

EUROPEAN COMMISSION

EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES DG

Employment, Lisbon Strategy, International Affairs European Employment Strategy, CSR, Local Development

Open Call for Proposals - VP/2007/008

"Follow-up and dissemination activities to the Mutual Learning programme the European Employment Strategy"

Applicant's Guide

The information in this guide for completing the application form together with the guidelines of the call should provide all the information you require to submit an application.

Please read them carefully before doing so paying particular attention to the priorities that have been set in the guidelines for the programme.

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I. Guidelines for presenting the proposal's provisional budget

1. MAIN FINANCIAL PROVISIONS

1.1. The Commission contribution is a maximum and is based on actual expenditure

The grant may not finance the entire costs of the action. As specified in the guidelines of the present call, the Commission's financial contribution will not exceed 75% of the total eligible costs. The partnership must guarantee co-financing **in cash** of the remaining 25%. Contributions in kind are not accepted.

If your proposal is selected for a grant, the Commission will calculate its contribution as a percentage of the total eligible cost of the action. The Commission reserves the right to reduce the proposed budget requested if the activity is acceptable but considered too expensive, and to reduce individual unit costs if these are judged to be too high.

If your actual expenditure turns out to be lower than the expenditure for which you budgeted, the actual grant will also be reduced (but the percentage contribution will remain the same). The grant may not have the purpose or effect of producing a profit for the beneficiary; therefore, the grant will also be reduced by the amount corresponding to any surplus income. If your actual expenditure turns out to be higher than the expenditure budgeted, under no circumstances can the Commission grant be increased. It is in the applicant's interest to submit a realistic estimate of expenses.

1.2. Expenditure must be certified to be reimbursed

All expenses indicated in the final financial statement must be entered into the organisation's accounts and be identifiable and verifiable. Only costs actually incurred by the beneficiary in carrying out the action can be declared in the final financial statement to be submitted within 3 months following the closing date of the action specified in your grant agreement.

Applicants are informed that the final report and the request for final payment duly signed by the beneficiary shall be accompanied by a declaration on the beneficiary's honour that the final financial statement complies with the financial provisions of the agreement, that the costs declared are the actual costs and that all revenue has been declared.

To assist the beneficiaries in drafting their final reports, the final report should at least answer the questions listed in part III of this guide.

1.3. Budget must be detailed, balanced and in Euro

The action budget must be presented in Euro (€). Organisations established in countries outside the Euro-zone should be aware that they fully carry the exchange rate risk.

The budget must be properly balanced. Please list all income and expenditure. The two totals must be the same, since the available income will have to finance the planned expenditure. In order to allow the Commission to assess the cost effectiveness and the feasibility of the proposed action, please make sure that you include all the items related to the activity, and not just those which you want the Commission to finance.

2. SPECIFIC RULES GOVERNING THE BUDGET PROPOSAL

2.1. Eligible and ineligible costs

2.1.1. Eligible costs

Eligible direct costs are those directly generated by carrying out the action and which are indispensable for its execution. Only expenditures generated during the lifetime of the action (i.e. during the period of performance as will be specified in Article 1.2. of your grant agreement) may be considered as eligible. Please be sure that all expenses are reasonable, justified and in-line with the rules of good and sound financial management, in particular in terms of value for money and cost-effectiveness. As a general rule expenses must not exceed the best conditions available on the market nor be superior to the Commission's rules for those expenditures (see detailed comments on items below). The Commission reserves the right to refuse and/or limit the funding of specific unit costs in the Budget Estimate if these are judged too high.

2.1.1.1. Direct eligible costs (D)

Staff

The costs of personnel paid as part of the implementation of the project should be based on gross real salaries or emoluments plus social security charges/contributions and other statutory costs included in the remuneration. Remuneration must be calculated according to the number of persons, the number of days (working days exclusively devoted to the preparation and implementation of proposal) and the daily rate applied. The calculation of staff costs should be based on a maximum total of 220 working days per annum (or 20 days per month, whichever is the lower). They should not be greater than the usual salaries and other charges of the applicant, nor should they be higher than the generally accepted rates on the market for the same kind of service. You will have to provide in your application form full details on calculation of staff costs and functions performed on a separate sheet. While submitting the request for final payment, the Beneficiary may have to provide pay slips justifying the actual staff costs declared.

For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the project to cover these costs.

The remuneration of core staff of the applicant's organisation/partner organisation may be regarded as eligible expenditure if the assignment of the staff in question is genuine, necessary and reasonable in relation to the activity being subsidised and to

the duration of the action. Thus, for permanent staff, a number of working days equivalent to a full time assignment is not allowed.

If the applicant is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant or by an external sponsor. Thus, to be considered eligible expenditure, the salaries paid to civil servants must be completely covered by the equivalent co-funding in cash. However, costs for staff recruited specifically for the purpose and the duration of the project are eligible.

Travel, accommodation and subsistence expenses

Travel:

Full details must be given of the journeys made including destinations, number of journeys, means of transport to be used and the number of persons. Those expenses must not exceed the best conditions available on the market nor be superior to the following Commission's rules for those expenditures:

rail: first class.

air: only for journeys over 400 km or involving crossing of the sea,

economy class fare (maximum).

car: on the basis of the first-class rail fare.

DSA (Daily Subsistence allowance):

The Daily Subsistence Allowance (DSA) is paid as a flat-rate amount and is considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. They will be paid for each calendar day spent on mission away from the usual place of work (more than 100 Km), provided that the corresponding assignment is of a short-term nature. The DSA will vary according to the country in which the missions are to be carried out

The Daily Subsistence Allowance (DSA) is to be calculated as follows according to the length of the mission:

- 6 hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than 6 hours but not more than 12 hours: 0,5 DSA;
- more than 12 hours, but not more than 24 hours: 1 DSA;
- more than 24 hours, but not more than 36 hours: 1,5 DSA;
- more than 36 hours, but not more than 48 hours: 2 DSA;
- more than 48 hours, but not more than 60 hours: 2,5 DSA, and so on.

The agreed rates (in EUR per calendar day) to be used for the purposes of the action are set as follows¹:

¹ Please note that the rates are subject to periodic review. The actual rates will be defined in the contracts with successful applicants.

NB: The separated amount for accommodation as indicated in the second column below is considered as an upper limit for the price of hotel room. This amount is to be added to the Daily allowance when the expert has to spend a night in the hotel.

Destinations	Daily	Maximum	hotel
	allowance in €	price in €	
Austria	95,00		130,00
Belgium	92,00		140,00
Bulgaria	70,00		205,00
Cyprus	93,00		145,00
Czech Republic	75,00		155,00
Denmark	120,00		150,00
Estonia	71,00		110,00
Finland	104,00		140,00
France	95,00		150,00
Germany	93,00		115,00
Greece	82,00		140,00
Hungary	72,00		150,00
Iceland	85,00		160,00
Ireland	104,00		150,00
Italy	95,00		135,00
Latvia	66,00		145,00
Liechtenstein	80,00		95,00
Lithuania	68,00		115,00
Luxembourg	92,00		145,00
Malta	90,00		115,00
Norway	80,00		140,00
Poland	72,00		145,00
Portugal	84,00		120,00
Romania	60,00		170,00
Slovakia	80,00		125,00
Slovenia	70,00		110,00
Spain	87,00		125,00
Sweden	97,00		160,00
The Netherlands	93,00		170,00
United Kingdom	101,00		175,00

Different services

<u>Publications, information and dissemination (including subscriptions, internet, advertisements, CD ROM, distribution, etc):</u> costs incurred for such services if they are directly related to the activities mentioned in the project and insofar as these are not included under another budget heading. Please give, for each publication and/or other material, a detailed nature of costs, estimate of the number of pages and copies planned, the frequency, the language, the quantity and an indication of the production costs per copy.

<u>Translation of reports:</u> details of translation costs must include the description of document, language translated (to... from...), the number of pages, the rate applied per

page. Those expenses must not exceed the best conditions available on the market. Indicative estimated amounts per page (into): Danish 57€, German 46€, Finnish 52€, Italian 27€, Spanish 26€, Greek 30€, Dutch 51€, Swedish 41€, French 39€, Portuguese 27€, English 36€. Please note that for all expenses over these indicative costs, you will have to submit at least one quote.

<u>Interpretation and catering for conferences:</u> <u>interpretation</u> costs must specify the language/number of interpreters/number of days/daily rate. Those expenses must not exceed the best conditions available on the market. Indicative estimated amounts necessary for the provision of *interpretation*: 600 €(VAT excl.) per interpreter per day (2 interpreters per language allowed).

Catering costs must specify the type of catering (coffee/refreshments, lunch, dinner, etc.)/number of persons/unit cost per meal/number of days. Catering costs may cover coffee-breaks and/or meals for participants if those meals are not provided for in the daily allowance for participants to the conference (see supra for deductions applicable to daily allowance).

<u>Subcontracting costs</u>: if the beneficiary has to conclude contracts in order to carry out the action, he shall seek competitive tenders from potential contractors and award the contract to the bid offering best value for money; in doing so he shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests. If the beneficiary is a public sector body, it must comply with the Directives and with national legislation on public procurement.

In any case, the beneficiary of the grant shall retain sole responsibility for carrying out the action and for compliance with the provisions of the agreement. Under this call, recourse to the award of contracts may be allowed only if:

- they cover the execution of <u>a limited part</u> of the action; please note that technical services such as translation or interpretation are not considered as subcontracting activities; they should be included in the other items of the budget form, where appropriate;
- it is justified having regard to the nature of the action and what is necessary for its implementation;
- the tasks concerned are clearly set out in Part B.2 of the application form (Project description) and the corresponding estimated costs are set out in detail in the Budget estimate.

<u>Evaluation</u>: Applicants may include provisions for the purpose of the monitoring and the evaluation strategy during the lifetime of the action. The aim of this evaluation is to assess how the project developed, how the action has been carried out and what is to be learned from the outputs achieved. The tasks concerned must be clearly set out in Part B.2 of the application form and the corresponding estimated costs must be set out in detail (please attach quotes) in the detailed budget (Part IV of the application form).

Administrative costs

<u>Equipment:</u> where fixed assets are purchased, only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. Linear depreciation for new (or second-hand) technical (or hardware) equipment is 3 years; for existing equipment

depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated. Linear depreciation for new software is 2 years. Example for calculation of depreciation: PC acquired in 2000; worth new 999 €, depreciation 999:3 years = 333 €year; use of the equipment for a period of 6 months; eligible depreciation 333€2=166, 5€

<u>Immovable property (cost of rent of offices, etc)</u>: Rent for the duration and the surface explicitly dedicated to the project is eligible. The cost of building rental is calculated on the basis of principles, rules and accounting methods generally accepted within the business branch for items of the same kind.

Rental of interpreting booths: Those expenses must not exceed the best conditions available on the market. Indicative estimated amounts: excluding technical equipment 750 € (excl. VAT) per day; rent of booth with equipment and technical assistance 1200€(excl. VAT) per day.

2.1.1.2. Indirect eligible costs – Overheads (I)

Indirect costs are general costs/expenses directly generated by the carrying out of the activities contained in the project, up to a maximum of 7% of the total eligible direct costs. This is flat-rate participation to the project's overheads costs, provided that the beneficiary is not receiving running costs grants from the Commission. Under this general heading the following running costs could be covered such as stationery, communication and connection costs, running postal costs and water/gas/electricity. If provision is included under this item of indirect eligible expenses in the accepted budget, it doesn't need to be supported by accounting documents.

The acceptable value of indirect costs will be finally established by the Commission at the end of the action by reference to the total of eligible direct costs. In no case can indirect costs exceed 7% of the value of these eligible direct costs.

2.1.2. Ineligible costs

The following are excluded:

- contributions in kind : these are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge;
- expenses incurred by a third party, and not reimbursed by the beneficiary organisation;
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;
- provision for unforeseen expenses (contingencies);
- expenditure which is manifestly reckless or excessive;
- expenditure occurred outside the contractual period;
- the cost of purchasing infrastructure equipment (except up to the amount of the annual depreciation of the equipment purchased);
- expenses related to the normal activities of the organisation rather than to the project;
- expenses declared by the beneficiary in connection with another action or work programme receiving a Community grant;

- debt and debt service charges, doubtful debts;
- other interest owed;
- return on capital;
- provisions for exchange loss risks;
- provisions for losses or potential future liabilities;
- VAT, unless the beneficiary can show that he is unable to recover it.

2.2. Income of the action

Total income must be identical to total expenditure.

The budget form will automatically indicate the grant you are seeking from the Commission (not above 75% of the total eligible costs) as one of your sources of income.

The applicant is reminded that the partnership must guarantee co-financing in cash of the remaining 25%. Please give in your Budget estimate a detailed breakdown and description of all contributions, such as contribution in cash of the applicant from its own resources, other co-financing in cash from individuals, public bodies, grants listed by donor, income generated by the action (e.g. yield from sales, fees charged to participants attending a conference, membership contributions, etc.).

Signed letters of commitment must be provided stating the amount of each contribution in cash as mentioned in the income table of your budget estimate.

Applicants are reminded that there is no provision for contributions in kind to be taken into account in this programme. Thus the costs of staff whose payment is not a direct charge on the project account cannot be included in the budget as part of the beneficiary organisation's matching funding. Voluntary work, which is a contribution not invoiced, is regarded as in-kind contribution and is thus not eligible under this call. Only personnel costs assigned to the project which involve a real expenditure would be considered as part of the contribution in cash.

II. Check-list of the required documents to accompany your application

Please send in the following documents **in triplicate** (original + two copies or three copies where original is not required). The Application form must be submitted also **electronically**.

Annex	Check
Original of the Cover letter formally submitting the application for funding (please quote the reference of the call VP/2007/008) duly signed and dated by the legal representative of the applicant organisation.	
Print-out of the duly completed and electronically submitted online Application form.	
Original of the Declaration on honour on compliance with Articles 93 and 94 of the Financial Regulation (see part E.1 of the Application form), duly filled in and signed by the legal representative.	
Original of the Legal entity form (see part E.2 of the Application form), duly filled in and signed.	
This Legal entity form should be returned together with: - a copy of any official document (e.g. official gazette, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the national authorities; - or a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.	
Original of the Financial identification form (see part E.3 of the Application form) is to be signed and stamped by the bank and dated and signed by the applicant. The Financial identification form must correspond to the Legal entity form (see above).	
Detailed CVs (educational and professional qualifications) and job specification of the proposed project manager/coordinator and of persons who will perform the main tasks.	
Declaration of the project manager/coordinator certifying the competence of the team to carry out the required tasks.	
Original signed Letter of intent/commitment from the applicant organisation stating the precise amount of its contribution in cash to the project budget (see model letter in part F.2 of the Application form).	
Signed Letters of intent/commitment from all partners , including the precise amount of their contribution in cash to the project budget, where applicable (see model letter in part F.2 of the Application form).	
Where applicable, signed Letters from third parties stating the precise amount of their contribution in cash to the project budget (see model letter in part F.2 of the Application form).	
The proof of turnover in the last financial year at least equivalent to 100% of the grant requested (<i>not necessary for public bodies</i>).	
A list of the main projects carried out in the last three years relating to the objective of the call. In the case of work done for the Commission, applicants must also indicate the reference number of the contract and the department for which the contract was performed.	
Description of the nature of partnership with public authorities or agencies (not necessary for public bodies).	

Annex	Check
Others any additional/optional annexes which you may wish to add, e.g. if you wish to provide longer answers to the questions concerning your project under heading B of the	
online application.	

III. Reporting and publicity requirements

As mentioned in section 1.2, a final report together with a final financial statement for the project must be submitted under the terms of the grand agreement. They must be submitted to the Commission no later than three months after the end of the agreed implementation period for the project, unless otherwise stated in the grant agreement.

These documents must include both income and expenditure set out in the same way as in the budget estimate, reports on the project, a list of participants with the original signatures of participants, and details of all products developed for the project itself or as a result of the project, in the various languages provided for in the project. The balance of the grant will not be paid, and sums already received will have to be paid back, if any of these items is missing.

The final report must be drafted either in English, French or German and should at a minimum answer the following questions:

- How was the project carried out (project activities, results, methodology)?
- How did the project met its objectives and the objectives of the call? What is the value added of the project?
- How were the project outcomes disseminated?
- What lessons could be drawn from the project? Are there any plans to follow up the project?

An electronic version of the final report should also be provided on a CD-ROM.

Should the final report be deemed to be inadequate and of low quality, the Commission reserves the right to request additional information within 60 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

Supporting documents must be kept for a period of five years from the date of final payment for the purposes of any on-the-spot inspections.

The name and address of each beneficiary, the subject of the grant, the grand amount and the rate of funding will be published on the Internet site of the Commission.

As a matter of principle, with a view to favouring appropriate monitoring and valorisation by the European Commission of all results obtained and outputs delivered under PROGRESS programme, the Beneficiary will be required to provide for each of the activities co-financed under the present Call:

- Presentation of the key points in <u>one page. Key points should be concise, sharp and easily understandable. They shall be provided in English, French and German. Other Community languages would be welcome even if not compulsory.</u>
- An executive summary in 5/6 pages and in English, French and German.

In accordance with the General conditions, the Beneficiary is under the obligation to acknowledge that the present action has received funding from the European Community in all documents and media produced, in particular final delivered outputs, related reports, brochures, press releases, videos, software, etc, including at conferences or seminars. In the context of PROGRESS, the following formulation shall be used:

"This (publication, conference, training session) is supported by the European Community Programme for Employment and Social Solidarity (2007-2013). This programme was established to financially support the implementation of the objectives of the European Union in the employment and social affairs area, as set out in the Social Agenda, and thereby contribute to the achievement of the Lisbon Strategy goals in these fields.

The seven-year Programme targets all stakeholders who can help shape the development of appropriate and effective employment and social legislation and policies, across the EU-27, EFTA and EU candidate and pre-candidate countries.

The Programme has six general objectives. These are:

- (1) to improve the knowledge and understanding of the situation prevailing in the Member States (and in other participating countries) through analysis, evaluation and close monitoring of policies;
- (2) to support the development of statistical tools and methods and common indicators, where appropriate broken down by gender and age group, in the areas covered by the programme;
- (3) to support and monitor the implementation of Community law, where applicable, and policy objectives in the Member States, and assess their effectiveness and impact;
- (4) to promote networking, mutual learning, identification and dissemination of good practice and innovative approaches at EU level;
- (5) to enhance the awareness of the stakeholders and the general public about the EU policies and objectives pursued under each of the policy sections;
- (6) to boost the capacity of key EU networks to promote, support and further develop EU policies and objectives, where applicable.

For more information see:

http://ec.europa.eu/employment_social/progress/index_en.html"

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

With regard to publication and any communication plan linked to the present action, the Beneficiary will insert the European Union logo, and any other logo developed for the employment and social solidarity fields.

Furthermore, the Beneficiary will be required to detail in its activity report accompanying the request for the final instalment the steps and achievements it made towards meeting the requirements concerning equal opportunities, as stipulated in section 8 of the text of the Call.