



CALL FOR PROPOSALS FOR OPERATING GRANTS FOR 2014 IN THE AREAS OF

- **JUDICIAL COOPERATION IN CIVIL AND/OR IN CRIMINAL MATTERS (JUSTICE PROGRAMME)**
- **ACCESS TO JUSTICE (JUSTICE PROGRAMME)**
- **DAPHNE (REC PROGRAMME)**
- **RIGHTS OF THE CHILD (REC PROGRAMME)**

1. INTRODUCTION

This call for proposals concerns two financial programmes:

- Regulation (EU) No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014 to 2020 (['Justice Programme'](#))¹; and
- Regulation (EU) 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 to 2020 (['REC Programme'](#))².

It implements the respective activities set out in the 2014 Annual Work Programme for the Justice Programme³ and for the REC Programme⁴.

2. PRIORITIES

This call aims to provide operating grants to support the 2014 annual work programme⁵ of European networks active in the specific areas covered by the call.

Only **formal networks**, meeting the eligibility criteria of section 5.2, may submit an application under this call for proposals. Informal networks or networks under formalisation are not eligible to apply.

¹ OJ L 354, 28.12.2013, p. 73.

² OJ L 354, 28.12.2013, p. 62.

³ Commission Implementing Decision of 24.04.2014 concerning the adoption of the work programme for 2014 and the financing for the implementation of the Justice, C(2014) 2556 final.

⁴ 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 final.

⁵ On the specific requirements relating to the period of eligibility of costs cf. section 6 of this call.

Operating grants, unlike grants for projects (action grants), are intended to co-finance the operating expenses that enable these networks to have an independent existence and to implement a range of activities envisaged in their work programmes that correspond to the pursuit of their statutory objectives.

These activities must contribute to the development and implementation of one of the **priorities** of this call:

Justice Programme

- **Judicial cooperation in civil and/or criminal matters**

This call aims to fund networks whose statutory aims fall under the objectives of the Justice Programme to facilitate and support judicial cooperation in civil matters and/or judicial cooperation in criminal matters.

In the area of civil matters, activities in the areas of family law, mediation, civil status, effective cross-border enforcement of claims, insolvency, company law, minimum standards of procedural law (including service of documents), exchange of information and networking between legal, judicial and administrative authorities and the legal professions, promotion of judicial cooperation across Europe, will be of particular importance for 2014.

In the area of criminal matters, the activities to be implemented by these networks in 2014 must contribute to furthering the understanding and the implementation of EU legislation in this area⁶. In particular in the area of detention activities of particular importance for 2014 are those supporting knowledge-sharing in the field of alternatives to detention, collection of (statistical) data on the use of alternatives and on the number of transfers and providing guidance on the practical aspects of the implementation process of the Detention Framework Decisions .

- **Effective access to justice for all, including rights of victims of crime and rights of the defence**

This call aims to fund networks whose statutory aims fall under the objectives of the Justice Programme to facilitate effective access to justice for all, including to promote and protect the rights of the victims of crime and the rights of the defence.

The activities to be implemented by these networks in 2014 must contribute to the implementation of the Directives on the rights of victims and on procedural rights⁷. In particular in the field of rights of victims of crime, activities of particular importance for 2014 are those supporting general and specialist support services for victims, individual assessment of victims' needs and cooperation between Member States to improve the access of victims to the rights.

Judicial training is not a priority for this call.

⁶ Framework Decisions 2008/909 on transfer of prisoners, Framework Decision 2008/947 on probation and alternative sanctions, Framework Decision 2009/828 on the European Supervision Order, Framework Decision 2002/584/JHA on the European Arrest Warrant, Framework Decision 2003/577 on freezing property or evidence, Framework Decision 2005/214 on financial penalties, Framework Decision 2006/783 on mutual recognition of confiscation orders or Directive 2011/99 on the European Protection Order.

⁷ Directives on the rights of victims (2012/29/EU), Directive 2010/64 on the right to interpretation and translation in criminal proceedings, Directive 2012/13 on the right to information in criminal proceedings, Directive 2013/48 on the right of access to a lawyer in criminal proceedings or contribute to the preparation of EU action in the areas of procedural rights of defendants and rights of victims of crime.

REC Programme

- Daphne - Prevent and combat violence against children and/or women and protect victims of such violence

This call aims to fund networks whose statutory aims fall under the objectives of the REC Programme to prevent and combat all forms of violence against children and/or women and to protect victims of such violence.

In the area of violence against children, the activities to be implemented by these networks in 2014 must contribute to improving the level of targeted support services provided to children. This includes improving prevention, detection and protection of children from violence, as well as improving cooperation of relevant actors working in child protection systems both at national and cross-border level.

In the area of violence against women, activities to be implemented by these networks in 2014 must contribute to improving the level of targeted specialised support services provided to victims, including by improving multi-disciplinary cooperation between actors involved in the fight against violence against women.

Trafficking in human beings is not a priority for this call.

- Rights of the child

This call aims to fund networks whose statutory aims fall under the objectives of the REC Programme to promote and protect the rights of the child.

The activities to be implemented by these networks in 2014 must be grounded in the United Nations Convention on the Rights of the Child (UNCRC). Activities in the areas of promoting full implementation of the UNCRC, including in particular its Article 12, and taking a child-centred and participatory approach will be of particular importance for 2014.

Each applicant may submit **only one application under this call and identify only one priority**. After selecting the correct Grant Application Form (cf. section 7.2), applicants will need to select the priority in the Application Form.

3. TIMETABLE

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

	Stages	Estimated Timing
a)	Publication of the call	April 2014
b)	Deadline for submitting applications	27 May 2014, 12:00 (noon) CET
c)	Information to all applicants on the results of the selection procedure	June – July 2014
d)	Signature of grant agreements	June – July 2014

4. BUDGET AVAILABLE

The indicative available budget for this call for proposals is:

Justice Programme:

Priority	Amount
Judicial cooperation in civil and/or criminal matters	700 000 EUR
Access to justice	600 000 EUR
Total	1 300 000 EUR

REC Programme:

Priority	Amount
Daphne - Prevent and combat violence against children and/or women and protect victims of such violence & Rights of the child	1 080 000 EUR
Total	1 080 000 EUR

The Commission reserves the right not to distribute all funds available, in particular if the quality of the submitted proposals is not sufficient.

5. SELECTION PROCEDURE

5.1. 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 submitting applications referred to in section 7.1.
- (b) Applications must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) (see section 7.1).
- (c) Applications must be submitted using the standard PRIAMOS Grant Application Form, must include all mandatory information and must be accompanied by all compulsory documents and annexes requested under section 7.3 of this call for proposals.

5.2. Eligibility Criteria

To be eligible applications must comply with ALL of the following criteria:

- (a) The applicant must be a private non-profit-oriented organisation.
- (b) The applicant must have legal personality duly established in one of the eligible countries under the programme selected.

IMPORTANT NOTE

Eligible countries⁸:

For the **Justice Programme**, i.e. for the following priorities:

- Judicial cooperation in civil and/or criminal matters
- Effective access to justice for all, including rights of victims of crime and rights of the defence

⇒ the EU Member States, except for UK and DK⁹.

For the **REC Programme**, i.e. for the following priorities:

- Daphne - Prevent and combat violence against children and/or women and protect victims of such violence
- Rights of the child

⇒ all EU Member States.

(c) The applicant must be an established formal network with own legal personality or represent (as a joint secretariat or officially appointed coordinator) an established formal network. Only the network or the organisation officially appointed as the coordinator/the joint secretariat may submit an application; the member organisations are not eligible to apply.

(d) The network must be organised at European level, i.e. have member organisations/bodies or authorities in at least 14 eligible countries.

Exception:

- Networks active in the area of **female genital mutilation** (covered by the Daphne priority) must have member organisations/bodies or authorities in at least 10 eligible countries.

(e) The aims and objectives of the network declared in its statutes or other official document establishing the network must fall under the selected priority:

For the Justice Programme:

- Judicial cooperation in civil and/or criminal matters OR
- Effective access to justice for all, including rights of victims of crime and rights of the defence

For the REC Programme:

- Prevent and combat violence against children and/or women and protect victims of such violence OR
- Rights of the child.

⁸ Candidate countries, potential candidates and countries acceding to the European Union: Both Programmes are open to organisations from candidate countries, potential candidates and countries acceding to the European Union under certain conditions. However, at the time of publication of this call these conditions are not met and therefore organisations from these countries cannot participate.

⁹ UK: UK chose not to participate in the Justice Programme and therefore organisations established in the UK cannot submit an application in this call for proposals under the Justice Programme.

DK: DK does not participate in the Justice Programme. Therefore organisations established in DK cannot submit an application in this call for proposals under the Justice Programme.

- (f) The applicant must seek co-financing for activities to be carried out in implementation of the network's financial year 2014.¹⁰
- (g) The application must seek an EU grant that must be between EUR 75 000 and EUR 250 000.

5.3. Exclusion Criteria

5.3.1. Exclusion from participation:

Applicants 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;
- (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)¹¹.

5.3.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

¹⁰ On the specific requirements relating to the period of eligibility of costs cf. section 6 of this call.

¹¹ OJ L298, 26.10.2012, p.1.

- (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 5.3.1.

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

5.4. Selection criteria

5.4.1. Financial capacity

Applicants 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. 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.

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 zero pre-financing, bank guarantee covering the amount of pre-financing payment,...), or reject the application.

5.4.2. Operational capacity

The applicant 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 performing the activities concerned and provide its annual technical/narrative reports for the last available year.

The applicant may not be awarded a grant if there is strong evidence that it has neither the capacity, nor the experience, nor the expertise necessary for a successful implementation of the proposed activities.

5.5. Award criteria

Eligible applications will be assessed on the basis of the following criteria:

(a) Relevance to the selected priority of the call (30 points);

The applicant must demonstrate the ability of the proposed activities to contribute to the selected priority of the call, as defined in section 2. It should be demonstrated that these activities aim to meet a clearly identified problem and that they are in line with and clearly complement the EU's activities in the respective policy field. The proposed activities must be appropriate for attaining the objectives, in particular in terms of relevance of the results and their practical impact.

(b) Quality of the proposal (30 points);

Under this criterion the conception, organisation and feasibility of the activities will be assessed. The quality of the proposal must be demonstrated in terms of conception, structure, methodology, clarity of presentation, distribution of tasks, allocation of resources, timetable.

(c) European added value of the proposal (15 points);

The proposed activities must contribute to the selected priority at European level, in terms of their (potential) geographical scope, participants, target groups and their added value at European level.

(d) Expected results, dissemination, sustainability and long-term impact (15 points);

A clear, targeted and appropriate dissemination strategy must be in place, in order to ensure that the results and/or lessons learnt will reach the target groups and/or the general public. The applicant must demonstrate clearly the expected results of the activities and the long-term impact of these results on the target groups and/or the general public. The application must demonstrate the sustainability of the activities and of the organisation after the EU funding.

(e) Cost-effectiveness (10 points).

This criterion will assess the financial feasibility of the proposed activities by means of a realistic and reasonable budget. The requested EU grant must be appropriate in relation to the scale of the activities to be implemented and the expected results.

Proposals scoring below 70 points will not be considered for financing. Proposals scoring above 70 points may be financed, subject to availability of funds. Once the evaluation procedure is finalised, the Commission will inform each applicant of the final decision taken, including reasons for rejection, where applicable.

After the award decision has been adopted, the Commission will launch the procedures necessary to prepare the grant agreements (including dialogue with the applicant concerning any necessary technical and financial adjustments).

Please note that the award of a grant does not establish an entitlement for subsequent years.

6. FINANCIAL PROVISIONS

- The EU grant applied for cannot be less than EUR 75.000 or greater than EUR 250.000.
- No grant may be awarded retrospectively for activities already completed. Costs can be eligible for financing as from the date of submission of the proposal and until the end of the network's financial year for 2014. This means that for organisations whose financial year starts on 1 January, the grant will only cover approximately 7 months of their annual work programme for 2014.

- The EU funding will only contribute to those activities that are clearly identified in the application as being relevant and directly linked to the selected priority of this call. This does not necessarily encompass all activities of the applicant. The applicant must indicate in *Annex 1 - Activities to be co-financed* those activities for which the co-funding is requested. This document will become part of the grant agreement if a grant is awarded to the applicant. Please also note that only activities as from the date of submission of the proposal should be included in Annex 1.

In *Annex 2 - Budget* the applicant will have to present both a *Forecast Operating Budget* for the operating grant and its *Total Annual Budget*. The *Forecast Operating Budget* covers the part of the annual budget necessary for the implementation of those activities of the work programme for which funding is being requested and which are identified in *Annex 1*. The *Forecast Operating Budget* covers the period running from the date of submission of the proposal to the end of the financial year. The *Total Annual Budget* reflects the full budget for the applicant's overall annual activities¹²

- The grant provided by the Commission cannot cover the entire costs of the activities for which funding is being requested; the EU contribution is limited to a maximum of 95% of the total eligible *Forecast Operating Budget* of the organisation. The remaining part of the applicant's *Forecast Operating Budget* must be financed from sources different than the budget of the European Union.
- Costs (running costs and other costs) incurred during the year must be reasonable and justified and in accordance with the principles sound financial management, particularly in terms of value for money and cost effectiveness. Applicants can find more details on eligible costs in the Guide for applicants.
- Contributions "in-kind", i.e. non-cash inputs by third parties, are neither an eligible cost nor are they accepted as income of the *Forecast Operating 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.
- Only one operating grant per beneficiary per financial year may be awarded from the budget of the European Union.
- In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same activities or part of the activities or for its functioning during the same financial year as well as any other funding received or applied for the same period.
- Organisations awarded both an operating and an action grant covering an overlapping period must charge to the operating grant the general administrative expenditure incurred by the organisation (overheads). In these cases no overheads will be considered as eligible cost under the action grant.

¹² The *Total Annual Budget* may also include, in addition to the expenditure which is also contained in the *Forecast Operating Budget*, (1) expenditure to finance the activities for which funding is not being requested, (2) costs, which are necessary for the implementation of the other activities included in the organisation's work programme, but not relevant to the selected priority of this call; (3) costs incurred while participating in projects financed by other EU programmes; (4) costs which are not eligible under the present call, including costs for activities carried out before the date of submission of the proposal.

- EU grants may not have the purpose or effect of producing a profit. 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.
- 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 *Annex 1 - Activities to be co-financed* and duly respect the subcontracting rules in the Guide for Applicants attached to this call for proposals.
- Applications through which **the beneficiaries use the budget of this grant 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.
- The Commission will, prior to the conclusion of any grant agreement, conduct a detailed examination of the budget presented. This may result in the amount of the grant proposed being reduced compared to the amount requested by the applicant. The Commission reserves the right to conclude a grant agreement with a grant amount lower than the amount requested.
- 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.

7. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

7.1. Procedure for submission of applications

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

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

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

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

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

IMPORTANT NOTE:

Deadline for submission

The deadline for submitting proposals via the PRIAMOS system is

27 May 2014, 12:00 (noon) CET

No changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. The Commission may contact the applicant should a need for clarification arise.

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. It is also strongly recommended that you verify that your registration details contained within PRIAMOS are up-to-date as this data is uploaded directly into the application form and, in case of a successful application, used when preparing the grant agreement.

7.2. Grant Application Form

The **Grant Application Form** designed for the purposes of this call is available in PRIAMOS. The applicant will be able to download it once it has registered in PRIAMOS.

IMPORTANT NOTE:

Two different Grant Application Forms will be available in PRIAMOS for the purposes of this call. Applicants are advised to select carefully the Grant Application Form that is relevant to the Programme under which they want to apply.

The references in PRIAMOS for the Grant Application Forms are:

For the Justice Programme:

i.e. for the following priorities:

- Judicial cooperation in civil and/or criminal matters
- Access to justice

JUST/2014/JCOO-JACC/OG

For the REC Programme:

i.e. for the following priorities:

- Daphne
- Rights of the child

JUST/2014/RDAP-RCHI/OG

By submitting the Grant Application Form, applicants sign a declaration 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, that the applicant fulfils the eligibility criteria and that it has the required financial and operational capacity to carry out the proposed activities.

7.3. List of required annexes

The mandatory templates for Annex 1- Activities to be co-financed and Annex 2 - Budget will be available in PRIAMOS as an attachment to the Grant Application Form. No mandatory templates are provided for the rest of the Annexes.

All annexes should be attached to the Grant Application Form in accordance with the instructions given in the Guide for applicants.

ANNEXES	
1. Activities to be co-financed	The applicant must use the mandatory template and complete it in accordance with the instructions given in the Guide for applicants. The activities indicated here should correspond to those for which funding is requested in the <i>Forecast Operating Budget</i> .
2. Budget	<p>The applicant must use the mandatory template, complete it in accordance with the instructions given in the Guide for applicants and fill out the worksheets: <i>ID Form, Forecast Operating Budget, Total Annual Budget</i>.</p> <p>The <i>Total Annual Budget</i> reflects the budget for the applicant's overall annual activities. The <i>Forecast Operating Budget</i> covers the part of the budget (running costs and other costs) necessary for the implementation of the activities for which co-funding is being requested.</p> <p>The <i>Forecast Operating Budget</i> will be different from the applicant's <i>Total Annual Budget</i> if the applicant's global activities have a wider scope or when the <i>Total Annual Budget</i> includes costs for activities carried out before the date of submission of the proposal.¹³</p> <p>The figures contained in the <i>Forecast Operating Budget</i> must match those indicated in the <i>Grant Application Form</i>.</p>
3. Annual work programme (AWP) for 2014	<p><u>No</u> mandatory template is provided.</p> <p>The AWP of the network for the financial year starting in 2014 describing all planned activities (including any activities for which no co-funding is being requested).</p> <p>Note that the AWP must be sufficiently <u>detailed and accurate</u></p>

¹³ See also footnote 10.

<p>4. Documents showing the legal and fiscal registration of the applicant (and of the network, if applicable)</p>	<p><u>No</u> mandatory template is provided.</p> <p>These documents will allow verification of the applicant's legal status and that it is properly constituted as a non-profit organisation under the national law of one of the eligible countries as described under the eligibility criteria.</p> <p>The following documents must be submitted:</p> <ul style="list-style-type: none"> - Certificate of legal registration of applicant organisation; and - Articles of Association or Statutes of the applicant organisation (and of the network, if applicable); and - Fiscal registration showing the VAT number of the applicant organisation.
<p>5. Balance sheets and profit and loss accounts for the last 2 available years and audit report (if applicable)</p>	<p><u>No</u> mandatory template is provided.</p> <p>These documents will allow verification of the applicant's financial capacity. They must be provided for the financial years 2012 and 2013, if available, otherwise for 2011 and 2012.</p> <p>The profit and loss account is a mandatory document that must be provided. If available the balance sheet should also be attached.</p> <p>In case of grants exceeding EUR 100.000, an audit report certifying the accounts for the last financial year available, produced by an approved external auditor is mandatory.</p> <p>In case of newly established entities, please provide any document available that could help establish the financial capacity, and at least a business plan.</p>
<p>6. The network's annual report/work programme for the last available year</p>	<p><u>No</u> mandatory template is provided.</p> <p>The network's annual technical/narrative report or work programme for the last available year to allow the verification of the network's aims and activities and its operational and professional capacity. The report/work programme should contain a description of the network's activities. The document must be provided for 2013, if available, otherwise for 2012. If no such document exists at all, it should be drafted for the purpose of the application, covering 2013.</p>
<p>7. Curriculum vitae</p>	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format¹⁴; however, organisations are free to submit these CVs in any other format.</p> <p>The curriculum vitae of key staff performing the work in connection with the annual work programme of the applicant (or those parts thereof for which co-funding is requested) will allow verification of the organisation's operational capacity.</p>

¹⁴ The EUROPASS CV template can be downloaded from the following webpage:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

Please note: If any of the documents requested as *Annexes 4, 5 and 6* are available on the applicant's website, a direct link to these documents can be provided, instead of attaching the documents to the Grant Application Form. The link(s) should be indicated on (a) separate sheet(s) to be attached to the Grant Application Form called "*Annex 4*", "*Annex 5*", "*Annex 6*" respectively. It is the applicant's responsibility to ensure that the links are correct and working. A **general link to the applicant's website is not sufficient: it must be a link directly to the page containing the annexes.**

8. CONTACTS AND FURTHER INFORMATION

The call's website:

http://ec.europa.eu/justice/newsroom/grants/just_2014_og_en.htm

Information regarding electronic submission in PRIAMOS:

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

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

JUST-Operating-Grants@ec.europa.eu

To ensure an efficient handling of any enquiry related to this call notice please indicate clearly the reference for the respective programme under which you want to apply.

For the **Justice Programme:** **JUST/2014/JCOO-JACC/OG**

For the **REC Programme:** **JUST/2014/RDAP-RCHI/OG**

Questions will be answered as soon as possible. **Questions received later than 5 days from the deadline 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.

9. 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 proposals and will be processed solely for that purpose by Directorate General for 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).