



JUSTICE PROGRAMME & RIGHTS, EQUALITY AND  
CITIZENSHIP PROGRAMME

# GUIDE FOR APPLICANTS

## ACTION GRANTS 2019

*Please note that this Guide helps you to prepare your proposal and does not supersede the rules described in the relevant topic and call for proposals.*



## History of changes

Version	Date	Change	Page
1.0	15/01/2019	First version	
1.1	23/03/2019	<ul style="list-style-type: none"><li>• Budget Description of column H - receipts</li><li>• 6.6 - eligibility criteria. Correction of eligibility rule for international organisations.</li></ul>	12 19



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# 1. Definitions

**APPLICANT** the organisation submitting the proposal. Depending on the requirements of each topic, the Applicant may submit an application on its own, or in partnership with other organisations, referred to as Partners. Applicant and Partners may be referred together as applicants or participants.

**AFFILIATED ENTITY** an organisation that has a link with the Applicant/Partner, in particular a capital or legal link, which is not limited to the action or established for the sole purpose of implementing the action. The affiliated entity is NOT a Partner unless indicated in the proposal as such.

**BENEFICIARY/BENEFICIARIES** organisation(s) that receive(s) EU co-funding either directly or indirectly via the coordinator following successful application in one of the EU's funding programmes and signature of the related grant agreement (during the application process reference is made to the "Applicant(s)").

**COORDINATOR** when an application is submitted on behalf of more than one entity and a grant is awarded, the Applicant becomes the Coordinator (and referred to as such in the relevant multi-beneficiary Grant Agreement and any project-related documentation). The Coordinator receives a mandate from all beneficiaries participating in the project to act on their behalf. This mandate is the "Accession form" signed by each beneficiary (these forms should not be uploaded at submission stage).

**PARTNER** is the organisation that, in cooperation with the Applicant, participate in designing the project activities and the partnership that submits the application. The Partner aims to receive Union co-financing for the costs it incurs during the implementation of the project.<sup>1</sup>

**NON-PROFIT ORGANISATION** shall be:

- a legal entity that is by its legal form non-profit-making; or
- a legal entity which has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The provision that profits will not be distributed must be clearly stipulated either in the law or in the statutes of the organisation; decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature.

**PUBLIC BODY** any legal entity established as a public body by national law or an international organisation, meaning (**N.B.** both conditions must be fulfilled):

- incorporated as a public body in the act of creation, or recognised as a public body by national law; and governed by public law.

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<sup>1</sup> Please note that zero cost beneficiaries, i.e. beneficiaries who do not request funding from the EU but take part in implementing the project are considered as regular partners.

**INTERNATIONAL ORGANISATIONS** are entities established by formal political agreements between their members that have the status of international treaties; the law in member states recognises their existence. They are not treated as resident institutional units of the countries in which they are located. See also Article 156 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

**EU LOGIN** the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission. Applicants and partners will need to set up an EU Login account if they want to apply for funding on the Funding & Tender Opportunities portal.

**FUNDING & TENDER OPPORTUNITIES PORTAL** the website hosting the information about finding and securing funding for the Justice Programme (2014-2020), the REC Programme (2014-2020), the Horizon 2020 and other EU funding programmes.

**LEGAL ENTITY APPOINTED REPRESENTATIVE (LEAR)** is the appointed representative within the beneficiary organisation. He/she is authorised to manage all the organisation-related data on the Funding & Tender Opportunities portal and appoints representatives within the organisation to electronically sign grant agreements for individual projects or financial statements for project costs.

**MONO-BENEFICIARY GRANT AGREEMENT** a grant agreement signed for projects where one single entity (the Beneficiary) implements a project and enters in a contractual relationship with the Commission.

**MULTI-BENEFICIARY GRANT AGREEMENT (MGA)** a grant agreement where more than one beneficiary implement a project. By signing the agreement, the beneficiaries accept the grant and agree to implement the action under their responsibility and in accordance with the agreement with all the obligations and conditions that the latter sets out.

**PARTICIPANT IDENTIFICATION CODE (PIC NUMBER)** a 9-digit participant identification code, received upon completing the registration of the entity online.

**PARTICIPANT REGISTER** is the European Commission's online register of the beneficiaries participating in the Justice Programme, the REC Programme, the Horizon 2020 and other programmes. This allows consistent handling of beneficiaries' official data and avoids multiple requests for the same information.

## 2. Foreword

2.1 This Guide applies to calls for proposals for action grants under the Annual Work Programmes 2019 of the Justice Programme, the Rights Equality and Citizenship Programme (REC) and the 2019 pilot projects and preparatory actions managed by Directorate-General Justice and Consumers of the European Commission published on the Funding & Tender Opportunities portal.

2.2 This Guide is designed to help you prepare your proposal. It provides the necessary information for preparing and submitting your application, but does not supersede the rules and conditions laid out in the following documents:

- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, hereafter referred to in this document as the Financial Regulation;
- 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, hereafter referred to in this document as Regulation No 1382/2013;
- 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 2014-2020, hereafter referred to in this document as Regulation No 1381/2013;
- Commission Implementing Decision of 29 November 2018 concerning the adoption of the work programme for 2019 and the financing for the implementation of the Justice Programme (C(2018) 7926), hereafter referred to in this document as the Work Programme 2019;
- Commission Implementing Decision of 29 November 2018 concerning the adoption of the work programme for 2019 and the financing for the implementation of the Rights, Equality and Citizenship Programme (C(2018) 7916), hereafter referred to in this document as the Work Programme 2019;
- The relevant topic and call for proposals for action grants 2019;
- The multi-beneficiary grant agreement in this Guide will be referred to as the *Model grant agreement or MGA*,<sup>2</sup> or the *mono-beneficiary action model grant agreement* from hereafter.
- The European Commission will be referred to as *the Commission* in this Guide from hereafter.

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<sup>2</sup> References in this Guide relate to the MGA. The mono-beneficiary model grant agreement contains similar provisions as the MGA.

## 3. Preparation of proposals

3.1 This section outlines the preparatory steps you need to take before submitting a proposal as well as key information about the process. Calls for proposals under the Justice and REC Programmes are processed under the Electronic Submission System.

3.2 The online system enables you to save successive versions of your application. The Commission encourages you to download the template documents, to create a draft proposal in the electronic submission system, and to work with the system as you go along.

### **Note:**

The Applicant may submit more than one application under each topic (exception: restricted calls) and may be awarded more than one grant under each topic. An organisation may participate as an Applicant or Partner in several applications.

However only one application will be accepted and evaluated for any given project. In case there are several applications for the same project, the Applicant will be asked to clarify which application shall be evaluated.

### **PRIOR TO COMMENCING THE SUBMISSION PROCESS**

3.3 Verify whether your organisation and partners meet the **eligibility, exclusion and selection criteria**, presented under each topic on the **Funding & Tender Opportunities portal**.

3.4 Check whether your planned activities are in line with the **priorities, eligible activities and expected results** of a particular call for proposals.

3.5 This can be done by reviewing the following documentation:

- Topic description and topic conditions on the call webpage on the Funding & Tender Opportunities portal;
- The relevant Justice or REC Annual Work Programme 2019;
- Model grant agreement (mono- or multi-beneficiary); and
- The Annex on Financial Provisions.

### **CREATE AN EU LOGIN USER ACCOUNT**

3.6 Participants (Applicant and Partners) must have an EU Login account. Information on how to create an EU Login account is available under the **HOW TO PARTICIPATE** tab on the Funding & Tender Opportunities portal.

3.7 EU Login steps are as follows:

- If you do not have a user account already, click on '**REGISTER**' (in the upper right corner next to '**LOGIN**') and register online.

- If you already have a user account, directly log in (click on '**LOGIN**' in the upper right corner) and start entering the required information.

## REGISTER YOUR ORGANISATION IN THE PARTICIPANT REGISTER

3.8 The Commission has an online register of organisations participating in various EU programmes called the Participant Register. After creating the EU login, you (including all Partners) need to register your organisation in the Commission's Participant Register.

**N.B.** An organisation should only register once in the Participant Register, so the following instructions only apply if you do not find your organisation in the register.

3.9 Participant Register steps are as follows:

- If you do not find your organisation in the register, you should start the registration by clicking on '**REGISTER YOUR ORGANISATION**'. Please note that you do not need to complete the registration process in a single session (incomplete registrations automatically delete themselves after one year).

The screenshot shows the 'Participant Register' page on the European Commission's website. The page has a blue header with the European Commission logo and the text 'Funding & tender opportunities'. Below the header is a navigation bar with several menu items. The main content area is titled 'Participant Register' and contains two columns. The left column is titled 'Is your organisation already registered? PIC search' and includes a 'Search a PIC' button. The right column is titled 'Register your organisation' and includes a 'Register your organisation' button. There is also a 'Feedback' button on the right side of the page.

- You will need to upload information about your entity legal status and finances. These documents are essential to check the eligibility of participants and financial capacity of the Applicant/coordinator.
- The person who registers the organisation is the 'self-registrant'. They can update and correct the data and upload documents on the **My Organisations** page of the **My Area** section throughout the application process.
- Once your registration is finalised, you will receive a **PIC number**. You will need the PIC numbers of the Applicant and all other Partners in order to complete the Part A section of your application (administrative and budget information).
- Please keep the details of the 'self-registrant' updated. If the 'self-registrant' leaves the organisation, contact the IT helpdesk in order to modify the contact details of the 'self-registrant'.



- If the registered organisation is selected to receive EU funding, the **LEAR** will replace the 'self-registrant'. The LEAR will be the only person able to provide further updates.

## **KEY INFORMATION ABOUT THE SUBMISSION PROCESS**

### **SUBMISSION DEADLINE**

- The deadline for submission is on the Funding & Tender Opportunities portal under each topic.
- Although the Electronic Submission system enables you to update the proposal at any time, you will not be able to make any amendments or additions after the deadline.
- If you miss the call deadline, your proposal will not be considered as submitted.
- You should not send your proposal by post/e-mail to the Commission, please use only the Electronic Submission system.
- We advise that you do not wait until the last day of the deadline to submit your proposal. This will significantly increase the risk of a last minute problems blocking your submission. It is highly recommended to test the submission of your proposal at least 48 hours in advance in order to have time to clear any possible technical difficulties that might arise.

### **ACKNOWLEDGEMENT OF RECEIPT**

- The date and time you submitted the application will be automatically recorded and an acknowledgement e-mail will be sent to the Applicant organisation as proof of receipt.
- If you do not receive an e-mail with the acknowledgement of receipt, it is because the proposal has not been submitted.

#### **Note:**

The Electronic Submission system will carry out basic verification checks for completeness of the proposal; internal data consistency, virus infections, and size limitations etc.

The system will also check page limits in specific parts of the proposal and, if necessary, suggest that you shorten it (excess pages of Part B Project description will not be evaluated).

## SUBMISSION OF PROPOSALS

- You should ensure that the correct document is uploaded (in PDF format) under the respective categories. Errors in this process can result in an inadmissible proposal and may jeopardise your entire application.
- Therefore, before closing the application procedure or logging-off, double-check if the content of your PDF documents matches the given categories in the online submission tool.
- Once the proposal is submitted, the Applicant will receive the acknowledgement e-mail but will not hear from the Commission until the proposal has been evaluated, unless the Commission:
  - needs to contact the Applicant to clarify matters such as eligibility; and/or
  - requests more information or supporting documents related to evaluation against award criteria; and/or
  - needs to respond to a complaint made by the Applicant regarding the submission procedure.

### Note:

The Commission should finalise evaluations of the submitted proposals within 6 months from the deadline for submission. Additional 3 months shall be counted for grant agreement preparation for the successful applicants. (Total: 9 months from the submission deadline).

## LANGUAGES

- Proposals may be drafted in any official language of the European Union. However, to facilitate the evaluation, the Commission advises Applicants to draft Part A and B of their proposals in English.

## HOW TO FILE A COMPLAINT

- If you believe that submission failed due to a fault in the Electronic Submission system, immediately file a complaint via the [Helpdesk](#) on the Funding & Tender Opportunities portal, explaining the circumstances and attaching a copy of the proposal.
- The method for filing a complaint is explained in the information you receive via the electronic exchange system (see 'MY AREA' section of the Funding & Tender Opportunities Portal).

## DATA PROTECTION

- All personal data included in the application submitted via the Electronic Submission system will be processed by the Commission under Regulation No 2018/1725 and submitted to the Commission's Data Protection Officer.
- A privacy statement included in Part A informs all data subjects whose data are to be processed in the context of the proposal evaluation and ensuing grant agreement preparation, implementation and follow up.
- Applicants are invited to check the Legal Notice page at regular intervals to be duly informed of possible updates by the deadline for submission of their proposals.

- Organisations are also required to comply with the General Data Protection Regulation that entered into application in May 2018. Please refer to the guidance on the application of the Regulation, particularly on what an organisation must do to comply with [EU data protection rules](#).
- For guidance on the application of the GDPR, you may consult the [guidelines of the European Data Protection Board](#) and/or contact the competent [national data protection](#).

### **GENERAL GUIDANCE BEFORE DRAFTING YOUR PROPOSAL**

- Call for proposals is a competitive process. Even a good proposal with one weak element may lead to a negative evaluation, resulting in the Applicant not being recommended for EU funding.
- With this in mind, we advise that you check your proposal includes all the relevant information, because only the content submitted will be evaluated.
- In addition to this, you must use the Part B template provided for the second half of your proposal.
- Good proposals are clear and are easy to understand and follow; they are accurate and concise, focusing on substance and avoid mixing quality with quantity elements.

### **APPLICATION STRUCTURE**

A project application is composed of three parts:

- **Part A:** includes the administrative information and the estimated budget;
- **Part B:** comprises of the technical content of the proposal (max. 45 pages); and
- **Annexes 1 – 5:** additional information to be submitted

## 4. Project Application Form (Part A)

### ADMINISTRATIVE INFORMATION

4.1 This section comprises of fields for general information, checklists, estimated budget and declarations. You should complete this directly via the online submission tool. It is divided into three sections:

#### SECTION 1: GENERAL INFORMATION (INCLUDING DECLARATIONS)

4.2 In this section, you must provide:

- The project Acronym;
- Proposal Title;
- Duration (in months);
- Free Keywords that relate to the objectives of the proposal, e.g. Hate crime, Racism, Discrimination, women, children, rights; and
- An abstract<sup>3</sup> (max. 2000 characters with spaces) explaining:
  - o Context and overall objectives;
  - o Work planned and main achievements;
  - o Results and impacts.

4.3 The abstract will be used in the evaluation process and for communication purposes should a project be awarded EU funding. Therefore, we suggest that you do not include any confidential or commercial information, use plain text, avoiding formulae and other special characters.

#### Declarations:

4.4 There are self-declarations that the Applicant needs to confirm. As some of them need to be checked on behalf of the Partners, they should be reviewed with them before confirming. Please see Part A Template for the declarations themselves.

#### SECTION 2: ADMINISTRATIVE DATA OF PARTICIPATING ORGANISATIONS

4.5 The Applicant will include the PIC code for its organisation and every other participant (***see instructions under paragraph 3.9 in this Guide***). Parts of the administrative data will fill automatically after inputting the PIC code.

4.6 Following this, the Applicant will be required to fill in the contact details (including e-mails) for every participant. If the information is not completed, it will not be possible to submit the proposal.

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<sup>3</sup> See also *Project Summary* in Part B.

### SECTION 3: BUDGET FOR THE PROPOSAL

4.7 The Applicant must fill in the budget table. Details for each column are contained in **Table 1** and an example of the budget table is in **Figure 1** below.

In the budget table:

- White cells need to be filled by the Applicant;
- Grey cells will be automatically calculated by the system or are not applicable;
- Indirect costs are calculated automatically as 7 % of the total direct costs.
- Each row represents the total estimated expenditure and total income for each partner.

**N.B.** Please refer to **Articles 5 and 6 of the MGA** and the Annex on Financial Provisions for a detailed description and the calculation methods of these eligible cost items.

**Table 1: The Budget Overview Table in Part A - Column descriptions**

Column	Description
<b>A</b>	<b>direct personnel cost;</b>
<b>B.1 &amp; B.2</b>	<b>direct costs of travel and subsistence;</b>
<b>C</b>	<b>direct costs of subcontracting;</b>
<b>D</b>	<b>direct costs for providing financial support</b> (to third parties) is <b>not applicable</b> to the calls covered by this Guide and is therefore greyed out;
<b>E</b>	<b>other direct costs</b> including costs for equipment, consumables, conferences, publications and other goods and services, as long as they are not considered as subcontracting;
<b>F</b>	<b>indirect costs</b> i.e. calculated as <b>7 %</b> of the total direct costs. However, organisations receiving operating grants from the EU cannot claim indirect costs if it overlaps or occurs at the same time as the action grant. If you are in this situation, you should signal it in your final report;
<b>G</b>	<b>total costs:</b> the sum of Columns A to F. The total amount represents the estimated costs of the action indicated in Article 5.1 of the MGA, if the proposal is retained for funding;
<b>H</b>	<b>receipts:</b> to project generated income (e.g. participation fees, book sales) and third parties contributions. N.B. The applicants' own contribution do not need to be indicated in the estimated budget.
<b>I</b>	<b>reimbursement rate:</b> maximum EU co-financing rate
<b>J</b>	<b>maximum EU contribution:</b> total costs (G) x maximum EU contribution. Calculated automatically.
<b>K</b>	<b>EU contribution requested for the action:</b> the breakdown per partner is indicative and its final distribution remains the responsibility of the project participants.  The <b>EU contribution requested by a beneficiary</b> may be zero or if non-zero may have a reimbursement rate above or below the maximum defined for the topic as long as overall for the action and the total EU contribution requested respects the maximum reimbursement rate.

**Figure 1: The Budget Overview Table in part A and Descriptions**

No	Name of Beneficiary	Country	Estimated eligible costs								Estimated income	EU contribution		
			A Direct personnel costs €	B1 Direct travel costs €	B2 Direct subsistence costs €	C Direct costs of subcontracting €	D Direct costs of providing financial support €	E Other direct costs €	F Indirect costs /€ 7% of direct costs (sum of budget categories A-E)	G Total costs € (A)+(B)+(C)+(D)+(E)+(F)		H Receipts €	I Reimbursement Rate	J Maximum EU Contribution €
1	150921 Ad Test 5.8.2 T	BE	0	0	0	0	0	0	0,00	0,00		90	0,00	0,00
2	Test	ES	0	0	0	0	0	0	0,00	0,00		90	0,00	0,00
3	Test Test Test Test	EE	0	0	0	0	0	0	0,00	0,00		90	0,00	0,00
Total			0	0	0	0	0	0	0,00	0,00	0,00		0,00	0,00

**OTHER BUDGETARY INFORMATION:**

**4.8 Errors:** The Electronic Submission system performs specific checks once you validate the submission form. If there is an error, a message will appear if:

- The requested reimbursement rate for the total EU Contribution exceeds the maximum co-financing rate;
- The EU grant requested is lower than the minimum amount or higher than the maximum amount specified in the call for proposals, if applicable.

The error message will disappear once corrected.

**4.9 Rationale:** The Commission may request the detailed rationale at any time before, during or after the project implementation. While the budget table does not require the rationale behind the costs, the amounts indicated by the Applicant should reflect a detailed and accurate estimation. This should be based on the relevant rules of cost eligibility contained in the Annex on Financial Provisions and the grant agreement.

**4.10 Consistency:** The estimated direct costs indicated in Part B must be consistent with those in the Budget for the proposal, Part A of the application. This is because the Electronic Submission system does not provide a reconciliation function across the different budget tables within the application. Therefore, the Applicant is responsible for ensuring consistency of the information provided throughout the application.

**4.11 Template:** A detailed budget template (see "Topic conditions and documents" on the Funding & Tender Opportunities portal) is provided by the Commission to facilitate the planning of your project's budget. This template is not mandatory and you do not need to upload it with the application.

## 5. Project Application Form (Part B)

5.1 Part B covers the technical content of your proposal and the description of activities the Applicant (and Partners) will undertake to deliver the project. Applicants must use the editable enabled Word document template provided by the Commission for the proposal (text can be entered only under the non-protected fields).

5.2 The Commission reserves the right to reject any proposal not drafted in the mandatory template. Once completed, you must convert the file into a PDF and upload it to the Electronic Submission system.

5.3 Proposal constraints:

- Page limit: 45 pages (excess pages are disregarded and will not be evaluated)
- Supporting documents can be provided as an annex and do not count towards the page limit
- Font size: Arial, **minimum** 8 points
- Recommended characters (with spaces) for each section are provided
- Page size: A4
- Margins: (top, bottom, left and right): at least 15 mm (not including headers & footers)

**N.B.** Applicants must respect all the above-mentioned formatting constraints. They are not allowed to modify the Part B template to shorten it, for example remove the cover page, table of contents, descriptions of sub-titles (these descriptions are also useful for the evaluators who will evaluate the proposal), use a smaller font size or reduce the margins.

5.4 The template for Part B consists of five sections that are fundamental to writing a good proposal. Some questions are of a broad nature to allow Applicants to describe the project in a way that best suits and demonstrates the strengths of their proposal. Applicants however should always aim to be as detailed and specific as possible. They should avoid including irrelevant information, for example, business as usual activities and information not directly linked with the proposal.

5.5 For detailed instructions on how to complete Part B of the proposal, please review the mandatory template below. Under each heading, you will find a detailed description and/or note explaining what content is required. This part of the proposal is detailed and structured to ensure that Applicants provide a concrete description of what they are going to do. A summary for each section has been provided below.

### **SECTIONS 1, 2 AND 3: PROJECT SUMMARY, BACKGROUND & NEEDS ASSESSMENT, RELEVANCE AND PROJECT APPROACH**

5.6 Section 1, 2 and 3 require you to submit a summary of your project, the rationale behind your project, your project objectives, and its relevance to the call, how you will approach it (i.e. the methodology), add value to the European Union, and work with your partners to ensure effective implementation. It also includes how you will do this cost effectively.

## SECTION 4: ACTIVITIES AND WORK PACKAGES

5.7 The Applicant is required to provide specific activities that will take place to achieve the overall goal and the main project objectives (as specified in Section 1 and 2). These activities should be grouped together in a logical, consistent and structured way under individual **Work Packages**.

5.8 All work packages must present a clear, logical link to the objectives of the project and to the other work packages. Each work package constitutes a sub-project i.e. a systematic breakdown of your project as a whole. It enables evaluators to clearly see what deliverables will be produced, at what stage, and how the Applicant will organise this work.

5.9 The Applicant can decide how they should group the work packages and how many they need. However, each project needs to have a minimum of **2** work packages (maximum **5**); details specified in Table 2 below.

**N.B.** This does not imply that a project with only 2 work packages will result in a low score. The division in work packages should be logical and guided by the different deliverables of activities.

The Applicants should also indicate estimated costs of each work package by cost category (in EUR) and estimated human efforts<sup>4</sup>per each work package, calculated in person/months. This information must be coherent with the information on direct personnel costs in the Budget Overview Table in part A.

**Table 2: Work Package descriptions**

<p><b>Work Package 1</b> Management and Coordination Activities</p>	<p>The Applicant should enter all activities related to the general management and coordination of the project in this work package. The Applicant can also include activities that do not relate specifically to any of the work packages leading to a specific result, but which are directly linked to the project as a whole.</p> <p>Applicants are advised to limit the management and coordination costs to those necessary for the implementation of the project and focus the expenditure of the project on the activities necessary to achieve the specific project results.</p>
<p><b>Work Packages 2-5</b> Deliverables related to the objectives of the project</p>	<p>For each of these work packages you must identify in detail the objective(s), the activities to be implemented, and the deliverable(s). Deliverables can be tangible (e.g. manuals, reports etc.) or intangible (conferences, seminars etc.). The type of deliverables depends on the project.</p> <p>Your deliverables and activities must be as specific as possible e.g. include the title/content of a seminar etc. Quantitative information should support these activities e.g. number of seminars and participants due to attend.</p> <p>They should also be realistic i.e. include relevant and appropriate deliverables which can be produced with the amount of resource available, within the project duration. It is important that the scope of the</p>

<sup>4</sup> Indicative calculation method for the estimation of effort: If 1 year = 220 (working) days, then 1 month = 220/12= 18,33 (working) days. So 24 full working days for one person would be 24/18.33= 1,31 person/months.



project is large enough to make a difference. However, this does not mean a work package needs an excessively high number of deliverables, but quality ones instead.

**N.B.** The information on the deliverables must be consistent with the information in Annex 3 – Indicators (see more information in next section).

## SECTION 5: PARTICIPANTS, PROJECT MANAGEMENT AND ETHICS

5.10 In this section, three pertinent areas are covered. The questions on participants seek to understand how the partners will work together and divide the workload.

5.11 Secondly, Applicants are expected to demonstrate how they will ensure sound project management disciplines (incl. risk management, monitoring progress and evaluation) are followed throughout the life of the project. This also includes how they will sustain the results post project closure.

5.12 Subsequent to this, any ethical issues Applicants may encounter must be identified at this stage, and Applicants must explain how they will adhere to ethics and solve any ethical issues, and how they will apply gender mainstreaming and child protection policy.

## SECTION 6: DECLARATIONS

5.13 This section is for the Applicants to declare if they (or any of their partners) are receiving EU funding for projects covered by the same or other policy areas.

## ANNEXES

5.14 To support the application, Applicants shall submit the following annexes.

### 5.14.1 Annex 1: Curriculum Vitae (*mandatory*)

- Applicants must include the CVs for the core project team (applicant and partners).
- Applicants should merge and submit CVs as one document in PDF format, and then upload it to the Electronic Submission System as Annex 1. **Maximum page limit is 100 pages; excess pages are blanked out.**
- It is recommended that CVs use the EUROPASS CV format (but not mandatory). Organisations may submit these CVs in another format.
- In case key personnel have not been recruited yet, the description of the profile or job description can be provided instead.

### 5.14.2 Annex 2: Annual Activity Report for the last available year (*mandatory except for public bodies*)

- The Annual Activity Report (AAR) should describe the activities of the Applicant in the year preceding the year of application (or the last year available) for the **lead Applicant only**. If the AAR for year prior to

the application is yet to be approved, the Applicant can submit the AAR for the previous year or a draft version of the report certified by the legal representative of the organisation.

- If no such document exists, the Applicant should draft an AAR (certified by the legal representative of the organisation). The report should be detailed enough to enable the Commission to validate the organisation's aims and activities, as well as to assess operational and professional capacity.
- The AAR must be uploaded in PDF format into the Electronic Submission system as Annex 2.
- The AAR is not required if the lead Applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level, public universities) or an international organisation.
- If the AAR is available on the Applicant's website, a link to the document(s) should be provided on a separate document, and uploaded in PDF format to the Electronic Submission System as Annex 2. A general link to the Applicant's website is not sufficient and they must ensure that the links to AAR are correct.

**N.B.** *The AAR is **not** a request for an annual financial report (financial statements, such as Balance sheet or Profit and loss account).*

#### 5.14.3 **Annex 3: Indicators (quantitative reporting) (mandatory)**

- Applicants must use the indicators excel template provided. Once the excel file is complete, it should be converted to PDF format and uploaded to the Electronic Submission system. The indicators are mainly quantitative and should focus on the final deliverables of your activities.
- The activities that will be implemented may fall under more than one or all categories; please see all categories in Table 3 (see below). It is not mandatory to include information under all categories; only those that are relevant to your project.
- You should count each deliverable only once. If you consider that a deliverable meets the criteria of more than one category, you should count it under the category that is most relevant to its objectives.
- You should be as specific as possible (e.g. in defining types of reports, groups of professionals etc.).
- Drop-down menus are provided for indicating the different types of reports/events/material or the groups of persons. These categories should be able to cover most types of deliverables produced by your project. You should try to identify the most relevant category for each deliverable.
- You should avoid abbreviations, unless commonly used.
- You should be realistic in the level of your ambition: a successful application does not require deliverables under each type of activity; neither should the number of these deliverables be excessively high.
- You should not count in this part reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project (this information should be

included in Part B not the Annex). Interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should not be included here.

**Table 3: Indicator Categories**

1. Analytical Activities	2. Training Activities	3. Mutual learning, exchange of goods, cooperation	4. Awareness-raising, information and dissemination
<p><b>Indicate the type of documents/reports produced by your project</b></p> <ul style="list-style-type: none"> <li>Specify the type of document using the drop down menu. The options provided should cover all types of documents</li> <li>If you cannot find the type of document in the dropdown menu, you may provide additional information in second column</li> </ul> <p><b>N.B.</b> The title of the report is irrelevant.</p> <p><b>N.B.</b> Do not include documents/reports for internal use as e.g. seminar report.</p>	<p><b>Specify all formal training activities you will provide i.e. results in one training outcome e.g. knowledge transfer or working tools and skills to a specific cohort.</b></p> <p>Include the <b>number of</b>:</p> <ul style="list-style-type: none"> <li>training events organised (<i>under 2.1 in Annex 3 template</i>);</li> <li>participants to be trained per group (<i>under 2.2 in Annex 3 template</i>);</li> <li>practical training packages that include specific tools &amp; methods that can be used for training purposes outside the organisation (<i>under 2.3 in Annex 3 template</i>).</li> </ul> <p><b>N.B.</b> If there are multiple sessions with the same content and group of people, it counts as one activity (this includes if the session lasts for more than one day).</p> <p><b>N.B.</b> Training packages that have the same content but are in different languages count as one document.</p>	<p><b>The aim of these events differ from the second category because they are about participants coming together to share and learn different practices from each other.</b></p> <p>Include the <b>number of</b>:</p> <ul style="list-style-type: none"> <li>events organised (<i>under 3.1 in Annex 3 template</i>);</li> <li>participants per group (<i>under 3.2 in Annex 3 template</i>) – should be more focused and limited;</li> <li>total eligible countries from which the participants come from. The eligible countries are identified in the call topic conditions (<i>under 3.3 in Annex template</i>);</li> <li>Under 3.4 in Annex template, you should record (if applicable) any results from these events that will be continued after the project ends. These results should be concrete and tangible.</li> </ul> <p><b>N.B.</b> If there are multiple events with the same content and group of people, it counts as one activity (this includes if the session lasts for more than one day).</p>	<p><b>These events should focus on raising awareness, providing and disseminating information, i.e. spreading a specific message or piece of information to the wider public or to a specific cohort (where appropriate).</b></p> <p>Include the <b>number of</b>:</p> <ul style="list-style-type: none"> <li>events organised (<i>under 4.1 in Annex 3 template</i>);</li> <li>groups/persons reached including the name of the group (<i>under 4.2 in Annex 3 template</i>);</li> <li>types of material you will produce to raise awareness e.g. leaflets (<i>under 4.3 in Annex 3 template</i>).</li> </ul> <p><b>N.B.</b> Each event with the same content should be counted as one, regardless of how many days this event may last.</p> <p><b>N.B.</b> If you organise an awareness raising campaign in many countries, you should count each country campaign separately.</p>

#### 5.14.1 **Annex 4: Child Protection policy** *(if applicable)*

- Applicants and partners who will have direct contacts with children under the project must provide their child protection policies. The applicant shall submit the child protection policies as Annex 4. As Annex 4 is one document only, all child protection policies shall be compiled (scanned) into this one document.
- A child protection policy should include standards that cover four broad areas:
  - 1) Policy: how the organisation is committed to preventing, protecting and responding to, harm to children
  - 2) People: clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these,
  - 3) Procedures: the organisation creates a child-safe environment through implementing child safeguarding procedures that are applied across the organisation
  - 4) Accountability: the organisation monitors and reviews its safeguarding measures. What are the mechanisms in place within the organisation.
- A child protection policy should include clear information about the recruitment of all staff – including trainees and volunteers, including background checks (vetting).
- A child protection policy must include clear procedures and rules to staff, including reporting rules, and continuous training on this should be in place.
- The child protection policy should be available online, i.e. transparent to all those who come in contact with the organisation.
- More information on these areas can be found in "[Child safeguarding standards and how to implement them](#)" issued by Keeping Children Safe<sup>5</sup>.
- Child protection policies will be evaluated under the operational capacity criteria.

#### 5.14.2 **Annex 5: Letter of support** *(if applicable)*

- Depending on the call for proposals, support letters from public authorities may be mandatory or optional. Please check the topic conditions on the call webpage/the call document.
- A letter of support shall add value to the project. For example, letters of support from public authorities add value to the quality and/or sustainability of a project.
- If letters of support are not mandatory, they are nevertheless accepted, whether from a public authority or from other entities.
- Including a letter of support from a third party means the Applicant commits that the services referred to in the letter will be provided (without costs).
- There are no templates available for letters of support.

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<sup>5</sup> [https://ec.europa.eu/info/sites/info/files/standards\\_child\\_protection\\_kcsc\\_en\\_1.pdf](https://ec.europa.eu/info/sites/info/files/standards_child_protection_kcsc_en_1.pdf)

## 6. Evaluation of proposals

- 6.1 An evaluation committee consisting of Commission staff and possibly external experts will evaluate proposals.
- 6.2 The proposals will be evaluated against the evaluation criteria set out in the Topic Conditions of the call. In most cases, compliance with the **admissibility, eligibility and exclusion criteria** will be assessed first. However, the evaluation committee reserves the right to follow a different order of assessments.
- 6.3 In addition to complying with the criteria above, proposals are subject to verification of operational and financial capacity i.e. **selection criteria**.
- 6.4 A short summary for each of these areas are provided below. However, for **more information** on the admissibility, eligibility, exclusion and selection criteria, please refer to the **topic specific conditions for the call in Participant Portal** (as this could differ between calls).

### ADMISSIBILITY CRITERIA

- 6.5 These are minimum formal requirements, which an application must respect to be declared admissible. Admissibility criteria allow to check compliance with the **administrative requirements** of each call, independently of the contents and quality of project applications. Failure to comply with these requirements will lead to the rejection of the application.

### ELIGIBILITY CRITERIA

- 6.6 Eligibility criteria are detailed **under Topic specific conditions** of each call webpage on the Participant Portal. Applicants and partners must be legally constituted as a public, private in an eligible country participating to the call in the Justice and REC Programme, or international organisations. Natural persons (private individuals, including with a VAT number) are not allowed to submit applications.
- 6.7 Bodies set up by the European Union falling under Article 70 of the Financial Regulation (EU bodies and institutions) are not eligible for funding and cannot submit applications. To prove the eligibility requirements, Applicants (and partners) will have to upload documents showing the organisations' legal status in the Participant Register.

### EXCLUSION CRITERIA

- 6.8 Organisations (applicants and partners) will be excluded from participating in any call for proposals if they are in any of the situations outlined in the **topic specific conditions**. These situations mainly concern bankruptcy, insolvency, fraud, criminal activities and professional conduct.

## SELECTION CRITERIA

### Financial capacity

6.9 The aim of this is to check whether the Applicants and Partners have sufficient financial resources to carry out the activities described in Part B of the application. The Research Executive Agency (REA) will evaluate the financial capacity of Applicants and Partners.

### Operational capacity

6.10 The Applicant and the partners must have sufficient operational and professional capacities to implement the activities outlined in Part B of the application. Organisations participating in several projects shall have sufficient operational capacity to implement multiple projects in parallel.

6.11 Annex 1 (CVs), Annex 2 (annual Activity Report) and, if applicable (for projects with direct contact with children) Annex 4 (child protection policy) will be used to assess the operational capacity of the Applicant and partners. Therefore, it is obligatory for Applicants to upload these annexes.

6.12 Every organisation participating in a project shall adhere to the values mentioned in Article 2 of the Treaty on European Union (TEU): respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights, including the rights of the persons belonging to minorities. These values are common to the Member States in a society where pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail. They are mentioned in Article 2 of the Treaty of the EU, Article 21 of the EU Charter on Fundamental Rights.

6.13 Article 21 of the EU Charter of Fundamental Rights states that any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. Any discrimination on grounds of nationality shall be prohibited.

6.14 Article 3 of the Justice Programme and the Rights, Equality and Citizenship Programme refers to the equality and the rights of persons as enshrined in the TEU, in the TFEU, in the Charter and in the international human rights conventions to which the Union has acceded.

6.15 Applicants may not be awarded a grant if they fail to demonstrate that they have the necessary capacity, experience and expertise to implement successfully the proposed activities.

## AWARD CRITERIA

6.16 The award criteria (see **topic specific conditions**) aim to ensure that the proposals selected are of a high quality, and contribute as much as possible to the priorities of the call in a cost-effective manner. The Commission seeks to find synergies and avoid duplication between Union programmes.

6.17 The proposals evaluated against the award criteria in the call for proposals will be ranked according to their scores and the list of the projects selected for award will be established based on the amount of budget available.

## Minimum scores

6.18 Proposals will be rejected if they:

- score **below 18 points** for the **relevance criterion**;
- score **below 70 points** for the **entire application** (even if the available budget is not consumed fully).

**Table 4** demonstrates how the sections in Part B of the application align with the award criteria set out in calls for proposals. This is to help Applicants understand what criterion we will be looking at when evaluating your responses for each section.

**Table 4:** Proposal sections and evaluation alignment

<b>PART B – Proposal – Section</b>	<b>Sub-sections</b>	<b>Award Criteria</b>
<b>Section 1 - Project Summary</b>	Context & overall objectives, work planned & main achievements, results & impacts	<ul style="list-style-type: none"> <li>• Relevance to priorities of the call (25 points)</li> <li>• Quality of the proposed action (30 points)</li> <li>• Expected results, dissemination, sustainability, long term impact (20 points)</li> </ul>
<b>Section 2 - Project background, needs assessment &amp; relevance</b>		
<b>Section 3 - Project Approach</b>	<b>3.1</b> Objectives, impact & methodology	
	<b>3.2</b> Cost-effectiveness	<ul style="list-style-type: none"> <li>• Cost-effectiveness (10 points)</li> </ul>
	<b>3.3</b> European added value	<ul style="list-style-type: none"> <li>• EU added value (15 points)</li> </ul>
<b>Section 4 - Activities and work packages</b>	<b>4.1</b> Work Package 1	<ul style="list-style-type: none"> <li>• Quality of the proposed action (30 points)</li> <li>• Cost-effectiveness (10 points)</li> </ul>
	<b>4.2</b> Work Packages 2-5	
	<b>4.3</b> Timetable	
<b>Section 5 - Participants &amp; project management</b>	<b>5.1</b> Participants	<ul style="list-style-type: none"> <li>• Selection criteria – Operational capacity</li> </ul>
	<b>5.2</b> Project management	<ul style="list-style-type: none"> <li>• Quality of the proposed action (30 points)</li> </ul>
	<b>5.3</b> Dissemination, communication & visibility	<ul style="list-style-type: none"> <li>• Expected results, dissemination, sustainability, long term impact (20 points)</li> </ul>
	<b>5.4</b> Ethics & security	<ul style="list-style-type: none"> <li>• Quality of the proposed action (30 points)</li> </ul>
	<b>5.5</b> Sustainability & continuation	<ul style="list-style-type: none"> <li>• Expected results, dissemination, sustainability, long term impact (20 points)</li> </ul>
<b>Section 6 - Declarations</b>	<b>6.1</b> Other EU Funding	<ul style="list-style-type: none"> <li>• Relevance to priorities of the call (25 points)</li> </ul>



## **EVALUATION RESULTS**

6.19 The Commission will inform Applicants of the results of the evaluation once completed i.e. a maximum of **six** months after the deadline of the call. The successful Applicants of selected projects for award will be invited to prepare a Grant Agreement.

**N.B.** The Commission can withdraw its proposal to sign grant agreement at any time until an agreement has been signed. In addition to this, the Commission cannot give a prior opinion on the outcome of the call before the evaluation is completed.

6.20 Applicants whose applications are not selected will receive a letter from the Commission stating the reasons for the rejection.

6.21 The Commission may set up a reserve list in addition to the list of successful Applicants. Proposals placed on the reserve list (which have met the minimum scores for the award criteria) could be funded if the budget is available (e.g. in case an Applicant who has been selected withdraws its proposal).

## 7. Roles and Responsibilities towards the Commission

7.1 This section explains the roles and responsibilities for those involved in the implementation process. All beneficiaries have full responsibility for implementing the action and complying with the grant agreement. The beneficiaries are therefore responsible for the technical implementation of the action as described in Part B (project description and implementation) of the proposal, which will become an annex to the grant agreement, if selected for funding.

7.2 If a beneficiary fails to implement its part of the action, the other beneficiaries become responsible for implementing this part, unless the Commission expressly relieves them of this obligation. Article 25 of the Multi-Beneficiary Grant Agreement (MGA) governs the financial responsibility of each beneficiary.

7.3 When applying for an Action Grant, different entities can be involved in a project. These are as follows:

The **COORDINATOR (APPLICANT)** must:

- Monitor the action and ensure it is implemented properly (see Article 7 of MGA);
- Act as an intermediary for all communications between the beneficiaries and the Commission (in particular, providing the Commission with the information described in Article 12 of MGA), unless the MGA specifies otherwise;
- Request and review any documents or information required by the Commission and verify their completeness and correctness before passing them on to the Commission;
- Compile and submit the deliverables and reports to the Commission (see Articles 14 and 15 of MGA);
- Ensure that all payments are made to the other beneficiaries without delay, unless justified (see Article 16 of MGA);
- Inform the Commission of the amounts paid to each beneficiary, when required in the MGA (see Articles 28 and 34) or requested by the Commission;
- **Not delegate** the above-mentioned tasks to any other beneficiary or subcontract them to a third party under the Justice and REC programmes. They remain fully responsible for the coordination tasks (see Model Grant Agreement).

The **BENEFICIARIES (PARTNERS)** must:

- Keep information stored in the Participant Register up to date (see Article 12 of MGA); Inform the coordinator immediately of any events or circumstances that are likely to affect significantly, or delay the implementation of the action (see Article 12 of MGA); Submit the following to the coordinator in good time:
  - Individual financial statements for itself and, if required, certificates on the financial statements (see Article 15 of MGA);
  - The data needed to draw up the technical reports (see Article 15 of MGA);

- Ethics committee opinions and notifications or authorisations for activities raising ethical issues, if applicable; and
- Any other document(s) or information requested by the Commission under the MGA, unless the MGA requires the beneficiary to submit this information directly to the Commission.

### **FINANCIAL CONSIDERATIONS**

- Beneficiaries must comply with the principles and rules as set out by the EU Financial Regulation, and most importantly provisions under Title VIII (Grants).
- Financial provisions and rules relating to the eligibility of costs in the framework of actions grants, for the Justice and REC Programmes, are described in the Annex on Financial Provisions.

### The **SUBCONTRACTORS**:

- Are not party to the grant agreement i.e. they do not have a contractual relationship with the Commission.
- If subcontractors are necessary to implement the action, the beneficiaries may award contracts to implement certain tasks of the co-financed project as described in the proposal.
- In this event, the Applicant must justify this working method in the Part B - Project Description and Implementation Form (see Article 10 of MGA on rules for subcontracting action tasks).

#### **Note:**

The partnership **should not** change after the submission of a project proposal, unless otherwise instructed by the Commission.

Under the Justice and REC programmes, entities affiliated to an Applicant/Partner are not considered as Partners, unless indicated as such, and therefore their costs are not eligible.

## 8. Contact and Assistance

- 8.1 **IT helpdesk:** Applicants can contact the Funding & Tender Opportunities Portal IT helpdesk for questions related to the online submission tool **only**. For example, forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc. Requests must be submitted via the Helpdesk contact form.
- 8.2 **Non-IT related questions:** DG Justice and Consumers helpdesk can be contacted by e-mail:
- Justice programme: [EC-JUSTICE-CALLS@ec.europa.eu](mailto:EC-JUSTICE-CALLS@ec.europa.eu)
  - REC Programme: [EC-REC-CALLS@ec.europa.eu](mailto:EC-REC-CALLS@ec.europa.eu)
- 8.3 Please **do not contact** the Helpdesk before having tried to find the information in the documentation provided. Please ensure you have exhausted all the options before contacting the Helpdesk.
- 8.4 To ensure **efficient handling of any enquiry** please indicate clearly the reference of the relevant call for proposals in the subject of your e-mail.
- 8.5 Questions will be answered as soon as possible. However, questions received **later than 7 calendar days** before the deadline for submitting applications **will not be** responded to.
- 8.6 The Commission **may publish any additional information** throughout the call period that is relevant to calls and topics, such as responses to frequently asked questions (FAQ). Applicants should consult the Funding & Tender Opportunities Portal, and in particular, the topic/call webpage regularly.
- 8.7 The Commission may contact the Applicant should they need clarification or information during the evaluation of the proposal. Such contact will be initiated via e-mail to the contact person indicated under **Section 2 of the Submission Form Part A**. Requests from the Commission must be answered within a deadline of three working days. Please make sure that the e-mail address in the Part A is correct.
- 8.8 Finally, please be aware that submitting your proposal can take some time even if you have all the necessary information ready at hand. Do not wait until the deadline to start the online submission process. We advise you to complete your proposal sufficiently in advance to avoid any last minute problem.