

CALL FOR PROPOSALS FOR OPERATING GRANTS

JUST/2012/OG

UNDER THE FIVE PROGRAMMES: JCIV, JPEN, FRC, DAPHNE AND DPIP

1. INTRODUCTION

The general and specific objectives of the 5 financial programmes are described in their respective basic acts with the following reference numbers:

Programme	Basic act of the programme
Civil justice (JCIV)	Council decision n° 1149/2007/EC of 25 September 2007
Criminal justice (JPEN)	Council decision n° 2007/126/JHA of 12 February 2007
Fundamental rights and Citizenship (FRC)	Council decision 252/2007/EC of 19 April 2007
DAPHNE III (DAP)	EP and Council decision n° 779/2007/EC of 20 June 2007
Drug Prevention and Information (DPIP)	EP and Council decision n° 1150/2007/EC of 25 September 2007

Essence of the call

This call for proposals is aimed at supporting the existence and the functioning of organisations - such as non-profit organisations, voluntary associations, foundations, NGO's or similar bodies - pursuing an aim of general European interest or have an objective forming part of the European Union policy, to enable them to carry out a set of activities over a period which is equivalent to the organisations' financial year starting in 2012.

Such organisations must envisage activities in their annual work programme that contribute to the general and specific objectives of **one of the following specific programmes:**

**Civil Justice (JCIV),
Criminal Justice (JPEN),
DAPHNE III (DAP),
Drug Prevention and Information (DPIP),
Fundamental rights and Citizenship (FRC).**

Operating grants, unlike an EC grant for an transnational project ('action grant'), are intended to co-finance the operating expenses that enable a body to have an independent existence and to implement a range of activities envisaged in their work programmes that correspond to the pursuit of its statutory objectives. The activities must contribute to the development and implementation of one or several of the objectives pursued by one of the 5 above-mentioned programmes.

Each applicant may submit **only one application under this call**, indicating the specific programme under which the application will be evaluated.

All organisations interested to submit applications are strongly recommended to study the detailed terms and conditions as set out in this call for proposals and in the guide for applicants.

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.

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.

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

Deadline for submission

The deadline for submitting proposals via the PRIAMOS system is **31 January 2012 12:00 CET**.

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

2. BUDGET AND FINANCIAL PROVISIONS

The indicative maximum amount allocated for operating grants for the 5 programmes is EUR 8 100 000¹ to be awarded through this call for proposals and distributed as follows:

Programme	2011-2012 budget for operating grants
Criminal Justice (JPEN)	EUR 2 000 000
Civil Justice (JCIV)	EUR 1 000 000
Fundamental Rights and Citizenship (FRC)	EUR 1 600 000
DAPHNE III (DAP)	EUR 3 000 000
Drug Prevention and Information (DPIP)	EUR 500 000
Total	EUR 8 100 000

¹ The amount of available funds indicated is subject to change depending on the amounts established in the approved 2012 budget of the European Union for the mentioned 5 programmes.

2.1. Financial provisions

- In Annex 2 (Budget) to the Grant Application Form the applicant will have to present both its *Annual Budget* and a *Forecast Operating Budget* for the operating grant. The *Annual Budget* reflects the budget for the applicant's overall annual activities not necessarily linked to the programme. The *Forecast Operating Budget* covers the part of the annual budget (running costs and other costs) necessary for the implementation of the activities of the work programme related to the objectives of the selected Programme.
- The grant provided by the Programme cannot cover the entire costs the applicant expects to incur in carrying out its activities during its financial year starting in 2012; the EU contribution is limited to a maximum of 80% 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 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; They must be incurred during the applicant's financial year starting in 2012 (i.e. an accounting period of 12 months starting in 2012 - with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts.
- Contributions in kind cannot be included in the co-financing and are not taken into account in the calculation of EU co-financing.
- Only one operating grant per beneficiary per financial year may be awarded from the budget of the European Union.
- Organisations awarded both an operating and an action grant covering the financial year starting in 2012 must charge the general administrative expenditure (overheads) incurred by the organisation when carrying out the various activities to the operating grant. These overheads will not be an eligible cost under the action grant funding.
- The activities must be strictly non-profit making. If an organisation realizes a surplus balance on the operating budget, it may have to repay part of the grant paid to it by the Commission.
- In accordance with the Financial Regulation², if an operating grant is renewed (i.e. attributed to the same beneficiary for more than one consecutive term, irrespective of the EU programme), the percentage of EU co-financing will be gradually decreased by 5% in comparison with the previous year.
- The Commission may award a grant 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, and its terms and conditions may not be altered or subject to negotiation.

² Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2002R1605:20071227:EN:PDF>

3. SELECTION PROCEDURE

Proposals will be evaluated by an evaluation committee made up of Commission officials, possibly assisted by independent experts.

The assessment will be carried out on the basis of the exclusion, eligibility, selection and award criteria described here below. Each set of criteria is eliminatory.

3.1 Exclusion criteria

Potential applicants may not participate in this call for proposals or be awarded grants if they are in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

A full list of the exclusion criteria is included at the end of the Grant Application Form. By submission of an application via PRIAMOS, the applicants declare that they are not in one of the situations.

3.2 Eligibility criteria

Proposals will be declared ineligible if they do not respect one or more 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.

3.2.1 Eligibility of the applicant

To be eligible for an operating grant, organisations must fulfil all of the following requirements:

- (a) i. For applications under the JPEN and the FRC the applicant organisation should have legal personality duly established in one of the Member States of the EU;
- ii. For applications under the JCIV the applicant organisation should have legal personality duly established in one of the Member States of the EU, except for Denmark;
- iii. For applications under the DAP or the DPIP the applicant organisation should have legal personality duly established in one of the Member States of the EU or in one of the EFTA States that are parties to the EEA agreement³;
- (b) the aims and objectives of the organisation declared in its statute or other official document establishing the organisation should be in line with the objectives of the selected Programme;
- (c) the applicant organisation must be strictly non-profit making;
- (d) the applicant organisation must
 - have a **corporate or organisational structure** through own offices or branches in at least 10 EU Member States.

³ The EFTA States that are parties to the EEA agreement are: Iceland, Liechtenstein and Norway.

Please note that: for applications under the JCIV programme EU Member States should mean Member States with the exception of Denmark; for applications under the DAPHNE III or the DPIP the applicant organisation must have a corporate or organisational structure through own offices or branches in at least 10 EU Member States or EFTA/EEA States;

or

- represent (as a joint secretariat or officially appointed coordinator) an established **formal network** of organisations that promote EU policies and work through this network with partner/member organisations in at least 10 EU Member States. Only the organisation appointed as the joint secretariat/coordinator may submit an application, the member/partner organisations are not eligible to apply.

Please note that: for applications under the JCIV programme EU Member States should mean Member States with the exception of Denmark; for applications under the DAPHNE III or the DPIP this formal network must have partner/member organisations in at least 10 EU Member States or EFTA/EEA States;

or

- represent organisations that are active via an **informal network** of organisations that promote EU policies and carry out work with a common objective at least in 10 EU Member States. In this case the activities of the represented entities during the financial year starting in 2012 are expected to result in the formalisation of the network either by setting up a formal legal entity or by adopting a document appointing one of the member organisations or a joint secretariat to coordinate the work of the network in the future.

Please note that: for applications under the JCIV programme EU Member States should mean Member States with the exception of Denmark; for applications under the DAPHNE III or the DPIP this informal network must include organisations in at least 10 EU Member States or EFTA/EEA States;

3.2.2 Eligibility of the application

- a) The grant application must have been submitted through the PRIAMOS system before the deadline at **12:00 CET on 31 January 2012**;
- b) Applications must be submitted on the standard templates together with all annexes required for this call for proposals duly completed. Any alterations made to the provided templates will disqualify the application.
- c) The EU grant applied for cannot be
 - more than 80% of the total eligible cost of the Forecast Operating Budget,
 - no greater than EUR 250.000.
- d) The application must seek co-financing for the costs to be incurred during the implementation of the annual work programme of the applicant approved for its financial year starting in 2012.
- e) The Forecast Operating Budget attached to the application must be balanced.

3.3 Selection criteria

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

- (a) The applicant has sufficient operational and professional capacities to implement the proposed annual work programme. For this purpose the applicant must present CVs of key staff and provide description of the organisation in the Grant Application Form. The applicant will be eliminated if there is strong evidence that:
- it has neither the capacity, experience nor the expertise necessary for a successful implementation of the proposed work programme.
- (b) The applicant has sufficient financial capacity to implement its annual work programme. For this purpose the applicant must present its certified annual statement of accounts for the two available preceding years. The applicant will be eliminated if there is strong evidence that:
- it does not possess the financial capacity to cover his share of costs/financing;
 - it is entirely dependent upon EU funding.

3.4 Award criteria

Proposals that are eligible and meet the exclusion and selection criteria will be assessed and ranked by an evaluation committee on the basis of the following award criteria:

- (a) **Consistency - Relevance to the general and specific objectives of the selected Programme:** the applicant proposed activities must demonstrate the ability of the organisation to contribute to the relevant objectives of the Programme. It should be demonstrated that the activities of the organisation clearly complement the activities of the EU on the respective policy field, in particular in terms of relevance of the results and their practical impact. **20 points**
- (b) **Quality of the planned activities** regarding their organisation, conception will be assessed. In particular, the following will be examined: the demonstration that the proposed activities aim to meet a clearly defined need, the consistency and the coherence between the activities proposed and the budget allocated to each of them; the ability of the proposed activities to attain the desired objective(s) especially within the proposed timeframe. **20 points**
- (c) **European dimension and European Added Value** of the proposed activities are supposed to contribute to the objectives of the selected Programme at European level in terms of their (potential) geographical scope, participants, target groups, but also the involvement of civil society organisations and/or individual citizens in the running of the applicant organisation and its planned activities. **20 points**
- (d) **Sustainability of the activities:** i.e. **likely impact** of the expected results, measures planned for the dissemination, transfer or exchange of results and/or lessons been put in place so that the planned activities' outcomes reach the public. **20 points**
- (e) **Cost/benefit ratio of activities (Value for money):** size and scope of the planned activities, in particular in terms of economies of scale and cost effectiveness, cost/benefit ratio of the proposed activities will be assessed. **20 points**

TOTAL

100 points

Proposals scoring below 70 points will not be accepted for financing. Proposals scoring above 70 points may be financed, subject to availability of funds. Once the evaluation procedure, the approval of the relevant Programme Committee and the adoption of the award decision are completed the Commission will inform each applicant of the final decision taken, including reasons for rejection, and of the next steps.

It is planned to finalise the process by in the 1st quarter of 2012. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

4. DOCUMENTS TO BE SUBMITTED

4.1. Grant Application Form

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

The Budget form will be available in PRIAMOS as an attachment to the Grant Application Form. No mandatory templates are provided for the rest of the Annexes.

4.2. List of required annexes

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

ANNEXES	
1. Annual work programme for 2012	<p>The annual work programme of the applicant for the financial year starting in 2012 describing all planned activities (including any activities which are not directly related to the objectives of the selected Programme).</p> <p>Note that the Annual work programme must be sufficiently <u>detailed and accurate</u>, particularly in terms of the activities, results and means of delivery planned.</p>
2. Budget	<p>The applicant must use the mandatory template and must 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 of the work programme related to the objectives of the selected Programme.</p> <p>The <i>Forecast Operating Budget</i> may be different from the applicant's <i>Total Annual Budget</i> forecast if the applicant's global activities have a</p>

	wider scope (e.g. an organisation carrying out work in various areas, only one of which falls under the objectives of the selected Programme ⁴).
3. Annual Budget forecast for 2012	Annual budget forecast of the applicant for the financial year starting in 2012 covering all planned activities for that year and approved by the competent body of the organisation.
4. Certificate of legal registration of applicant organisation	These will allow verification of the applicant's legal status and that it is non-profit and properly constituted under the national law of one of the eligible countries as described under the eligibility criteria.
5. Articles of Association or Statutes	
6. Certified annual statements of accounts for the last 2 available years and audit report (if applicable)	The certified annual statements of accounts are balance sheets and/or profit and loss accounts that allow verification of the applicant's financial capacity. In case of grants exceeding € 100.000 , an audit report certifying the accounts for the last financial year available, produced by a certified external auditor.
7. Annual report / work programme for the last 2 years	The available annual technical/narrative reports or programmes of the applicant organisation for the previous two years in order to verify the organisation's aim and activities.
8. Curriculum vitae	The curriculum vitae of key staff performing the work in connection with the annual work programme of the organisation allow verification of the organisation's operational capacity.

5. CONTACTS AND FURTHER INFORMATION

The JUST Programme websites:

http://ec.europa.eu/justice/grants/programmes/index_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 address indicating clearly the reference of the Call for proposals – operating grants JUST/2012/OG:

Functional mail address: *JUST-Operating-Grants@ec.europa.eu*

⁴ The *Total Annual Budget* forecast may thus include not only expenditure to finance the activities related to this call, but also among others: (1) costs, which are necessary for the implementation of the other activities included in the organisation's work programme, but not relevant to the objectives of the selected Programme in question; (2) costs incurred while participating in projects financed by other EU programmes; (3) costs which are not eligible under the present call.

Questions will be answered as soon as possible and in any case not later than 15 working days from the receipt of the question.

6. APPROXIMATE TIMETABLE

The schedule of the call for proposals for operating grants is envisaged as follows:

Publication of the call for proposals on the Commission website:	Q4 2011
Deadline for submission of proposals:	31 January 2012 12:00 CET
Eligibility verification and evaluation:	Q1 2012
Opinion of the Programme Committees:	Q1 2012
Commission Award Decision:	Q1 2012