



Preparatory action Your first EURES job

Call for proposals No. VP/2013/014

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In view of the large number of enquiries, please do not telephone.
Questions should be sent by email only to:

empl-vp-2013-014@ec.europa.eu

This text is available in English, French and German. The English version is the original.

To ensure a rapid response to requests for information, applicants are invited to send their queries in English or French, where possible.

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1. Introduction

The effects of the economic crisis across Europe based on the latest available data¹ show a persistent deterioration of the situation of certain vulnerable groups, and of young people in particular. Youth unemployment in the EU has reached a new peak: around 23,5% of active young people were jobless in April 2013. This is a major cause for concern as around 5.6 million young people are unemployed today, with indicators reaching extremes in the periphery zone of the European Union.

Nearly a quarter of economically active young people in Europe are unemployed. Employment decline is stronger in the Euro area, in southern countries in particular. Rising inactivity mirrors the decrease in youth employment, particularly severe for less-educated young workers.

The Commission is addressing the challenges of facing the recovery of the EU in its Europe 2020 strategy². Young people are a priority target group for which several policy measures and initiatives are being developed. The flagship initiative 'Youth on the Move'³, the Youth Opportunities Initiative⁴ and more recently the Youth Employment Package⁵ set out key actions to foster transitions and enhanced youth participation in the labour market.

One of these actions is the preparatory action '**Your first EURES job**', approved by the European Parliament and the Council following a proposal by the European Commission. It remains one of key tools set out in the recent communication 'Working together for Europe's young people'⁶.

'**Your first EURES job**' is a small scale, targeted labour mobility scheme that was launched in 2012. The Youth Opportunities Initiative announced the scheme as an instrument to help 5 000 young people find a work placement in other EU countries until 2014.

Looking for a work placement (as a jobseeker, job changer,) or for workforce (as an employer) in another Member State should become as easy as searching in one's own country. '**Your first EURES job**' is a customised work placement tool focusing on young people aged between 18-30 and businesses or other organisations (SMEs⁷ in particular). It aims to help young people to find a work placement in any Member State and employers to recruit from outside their home country, through the provision of information, recruitment, job matching and financial support⁸.

Besides contributing to workers' freedom of movement within the EU, the scheme aims at being a labour market-intervention tool to help fill bottleneck vacancies in response to labour demand and economic needs and address labour mobility obstacles.

¹ EU Employment and Social Situation, Quarterly Review, June 2013,

<http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=1923&furtherNews=yes>

² COM(2010)2020 of 3.03.2010, 'Europe 2020: a strategy for smart, sustainable and inclusive growth'

³ COM(2010)477 final

⁴ COM(2011)933 final

⁵ COM(2012)173

⁶ COM(2013)447final

⁷ SMES = Small and Medium-sized Enterprises

⁸ Without prejudice to the application of transitional measures by some Member States to workers from Romania, Bulgaria and Croatia.

The provision of services under the scheme is ensured by employment services and other organisations providing labour market related services. A first wave of projects with 18 month duration started being implemented in 2012 by four EU employment services, selected under the framework of the 2011 call for proposals VP/2011/006. A second wave started in the second quarter of 2013: five new granted projects with 12 month duration under the framework of the call for proposals VP/2012/006. The present call for proposals is aimed at selecting and financing a third and final wave of projects of the preparatory action. For more information on the action and current service providers, please consult the website: <http://ec.europa.eu/social/yourfirsteuresjob>

2. Policy and economic drivers to foster youth employment in Europe

Youth unemployment remains critical in the EU. It ranges from below 15% in Austria, Denmark, Germany, Malta and the Netherlands, to more than 55% in Greece and Spain. Moreover, the number of young people who are neither in employment nor in education or training (NEET) account now for around 8.1 million under the age of 25. Young people across the EU find themselves more than twice as likely to be unemployed than adults. One in five young people in the labour market cannot find a job. The young generation is thus at risk of long-term unemployment and prolonged inactivity.

This applies not only to low skilled young people who left school too early, but more and more, it affects third-level graduates who cannot find a first job, both young women and men. Those who have a job often find themselves in a segmented labour market as most are on temporary contracts.

2.1. EU policy action

The Europe 2020 strategy is aimed at contributing to develop a sustainable and competitive economy based on knowledge and innovation fostering high employment and social inclusion. EU policies and instruments should contribute to achieving the target of a 75% employment rate for women and men aged between 20 and 64. Youth employment in particular is an EU policy priority enshrined in the Europe 2020 strategy as mentioned above.

The Employment Guidelines⁹ which are part of the Europe 2020 strategy highlight, among other objectives, the need to foster policies promoting labour mobility, and in particular the removal of barriers to the occupational and geographical mobility of workers.

More recently the Youth Employment Package¹⁰ recommends Member States to introduce a *Youth Guarantee* to ensure that all young people up to age 25 receive a quality offer of a job, continued education, an apprenticeship or a traineeship within four months of leaving formal education or becoming unemployed. The Council of Ministers reached political agreement on this Recommendation on 28 February 2013.

⁹ COM(2010)193 final of 27.04.2010

¹⁰ COM(2012)727 final of 5.12.2012

In parallel, action is being taken to reform the vocational training systems in Europe for young people. In this respect, a *European Alliance for Apprenticeships*¹¹ was launched in July 2013 with a view to improve the quality and supply of apprenticeships across Europe. A proposal for a European Quality Framework for Traineeships will also be tabled in 2013 to make sure that traineeships on offer in the Member States satisfy minimum quality standards.

The Commission has proposed to revise the regulations on structural funds in order to allow quick implementation of the Youth Employment Initiative¹² proposed by the 2013 February European Council with a budget of EUR 6 billion over seven years, namely to reinforce and accelerate the delivery of youth-oriented activities supported by ESF funding.

'**Your first EURES job**' is being tested but the first indicators are positive insofar as it is perceived as a meaningful tool to enhance youth labour mobility conditions and placement results. Against this background, the common approach at the highest EU policy level has been that *"new efforts will be made to promote the mobility of young jobseekers, including by strengthening 'Your first EURES job'"*¹³.

2.2. Labour mobility

Labour mobility is a strategic tool in addressing economic and social challenges and a potential trigger of economic growth. It includes all forms of job mobility, whether *occupational* (within the job, from job-to-job) or *geographical* (between regions or countries). In the case of geographical mobility, the freedom of movement for workers in the European Union is a right enshrined in the Treaty on the Functioning of the European Union (Art.45) and further regulated by specific EU legislation¹⁴. Geographical mobility in particular can contribute to improving the allocation of resources and serves as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with sudden shocks.

Limited geographic mobility has been identified in the **2012 Annual Growth Survey** as one of the reasons for the structural mismatch between labour supply and demand, hindering recovery and long-term growth. According to the EU-Labour force survey only 3.1% of the EU working citizens (15-64) live in a Member State different from the one of their nationality which is clearly not enough for a dynamic labour market with European dimensions. All the more so, when considering that the European free movement space has, since 1 May 2011, been considerably enlarged from 15 to 25 Member States and is currently expanding further with the accession of a new Member State - Croatia.

¹¹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1036&newsId=1934&furtherNews=yes>

¹² COM(2013)144 final of 12.03.2013

¹³ European Council 27-28.06.2013, EUCO 104/2/13

¹⁴ Regulation (EU) N° 492/2011 of the European Parliament and of the Council, 5.04.2011 on *Freedom of movement for workers within the Union*, OJ L 141, 27.05.2011, p.1, and Directive 2004/38/EC of the European Parliament and of the Council, 29.04.2004 on *The right of citizens of the Union and their family members to move and reside freely within the territory of the Member States*, OJ L 158, 30.04.2004, p.77

2.3. Relevance of labour mobility for young people and businesses

Young people

One of the target groups with the highest propensity to become mobile are young people (knowledge of languages, appeal of innovative work experiences, no family responsibilities, etc.). Working in another Member State and living in a different cultural environment can be particularly attractive for gaining new skills and competences. A job, traineeship or apprenticeship abroad can improve young people's language skills and help them be more self-confident and adaptable. Young mobile workers can also be a precious source of innovation in enterprises, more flexible for mobility and often more positive towards change. Despite high unemployment rates for young people, about half of all job-finders in the EU are aged between 18 and 29. This fact shows that this target group is responsible for a significant part of the movements in the labour market.

Yet there are still many obstacles hindering free movement in practice. Young people are often willing to work abroad but do not take up work opportunities in other countries either because they are not aware of them or because of the costs and insecurity of moving abroad. A 2011 European survey¹⁵ has shown that 53% of young people in Europe were willing or keen to work in another Member State, but a lack of cash discourages many of them from taking a first step towards this. Of those who said they had wanted to go abroad, 33% said they could not afford it; nearly two-thirds (63%) of those who did had to rely on private funding or savings.

Businesses

As far as businesses are concerned, successful job matching in the labour market depends also on labour demand and on job or work-based training openings made available by employers. SMEs provide a vital contribution to the European economy, being responsible for more than two thirds of the total employment in the private sectors and represent 85% of net new jobs in the EU created between 2002 and 2010¹⁶. However, even in the case of vacancy bottlenecks, SMEs do not usually employ staff from abroad and so often lack the necessary support and training services to integrate workers from other Member States. Obstacles related to the costs of hiring abroad, e.g. relocation or training costs mostly affect smaller companies. Assistance schemes are often cost-intensive and rarely implemented by SMEs. According to employers, intra-EU mobility is primarily hampered by language and socio-cultural issues and language courses are seldom made available¹⁷. In this respect, businesses with workforces that lack language and communication skills can end up counting the cost of missed opportunities. In a Commission survey of nearly 2000 EU businesses, 11% of respondents had lost a contract as a result of lack of language skills, costing them up to €50 million in total¹⁸.

¹⁵ Flash Eurobarometer on Youth on the Move (n° 319 A + B), May 2011

¹⁶ SME Performance Review, Jan 2012

¹⁷ Study 'Innovative actions to provide good company practice on worker mobility for SMES and PES', KMU Forschung, 2008

¹⁸ ELAN: effects on the European economy of shortages of foreign language skills in enterprise, 2006
http://ec.europa.eu/languages/languages-mean-business/files/elan-full-report_en.pdf

3. The preparatory action 'Your first EURES job'

3.1. Legal and operational framework

The preparatory action will be implemented within the meaning of Article 54(2) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation No 1605/2002 (OJ L 298, 26.10.2012).

'Your first EURES job' respects the principle of subsidiarity because its objectives cannot be sufficiently achieved by the Member States, either at the national level, or at regional or local level. Because of the scale and effects of the proposed preparatory action these objectives can better be achieved at Union level.

The preparatory action will be implemented by employment services and other organisations providing labour market related services. A total budget of EUR 5 million has been earmarked by the EU budgetary authority for the year 2013 (budget line 04 03 13). This budget line is aimed at financing the third year of 'Your first EURES job' activities, **using for the first time the possibility to extend support measures to trainees and apprentices** in line with the Recommendation by the European Council of 28-29 June 2012¹⁹.

The 'Your first EURES job' operational framework and implementing guidelines are laid down in the enclosed Guide which is an integral part of this call for proposals. Applicant organisations are invited to read the document carefully.

3.2. Objectives

'Your first EURES job' objectives for 2013 are the following:

- to provide young people with access not only to jobs in other EU countries but to facilitate also the matching and placement for apprentices and trainees as a critical element to help transition from school of education to work;
- to contribute to fill bottleneck vacancies with available youth workforce at EU level
- to foster workers' freedom of movement as set out in the Treaty on the Functioning of the European Union (TFEU, Art. 45)

The purpose of 'Your first EURES job' is not to encourage brain-drains or limit the number of vacancies for national jobless people, but rather to provide young people with more job and work-based training opportunities and employers with a gateway to find abroad the skills lacking in their respective national labour markets.

The Commission is currently evaluating the scheme to take informed decisions on its future beyond 2014. The Treaty on the Functioning of the European Union (TFEU, Art 47) sets out as follows: '*Member States shall, within the framework of a joint programme, encourage the exchange of young workers*'. The testing phase is crucial to draw lessons before being implemented, if successful, on a wider scale.

¹⁹ "Compact for Growth and Jobs", § 3, point (I)

The future 2014-2020 EU Programme for Employment and Social Innovation (EaSI)²⁰ is deemed to support the implementation of *'targeted mobility schemes'* focusing on sectors and occupations with skills shortages or target groups like young people, of which **'Your first EURES job'** is a pilot.

3.3. Added value of "Your first EURES job"

Workers' mobility across the European Economic Area is supported with the EURES network²¹. Labour market data show that even in these times of economic downturn, Europe has shortages and surpluses of skilled labour, i.e. there are many job vacancies that remain unfilled due to the lack of a suitable work force²².

With a view to enhance EURES potential as a job-matching and job placement tool and bring the network up to speed with the challenges posed by the post-crisis labour market situation, EURES is undergoing a reform. In this respect, a new EURES Decision²³ has been adopted in November 2012 defining the new EURES objectives, scope and governance and will be in force from January 2014.

The goal for **'Your first EURES job'** to place 5 000 young people in jobs or work-based trainings across the Member States until 2014 as laid down in the Youth Opportunities Initiative may seem modest when compared with the staggering youth unemployment rates in the European Union. **The added value** of the scheme can be summarized as follows:

- a) It is a small-size experimentation action to test the effectiveness of an innovative customised job mobility scheme combined with financial support to help young people find a work placement in other Member States.
- b) It has a broad scope as from 2013 by dealing not only with jobs but also with internships and apprenticeships. It aims to play a complementarity role with other EU educational programmes fostering young people's employability²⁴. Work-based trainings can be a relevant 'stepping stone' for sustainable youth employment (e.g. Germany, Austria) by facilitating more rapid transitions from school to work amongst apprentices and trainees.
- c) It has the potential to become a key element of any national Youth Guarantee scheme, by providing young people with access to more work opportunities across borders;
- d) It respects fair mobility insofar as placements need to be enshrined in a legally binding work relationship, clearly stating the rights and obligations of the young worker, trainee or apprentice.

²⁰ <http://ec.europa.eu/social/main.jsp?langId=en&catId=89&newsId=1093&furtherNews=yes>

²¹ Further info on EURES at <http://eures.europa.eu>

²² European Vacancy Monitor and European Job Mobility Bulletin,
<http://ec.europa.eu/social/main.jsp?catId=955&langId=en>

²³ COM Decision 2012/733/EU

²⁴ http://ec.europa.eu/education/lifelong-learning-programme/doc78_en.htm,

http://eacea.ec.europa.eu/youth/index_en.php; <http://www.erasmus-entrepreneurs.eu>

4. Purpose of this call for proposals

The present call for proposals is the third launched at EU level in the framework of the preparatory action '**Your first EURES job**'.

It is aimed at selecting and financing the provision of services by public, private or third sector employment organisations with a legal profit or non-profit status.

The objective is also to extend the pool of labour market organisations operating under the '**Your first EURES job**' preparatory action.

The services can be at national, regional or local level. Lead applicant organisations can, for example, be public employment services, recruitment and temporary work agencies, career centres, employment services of municipalities or other labour market organisations with a broad range of client and job or work-based placement services. The third sector employment services refer mainly to non-profit and non-governmental organisations active in the provision of employment and/or work integration services.

The eligibility criteria applicable to both **lead applicants** and **co-applicants** to this call are specified in section 7.2 below.

Interested organisations may submit a proposal exploring one or both of the following dimensions:

- **Job placements** (consisting in the provision of information, recruitment, job matching and job placement services)
- **Traineeship and/or apprenticeship placements** (consisting in the provision of information, recruitment, work-based training placement and possibly mentoring services).

The Evaluation Committee will give due attention and priority to the specific quality of each project proposal irrespective of its scope, i.e. proposals choosing for both thematic dimensions will not have a competitive advantage.

4.1. Expected results

Selected projects in the framework of this call for proposals should support and finance the following groups:

- young people (aged 18-30) willing to find a job, traineeship or apprenticeship and move to another Member State;
- employers and SMEs in particular when these provide an integration programme for their newly-recruited young mobile workers, trainees or apprentices.

The present call for proposals can finance between six to ten projects. The expected **result** is the work placement²⁵ of **at least 1500 young people in Member**

²⁵ Filling of a vacancy (job, traineeship or apprenticeship) from the perspective of the sending country

States²⁶, other than their country of residence throughout the duration of selected projects.

Granted projects should be able to ensure the highest possible number of quality work placements. Applicants **should indicate in their proposal the number of actual placements, be those jobs and/or traineeships and/or apprenticeships that they expect to support with their project** (see section 6, *Impact of the proposal*).

4.2. Geographical scope

The preparatory action should apply to young people and businesses (SMEs in particular) throughout the Union, according to identified labour market needs. Recruitment and work placement activities may focus on inward and outward mobility, depending on national labour demand and supply opportunities.

Proposals submitted by applicant organisations should have a meaningful European dimension, i.e. customer-oriented information as well as the recruitment, matching and work placement services to be provided by each project should cover **at least three Member States**. This can, for example, be accomplished by:

- using the applicant organisations' network of agencies or branches;
- or working in partnership with other EU networks in relation to the objectives of this call and where applicant organisations may already participate (e.g. in the EURES network);
- or working with other EU labour market stakeholders;
- or by using combinations of the above.

Whenever possible, information should be provided in the languages of the countries concerned. Applicant organisations should also be ready to provide information and support to nationals from other EU Member States with no services or other facilities involved in this preparatory action.

4.3. Participation: type of beneficiaries and related grant agreements

Applicants to this call cannot be natural persons (individuals), but must be legal persons (organisations). The criteria applicable to eligible organisations are specified in section 7.2 below.

Before 1 January 2013, granted activities were implemented by one project promoter possibly supported by "*partners*". These "*partners*" were joining the applicant/beneficiary to implement the action, engaging costs (staff, services, etc.) and even sometimes contributing financially towards the budget. This concept of "*partner*" disappears as from 2013.

A proposal can be submitted by one single applicant (if selected, a **mono-beneficiary agreement** will be signed) or by a consortium of several applicants (if selected, a **multi-beneficiary agreement** will be signed)²⁷.

²⁶ The cost per placement may vary according to recruitment needs. The average cost has been estimated at ca. EUR 3300 per work placement

In the case of a mono-beneficiary agreement, the applicant – which can be a stand-alone organisation - bears full operational, legal and financial responsibility for the action. A stand-alone applicant must justify how it will be able to implement the action and fulfil the requirements of the call. Other organisations may participate in mono-beneficiary actions as "affiliated entities", "associate organisations" or "third parties".

In the case of multi-beneficiary agreements, there is an applicant acting with 'co-applicants' (consortium). Applicant and co-applicants bear joint and severally operational and legal responsibility and **share financial responsibility** as well. The application must be submitted by one single *lead-applicant* organisation which has received a written mandate from the other *co-applicants* (see section 14, check-list, point 14). This organisation will sign the grant agreement with the Commission, receive and manage the grant and be responsible for implementation and reporting on progress of the overall preparatory action. It will also ensure monitoring and evaluation of the project activities. In the case of a consortium, the Commission will deal only with the lead-applicant organisation, also called "*the coordinator*".

Other organisations may participate in multi-beneficiary actions as "affiliated entities" (affiliated either to the lead applicant or to one of the co-applicants), "associate organisations" and "third parties".

The rules specifying the categories of entities eligible to apply to this call for proposals and corresponding contractual responsibilities are set out in section 2 of the "Financial Guidelines for Applicants".

4.4. Role of applicants and other organisations

Applicants to this call should act as work placement brokers, i.e. provide intermediation services covering jobs and/or, traineeships and/or apprenticeships. They should have the necessary infrastructure, resources and tools and be experienced in EU transnational labour mobility activities – notably inward and outward workforce flows. The required tasks and resources are detailed in the 'Implementing Guide' attached to this call for proposals (section 3.5).

In the case of a consortium, **the lead applicant should ensure that the project covers the overall activities set out in the 'Your first EURES job' Implementing Guide whereas co-applicants may provide specific services only.**

Applicant organisations (**lead applicants**) should be able to provide **information, recruitment, matching and placement services**. They should also be able to provide timely financial support to young mobile applicants and SMEs as defined in the 'Your first EURES job' Implementing Guide. **Co-applicants** may provide similar services and/or other complementary **employment-oriented services** as defined in section 7.2 below. Labour market studies are excluded (subject to subcontracting).

Depending on the scope of the action, other participant organisations (i.e. organisations which are not applicants, co-applicants or affiliated entities: associates) can be employment services or any other type of organisations or services whose contribution may be necessary to the accomplishment of the objectives of the call.

²⁷ Grant agreement models are provided with this call

Those organisations can be involved in the action at different levels **but their costs will not be eligible**. Their expertise may contribute to enhance the quality and diversity of the service package offered to both employers, jobseekers, trainee and apprentice candidates. The nature and scope of the activities under their responsibility needs nevertheless to be specified in a letter of commitment²⁸.

4.5. Work organisation and follow up

The grant agreement to be set up between the Commission and the selected applicant organisations will be managed by Unit C.3 'Skills, Mobility and Employment Services ' within the Directorate-General for Employment, Social Affairs & Inclusion (DG EMPL) of the European Commission which is responsible for the overall implementation of the preparatory action. The Unit will nominate a project manager, whose contact details will be provided to the selected organisations.

DG EMPL has set up a Steering Group for '**Your first EURES job**' in the framework of the 2011 and 2012 calls for proposals. It is composed of representatives of the European Commission and representatives of the selected projects. The Steering Group will meet on a regular basis as from the date of signature of the grant agreement.

It is planned to hold about three meetings in Brussels in the course of the life span of the selected projects (one meeting every four months on average). The purpose is to provide guidance, co-ordinate, monitor and ensure the necessary quality standards of '**Your first EURES job**' service provision at European level. The group is responsible for examining progress results and key success and failure factors. Each project should be represented by the respective co-ordinator. The meetings will also provide the opportunity to exchange good practices and enhance team-building, networking and mutual learning.

5. Specific project management costs

Applicants should include the following **mandatory** categories of expenditure in the budget proposals:

5.1. Travel and subsistence costs

The costs for participation in the Steering Group meetings (maximum two participants) needs to be budgeted under travel and subsistence costs, included in the budget proposal of the applicant organisations.

Applicant organisations must also include an estimate of budget needs covering:

a) participation in communication or large public events at European level – around three events, e.g. Job Mobility Conference in Brussels, and

²⁸ For further information, please see section 3 of the "Financial Guidelines for Applicants" and section 8.2 hereinafter

b) other staff travel and subsistence needs required by their action, for instance, for national visits or working groups with co-applicants in other countries.

The budgeted travel and subsistence costs should refer exclusively to the project staff team listed in the action proposal and budget.

5.2. 'Your first EURES job' online information

Applicant organisations must include an estimate of costs to create a dedicated '**Your first EURES job**' website or at least a webpage, as specified in section 3.4.2.1 of the Implementing Guide. This requirement is mandatory for the **lead applicant** (it is optional for co-applicants).

The project costs hereunder are **optional**:

5.3. Other project costs

According to the project needs, applicants may also consider budget entries to cover the costs of videoconference interviews for pre-selected candidates as well as of print-outs of publications and/or translations of other information material (please see sections 3.4.2 and 4.2.2.3 of the Implementing Guide).

6. Outline for the presentation of project proposals

Your project proposal must be named 'Your first EURES job' (mandatory).

Proposals must be submitted using application forms which are automatically produced via the SWIM submission tool (see practical details in section 13 below). While some information must be supplied via the SWIM application, other forms may need to be completed and attached, usually either administrative documents or free format text descriptions (see section 14 below for a checklist of the documents needed for a complete application).

Two important SWIM annexes (section E of the SWIM application) are the '**description of the action**' and the '**work-plan**' of the project proposed. These two documents are aimed at providing complementary details on information already specified in the SWIM application and will be used to assess the proposal in accordance with the criteria laid down in the sections hereunder.

It is strongly recommended that the applicant organisations develop the information in their project proposal according to the following structure:

a) Description of the action (see section 14, check-list, point 18).

In relation to the 'Award criteria' detailed in section 9 below, the **description of the action** should provide information on 'the relevance of the proposal to the call objectives', 'the impact of the proposal' and the 'visibility of the action'. Below is a list of **mandatory items** covering those criteria:

Relevance of the proposal

- i. The proposal should demonstrate the applicant's **understanding** of the overall objectives of the call.
- ii. The proposal should also outline the specific **objectives of the action** to achieve the expected number of work placements (jobs and /or traineeships and/or apprenticeships) and to get employers involved. It should briefly outline the nature of the service provision (further details in the work-plan).
- iii. The description should list **who the participating organisations in the action are (in whatever capacity) and from which countries**. It should also provide details on their role and relevance for the proposal.
- iv. Information on the applicant organisation's intention to cooperate with members of the EURES network or stakeholders other than co-applicants or associates over the lifecycle of the project (i.e. organisations not involved in the implementation of the action) is also deemed necessary.
- v. Having regard to the **scope of the action**, the proposal should provide details on the following:
 - a) the **geographical dimension** of the project, i.e. the countries involved in the project and the type of services provided in those countries;
 - b) the **mobility flows** to be supported by the project, i.e. inward and/or outward mobility. The option(s) should be justified;
 - c) the strategy on **bottleneck vacancies and/or work-based training offers**, i.e. identify labour bottleneck sectors or other sectors in which job and/or work-based training recruitments will be given priority and a justification of the chosen sectors;
 - d) the understanding of the **target groups** to be covered by the project. Provide details and a justification if specific youth and/or business groups are to be given priority;
 - e) the measures to ensure **fair mobility** and the **minimum quality and contractual standards of jobs, traineeships and apprenticeships** in accordance with the requirements set out in section 3.2 of the Implementing Guide.

Impact of the proposal

- i. The description should demonstrate how the proposal is likely to have a **tangible impact** on the target groups.
- ii. It should also specify **the expected number of work placements to be supported by the project** and its contribution to the objective of the call to place at least 1 500 young people in employment in other Member States. The estimate should be justified.
- iii. The proposal should explain what the **project strategy for reaching out to target groups** will be, i.e. how to mobilise/involve customers and address their needs. The role of co-applicants in this process should also be emphasized.

- iv. If the applicant (lead and co-applicants) are involved in other European actions e.g. in EURES or other programmes, there should be an explanation of **how the project can capitalise on existing resources** to boost the success of 'Your first EURES job'.

Visibility of the action

- i. The description should give details of the **proposed information and communication plan** (including the publicity and dissemination aspects) as well as the relevant role of the lead applicant organisation, co-applicants and other participating organisations. It should also include an outline of the content of the mandatory **'Your first EURES job' website or webpage**, along the lines of sections 3.4 and 3.5 of the Implementing Guide.
- ii. The description should also provide details on the measures to be taken at all times, by both the lead applicant organisation and the co-applicants and through different channels, to ensure the **provision of up-to-date and quality information** to target groups as well as the adequate **management of customers' expectations**.
- iii. The text should briefly confirm the applicant organisation's acceptance to **publicise the Union involvement and responsibility** for the preparatory action in their communication activities.

b) Work-plan of the project, timetable and budget estimate breakdown (see section 14, checklist, point 19).

In relation to the 'Award criteria', as detailed in section 9 below, this document will provide information on both the 'quality of the proposal' and the 'cost/efficiency of the operation'. The document should provide a description of the following mandatory items:

Quality of the proposal

- i. The applicant organisation's capacity to ensure the required **standards of employment service provision** (see section 3.5 of the Implementing Guide) as well as the overall **project methodology to implement the rules of the scheme**.
- ii. **Main tasks, responsibilities, resources and management tools** of the applicant organisation or consortium.
- iii. The **consistency of the consortium**, if any, and the **interaction and complementarities among co-applicants or, if applicable, other participating organisations**. The co-applicants' roles and/or other participating organisations' tasks and contribution to the project should also be clearly indicated in the work plan.
- iv. **The activities which will be outsourced**, the reasons and the measures to ensure compliance with the call requirements.

- v. The methods and procedures to secure effective and **prompt payments to target groups and monitoring of expenditure**.
- vi. The procedures to ensure adequate **quality control** of activities and outputs. The description should also outline the risks that might be encountered during the implementation of the project and the corresponding corrective or mitigating measures.
- vii. The measures to ensure adequate **monitoring and evaluation** of activities.
- viii. The planned **timetable** for activities.

Cost/efficiency of the operation

- i. The degree to which the proposed budget is **proportional** to the project objectives and expected outcomes;
- ii. The extent to which the **proposed expenditure is in line** with the action implementation needs;
- iii. The criteria for the overall **breakdown of the budget** in accordance with the specifications of section 10 below. Applicants must earmark sufficient credits to cover all financial incentives for target groups, including preparatory training. Only mentoring support for trainees and apprentices is not mandatory (a project may provide this service or not)²⁹.

Sections 7 to 9 below outline the criteria that will be used to evaluate proposals submitted to this call. Each proposal received will be processed as follows:

- first, its non-exclusion and eligibility will be checked using criteria from section 7 below;
- second, if eligible, selection will be checked against the criteria in section 8 below, and
- third, if the selection criteria are met, the proposal will be assessed comparatively with the other proposals and in accordance with the award criteria described in section 9 below.

7. Exclusion and eligibility criteria

7.1. Exclusion

Applicant organisations must be in conformity with Articles 106(1) and 107(1) and 109(2) of the Financial Regulation (see section 14, check-list, point 3)³⁰.

²⁹ For further information, please consult the Implementing Guide, sections 4 to 6.

³⁰ The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to

7.2. Eligible organisations

To be eligible, applicant organisations

- must be legally established in one of the 28 Member States;
- lead applicants must be public, private³¹ or third sector organisations with a legal profit or non-profit status; They have as their main mission the provision of general employment services to jobseekers, job changers, trainee or apprentice candidates and employers covering a variety of occupations and jobs or work-based trainings in different economic sectors;
- co-applicants may have the same mission as lead applicants, or may provide complementary customer-oriented services such as information, training, career guidance, outplacement, mentoring, integration support or equivalent;
- shall give their projects a meaningful EU dimension by ensuring the provision of customer-oriented information and services in at least 3 different EU Member States.

7.3. Eligible proposals

To be eligible, proposals must:

- be fully carried out in the Member States of the European Union;
- comply with the European Union's rules for co-financing and guarantee a cash co-financing of **5%** of the total eligible costs;
- demonstrate that the proposed activities are not being financed twice from two different sources within the EU budget (particularly in cases where applicants are already participating in other EU programmes (see section 14, check-list, point 10));
- be submitted as specified and by the deadline indicated in the call (sections 12 and 13);
- be complete and include all the documents indicated in the enclosed check-list (section 14).

Proposals which do not comply with the above criteria are not eligible and will be rejected.

8. Selection criteria

Only organisations with the necessary financial and operational capacity may be awarded a grant.

activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

³¹ In accordance with interpretation of cases C-41/90 and C-55/96

8.1. Financial capacity

The applicant (lead and co-applicants) must have the financial and operational capacity to complete the activity for which funding is requested. The applicant (lead and co-applicants) must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary.

The financial capacity of the applicant (lead and co-applicants) must be confirmed by the submission in the proposal of the following items:

- declaration on honour (includes financial capacity to carry out the activity) (see section 14, check-list, point 3);
- proof of turnover in the last financial year of at least the equivalent of 100% of the grant requested (see section 14, check-list, point 15);
- annual balance sheets and profit and loss accounts available from the last financial year available, where publication of the balance sheets is required under company law in the country in which the applicant is established (see section 14, checklist, point 16).

The verification of financial capacity will not apply to public bodies.

8.2. Operational capacity

The applicant (lead and co-applicants) must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant (lead and co-applicants) must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The operational capacity of the applicant (lead and co-applicants) must be confirmed by the submission in the proposal of the following items:

- A list of the main projects carried out in the last three years relating to the objective of the call. In the case of grants by the European Commission, applicants must also indicate the reference number of the agreement and the department responsible for the grant(s) (see section 14, check-list, point 9);
- The CVs of the proposed project co-ordinator and the persons who will perform the main tasks, showing all their relevant professional experience (see section 14, check-list, point 11);
- A declaration by the project co-ordinator certifying the competence of the team to carry out the required tasks (see section 14, check-list, point 12);
- Letters of commitment: written confirmation from all participating organisations that they are willing to participate in the project with a brief description of their role and financial contribution, as applicable (see section 14, check-list, point 13);

Proposals which do not comply with the above selection criteria will be rejected.

9. Award criteria

The proposals which fulfil the eligibility and selection criteria will be assessed according to the award criteria and related key questions that follow:

➤ **Relevance of the proposal to the call objectives (max. 35 points)**

Particular attention will be paid to:

- The degree to which the proposal effectively meets the priorities and the objectives of the call.
- The nature of the consortium and/or of the cooperation with other stakeholders as well as its relevance for the proposal.
- The geographical dimension of the proposal, notably EU countries involved and the type of service provision in those countries.
- The mobility flows (inward/outward mobility) to be supported and the reasons underlying the option(s).
- The degree to which the problem of bottleneck vacancies and/or availability of work-based training opportunities is addressed.
- The degree to which young people and employers, SMEs in particular, are duly targeted by the proposal.
- The measures to ensure fair mobility and the minimum quality and contractual standards of jobs, traineeships and apprenticeships.

➤ **Quality of the proposal (max. 25 points)**

Particular attention will be paid to:

- Clarity, consistency and coherence of the proposed activities.
- The extent to which the methodology is adequate to ensure support services for the target groups.
- The detailed description of the tasks, responsibilities, resources and management tools of the applicant organisation (lead and co-applicants).
- In compliance with the call requirements, the activities that will be outsourced and reasons underpinning that decision
- The methods and procedures for securing effective and prompt financial support for target groups and monitoring of expenditure.
- The measures to ensure adequate quality control, monitoring, and evaluation of activities.
- The consistency of the planned timetable for activities.

➤ **Impact of the proposal (max. 20 points)**

Particular attention will be paid to:

- The extent to which the proposal is likely to have a tangible impact on the target groups.
- The extent to which the proposal is likely to contribute to the overall expected number of work placements (be them jobs or work-based training opportunities) of young people in other Member States.
- The outreach strategy and customer-oriented approach by the applicant organisation (lead and co-applicants) to mobilise the target groups.
- The degree to which applicant organisations and co-applicants managing other European actions e.g. EURES or other EU programmes can capitalise on existing resources to boost the success of the preparatory action.

➤ **Visibility of the action (max. 10 points)**

Particular attention will be paid to:

- The information and communication activities, including the plans for the creation of a dedicated website or webpage.
- Quality and update of information by the applicant organisation and co-applicants, including the efficiency of communication channels and the management of customers' expectations.
- Publicity of the EU support and responsibility for the action.

➤ **The cost / efficiency of the operation (max. 10 points)**

Particular attention will be paid to:

- The degree to which the level of output and impact of the project is proportional to the amount of the requested grant.
- Clarity and consistency of the estimated budget description.
- Coherence of the overall budget breakdown, notably the credits to finance target groups and the item "Other support measures".

With consideration to the budget available for this call for proposals, the proposals with the highest evaluation scores will be selected for award, **on condition that they reach at least 70 of the maximum 100 award points.**

10. Financial conditions

The total available budget for this call is **EUR 5 000 000**. The European Union's financial contribution will not exceed **95% of the total eligible costs** of the proposed activities. The European Commission reserves the right not to distribute all the funds available if the quality of the applications received does not warrant it.

The breakdown of the budget must respect a minimum percentage of support to third parties i.e. a minimum of **70%** of the total eligible costs will be aimed at direct support grants to young people and SMEs and financing "Other support measures by 'YfEj beneficiaries' (i.e. the preparatory training and mentoring support for recruited trainees and apprentices).

Consequently, the budget earmarked by the selected applicant organisations for the implementation of the action cannot amount to more than **30%** of the total eligible costs.

The Commission expects to finance **five to ten projects** (indicative). The maximum EU grant will be approximately EUR 1 million per project. Sources of co-financing can be public or private.

Applicant organisations should specify the requested amount for direct support to young people and SMEs as well as for preparatory training and mentoring under the heading 'Costs of services', item 'Other services' of their budget proposal in SWIM

(add four sub-items: *Financial support to young people*³²; *Financial support to SMEs*, *Preparatory training and Mentoring support for recruited trainees and apprentices*).

For further clarification, the **Financial Guidelines for Applicants** annexed to the present call for proposals provide more details for the applicants, especially guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible, and which are not. Please see also sections 4, 5 and 6 of the 'Implementing Guide'.

11. Starting date and duration of projects

The projects should in principle start the first day following the date when the last of the two parties signs the grant agreement ("the starting date of the action"). Any expenditure incurred before signature of the grant agreement is at the applicant's risk.

The duration of projects will be 12 months maximum.

12. Date for submission

The proposals must be submitted to the Commission electronically online **and** sent by post in two hard copies (one original and one copy) **no later than 10/12/2013**.

Proposals which do not respect the submission deadline will not be considered by the Evaluation Committee.

13. Practical details

13.1. Where can the application form be found?

Information related to this call for proposals is available from the following website: <http://ec.europa.eu/social/main.jsp?catId=630&langId=en>. Please check the website regularly for updates.

The compulsory on-line grant application form and the other requested annexes are electronic forms which must be completed using the Internet Web system 'SWIM' at the following internet address:

<https://webgate.ec.europa.eu/swim/displayWelcome.do>

³² Applicants must provide a breakdown of the different funding items for young people in the budget form i.e. specify the amount for financial support to interviews, the amount for language courses, the amount for supplementary relocation allowance, etc. and explain the underlying criteria in the work plan

This system allows the introduction, editing, validation, printing and submission of data in the grant application form. Before starting, please read carefully the SWIM 'User's guide', which you will find at the top of the page when you enter the SWIM application ('Help on SWIM').

Applicants are invited to fill in the application form and submit their project proposals preferably in **English, French or German**, in order to facilitate early completion of the evaluation process. Please note, however, that proposals in other EU Community languages will be accepted.

Once the application is submitted electronically, a printed copy must be signed by the legal representative of the (lead) applicant organisation and sent to the European Commission together with all the other documents specified in section 14. The application should be submitted as described below.

Please note that the electronic submission via SWIM must be completed before printing the final version of the application after which no further changes to the application will be possible.

13.2. Where to send the application?

Please send your cover letter and all the documents listed in the checklist (section 14), **as signed originals** together with **one copy of all these documents (in total: two sets of documents)**.

The hard copies must be sent to the addresses indicated below **by 10/12/2013** (their submission date will be taken to be the date of dispatch, as per the postmark or the express courier receipt date) either:

- a) by post to the following address:

European Commission
Employment, Social Affairs and Inclusion DG
Unit C.3- Skills, Mobility and Employment Services
Call for proposals VP/2013/014 – Preparatory action "Your first EURES job"
Archives-Courier service J27 0/115
B-1049 Brussels (Belgium)

- b) or by personal delivery (direct or through any authorised representative of the applicant, including private messenger service etc.) against a signed receipt from the Commission's central mail service to arrive by **16.00 on 10/12/2013** to the following address:

European Commission
Employment, Social Affairs and Inclusion DG
Unit C.3- Skills, Mobility and Employment Services
Call for proposals VP/2013/014 - Preparatory action "Your first EURES job"
Central Courier Service
Avenue du Bourget, 1
1140 Evere (Belgium)

Proof of delivery is a signed receipt from the Central Courier Service stamped with the date of the last day for submission or earlier. In case of hand-delivery, please keep the receipt as proof of submission, signed and dated by the official in the Commission's central mail department who takes delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and on Commission holidays. Please note that for security reasons, hand deliveries (including courier services) are not accepted in other Commission buildings.

Regarding the presentation of the application file, please follow the recommendations set out in section 14 below. As mentioned above, applications must be submitted electronically with the SWIM facility and by post in **two** hard copies (**one original and one identical copy**). Please make sure that the **completed application form and all accompanying original documents, dated and signed** are included in your surface mail posted by the closing date. **The applicant is requested to number the accompanying documents to be submitted with the application (please attach a ticked list as provided in section 14).**

Please note that the SWIM electronic form is available until midnight on the day of the submission deadline. As applicants must first submit the form electronically, and then print, sign and send it by post or hand delivery by the submission deadline, **it is the applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.**

Failure to submit the application by post and online by 10/12/2013 will render the grant application ineligible. Documents sent by post, by fax or by electronic mail, after the deadline mentioned above will not be considered for evaluation. Unsigned application forms, hand-written forms and those sent by fax or to any other address than those indicated above will not be considered eligible.

The information contained herein together with the '**Your first EURES job' Implementing Guide** and the **Financial Guidelines for Applicants** provides all the guidance required to submit an application. Please read these documents carefully before doing so, paying particular attention to the priorities that have been set for the call.

All enquiries must be made by e-mail only to :

empl-vp-2013-014@ec.europa.eu

- Please do not telephone -

13.3. Evaluation of proposals and notification of applicants

Applications will be examined by an Evaluation Committee. The entire evaluation procedure is expected to take around 5 months. The indicative timetable is as follows:

Action	Date or indicative period
Publication of the call	September 2013
Deadline for submitting applications	December 2013

Evaluation period	Until April 2014
Information to applicants and signature of grant agreements	From late April 2014
Starting date of action	May / June 2014

The Evaluation Committee will draw up a list of proposals recommended for funding.

The Commission may contact applicants in writing (usually by e-mail) during the procedure to request additional information. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to empl-VP-2013-014@ec.europa.eu

Rejected applications

The Commission will notify unsuccessful applicants in writing after the conclusion of the work by the Evaluation Committee. Requests concerning the progress of dossiers sent prior to the conclusion of this time period will not be answered.

Selected applications

Successful applicants will also be notified in writing. They will receive by separate mail two original copies of the grant agreement for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one copy to selected applicants when they have been signed by both parties.

The grant agreement may include changes made by the Commission – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

**More information on the
preparatory action 'Your first EURES job' at:
<http://ec.europa.eu/social/yourfirsteuresjob>
<http://eures.europa.eu>**

14. Checklist of required application documents

After submission of the application and its annexes **electronically via SWIM**, please send the documents listed hereinafter **in duplicate** (one original + one copy) before the deadline set out in section 12 above.

N.B: the electronic form must be submitted on-line via SWIM before you can print the final version. After electronic submission, no further changes can be made to the application.

Regarding the filling of the application file, it is recommended that the applicant:

- attach a ticked checklist as below to the application;
- follow the order of documents as listed in the checklist;
- print documents double-sided, where possible;
- use only double-hole folders (please do not bind or glue);
- submit the **originals** of any signed documents (from both the lead applicant organisation and the co-applicants)

	Document	Check
1	Free format: official cover letter of application , <u>original, duly signed and dated by the legal representative of the (lead) applicant organisation</u> . The letter should have the letterhead of the organisation, quote the reference of the proposal number to the call VP/2013/014/xxx (generated by the SWIM application) and specify the following: a) mission of the applicant organisation (lead applicant and co-applicants) i.e. the scope of their service provision; b) the European dimension of the proposal i.e. countries where the applicant organisation can ensure the provision of customer-oriented information and services.	<input type="checkbox"/>
2	Print-out of the online SWIM Application form (https://webgate.ec.europa.eu/swim) duly completed, <u>original</u> dated and <u>signed by the legal representative</u> of the (lead) applicant organisation. NOTE: the on-line form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>
3	Print-out of the SWIM Annex: Declaration on honour/declaration by the applicant (the lead applicant, each co-applicant and affiliated entity) attesting compliance with Articles 106(1), 107(1) to 109(2) of the Financial Regulation and financial and operational capacity, etc. duly filled in, <u>original</u> dated and <u>signed by the legal</u>	<input type="checkbox"/>

	Document	Check
	<u>representative</u> of the applicant organisation (<i>not necessary for public bodies</i>).	
4	Print-out of the SWIM Annex: Legal entity form : <u>original</u> duly filled in and <u>signed by the legal representative</u> of the applicant organisation (lead applicant and co-applicants). In the case of social partner organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	<input type="checkbox"/>
5	Free-format: copy of the official registration certificate or any other official document attesting to the legal establishment of the applicant (lead applicant and co-applicants) organisation (<i>for public bodies, a copy of the law, decree or decision establishing the entity in question</i>). A hardcopy <u>must</u> be attached to the paper version of the application; <u>preferably, a copy should also be attached</u> to the electronic application in SWIM.	<input type="checkbox"/>
6	Free-format: copy of articles of association/statutes or equivalent , proving the eligibility of the applicant organisations (lead applicant and co-applicants) (<i>not applicable for public bodies</i>). A hardcopy <u>must</u> be attached to paper version of the application; <u>preferably, a copy should also be attached</u> to the electronic application in SWIM. Affiliated entities must provide supporting documents demonstrating the legal or capital link with the co-applicant organisation (<u>compulsory via SWIM</u> , copy attached to the paper version of the application).	<input type="checkbox"/>
7	Copy of a document confirming the applicant's tax or VAT number, if available	<input type="checkbox"/>
8	Print-out of the SWIM Annex: Financial identification form duly filled in, <u>original</u> dated and <u>signed by the (lead) applicant organisation account holder</u> and either bearing the bank stamp and signature of the bank representative or with a copy of a recent bank statement attached. The financial identification form must correspond to 'Legal Entity Form' (point 4)	<input type="checkbox"/>
9	Free-format: a list of the main projects carried out (by the lead applicant and the co-applicants) in the last three years relating to the objective of the call and proving the necessary operational capacity. In the case of grants by the European Commission, applicants must also indicate the reference number of the agreement and the department responsible for the grant(s).	<input type="checkbox"/>
10	Free format: declaration of no double financing proving the eligibility of the lead applicant organisation and co-applicants, i.e. that the proposed activities are not being financed twice from two different sources within the EU budget (particularly in cases where applicants are already participating in preparatory actions or other EU programmes or networks). The <u>declarations (originals) must be dated and signed</u> by the legal representative of the lead applicant organisation and the co-applicants, respectively.	<input type="checkbox"/>
11	Free format: CVs (educational and professional qualifications) of the proposed project coordinator/manager and	<input type="checkbox"/>

	Document	Check
	of persons who will perform the main tasks, indicating clearly the current employer(s) with whom there exists either a permanent or temporary contract of employment. The CV should be submitted in English, French or German.	
12	Free format: declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required tasks and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from leading applicant, co-applicants and affiliated entities) performing the main tasks, with a brief description of their outputs related to the subject of the proposal. <u>The declaration (original) must be dated and signed.</u>	<input type="checkbox"/>
13	Print-out of SWIM Annex(es) (one per organisation): "Letters of commitment" from all involved organisations (lead applicant, co-applicants, affiliated entities, associate organisations, third parties) in the project: <u>original(s) signed by the legal representative(s) of the organisation(s)</u>, specifying the amount of the cash contribution and/or the specific tasks to be undertaken by the organisation(s)	<input type="checkbox"/>
14	Print-out of SWIM Annex(es) (one per co-applicant organisation): "Letters of mandate" from all co-applicants in the project: original(s) signed by the legal representative(s) of the organisation(s) authorising the "lead-applicant" to submit the proposal and, in the case the proposal is selected for funding, to sign the grant agreement with the Commission	<input type="checkbox"/>
15	Free format: the proof of turnover such as a letter <u>original, dated and signed by the legal representative of the lead applicant organisation and all co-applicant organisations</u> mentioning the amount of turnover in the last financial year available and stating that it is at least equivalent to 100% of the grant requested, in line with the share of the action budget (<i>not necessary for public bodies</i>).	<input type="checkbox"/>
16	Copy of the annual balance sheet and profit and loss accounts for the last financial year available (<i>not necessary for public bodies</i>). In case of a consortium this annual balance sheet and the profit and loss accounts need to be provided for both the lead applicant and all co-applicants .	<input type="checkbox"/>
17	For grant requests over EUR 750 000 or for organisations subject to statutory audits of their annual accounts, an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. In the case of applications by a consortium this threshold shall apply to each co-applicant in line with their share of the action budget. The requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year. No audit report is required from public	<input type="checkbox"/>

	Document	Check
	bodies.	
18	<p>Free format SWIM annex: Detailed description of the action - This is a separate document in addition to the on-line application form and it must also be submitted electronically in annex to the on-line application form. It complements the electronic version of the description of the action.</p> <p>The description of the action must provide additional detailed information <u>on both the project proposal and the questions outlined in section 6</u> of the call text with respect to the following items: a) relevance of the proposal; b) the impact of the proposal and c) visibility of the action. The names, positions and employment status of all staff involved in the project should also be included in the description of the action.</p>	<input type="checkbox"/>
19	<p>Free format SWIM annex: Detailed work-plan of the project - This is a separate document in addition to the on-line application and budget forms, and it must also be submitted electronically in annex to the on-line application form.</p> <p>The work plan of the project must provide a detailed overview of the operational management of the action, including a timetable with a realistic time-line for implementation of the project and a budget estimate explanation. <u>It should in particular provide information on the questions outlined in section 6</u> of the call text with respect to the following items: a) quality of the proposal; b) cost efficiency of the operation.</p> <p>The budget explanation must detail and justify all items in the proposed budget (and particularly staff costs, funding for target groups and support measures as well as subcontracting plans, if any). A simple table listing costs without explanation is not sufficient.</p>	<input type="checkbox"/>
20	<p>Print-out of SWIM annex: completed form 'Contract for implementing the action in case of subcontracting' where the value of the external contract exceeds EUR 5000. Applicants wishing to sub-contract the services of external experts must provide detailed information concerning the tasks involved, the reasons for subcontracting these tasks and the selection procedure that will be followed to award the contract.</p>	<input type="checkbox"/>
21	Free format: any additional/optional annexes which the applicant may wish to add	<input type="checkbox"/>