



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE
Directorate A
Unit A4 : Programme Management

**SPECIFIC PROGRAMME "PROGRESS" (2007-2013)
SECTION 4 – ANTIDISCRIMINATION AND DIVERSITY
SECTION 5 – GENDER EQUALITY**

**Support to activities implemented by
NGOs organised at European level**

**CALL FOR PROPOSALS FOR ACTION GRANTS
JUST/2013/PROG/AG/NGOS**

Deadline: 1 October 2013, 12:00 (noon) CET

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1. INTRODUCTION

PROGRESS¹ is the EU employment and social solidarity programme, set up to provide financial support for the attainment of the European Union's objectives in employment, social affairs and equal opportunities as set out in the Social Agenda², as well as to the objectives of the Europe 2020 Strategy. This new strategy, which has a strong social dimension, aims at turning the EU into a smart, sustainable and inclusive economy delivering high levels of employment, productivity and social cohesion. The European Union needs coherent and complementary contributions from different policy strands, methods and instruments, including the PROGRESS programme, to support the Member States in delivering on the Europe 2020's goals.

The PROGRESS mission is to strengthen the EU's contribution in support of Member States' commitments and efforts to create more and better jobs and to build a more cohesive society. To this effect, PROGRESS is instrumental in:

- Providing analysis and policy advice on PROGRESS policy areas;
- Monitoring and reporting on the implementation of EU legislation and policies in PROGRESS policy areas;
- Promoting policy transfer, learning and support among Member States on EU objectives and priorities; and
- Relaying the views of the stakeholders and society at large.

More specifically, PROGRESS supports:

- The implementation of the European Employment Strategy (section 1);
- The implementation of the open method of coordination in the field of social protection and inclusion (section 2);
- The improvement of the working environment and conditions including health and safety at work and reconciling work and family life (section 3);
- The effective implementation of the principle of non-discrimination and promotion of its mainstreaming in all EU policies (section 4);
- The effective implementation of the principle of gender equality and promotion of its mainstreaming in all EU policies (section 5).

The present call for proposals is issued in the context of the implementation of the 2013 annual work plan which can be consulted at:

http://ec.europa.eu/justice/newsroom/files/progresswp_2013_en.pdf

¹ Decision No 1672/2006/EC of the European Parliament and of the Council of 24 October 2006 establishing a Community Programme for Employment and Social Solidarity — Progress, JO L 315 of 15.11.2006.

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions - Renewed social agenda: Opportunities, access and solidarity in 21st century Europe COM/2008/0412 final of 02.07.2008.

2. CONTEXT , OBJECTIVES AND PRIORITIES OF THE CALL

2.1. Priorities of the call

This call aims to support activities which contribute to the development, implementation and monitoring of European and national policies and legislation exclusively in one of the following areas:

- (i) non-discrimination and Roma integration, **or**
- (ii) equal rights for persons with disabilities, **or**
- (iii) equality between women and men.

Applicants must indicate clearly on the application form (under "priorities") only one of these three areas.

2.1.1. Priorities in the areas of non-discrimination and of Roma integration

According to the Treaty on the Functioning of the European Union (TFEU), the European Union shall aim to combat discrimination when defining and implementing its policies and activities (Art. 10 TFEU). Article 19 in the TFEU gives the European Union specific powers to take action to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

The two Council directives adopted in 2000 – Directive 2000/43/EC³ and Directive 2000/78/EC⁴ – provide the legal framework on non-discrimination based respectively on racial or ethnic origin and on the grounds of religion or belief, disability, age or sexual orientation.

On 2 July 2008, under its renewed social agenda⁵ the Commission adopted a non-discrimination package comprising inter alia the Communication entitled "Non-discrimination and equal opportunities: a renewed commitment"⁶ which presented a comprehensive approach to step up action against discrimination and promote equal opportunities.

Despite numerous initiatives at political and operational level to fight against discrimination and promote diversity, many people still suffer from serious forms of discrimination, which are often exacerbated by the consequences of the socio-economic crisis on labour markets and the European society at large. The Eurobarometer survey on discrimination released in November 2012 confirmed that discrimination based on different grounds (gender, ethnic origin, religion or beliefs, age, disability, sexual orientation and gender identity) is still considered as common in the EU⁷.

The results of the survey on homophobia and transphobia presented by the Fundamental Rights Agency in May 2013 gave a more comprehensive picture on hate speech, crime and

³ OJ L 180/22 of 19.7.2000.

⁴ OJ L 303/16 of 2.12.2000.

⁵ <http://ec.europa.eu/social/main.jsp?catId=547&langId=en>

⁶ COM(2008)420.

⁷ http://ec.europa.eu/justice/newsroom/discrimination/news/121122_en.htm

violence directed against LGBT people in the EU Member States and showed that LGBT persons face obstacles to the enjoyment of their fundamental rights⁸.

With regard to non-discrimination in the labour market, the European Commission encourages employers to include Diversity Management at the heart of their business model and has supported various activities in order to achieve this aim across the EU. Among them, since 2010 it has been sponsoring a PROGRESS project to create and maintain a platform for EU-level exchange between Diversity Charters in Europe, entitled "Support for voluntary initiatives promoting diversity management at the workplace across the EU"⁹.

The Roma integration agenda has been the focus of intense efforts by the European Commission and the EU Member States. In 2012, the Commission adopted its first assessment report of the National Roma Integration Strategies submitted by the Member States along the lines of the EU Framework for Roma Integration of April 2011. In order to ensure smooth implementation and monitoring of the national strategies, the Commission emphasised the importance of close cooperation and continuous dialogue with regional and local authorities and all stakeholders, including Roma civil society.

On 26 June 2013, the Commission's report-Communication "Moving forward in the EU Framework: establishing the structures for efficient implementation-Progress in implementing National Roma Integration Strategies" focused on the progress made by Member States in ensuring that the necessary preconditions for a successful implementation of the National Strategies are in place. Contextually, the European Commission adopted a Proposal for a Council Recommendation in order to enhance the effectiveness of measures to achieve Roma inclusion.¹⁰

Under this priority activities should in particular contribute to the following areas:

- Promoting the interest of one or more groups at risk of discrimination on the basis of their ethnic origin or race, religion or belief, disabilities, age, sexual orientation;
- Promoting integration of Roma communities;
- Developing the "business case" for diversity across the EU;
- Promoting the integration of non-discrimination and equal opportunities initiatives in other policies, such as employment, social inclusion, education, etc. (i.e. mainstreaming approach).

The aim is to support a range of actions targeting at least one of the following grounds of discrimination: ethnic origin, race, religion or beliefs, age, disability, and sexual orientation. With regard to non-discrimination based on disability, the Commission wishes to support activities in the EU that have a cross disability perspective and aim to ensure the full access of disabled people to all human rights and fundamental freedoms.

⁸ <http://fra.europa.eu/en/press-release/2013/fear-isolation-and-discrimination-common-europes-lgbt-community>

⁹ There are currently twelve Diversity Charter members of the EU platform: for any further information please see: http://ec.europa.eu/justice/discrimination/diversity/diversity-charters/index_en.htm

¹⁰ See all these documents published at: http://ec.europa.eu/justice/newsroom/discrimination/news/130626_en.htm

All applications should take into account the gender dimension of discrimination. If the action(s) deal(s) with multiple discriminations, gender can obviously be considered as a discrimination ground in addition to those mentioned above.

2.1.2. Priorities in the area of equal rights for persons with disabilities

On 15 November 2010, the Commission adopted the European Disability Strategy 2010-2020¹¹. The overall aim of the Strategy is to empower people with disabilities so that they can enjoy their full rights, and benefit fully from participating in society and in the European economy, notably through the Single market. The European Disability strategy sets clear objectives to remove the barriers persons with disabilities meet in their everyday life. Specific measures are clustered around eight priority areas dealing with (1) Accessibility, (2) Participation, (3) Equality, (4) Employment, (5) Education and training, (6) Social protection, (7) Health, and (8) External Action.

The Disability Strategy also aims to ensure full and comprehensive implementation of the UN Convention on the Rights of Persons with Disabilities (UNCRPD) in Europe by the EU and its Member States. The purpose of the Convention is to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities¹². The EU became a party to the UN Convention in 2011¹³.

Under this priority activities should in particular contribute to the following areas:

- Implementation of the European Disability Strategy 2010-2012 and the UN Convention on the Rights of Persons with Disabilities and promoting of the involvement of the national member organisations in the implementation;
- Including different aspects of disability matters in EU and national policies (mainstreaming approach), particularly in the areas of employment, education, social inclusion, health, human rights, development cooperation, etc.;
- Improving accessibility to goods and services;
- Promoting the interest of people with disabilities and the full enjoyment of their rights, in particular enhancing equality of opportunities for people with disabilities, and combating discrimination on the basis of disability;
- Developing the business case for disability across the EU.

Particularly under this priority, the aim is to support a good number of different actions implemented by different organisations, thereby addressing a wide range of disabilities. That is why different organisations implementing targeted activities for specified disabilities are encouraged to apply.

¹¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0636:EN:NOT>

¹² Article 1 of the United Nations Convention on the Rights of Persons with disabilities.

¹³ Council decision 2010/48/EC of 26 November 2009 concerning the conclusion, by the European Community, of the United Nations Convention on the Rights of Persons with disabilities.

2.1.3. Priorities in the area of equality between women and men

Equality between women and men has been a fundamental principle of the European Union since its inception. It is a political objective, but also an economic one, as equality between women and men is crucial in helping the EU achieve its goal of smart, sustainable and inclusive growth.

The Strategy for equality between women and men for the period 2010-2015¹⁴ confronts the challenges and obstacles to gender equality and reflects the Commission's commitment to continue and step up its activities in this field. The Strategy reaffirms the dual approach of gender mainstreaming and the adoption of specific measures in the priority areas identified: equal economic independence; equal pay for equal work and work of equal value; equality in decision-making; dignity, integrity and an end to gender-based violence; gender equality in external actions.

In the European Pact for Gender Equality¹⁵, adopted in March 2011 at the European Council, the Heads of State and Government reaffirmed the close link between the Commission's Strategy for equality between women and men from 2010 to 2015 and Europe 2020 Strategy for smart, sustainable and inclusive growth¹⁶. For the benefit of the entire society, they called on the Member States to take steps to bridge the gap between men and women in the fields of employment and social protection, including the gender pay gap and promoting a better balance between work and private life for women and men throughout their lives. The European Pact for Gender Equality clearly states that gender equality policies are vital to economic growth, prosperity and competitiveness.

Under this priority activities should in particular contribute to the following areas:

- supporting the implementation of the Commission's Strategy for equality between women and men 2010-2015 and contributing to the promotion of gender equality in the EU;
- promoting equality between women and men in the implementation of the Europe 2020 Strategy and promoting the economic case for gender equality across the EU;
- promoting equality between women and men in EU and national policies (mainstreaming approach) and supporting national member organisations' involvement, at national level, in the promotion of the gender equality aspects of the main EU policies;
- strengthening the capacity of national member organisations and their knowledge of EU gender equality policies;
- improving the knowledge and understanding of discrimination and inequalities between women and men in Member States;
- contributing to an effective legal protection against discrimination on the basis of the various EU-directives implementing the principle of equal treatment between women

¹⁴ COM(2010) 491 final: http://ec.europa.eu/justice/gender-equality/document/index_en.htm

¹⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:155:0010:0013:EN:PDF>

¹⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

and men and making international commitments on gender equality and women's rights better known and respected (e.g. Beijing Declaration and Platform for Action).

2.2. Type of activities

The proposal may include activities belonging to the following categories:

- **Analytical activities:** e.g. studies, surveys, research, policy recommendations, evaluation, data collection, statistics, development of indicators, benchmarks, etc;
- **Training activities;**
- **Mutual learning, exchange of good practices, cooperation;**
- **Awareness-raising, information and dissemination:** Organisation of awareness raising campaigns and conferences and meetings aiming at dissemination.

For reporting purposes, the applicants must indicate clearly on the application form (under "main type of activities") which one of the four categories listed above best reflects the core activities of their project, i.e. which is the **main** type of activities that the project aims to implement¹⁷. However, the proposal may also include activities belonging to other categories.

2.2.1. Activities in the areas of non-discrimination and of Roma integration

These activities should include inter alia:

- improving the understanding of the situation in relation to discrimination, in particular through analysis and studies and, where appropriate, the development of statistics and indicators, as well as by assessing the effectiveness and impact of existing legislation, policies and practices; and/or
- supporting the implementation of EU antidiscrimination legislation through effective monitoring, holding of seminars and training for those working in the field and networking amongst specialised bodies dealing with antidiscrimination; and/or
- raising awareness, disseminating information and promoting the debate about the key challenges and policy issues in relation to discrimination and the mainstreaming of antidiscrimination in all EU policies, including among the social partners, NGOs and other stakeholders; and/or
- Diversity management in the public and private sector: establishing forms of co-operation with the business sector and/or trade unions to identify existing diversity management practices, do research on their impact and awareness-raising on their results by also linking the proposed activities with the Diversity Charters (to be) adopted in EU Member States; and/or
- raising awareness of the situation of Roma and supporting their integration into mainstream society; training activities; analysis of the situation of Roma and identification

¹⁷ For more information on how to fill in this section, please read the Guide for Applicants, p.13 & p.18-20.

of good examples related to Roma social inclusion and combating discrimination in particular in: education, healthcare, employment, housing, etc; building up meaningful indicators supporting policy design to sustain the inclusion of the Roma population; interaction between Roma civil society and the EU institutions, as well as national authorities and other stakeholders; supporting the involvement of national member organizations in the implementation of the 10 Common Basic Principles of Roma Inclusion (annexed to the June 2009 EPSCO Council of Ministers Conclusions)¹⁸.

2.2.2. Activities in the area of equal rights for persons with disabilities

These activities should include inter alia:

- improving the understanding of the situation of person with disabilities in society, in particular through analysis and studies and, where appropriate, the development of statistics and meaningful indicators supporting policy design, as well as by assessing the effectiveness and impact of existing legislation, policies and practices; and/or
- supporting the implementation of the UN Convention on the Rights of Person with Disabilities (UNCRPD) and of the European Disability Strategy 2010-2020, as well as relevant disability and accessibility legislation through effective monitoring, holding of seminars and training for those working in the field and networking amongst relevant organisations including the structures set for the implementation of the UNCRPD; interaction between disability organisations and the EU institutions, as well as national authorities and other stakeholders; and/or
- raising awareness, disseminating information and promoting the debate about the key challenges and policy issues in relation to disability and accessibility matters in all EU policies, including among the social partners, NGOs and other stakeholder and participating at relevant EU level initiatives, raising awareness of the situation of persons with disabilities and supporting their integration into mainstream society; and/or
- analysis of the situation of disabled persons and identification of good examples for their inclusion and combating discrimination in all relevant areas identified in the UNCRPD.

2.2.3. Activities in the area of equality between women and men

These activities should include inter alia:

- improving the understanding of the situation in relation to equality between women and men, in particular through analysis and studies and, where appropriate, the development of statistics and indicators, as well as by assessing the effectiveness and impact of existing legislation, policies and practices; and/or
- supporting the implementation of EU legislation on equal treatment between women and men through effective monitoring, holding of seminars and training for those working in the field and networking amongst specialised bodies dealing with gender equality; and/or

¹⁸ <http://register.consilium.europa.eu/pdf/en/09/st10/st10394.en09.pdf>

- raising awareness, disseminating information and promoting the debate about the key challenges and policy issues in relation to women's rights, the rights to gender equality and their benefits to society, including among the social partners, NGOs and other stakeholders; and/or
- raising awareness of gender mainstreaming and identification of good gender mainstreaming examples in all the priority areas defined in the Commission's Strategy for equality between women and men 2010-2015¹⁹; and/or
- supporting the involvement of national member organizations in the implementation of gender mainstreaming into every stage of national policy processes.

3. ADMINISTRATIVE AND FINANCIAL PROVISIONS

3.1. Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. Applicants should take into account the time needed for the evaluation of the proposals and the time required for preparing the Grant Agreement (indicatively, not less than 5 months after the deadline of the call). The actual start date of the project will be the date agreed with the Commission during the preparation of the Grant Agreement.

Start of the project before 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.**

Projects should have an initial duration not exceeding 12 months.

3.2. Indicative available budget

The indicative available budget for this call for proposals is:

- (i) for projects in the area of non-discrimination and of Roma integration: **EUR 4 300 000**;
- (ii) for projects in the area of equal rights for persons with disabilities: **EUR 2 100 000**;
- (iii) in the area of equality between women and men: **EUR 950 000**.

3.3. Financial provisions

The funding under this call is provided based on the co-financing principle: **the grant cannot constitute more than 80% of overall eligible project costs**. The organisations implementing the action should ensure that the outstanding balance is covered from sources other than the EU budget. The project budget must have revenue and expenditure in balance.

The co-financing not covered by the Union grant may come from own resources of the organisations implementing the action or from another donor organisation or from income

¹⁹ COM(2010) 491 final, http://ec.europa.eu/justice/gender-equality/document/index_en.htm

generated by the project. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Contributions "in-kind" are neither an eligible cost nor are they accepted as income of the project. They cannot be included in the project budget. They can however be indicated in the application for information. More details on contributions in kind can be found in the Guide for Applicants.

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.

In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the Guide for Applicants published together with this call for proposals. As a result of this budget review, **the amount of grant contained in the Grant Agreement may be lower than the amount requested** by the applicant.

Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

For detailed information on the payment conditions please consult the Guide for Applicants.

Please note that new rules concerning **eligibility of VAT** are in force since 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

4. CONDITIONS FOR PARTICIPATION

4.1. Who may apply

Applicants under this call can only be non-governmental, non-profit-making, and independent bodies organised at European level and established in one of the countries participating in the Programme: the 28 EU Member States, the EEA countries (Iceland, Lichtenstein, Norway), and the candidate and potential candidate countries participating in PROGRESS (the Former Yugoslav Republic of Macedonia, Serbia and Turkey).

The applicant must have national member organisations and must be mandated by these member organisations, through a Management Board or other administrative fora, to implement EU level activities. The detailed eligibility criteria that the applicant has to fulfil can be found under 5.2.1.

The activities can be carried out either by the applicant alone or with the involvement of other **partner organisations**. The role and responsibility of the partners in the action should be clearly defined in the "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS) and the costs that they will incur should be clearly specified in the Budget Form (template in Annex 2 in PRIAMOS).

IMPORTANT NOTE

Under this call for proposals it is **not** mandatory that the proposed project includes partners, i.e. it is not mandatory that the national member organisations of the applicant are also partners in the proposed project. However, if the applicant wishes to include its national member organisations or other organisations in the implementation of the activities (e.g. if it is planned that these organisations will incur costs in their own name during the implementation of the activities), the applicant may include them as partners. In this case the partners must sign a Partner Declaration Form.

If the applicant decides to include partners in its activity, then – if the project is selected for funding – a multi-beneficiary grant agreement will be signed. Both the applicant and the partners form parties to the multi-beneficiary grant agreement and they share contractual and financial responsibility towards the Commission for the proper and timely implementation of all activities foreseen in the project²⁰. The costs partners incur are eligible in the same way as those incurred by the applicant.

If the project is implemented by a partnership and not only by the applicant, the applicant will be the sole contact point for the Commission and it will be the applicant's obligation to ensure proper coordination of the partners and of the activities. There is no limitation in the number of partners that can be included in a partnership, but the Commission strongly advises the applicants to limit the number of partners to those necessary for the implementation of the activities, taking into account the duration of the action and the available funding.

An action may also include **associate partners**. For more details on the role and involvement of associate partners, please consult the Guide for Applicants.

If the applicant will 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 "Project Description and Implementation Form" (template in Annex 1 in PRIAMOS) and duly respect the subcontracting rules in the Guide for Applicants attached to this call for proposals.

Actions through which **the beneficiaries use the budget of the project to award grants to other organisations** under their own procedures and authority (Financial support to third parties) cannot be financed under this call for proposals.

²⁰ Where appropriate, the Commission reserves the right to propose a grant agreement with affiliated entities, in accordance with Article 122 of the Financial Regulation.

5. SELECTION PROCEDURE

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

5.1. Exclusion Criteria

Organisations may not participate in this call for proposals if they are in any of the situations referred to in Article 106(1) of the Financial Regulation. They may not be awarded a grant if they are in one of the situations referred to in Articles 107(1) of the Financial Regulation²¹. A full list of the exclusion criteria is included at the end of the Grant Application Form and of the Partner/Associate Partner Declaration Form. By submission of an application via PRIAMOS, the applicants declare that they are not in one of the situations of exclusion. Co-beneficiary partners make this declaration by signing the Partner Declaration Form.

5.2. Eligibility Criteria

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

5.2.1. Eligibility of the applicant

Applicants must fulfil all of the following criteria:

- (a) The applicant must be a properly constituted and registered legal person for at least three years at the time of the submission of the application and must be established in one of the countries participating in the Programme;
- (b) The applicant must be non-governmental, non-profit-making, and independent of industry, commercial and business or other conflicting interests;
- (c) The applicant must be organised at European level and have national²² member organisations or bodies in at least 15 participating countries. The applicant must be mandated by its member organisations, through a Management Board or other administrative fora, to implement EU level activities;
- (d) The applicant's mission must fall under the priorities of the call and its main purpose must be to contribute to promoting the principle of non-discrimination or Roma integration or the integration of people with disabilities in Europe or the principle of gender equality.

²¹ Regulation (EU, Euratom) n° 966/2012 of 25/10/2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/2012, p.1.

²² National member organisations could pursue activities at national, regional or local level.

5.2.2. Eligibility of the partners (if applicable)

The partners must be legally established in a country eligible for financing at the time of submitting the application.

5.2.3. Eligibility of the application

- (a) The grant application must have been submitted no later than the deadline set out under section 7 of this call for proposals;
- (b) The grant application must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) on the standard Grant Application Form, include all the mandatory information and be accompanied by all compulsory documents and annexes requested under section 7.3 of this call for proposals;
- (c) Projects cannot have started prior to the date of submission of the grant application;
- (d) The application must contain a balanced budget presenting the sources of co-financing other than the EU grant, taking into account that the EU co-financing cannot exceed 80% of the total eligible costs.

5.3. Selection criteria

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

- a) The applicant's **operational and professional capacity** to complete the proposed action:

The applicant must have appropriate competencies and experience to implement the proposed action and to maintain its activities during its period of implementation. The key staff involved in the project (applicant and partners, if applicable) must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. For this purpose the applicant must provide a description of its activities (Annual technical/narrative report of the applicant organisation) and the CVs of key staff with the Grant Application Form.

The application will be eliminated if it does not demonstrate sufficient operational and professional capacity.

- b) The applicant's **financial capability** to implement the proposed action:

The applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding; it should be able to cover the funding which is not covered by the Commission's grant. For this purpose, the applicant must present its annual financial statements (profit and loss account and, if available, balance sheet) for the last year available, and if applicable, an external audit report.

If the Commission considers that financial capacity is not satisfactory, it may request further guarantees, impose risk mitigation measures or reject the application.

5.4. 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 Programme's objectives and 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.

Projects will be evaluated within each priority as defined by the applicant in the Grant Application Form, i.e.:

- (i) non-discrimination and Roma integration,
- (ii) equal rights for persons with disabilities,
- (iii) equality between women and men.

Within each priority all projects shall be assessed against the following criteria:

- (a) Relevance of the proposed activities to meet the the priority of the call under which the applicant has submitted the application, as defined under section 2 of the call (**15 points**);
- (b) Quality of the proposal (**25 points**);
- (c) Effective and efficient organisation of work (**25 points**);
- (d) European dimension and European added value of the proposal (**25 points**);
- (e) Cost-efficiency ratio and financial feasibility of the activities (**10 points**).

As a result of the evaluation carried out against the above award criteria the proposals within each priority will be ranked according to the points attained. A separate list of awarded projects per priority will be established based on the amount of budget available. **Proposals not attaining an overall 70 points will not be considered for the award of a grant even in case the available budget of the priority is not consumed fully.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission's award decision, the Commission will inform each applicant of the final decision taken. The Commission will then prepare the Grant Agreements for the selected applications (this may or may not include 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 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 by the applicant. In this case the Commission will contact the Coordinator of the project ranked highest on the reserve list.

6. KICK-OFF MEETING

For successful applicants the Commission intends to organise a 1-day "kick-off" meeting in Brussels dedicated to networking, project management, administrative aspects and reporting obligations. The cost for participating in this meeting can be considered as eligible costs if the costs were included in the proposed project budget. Hence, the budget of the proposal should include travel costs to and from Brussels and 1 overnight stay (if necessary) for up to 2 representatives of the coordinating organisation (including at least the project coordinator, but ideally also the financial coordinator, if not the same person).

7. HOW TO SUBMIT AN APPLICATION

7.1. Procedure to submit an application

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

In order to access the system applicants **first need to register** (this involves applicants providing some basic data about their organisations). It should be done as soon as a decision is taken to submit an application for a call managed through PRIAMOS. Subsequently, they shall receive a password to be used to access the system. Please note that if you are already registered there is no need to re-register but there is an obligation to ensure your registration details are up-to-date.

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

If the applicant submits more than one version of the application package, only the latest version submitted is taken into consideration for the evaluation.

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

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The deadline for submitting proposals via the PRIAMOS system is

1 October 2013, 12:00 (noon) Central European Time

The Guide for Applicants also explains how the application package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission.

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.**

The Commission may contact the applicant should a **need for clarification or information** arise during the evaluation of the project. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form. The applicant may be imposed a short deadline to provide the information requested. Therefore, **please make sure that the e-mail address in your Grant Application Form is correct and checked regularly.**

7.2. Grant Application Form

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

The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **JUST/2013/PROG/AG/NGOS**

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* will be available in PRIAMOS as an attachment 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 annexes should be attached to the Grant Application Form in accordance with the instructions given in the Guide for Applicants. An application is considered complete only if all annexes have been provided.

ANNEXES	
Annex 1: Project Description and Implementation Form	The applicant <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. Please upload the template in the original Word format and <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 2: Budget Form	The applicant <u>must use the mandatory template</u> and complete it in accordance with the instruction given in the Guide for Applicants. The budget figures contained in the <i>Budget form</i> must match those indicated in the <i>Grant Application Form</i> . Please upload the temple in the original Excel format, <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 3 (if applicable): Partner/Associate Partner declaration Form	Partner organisations <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. The Application Package should contain one declaration for each partner indicated at other sections of the Application Package.

	<p>All 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><u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to Grant Application Form. The filled but unsigned Word version will not be accepted.</p> <p>Please note that you should also avoid scanning every page separately.</p>
<p>Annex 4: Curricula vitae</p>	<p><u>No</u> mandatory template is provided but it is recommended to use the Euro pass format²³.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1. The curricula vitae (CV) of this key staff should be submitted as Annex 4.</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>
<p>Annex 5: Evidence of legal status</p>	<p>Certificate of legal registration of applicant organisation. Articles of Association or Statutes. Fiscal registration showing the VAT number of the organisation. Any other document necessary for the verification of the eligibility criteria defined under 5.2.1.</p> <p><u>No</u> mandatory template is provided.</p> <p>Only official documents (and not self-declarations) are accepted. There is no need to submit translation of these documents.</p> <p>The documents submitted as evidence of legal status will allow verification of the applicant's legal status and of <u>all</u> eligibility criteria as defined under 5.2.1. of this call.</p>
<p>Annex 6: Official annual financial statements (Profit and loss account and if available Balance sheet) for the last financial year for which the accounts were closed</p> <p>+</p> <p>External audit report (if grant request is</p>	<p><u>No</u> mandatory template is provided.</p> <p>Balance sheets and profit and loss accounts will allow verification of the applicant's financial capacity. They must be provided for the financial year 2012. If at the date of application the accounts for 2012 are not yet available, the documents covering the financial year 2011 shall be submitted.</p> <p>If the grant requested is exceeding EUR 750.000, an audit report certifying the accounts of the organisation for the financial year starting in 2012 and produced by an approved external auditor is mandatory. If at the date of application the accounts for the financial year starting in 2012 are not yet available a report covering the financial year starting in 2011 shall be submitted. This audit report has to be submitted even</p>

above EUR 750.000)	in case the applicant is not obliged to prepare such report under the applicable national legislation.
Annex 7: Annual activity report²⁴ for 2012	<u>No</u> mandatory template is provided. The Annual activity report shall describe the activities the applicant carried out during 2012. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the final annual activity report for 2012 has not been approved yet by the responsible organ/management entity of the organisation, the applicant shall submit the draft version of the report certified by the legal representative of the organisation. 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 the organisation.
Annex 8: List of national members	<u>No</u> mandatory template is provided. The list should include the legal names of the national members and their contact details (including country of registration). It should include organisations from at least 15 participating countries that are national member organisations as required under 5.2.1.c.

If the documents requested as Annex 5, 6, 7 or 8 are available on the applicant's website, a direct link to the document can be provided, instead of providing the document itself. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex 5/6/7", 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.

The documents to be submitted by the applicants under this call are limited to the documents specified in the abovementioned list. Other types of documents, such as **proof of co-financing, proof of fulfilment of obligations relating to the payment of social security contributions and the payment of taxes, are not requested under this call.**

Additional information may be requested from successful applicants before the signature of the Grant Agreement (in particular legal entity form, financial identification form).

8. CONTACTS AND FURTHER INFORMATION

The PROGRESS Programme website:

http://ec.europa.eu/justice/grants/programmes/progress/index_en.htm

Call website:

http://ec.europa.eu/justice/newsroom/grants/just_2013_prog_ag_ngos_en.htm

²⁴ Also referred to as annual technical/narrative report.

Questions regarding this call for proposals may be sent by e-mail to the address below:
JUST-PROGRESS@ec.europa.eu

Information regarding electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions regarding registration and application via PRIAMOS may be sent to the **PRIAMOS helpdesk**: HOME-JUST-PRIAMOS-USM@ec.europa.eu

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from receipt of the question.

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a Partner or an action or on the outcome of the call before the official publication of results.

9. APPROXIMATE TIMETABLE

Publication of the call for proposals on the Commission website	July 2013
Deadline of the call for proposals	1 October 2013 12:00 (noon) CET
Opinion of the Programme Committee	Last quarter of 2013/ Beginning of 2014
Commission Decision	Last quarter of 2013/ Beginning of 2014
Finalisation and signature of grant agreements	Beginning of 2014
Projects' starting date	Beginning of 2014

10. DATA PROTECTION

The reply to any 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

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:

- The 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),

Or

- The 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)

11. ADDITIONAL CONDITIONS FOR THE IMPLEMENTATION OF SELECTED ACTIONS

The applicants are invited to take note of the following implementation requirements, which have to be respected by all actions selected for funding under the PROGRESS Programme. While planning their action and preparing their application, the applicants should take into account the following requirements and demonstrate in their proposal how these requirements will be respected at implementation stage.

11.1. Requirements on how the activities shall be carried out

The PROGRESS Programme aims to promote **gender mainstreaming** in all its five policy sections and supported activities. Consequently, the applicant shall take the necessary steps to ensure that:

- Gender equality issues are taken into account when relevant for the drafting of the proposal by paying attention to the situation and needs of women and men;
- Implementation of proposed activities includes a gender perspective informed by a systematic consideration of the gender dimension;
- Performance monitoring includes the collection and gathering of data disaggregated by sex when needed;
- Its proposed team and/or staff respects the gender balance at all levels.

Equally, **the needs of disabled people** shall be duly acknowledged and met while implementing the proposed activities. This will ensure in particular that where the applicant organises training sessions and conferences, issues publications or develops dedicated websites, people with disabilities will have equal access to the facilities or the services provided. Extra costs associated with the participation of people with disabilities are eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

Finally, the Commission encourages the applicants to promote **equal employment opportunities** for all its staff and team. This entails that the Beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

The beneficiary will be required to detail in its final activity report the steps and achievements made towards meeting these contractual requirements.

11.2. Communication and dissemination plan

Adequate communication and dissemination of results is essential in ensuring the EU added value of the action and its sustainability after the funding has ended. Information-giving and

awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships. The proposals must therefore include a detailed plan for communication and dissemination of the projects' results. In particular, such a plan must include information on dissemination activities and targeted audiences.

At final report stage, the Beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how interested parties have been involved in the project.

11.3. Publicity and Information Requirements

In accordance with the General conditions of the Grant Agreement to be signed with the Commission, all beneficiaries are under the obligation to acknowledge that their funded activity has received funding from the Union in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of the European Union Programme PROGRESS, the following formulation shall be used:

This (publication, conference, training session etc) is supported by the European Union Programme PROGRESS (2007-2013).

This programme is implemented by the European Commission. It was established to financially support the implementation of the objectives of the European Union in the employment, social affairs and equal opportunities area, and thereby contribute to the achievement of the Europe 2020 Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-28, EFTA-EEA and EU candidate and pre-candidate countries.

For more information see: <http://ec.europa.eu/progress>

For publications it is also necessary to include the following reference: *"The information contained in this publication does not necessarily reflect the position or opinion of the European Commission"*.

With regard to publication and any communication plan linked to the present activity, the beneficiary will insert the European Union logo and mention the European Commission as the Contracting Authority in every publication or related material developed under the present grant agreement.

11.4. Reporting Requirements

PROGRESS is implemented through a results-based management (RBM). The Strategic Framework, developed in collaboration with the Member States, social partners and civil society organisations, sets out the intervention logic for PROGRESS-related expenditure and defines PROGRESS' mandate and its long-term and immediate outcomes. It is supplemented by performance measures which serve to determine the extent to which PROGRESS has

delivered the expected results. See in Annex II the overview of PROGRESS performance measurement framework. For more information on the strategic framework, please visit PROGRESS website <http://ec.europa.eu/progress> .

The Commission regularly monitors the effect of PROGRESS-supported initiatives and considers how they contribute to PROGRESS outcomes as defined in the Strategic Framework. In this context, the beneficiary will be asked to dedicatedly work in close cooperation with the Commission and/or persons authorised by it to define the expected contribution and the set of performance measures which this contribution will be assessed against. As a direct contribution to the PROGRESS Annual Performance Monitoring Report, the beneficiary will be asked to submit a short quantitative questionnaire on the outputs produced over the course of a given calendar year. At the end of the action, the beneficiary will also be asked to report on its own performance to the Commission and/or persons authorised by it against a template which will be annexed to the grant agreement.

11.5. Information on Partners

In order to increase the visibility of transnational partnerships established under PROGRESS and to facilitate networking between organisations involved in actions covered by PROGRESS grants, the Commission intends to publish the name and address of partners in PROGRESS-funded projects together with the name and address of the beneficiary, the reference of the call for proposals and the title and description of the project. To that purpose, the beneficiary will be asked to seek the partners' agreement to authorise the Commission to publish this data. This written agreement should be included in the Partner Declaration Forms sent to the Commission with the application form.

ANNEX I - OVERVIEW OF PROGRESS PERFORMANCE MEASUREMENT FRAMEWORK

PROGRESS Ultimate Outcome

Member States implement laws, policies and practices in a manner that contributes to the desired outcomes of the Social Agenda

PROGRESS works toward its ultimate outcome by helping strengthen the EU's support for Member States' efforts to create more and better jobs and to build a more cohesive society. PROGRESS seeks to contribute to (i) an **effective legal regime** in the EU in relation to the Social Agenda; (ii) **shared understanding** across the EU with regard to Social Agenda objectives; and (iii) **strong partnerships** working toward Social Agenda objectives.

In operational terms, support provided by PROGRESS facilitates (i) provision of analysis and policy advice; (ii) monitoring and reporting on the implementation of EU legislation and policies; (iii) policy transfer, learning and support among Member States; and (iv) relaying to decision-makers the views of the stakeholders and society at large.

Legal Regime

Outcome:

Compliance in Member States with EU law related to PROGRESS areas.

Performance Indicators

1. Transposition rate of EU law on matters related to PROGRESS policy areas
2. Effectiveness of application in Member States of EU law on matters related to PROGRESS policy areas.
3. EU policies and legislation are grounded in thorough analysis of situation and responsive to conditions, needs and expectations in Member States in PROGRESS areas
4. Extent to which PROGRESS-supported policy advice feeds into the development and implementation of EU legislation and policies
5. Cross-cutting issues are addressed in PROGRESS policy sections
6. EU policies and legislation display a common underlying logic of intervention in relation to PROGRESS issues
7. Gender mainstreaming is systematically promoted in PROGRESS

Shared Understanding

Outcome:

Shared understanding and ownership among policy/decision-makers and stakeholders in Member States, and the Commission, of objectives related to PROGRESS policy areas.

Performance Indicators

1. Attitudes of decision-makers, key stakeholders and general public regarding EU objectives in PROGRESS policy areas
2. Extent to which national policy discourses or priorities reflect EU objectives
3. Extent to which principles of good governance (including minimum standards on consultation) are respected in policy debate
4. Extent to which the outcomes of policy debates feed into the development of EU law and policy.
5. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding their rights/obligations in relation to PROGRESS policy areas
6. Greater awareness of policy-and decision-makers, social partners, NGOs, networks regarding EU objectives and policies in relation to PROGRESS policy areas

Strong Partnerships

Outcome:

Effective partnerships with national and pan-European stakeholders in support of outcomes related to PROGRESS policy areas.

Performance Indicators

1. Existence of common ground/consensus among policy and decision-makers and stakeholders on EU objectives and policies
2. Identification and involvement by the EU of key actors in a position to exert influence or change at EU and national levels
3. Effectiveness of partnerships in relation to outcomes related to PROGRESS policy areas.
4. Number of individuals served or reached by networks supported by PROGRESS.
5. Extent to which advocacy skills of PROGRESS-supported networks have improved
6. Satisfaction of EU and national authorities with the contribution of networks
7. Extent to which PROGRESS-supported networks take a cross-cutting approach