



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE

## **CALL FOR PROPOSALS JUST/2014/RCIT/AG/CITI**

### **Action grants to support national and transnational projects projects aiming to promote Union citizenship**

**RIGHTS, EQUALITY AND CITIZENSHIP PROGRAMME  
(2014-2020)**

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## **1. INTRODUCTION**

This call for proposals for action grants is based on the 2014 annual work programme<sup>1</sup> of the Rights, Equality and Citizenship Programme (REC Programme)<sup>2</sup>. It aims to co-fund transnational and/or national projects that contribute to promoting and enhancing the exercise of rights deriving from citizenship of the Union.

Proposals should aim to produce results with EU added value.

Organisations interested in submitting applications are strongly advised to study the detailed terms and conditions set out in this call for proposals and in the Guide for Action Grants published together with this call and constituting an integral part of the conditions of the call.

## **2. PRIORITIES AND ACTIVITIES TO BE FUNDED**

Proposals shall complement the efforts of the EU in the area of citizenship of the Union.<sup>3</sup> Duplications of already existing initiatives will not be funded. Applicants shall explain and demonstrate how their proposals are aligned with the respective EU policies and with the documents published by the European Commission and referred to below. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion.

### **2.1. Priorities**

This call for proposals will support projects promoting Union citizenship, in particular facilitating the exercise of the right to free movement and the electoral rights deriving from the citizenship<sup>4</sup>.

The proposals under this call shall focus on the following priorities:

- To raise awareness and improve knowledge about the EU rules on free movement, in particular Directive 2004/38/EC;<sup>5</sup>
- To foster the successful inclusion and participation of mobile EU citizens in the host EU country's civic and political life.<sup>6</sup>

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<sup>1</sup> Commission Implementing Decision of 24.04.2014 concerning the adoption of the work programme for 2014 and the financing for the implementation of the Rights, Equality and Citizenship Programme, C(2014) 2557.

<sup>2</sup> Regulation No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014-2020, OJ L 354, 28.12.2013, p. 62.

<sup>3</sup> Cf. [http://ec.europa.eu/justice/citizen/index\\_en.htm](http://ec.europa.eu/justice/citizen/index_en.htm).

<sup>4</sup> Cf. "EU Citizenship report 2013", [http://ec.europa.eu/commission\\_2010-2014/reding/factsheets/citizenship-report/](http://ec.europa.eu/commission_2010-2014/reding/factsheets/citizenship-report/); Commission report under Article 25 TFEU "On progress towards effective EU Citizenship 2011-2013", [http://ec.europa.eu/justice/citizen/files/com\\_2013\\_270\\_en.pdf](http://ec.europa.eu/justice/citizen/files/com_2013_270_en.pdf).

<sup>5</sup> Cf. "Evaluation of the impact of the free movement of EU citizens at local level", [http://ec.europa.eu/justice/citizen/files/dg\\_just\\_eva\\_free\\_mov\\_final\\_report\\_27.01.14.pdf](http://ec.europa.eu/justice/citizen/files/dg_just_eva_free_mov_final_report_27.01.14.pdf).

## **2.2. Description of the activities to be funded under the call**

This call will fund activities on:

- improving the knowledge and expertise on the EU rules on free movement, in particular Directive 2004/38/EC, of local/regional/national authorities involved in implementing these rules;
- raising the awareness of EU citizens of their right to free movement and their ability to effectively enforce their rights;
- developing, identifying and promoting the exchange and dissemination of best practices implemented across the EU at local/regional/national level to foster the successful inclusion and participation of mobile EU citizens in the host EU country's civic and political life (e.g. through one-stop-shop information services addressed to newcomers, by promoting the participation of EU citizens coming from another Member States in local elections etc).

Proposals under all priorities must make provisions to document the number of persons reached, provide anonymised data disaggregated by nationality, by gender, by age and by Member State of residence (for EU migrants) and must describe in their grant application how this will be done.

The following types of activities will not be funded by the Commission:

- individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses etc.;
- activities supporting individual political parties;
- provision of financial support to third parties;
- legal actions before national or international courts regardless of their grounds or objectives.

## **3. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 1 500 000 EUR

The Commission reserves the right not to award all available funds, depending on the projects received and the outcome of the evaluation procedure.

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<sup>6</sup> Cf. Commission communication "Preparing for the 2014 European elections: further enhancing their democratic and efficient conduct",  
[http://ec.europa.eu/justice/citizen/document/files/com\\_2013\\_126\\_en.pdf](http://ec.europa.eu/justice/citizen/document/files/com_2013_126_en.pdf);  
Commission report on municipal elections,  
[http://ec.europa.eu/justice/citizen/files/com\\_2012\\_99\\_municipal\\_elections\\_en.pdf](http://ec.europa.eu/justice/citizen/files/com_2012_99_municipal_elections_en.pdf)

#### **4. EVALUATION PROCEDURE**

All applications are subject to an evaluation process involving five sets of criteria. Firstly, the evaluators will check whether your submission complies with all the formal requirements (admissibility, exclusion and eligibility criteria). If you are rejected at this stage, you will receive a letter from the Commission stating the reasons for the rejection. If your application is admissible and eligible, it will be accepted for further assessment and you will not receive any information at this stage.

Applications that successfully pass this first stage will be subject to the verification of operational and financial capacity (selection criteria), and they will be evaluated on the basis of the award criteria mentioned in the call. For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether your organisations have enough financial, human and operational resources to carry out the activities described in *Annex 1- Project Description and Implementation Form*. For the evaluation of the award criteria the evaluators will assess your proposal on its merits against the award criteria, giving points to each proposal.

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts. The submitted proposals will be evaluated solely on the basis of the criteria outlined below.

##### **4.1. Admissibility Requirements**

To be admissible applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission referred to in section 8.
- (b) Applications must be submitted using the online application tool of Directorate-General Justice (PRIAMOS).
- (c) Applications must be submitted using the standard PRIAMOS Grant Application Form. They must include all the mandatory information and be accompanied by all the compulsory documents and annexes requested under section 7.3 of this call for proposals.

##### **4.2. Eligibility Criteria**

To be eligible, applications must fulfil all of the following criteria.

###### ***4.2.1. Eligibility of the applicant and of the partners<sup>7</sup>***

Applicants and partners must comply with the following requirements:

- (a) **Legal status:** Applicants and partners must be legally constituted public or private organisations, or international organisations.

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot

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<sup>7</sup> Under this call for proposals an application may also be submitted by a single applicant without partners.

submit applications. They can be associated to an application, but their costs will not be co-financed.

Only legally constituted organisations can participate. Natural persons (private individuals) are not allowed to submit applications.

- (b) **Non-profit:** The applicant must be non-profit-oriented. This will be assessed on the basis of the statutes of the organisation, in particular whether those allow for the possibility to distribute profit to members/shareholders. Bodies and organisations which are profit-oriented shall have access to grants only as partners.
- (c) **Eligible country:** Applicant and partners must be legally established in an eligible country. This is not applicable for International organisations.

**IMPORTANT NOTE**

**Eligible countries<sup>8</sup>:**

- ⇒ all the EU Member States;
- ⇒ Iceland.

**4.2.2. Eligibility of the application**

- (a) the EU grant applied for cannot be lower than EUR 75 000. There is no upper limit.
- (b) Projects must not have started prior to the date of submission of the grant application.

**4.3. Exclusion Criteria**

**4.3.1. Exclusion from participation**

Organisations (i.e. applicant and partners) will be excluded from participating in this call for proposals if they are in any of the following situations:

- (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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

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<sup>8</sup> If, before the deadline for submission of proposals, other countries (other EEA countries, candidate countries) join the programme, a notification will be placed on the call website informing applicants that organisations from such countries can participate as applicants or partners.

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 Belgium or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (Financial Regulation)<sup>9</sup>.

#### **4.3.2. Exclusion from award:**

Organisations (i.e. applicant and partners) will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 4.3.1.

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation.

#### **4.4. Selection criteria**

##### **4.4.1. Financial capacity**

Applicants and partners must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding.

For this purpose the applicant must present its balance sheets and profit and loss accounts for the last two years available.

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<sup>9</sup> OJ L298, 26.10.2012, p.1.

If the share of a grant requested by an organisation (applicant or partner)<sup>10</sup> exceeds EUR 750 000, this organisation must submit an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

The following elements will be taken into account, among others, to assess the applicant's financial capacity:

- The applicant's dependency on EU financing;
- The applicant's deficit of the previous financial years;
- The applicant's revenue of the previous financial years;
- The auditor's findings in the audit report (when applicable).

If the Commission considers that the financial capacity is not satisfactory, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment), or reject the application.

Please note that the financial capacity shall not be verified for public bodies or international organisations.

In case of applications submitted on behalf of a partnership, partners declare on their honour in the partner declaration that they possess financial capacity to implement the project. The Commission reserves the right to request financial documents also from partners.

#### **4.4.2. Operational capacity**

The applicant and the partners must have sufficient operational and professional capacities to implement the activities for which co-funding is requested.

For this purpose the applicant must present CVs of key staff involved in the project (employed by the applicant and the partners), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. The applicant must also provide its annual technical/narrative reports for the last available year.

Applicants may not be awarded a grant if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

#### **4.5. Award criteria**

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Applications will be assessed against the following criteria:

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<sup>10</sup> See the calculation in the Grant Application Form, section 1.5, column *Value of EU Contribution Expected*.

**(a) Relevance to the priorities of the call (30 points):**

Relevance of the action and its objectives to the priorities of the call for proposals, as described under section 2 of this call notice, relevance of the issues addressed by the project, contribution of the proposal to the priorities, and complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes.

**(b) Quality of the proposed action (30 points):**

Quality in terms of the proposed methodology for implementing the activities; the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities; the strategy for monitoring of the project implementation and the proposed evaluation; the identification of risks and the measures to mitigate them; the identification of ethical issues and the proposed action to address them.

**(c) European added value of the project (20 points):**

The European added value of the project shall be assessed in the light of criteria such as its contribution to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it, its potential to develop mutual trust among Member States and to improve cross-border cooperation, its transnational impact, its contribution to the elaboration and dissemination of best practices or its potential to create practical tools and solutions that address cross-border or Union-wide challenges.

**(d) Expected results, dissemination, sustainability and long-term impact (10 points):**

How appropriate are the expected results to achieve the objectives of the action? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

**(e) Cost-effectiveness (10 points):**

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the partnership. Appropriateness of management and coordination costs.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available.

Proposals not attaining an individual score of 21 points for the relevance criterion and an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.

Once the evaluation procedure is completed, the Commission will adopt a formal award decision indicating the selected and the rejected proposals, publish it on DG Justice's Website and then send a letter informing each applicant of the final decision taken,

including reasons for rejection, where applicable. Please note that 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.

After the award decision has been adopted, the Commission will prepare the Grant Agreements for the selected applications (including dialogue with the Applicant concerning any necessary technical and financial adjustments).

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of the projects that can be funded from the available budget.

Therefore, the Commission reserves the right to set up a reserve list in addition to the award list. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn or if grants are reduced during the budget review of awarded projects. In this case the Commission will contact the applicant of the project ranked highest on the reserve list.

## **5. ADMINISTRATIVE AND FINANCIAL PROVISIONS**

### **5.1. Number of applications and grants per applicant**

#### Applications for several projects

The applicant may submit more than one application under this call for proposals.

The applicant may be awarded more than one grant under this call for proposals.

An organisation may participate as applicant, partner or as associate partner in several applications.

Organisations participating in several projects shall have sufficient financial and operational capacity to implement multiple actions.

#### Several applications for the same project

Only one application will be accepted and evaluated for any given project. If the applicant submits more than one version of the application package or of documents contained therein under the same application number, only the latest version submitted will be taken into consideration for the evaluation. In case there are several applications for the same project with different application numbers, the applicant will be asked to clarify which application shall be evaluated.

An action may receive only one grant from the EU budget.

### **5.2. Start date and duration**

Projects should be scheduled to start after the Grant Agreement is signed. (See section 8 - Timetable). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement.

Starting the project before the signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed.

A project that has already started before the date the grant application was submitted is not eligible for funding (see section 4.2.2.c).

The initial duration of the projects should not exceed 24 months.

### **5.3. Financial provisions**

The funding under this call is based on the co-financing principle: the grant cannot constitute more than 80% of overall eligible project costs. The beneficiaries should ensure that the outstanding balance is covered from sources other than the EU budget (own resources of beneficiaries, contributions by donors, income generated by the project). The project budget must have revenue and expenditure in balance.

#### Contributions in kind

Contributions in kind mean the provision of goods or services to a beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a beneficiary(ies) they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

#### Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. More details are provided in the Guide for Action Grants.

#### Sub-contracting and implementing contracts

If the beneficiaries have to conclude contracts with third parties in order to carry out a limited part of the activities, it shall justify this working method in the *Annex I - Project Description and Implementation Form* and duly respect the rules set out in the Guide for Action Grants, in the section on award of contracts. As a general rule, subcontracting shall be limited to 30% of the total eligible costs. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

#### Estimated budget

Before signature of a grant agreement, the estimated budget submitted by the applicant is subject to a review. If problems such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs are identified, the Commission may request clarifications and/or may impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

If the amount of the grant is lower than the amount requested, it is the responsibility of the beneficiaries to find the additional amount required to cover its co-financing share or to reduce the total cost of the project.

### Grant Agreement

Grants awarded shall be governed by a written agreement. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

In case of projects involving partners, the coordinator will be requested to sign a multi-beneficiary grant agreement, while in case of a project involving only one organisation, the mono-beneficiary grant agreement will be used. More information is available in the Guide for Action Grants.

The Grant agreement templates are published on the webpage of the call for proposals.

### VAT

Please note that new rules concerning eligibility of VAT entered into force on 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Action Grants for more detailed information.

## **6. KICK-OFF MEETING**

The Commission intends to organise a one-day "kick-off" meeting in Brussels for successful applicants. The meeting will focus on project management, administrative and financial aspects as well as reporting obligations.

If necessary, applicants should include return travel to Brussels and subsistence costs for up to two representatives in their estimated project budget. A single overnight stay should be sufficient.

The meeting should be attended preferably by the project coordinator and the financial coordinator.

## **7. PROCEDURE FOR SUBMISSION OF PROPOSALS**

### **7.1. Procedure for submission of applications**

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

Applicants first need to register and obtain a login and password to access the system. This should be done as soon as a decision is taken to participate in this call.

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

Information and guidance on how to register and submit your application via PRIAMOS can be found on the following website:

[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

The Grant Application Form and its annexes may not be modified after the deadline for submission. The functions allowing the downloading of blank Grant Application Forms and the uploading of completed Application packages will be disabled at the deadline. However, applicants will be able to access the application they submitted at any time after the deadline.

Please note that, although the PRIAMOS system is able to deal with a lot 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. Applicants are advised to verify that their registration details in PRIAMOS are up-to-date. Contact details are uploaded directly into the application form and, in case of a successful application, used when preparing the grant agreement.

No extension of the deadline will be granted. No application will be accepted if the upload of the application package fails due to reasons which are beyond the Commission's control.

## **7.2. Grant Application Form**

The Applicant will be able to download the specific **Grant Application Form** mandatory for this call once it has registered in PRIAMOS.

### **IMPORTANT NOTE:**

Applicants should select the Grant Application Form that is relevant to the call for proposals under which they want to apply.

The reference in PRIAMOS for this call for proposals is:

**JUST/2014/RCIT/AG/CITI**

In the Grant Application Form, Applicants must select the priority their proposal addresses from the drop-down menu.

If an application form is void of data other than that downloaded automatically from the registration details held in PRIAMOS, it shall be considered that no application has been made.

By submitting the Grant Application Form, applicants electronically sign declarations on their honour certifying that they are not in one of the situations referred to in Articles 106(1) and 107 to 109 of the Financial Regulation applicable to the general budget of the Union, that they fulfil the eligibility criteria and that they have the required the financial and operational capacity to carry out the proposed activities.

By signing the partner declaration, the partners make the same declaration.

## **7.3. List of required annexes**

The mandatory templates for *Annex 1- Project Description and Implementation Form*, *Annex 2 – Budget* and *Annex 3 – Partner/Associate Partner Declaration (mandatory in*

*case of partnership*) will be available in PRIAMOS as attachments to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes.

The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All the annexes must be attached to the Grant Application Form. An application is considered complete only if all the necessary annexes have been provided. If no annex is provided, the application will be rejected right away.

<b>ANNEXES</b>	
<b>Annex 1. Project Description and Implementation Form</b>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>The template must be uploaded in the original Word format and should not be scanned before it is attached to the Grant Application Form.</p>
<b>Annex 2. Budget Form</b>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>The budget figures contained in the <i>Budget Form</i> must match those indicated in the <i>Grant Application Form</i>.</p> <p>The template must be uploaded in the original Excel format and should not be scanned before it is attached to the Grant Application Form.</p>
<b>Annex 3. Partner/Associate Partner declaration (if applicable)</b>	<p>Partners and Associate Partners must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>All the sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the partner organisation.</p> <p>The Application package should contain one declaration for each Partner indicated in other sections of the Application Package.</p> <p><u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to the Grant Application Form in one document. The filled but unsigned Word version will not be accepted.</p>

<p><b>Annex 4.</b></p> <p><b>Documents showing the legal and fiscal registration of the applicant</b></p>	<p>The following documents are required:</p> <ul style="list-style-type: none"> <li>• Certificate of legal registration of the applicant organisation.</li> <li>• Articles of Association or Statutes of the applicant organisation.</li> <li>• Fiscal registration showing the VAT number of the applicant organisation.</li> </ul> <p><u>No</u> mandatory template is imposed.</p> <p>These documents will be used to check the applicant's legal status and that it is properly constituted under the national law of one of the eligible countries.</p> <p>Only official documents issued by the relevant national authorities (and not self-declarations) are accepted.</p> <p>There is no need to submit translation of documents drafted in an EU official language.</p>
<p><b>Annex 5.</b></p> <p><b>Profit and Loss accounts Balance Sheets</b></p> <p>(to be submitted by the applicant)</p> <p>+</p> <p><b>External audit report (if the share of the grant request is above EUR 750.000)</b></p> <p>(to be submitted, when applicable, by any organisation, applicant or partner)</p>	<p><u>No</u> mandatory template is imposed.</p> <p>The Applicant must submit:</p> <ul style="list-style-type: none"> <li>• The Profit and Loss account (mandatory)</li> <li>• the Balance Sheet (if available).</li> </ul> <p>Profit and loss accounts and balance sheets must be provided for financial years 2012 and 2013. These documents will be used to verify the applicant's financial capacity.</p> <p>In case the applicant was established recently as a legal entity and thus has no closed financial year, please provide any document available that could help establish the financial capacity, and at least a business plan.</p> <p><b>If the share of the grant requested by an organisation<sup>11</sup> (applicant or partner) exceeds EUR 750 000</b>, this organisation must submit an audit report certifying its accounts for the last closed financial year, produced by an approved external auditor. This audit report has to be submitted even in case the organisation is not obliged to prepare such report under the applicable national legislation.</p>
<p><b>Annex 6.</b></p> <p><b>Annual Activity Report for the last available year</b></p>	<p><u>No</u> mandatory template is imposed.</p> <p>The Annual Activity Report shall describe the activities the applicant carried out during 2013. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of</p>

<sup>11</sup> See the calculation in the Grant Application Form, section 1.5, column *Value of EU Contribution Expected*.

	the organisation.
<b>Annex 7.</b> <b>Curriculum vitae</b>	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format<sup>12</sup>; however, organisations are free to submit these CVs in any other format. CVs should preferably be grouped in one file per beneficiary, rather than uploaded individually.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1.</p> <p>In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.</p>

**Annexes 4, 5 and 6** are not requested at the stage of application if the Applicant is a **public body** (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

If the documents requested as Annex 4, 5 or 6 are available on the applicant's website, a link to the documents can be provided, instead of the documents. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex [4/5/6]", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the applicant's website is not sufficient.

Additional information and documents may be requested from applicants and partners.

## **8. DEADLINE AND TIMETABLE**

The **deadline for submitting proposals** via the PRIAMOS system is  
**04/02/2015 12:00 (noon) Central European Time**

The indicative timetable for the various stages of the procedure is:

	<b>Stages</b>	<b>Timing</b>
1	Publication of the call	2014
2	Deadline for submitting applications	<b>04/02/2015 12:00 (noon) CET</b>
3	Information to all applicants on the results of the selection procedure	Indicative date: June 2015
4	Signature of grant agreements	Q3/2015

<sup>12</sup> The EUROPASS CV template can be downloaded at:  
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

## **9. CONTACTS AND FURTHER INFORMATION**

The call's website:

[http://ec.europa.eu/justice/newsroom/grants/JUST/2014/REC/AG/CITI/2014\\_ag\\_en.htm](http://ec.europa.eu/justice/newsroom/grants/JUST/2014/REC/AG/CITI/2014_ag_en.htm)

Information regarding the electronic submission in PRIAMOS:

[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

Questions may be sent by e-mail to the following functional email address.

[EC-REC-CALLS@ec.europa.eu](mailto:EC-REC-CALLS@ec.europa.eu)

To ensure an efficient handling of any enquiry please indicate clearly the reference of this call.

Questions will be answered as soon as possible. **Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to.**

Applicants are advised to consult the call's website regularly. The Commission will publish at this website any additional information relevant to the call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

In accordance with the principle 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 publication of the results.

The Commission may contact the Applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form, and may request an answer within a short deadline. **Please make sure that the e-mail address in your Grant Application Form is correct and regularly checked.**

## **10. DATA PROTECTION**

The submission of an application under this call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

## **11. PUBLICITY BY THE COMMISSION**

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the Beneficiaries;
- address of the Beneficiaries;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by a beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiary.