity.

VI. CONTACTS AND FURTHER INFORMATION

The FRC Programme website:

http://ec.europa.eu/justice/funding/rights/funding_rights_en.htm

Questions may be sent by e-mail to:

JUST-FRC-programme@ec.europa.eu

Questions will be answered as soon as possible and in any case not later than 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 or an action.

VII. APPROXIMATE TIMETABLE

The schedule of the call for proposals for operating grants will most probably be as follows:

Publication of the call for proposals on the Commission website:	Q4 2010
Deadline for submission of proposals:	Q4 2010
Eligibility verification and evaluation:	Q4 2010
Opinion of the Programme Committee:	Q1 2011
Commission Award Decision:	Q1 2011

VIII. DISCLAIMERS

PERSONAL DATA

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form 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 to correct or complete it. For any questions relating to this 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, 12.1.2001).

EWS and CED

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.

Annex

Basic information on the use of the Priamos system

1. Register as an applicant

In order to register as an applicant please follow the relevant link *Electronic registration/applications* on the website or click directly on:

<https://ec.europa.eu/priamos/register>

If you have already registered as an applicant for a previous FRC or other JLS/JUST/HOME call:

* In case the information you provided at the previous registration (including name of legal representative, name of contact person and contact details) have not changed, you should **not** register again, but use your previous user-name and password.

* In case you have forgotten your password, please contact the PRIAMOS USM Mailbox HOME-JUST-PRIAMOS-USM@ec.europa.eu.

* In case the information concerning the legal representative and the official contact details of the organisation have changed, please contact PRIAMOS USM Mailbox HOME-JUST-PRIAMOS-USM@ec.europa.eu, indicating the previous registration number and the relevant changes.

* In case another contact person should be assigned to the organisation for the purposes of the current call, a new registration form should be filled out and the procedure described above should be followed. Please make sure that all other official information of the organisation is filled out similarly as in the first registration.

All user-names and passwords assigned to the contact persons will be active in parallel. Please note that the application form should be uploaded on the system by the contact person who will be responsible for this call, since the details of this person will be automatically filled out in the application form.

If no person representing your organisation has registered before:

* The information marked with an * is mandatory and should be filled out, otherwise you will receive an error at the submission of the form.

* Note that the fields concerning the organisation's name have limited characters. If the name of your organisation is longer, please use abbreviations or acronyms, but make sure that they are comprehensible and suitable to identify your organisation.

* Please note the difference between the

Address (of registered office – address for the Grant Agreement in case of an award)

(It refers to the official information of the organisation and its officially registered seat. Only one entry of this information can be registered in the system.)

and the **Contact address for the Commission (address for correspondence)**

(It refers to the information of the contact person. Note that more than one contact persons can be assigned to one organisation, e.g. in case that more applications/grants

are ongoing and a different person is responsible for each. For more information see below).

* The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration.

* Upon successful submission of the registration form, a message appears at the bottom of the form including a registration number. Please keep this number for future use and reference.

* The system will also send automatically the filled in registration form to the e-mail you have indicated for communication. This e-mail is for information purposes only and it will not contain the user-name and password. Please save a copy of the registration form for your own future use.

* Your user-name and password will be sent by PRIAMOS USM by e-mail to the e-mail address indicated under **Contact address for the Commission**. Your request is treated manually, so please allow reasonable time until you receive the reply. In case of undue delay, you may contact the PRIAMOS USM Mailbox HOME-JUST-PRIAMOS-USM@ec.europa.eu, indicating your registration number.

2. Log in the system and download the application form:

* The contact person who will be responsible for this call should log in the system with his/her username and password.

https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame

* In order to find the application form, click on **Search - Application Forms**. The FRC application form can be found under the reference JUST/2010/FRAC/OG and it is a PDF document. Please **download it on your computer**.

In case you want to see the application forms for all currently open JLS calls click on Search without specifying any search criteria.

* The mandatory template for Annex 1-Budget is an attachment to that pdf that can be accessed by clicking on the paperclip icon  in the bottom left-hand corner of the screen.

3. Prepare the necessary documents:

* Fill out the application form and remember to click on save (the save button which appears on top of the pdf application form).

Note that only **Adobe Acrobat READER** can be used to fill out the application (not e.g. Adobe Acrobat EDITOR etc.)

* Some fields are automatically filled out, based on information already provided at the registration phase.

* The fields marked with an * must be filled out mandatorily. If in your case no information should appear in any of these fields, please insert 0. If the field is blank, the application cannot be uploaded on the system.

* Fill out the budget after you have read all explanations and have consulted the Example. Make sure that no Error messages appear.

- * Prepare all other requested documents. If no electronic form is available, please scan them.
- * Attach the requested documents on the application form using the attachments button which appears as a paper clip image on the left hand side of the application form. Make sure to attach the version of the Annex 1-Budget that you have downloaded and filled out in your computer. **Remember to click on Save** (the save button which appears on top of the pdf application form), only then is the document attached.
- * It is not necessary to zip documents before uploading them.
- * No signature is required on the Application Form, nor on the Budget (Annex 1). For the rest of the Annexes the need of signature is indicated in the call.

4. Upload the application:

- * After all documents have been attached, the contact person for this application should log in the system and upload the application using the function **Upload Forms.**

Upload Forms

Note that only the pdf document of the Application Form and its attachments can be uploaded and no other document (e.g. Word documents, Budget form, scanned documents) by themselves.

- * Upon successful submission of the application form, a confirmation will be displayed on top of the window, including a number assigned by the system to your application. Please make a note of this number.
- * The application form in the form it was uploaded is visible to you **ONLY** directly after its submission. **Please save and/or print it at this point** for your own future use and reference.

* In case a field of the application form marked with an * is not filled out, the upload of the application in the system will be rejected. You should fill out the respective field in the application form and click Save. Only afterwards can you upload it in the system.

IMPORTANT NOTE: In case you want to modify your application or an attachment, it is possible to do so only until the deadline of the call. Please note that you need to attach again **ALL** requested documents on the application form that you will upload. Each upload removes the previous application uploaded in the system. **ONLY the last uploaded application version and the attachments on it will be considered valid for the evaluation.** If requested documents are not attached on this version, previously uploaded versions cannot be consulted.

**YOU SHOULD NOT WAIT UNTIL THE LAST MOMENT
TO REGISTER OR UPLOAD YOUR APPLICATION.**

No extension to the deadline will be given and no applications submitted on paper, e-mail, fax or other means will be considered eligible.