



**EUROPEAN COMMISSION**  
Employment, Social Affairs and Inclusion DG

Employment and Social Legislation, Social Dialogue  
**Social dialogue, Industrial Relations**

**BUDGET HEADING 04 03 01 05**

**Information and training measures for workers' organisations**

**CALL FOR PROPOSALS**

**2015**

**VP/2015/002**

In view of the large number of enquiries, please do not telephone.  
Questions should be sent by e-mail only to: [empl-vp-info-training@ec.europa.eu](mailto:empl-vp-info-training@ec.europa.eu)

To ensure a more rapid response it is helpful if applicants send their queries  
in English, French or German.

The English version of the call is the original.

## TABLE OF CONTENTS

<b>1</b>	<b>OBJECTIVES OF THIS CALL FOR PROPOSALS</b> .....	<b>4</b>
<b>2</b>	<b>SUBMISSION AND EXAMINATION OF GRANT APPLICATIONS</b> .....	<b>5</b>
	2.1 Submission deadlines and implementation dates .....	5
	2.2 Co-financing and duration of actions .....	5
	2.3. Information on the action for which the grant is requested .....	6
	2.4 Exclusion criterion .....	6
	2.5 Eligibility criteria .....	7
	2.6 Selection criteria.....	8
	2.7 Award criteria .....	10
<b>3</b>	<b>PRACTICAL PROCEDURES</b> .....	<b>10</b>
	3.1 Where can the application form be found? .....	10
	3.2 Where does the application need to be sent? .....	11
	3.3 What next? Accepted and rejected applications .....	12
	<b>ANNEX I FINANCIAL GUIDELINES FOR APPLICANTS</b> .....	<b>14</b>
	<b>ANNEX II REQUIRED DOCUMENTS</b> .....	<b>15</b>
	<b>ANNEX III MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE</b> .....	<b>23</b>

## Important points of attention

Applicants should carefully read the entire text of this call for proposals in order to ensure compliance of their application with all requirements. Particular attention is nevertheless drawn to the following provisions:

- Applicants are strongly invited to take the **requirements described in section 2.3** of the call fully into account when drafting their proposals, as this will contribute to their quality.
- Proposals submitted by a national or regional workers' organisation must have **genuine involvement, i.e. as co-applicant or associate organisation, from a European-level social partner organisation**. If this is not the case, the application will not be considered eligible and will be rejected.
- Projects will not be considered for funding if they do not obtain the minimum score for the following criteria (see section 2.7 of the call):
  - the extent to which the action meets the objectives and priorities of the call for proposals;
  - the extent to which the action has a genuine transnational dimension;
  - the extent to which the action contributes to the priorities, activities or results of European social dialogue.

**Applicants should consider carefully whether their action can be expected to receive a sufficient score for these criteria before submitting a request for funding.**

- Annex II provides an overview of required documents, and applicants should use it as a checklist in order to verify completeness of their file. Annex II also includes additional instructions regarding the **format and content of certain documents**, including the detailed work programme and the budget explanation.

## 1 OBJECTIVES OF THIS CALL FOR PROPOSALS

In line with the remarks in the budget of the European Union, budget heading 04 03 01 05 is intended to cover grants for information and training measures for workers' organisations in accordance with Article 154 of the Treaty on the Functioning of the European Union.

The measures should help workers' organisations to contribute to addressing the overarching EU employment and social policy challenges as laid down in particular in:

- the Europe 2020 Strategy *Europe 2020: A strategy for smart, sustainable and inclusive growth* COM(2010)2020 and the European Council Conclusions of 25-26 March 2010 and 17 June 2010;
- the Commission Communication *Strengthening the social dimension of the Economic and Monetary Union* (COM(2013)690);
- the Annual Growth Survey, the Joint Employment Report and the recommendations addressed to the Member States in the context of the European Semester;
- the Political Guidelines presented by Jean-Claude Juncker in the Agenda for Jobs, Growth, Fairness and Democratic Change and the Commission Work Programmes.

Objectives of this call include measures and initiatives to strengthen the capacity of workers' organisations to address, at EU/transnational level, changes in employment and work and social dialogue related challenges, such as: modernisation of the labour market, quality of work, anticipation, preparation and management of change and restructuring, the greening of the economy, flexicurity, skills, (intra-EU) labour mobility, migration, youth employment, health and safety at work, modernisation of social protection systems, reconciliation of work and family life, gender equality, action in the field of anti-discrimination, active ageing, healthier and longer working lives, active inclusion and decent work.

Actions are also expected to contribute to the **priorities and activities of European social dialogue**, including those laid down in the work programmes of the EU cross-industry and sectoral social dialogue committees, as well as those that form part of the European Commission's commitment to relaunch and strengthen social dialogue. In that context, particular emphasis is put on strengthening the involvement of social partners in the European Semester and enhancing their contribution to EU policy making.

Measures which contribute to addressing the employment, social and economic dimensions of EU priorities relating to the recovery from the **crisis**, taking into account the need for social convergence between Member States, and to reaching the objectives and targets of the **Europe 2020 Strategy and its flagship initiatives**, will also be particularly welcome.

The budget heading can be used to finance actions involving representatives of workers' organisations from the Candidate Countries<sup>1</sup>.

---

<sup>1</sup> Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call: [http://ec.europa.eu/enlargement/countries/check-current-status/index\\_en.htm](http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm).

It is also intended to promote equal participation of women and men in the decision-making bodies of workers' organisations.

The foreseen budgetary allocation to this call is **EUR 3 797 000**. The European Commission reserves the right not to disburse the total available funds.

Applications will be examined and selected taking account of the remarks in the EU budget and the criteria laid down in this document.

Access for people with disabilities should be guaranteed for measures funded under this call for proposals.

## **2 SUBMISSION AND EXAMINATION OF GRANT APPLICATIONS**

### **2.1 Submission deadlines and implementation dates**

Complete applications must be submitted to the European Commission by the deadline indicated below.

When setting the start date of the action, applicants should take account of the indicative timetable of the evaluation procedure set out in section 3.3.

Applicants should note that **they may receive the grant agreement after the start date of the action** that they have set. Any expenditure incurred before signature of the grant agreement by both parties is at the applicant's risk.

Actions must commence **no later than 31 December 2015**. Applications not respecting this condition will not be considered.

The **deadline** for the submission of applications is **8 May 2015**.

### **2.2 Co-financing and duration of actions**

Under this call for proposals, the European Commission may decide to finance up to 90% of the total eligible cost of the action.

Applications which request a grant of more than 90% of the total eligible cost will not be considered.

The Union funding per project will **not be less than EUR 108.000**.

The Commission welcomes in particular projects that provide for a full project cycle, including preparatory, implementation and dissemination, follow-up and reporting activities. Therefore, the duration of actions can be **up to 24 months**.

Applicants are requested to pay particular attention to the establishment of a realistic project timetable in order to avoid requests for amendment of the grant agreement for the sole purpose of extending the duration of the action.

Taking account of beneficiaries' interest, the Commission may organise a **networking day** in Brussels for beneficiaries under the 2015 call (date to be defined). Applicants must therefore ensure that the travel, daily subsistence allowances and accommodation costs for up to 2 persons – the Project Manager and possibly the Financial Manager – to attend this meeting are included in their proposed project budget. If the applicant fails to do this, the Commission will not be able to fund the beneficiary's participation in the networking day.

### **2.3. Information on the action for which the grant is requested**

When drafting the proposal, applicants are invited to pay particular attention to the following elements:

- The proposal should provide a clear explanation of the rationale and problem definition/analysis underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact.
- In case of recurrent applications by the same applicant on similar or related topics, the added value of the new project proposal as compared to ongoing and previous actions<sup>2</sup> should be clearly explained.
- The choice of partners involved and countries covered should be duly explained and justified as regards their relevance towards the specific objectives of the action.
- Duplication between the SWIM electronic application form (see below) and the "detailed work programme" should be avoided (see also point 8 in the table in Annex II).
- Cost estimates should be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency (see also point 9 in the table in Annex II). It should be noted that the cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or delete non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals (see in this context also the evaluation method described in paragraph 2.7).

### **2.4 Exclusion criterion**

Applicants must be in conformity with Articles 106(1) and 107 to 109 of the Financial Regulation<sup>3</sup>.

---

<sup>2</sup> Including projects funded under other budget headings.

<sup>3</sup> 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

## 2.5 Eligibility criteria

### *Eligible applicants*<sup>4</sup>

To be eligible:

- The *lead applicant* must be a **social partner organisation representing workers**, at European, national or regional level;
- The lead applicant must have its registered office in one of the Member States of the European Union;
- Co-applicants must have their registered office in one of the Member States or Candidate Countries<sup>5</sup>;
- Applicants must be properly constituted and registered legal persons. In application of Article 131 of the Financial Regulation, workers' organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met<sup>6</sup>.

### *Eligibility of actions*

To be eligible, *actions* must:

- Have the involvement of co-applicants, affiliated entities or associate organisations<sup>7</sup> from more than one Member State and/or Candidate Country in the case of proposals which are not submitted by a European-level workers' organisation;
- Have genuine involvement, i.e. as co-applicant or associate organisation, from a European-level social partner organisation<sup>8</sup>, if the proposal is submitted by a national or regional workers' organisation;
- Not request a European Union grant of over 90% of the total eligible cost of the action;
- Be fully carried out in the Member States of the European Union or the Candidate Countries<sup>9</sup>;

---

fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

<sup>4</sup> Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms co-applicants, affiliated entities and associate organisations.

<sup>5</sup> The same condition applies to affiliated entities – as do the other eligibility and non-exclusion criteria that apply to co-applicants.

<sup>6</sup> Council Regulation (EC, Euratom) No 966/2012 of 25 October 2012 (OJ L298, 26 October 2012); [http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm).

<sup>7</sup> Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms co-applicants, affiliated entities and associate organisations.

<sup>8</sup> These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level.

- Comply with the rule on the start date of actions in section 2.1.

National capacity-building activities which could be funded under the European Social Fund (Regulation (EU) No 1304/2013 on the European Social Fund, Article 6.2) are not eligible.

### ***Eligible applications***

To be eligible, *applications* must:

- Be submitted by the deadline indicated in section 2.1 (both electronically and on paper);
- Be submitted on-line before being printed, and sent in 2 copies as a paper application duly signed (one original dossier and one copy of all submitted documents). Please see section 3.2 for further details on the submission of the application;
- Be complete and include **all the documents indicated in the table in Annex II**.

Applicants should note that the Evaluation Committee will not examine applications lacking one or more of these documents.

Please note that for the following documents, the official templates, which can be accessed via the SWIM electronic application form, must be used:

- declaration on honour;
- letter of mandate;
- financial identification form;
- legal entity form;
- letter of commitment;
- form concerning contracts for implementing the action.

At the submission of the application file, **copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage (see Annex II). **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the application will be rejected for lack of compliance with this eligibility criterion.**

## **2.6 Selection criteria**

Applicants (lead and co-applicants) must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations who demonstrate the necessary financial and operational capacity may be awarded a grant.

---

<sup>9</sup> It should be noted that only daily subsistence allowances, travel and other expenses related to participants and speakers travelling between EU Member States and/or Candidate Countries will be accepted as eligible costs.



- Financial capacity to carry out the action: applicants must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary<sup>10</sup>.
- Operational capacity to complete the proposed action: 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. It is therefore not permissible to subcontract the project management of the action. Applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The financial capacity should be proven by the annual balance sheets and declaration on honour mentioned in Annex II. The operational capacity should be proven by the declaration on honour and the curriculum vitae mentioned in Annex II, as well as the information provided in sections D.1 and D.3 of the SWIM application form on the operational structure of the lead applicant and co-applicants and on previous and current actions undertaken by them.

If the lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated on that basis<sup>11</sup>. In addition, the costs that are allocated to the non-eligible co-applicant will be removed from the budget. If the application is accepted, the work programme will have to be adapted as appropriate.

---

<sup>10</sup> The financial capacity of the applicant (lead and co-applicants) is assessed based on the analysis of the supporting documents listed in positions 2, 3 and 14 in the table in Annex II and by calculating the ratio between the total assets in the applicant's balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form (the ratio should be greater than 0.70). In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant.

<sup>11</sup> This includes a re-evaluation of the eligibility of the modified consortium.

## 2.7 Award criteria

Proposals which fulfil the eligibility and selection criteria indicated above will be assessed according to the following award criteria:

- i. The extent to which the action meets the objectives and priorities of the call for proposals
- ii. The extent to which the action has a genuine transnational dimension
- iii. The quality of the consortium and broader partnership, including the degree of involvement and commitment at the application stage of the social partners/stakeholders in the action<sup>12</sup>
- iv. The extent to which the action contributes to the priorities, activities or results of European social dialogue
- v. The added value, i.e. the lasting impact and/or multiplier effect<sup>13</sup> of the action<sup>14</sup>
- vi. The cost-effectiveness of the action
- vii. The arrangements to publicise the action and disseminate the results, including the quality and/or innovativeness of dissemination plans
- viii. The overall quality, clarity and completeness of the proposal and budget explanation

When assessing the proposals according to the abovementioned award criteria, the following method will be applied:

- Applications with a score below 50% for criteria i, ii or iv will not be considered for award.
- Applications with an overall score of less than 60% will not be considered for award.
- Taking account of the budget available for this call for proposals, the proposals with the highest overall evaluation scores will be selected for award.

## 3 PRACTICAL PROCEDURES

### 3.1 Where can the application form be found?

The compulsory on-line grant application form (SWIM) as well as the other requested forms can be found at the following Internet address:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=629&callId=423&furtherCalls=yes>

---

<sup>12</sup> Please note that the Commission does not consider it appropriate to include independent consultants, conference organisers, etc., as project partners. Please read chapter 4.2.2.3 Costs of services of Annex I carefully.

<sup>13</sup> The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral, thematic.

<sup>14</sup> The Commission also reserves the right when assessing proposals to take into account the effectiveness and added value of previous or ongoing projects undertaken by the applicant with European Union funding.

### 3.2 Where does the application need to be sent?

Please send your covering letter of application, together with 2 copies of all the other documents listed in the table in Annex II by the submission deadline indicated above, to the following address:

**Call for proposals VP/2015/002  
Budget heading 04.03.01.05  
European Commission – DG EMPL/B.1  
J-54 01/004  
B-1049 Brussels  
Belgium**

Please send your application **by registered mail or express courier service only** and keep proof of the date of sending (the date of the post office stamp or express courier receipt will be considered as proof of date of sending).

Hand-delivered applications must be received by the European Commission at the latest on the last day for submission. The **only address for hand delivery** of documents to the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium<sup>15</sup> (although in any case, the package must be labelled with the DG EMPL address above). Proof of delivery is a signed receipt from the Commission's Central Mail Service stamped with the date of the last day for submission or earlier.

Please note that the SWIM electronic application form is available until midnight on the day of the submission deadline. However, as candidates 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.**

Regarding the presentation of the application file, applicants are requested to:

- follow the order of documents as listed in the table in Annex II;
- print the documents double-sided, where possible;
- only use 2-hole folders. **Please do not bind or glue the dossiers** (stapling is acceptable).

If an applicant submits more than one proposal, each one must be submitted separately.

**ENQUIRIES MUST BE MADE BY E-MAIL ONLY TO:**

**[empl-vp-info-training@ec.europa.eu](mailto:empl-vp-info-training@ec.europa.eu)**

**- PLEASE DO NOT TELEPHONE -**

<sup>15</sup> [http://ec.europa.eu/contact/mailing\\_en.htm](http://ec.europa.eu/contact/mailing_en.htm)

### 3.3 What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee. The entire evaluation procedure is expected to take around 4 months.

	Stages	Date or indicative period
a)	Publication of the call	March 2015
b)	Deadline for submitting applications	8 May 2015
c)	Evaluation period	Until end July 2015
d)	Information to applicants (grant agreement for signature or rejection letter)	From September 2015
e)	Starting date of the action (as stipulated in the grant agreement)	No later than 31 December 2015

#### ***Communication with applicants***

All communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

The European Commission will notify applicants once the evaluation procedure is completed. **Requests for information concerning the progress of dossiers sent prior to the end of the evaluation procedure will not be answered.**

The Commission may contact applicants during the procedure to request additional information. This is generally done by e-mail. 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-info-training@ec.europa.eu](mailto:empl-vp-info-training@ec.europa.eu).

#### ***Rejected applications***

Unsuccessful applicants will receive a letter stating the reasons for refusal.

#### ***Selected applications***

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both copies must be sent back to the Commission, which will then return one to the applicant once it has been signed by both parties.

The work programme and the budget annexed to the grant agreement sent for signature to the successful applicant may differ from the proposal as submitted by the applicant. Therefore the applicant should carefully read the whole agreement, and the work programme and budget sections in particular, before signing and returning the copies to the Commission.

### ***Participation of the Commission in project events***

Following the award of a grant, if the successful applicant would like the Commission to participate in any project events, the applicant must take immediate contact (in any case, at least 2 months before the event) with the Commission official responsible for following the action (named in the letter accompanying the grant agreement). The successful applicant should therefore not finalise the programming of such events without the Commission's prior approval and confirmation of participation.

The Commission's acceptance of the grant application does not prejudice its decision on whether to attend an event included in the work programme. Such a decision is always subject to a separate examination of the event programme and prior agreement on the dates and practicalities. In this context it should be noted that the probability of Commission officials participating in project events will be higher if the latter take place in Brussels.

### ***Publicity***

In order to achieve a wider dissemination of project results, the elements concerning, inter alia, the project description, results and methodology, provided by the beneficiary in the "executive summary" part of the final report, may be published on the European Commission's website.

## **ANNEX I**

### **FINANCIAL GUIDELINES FOR APPLICANTS**

Annex I is available on the call website:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=629&callId=423&furtherCalls=yes>

## ANNEX II

### REQUIRED DOCUMENTS

The below table includes the documents that must be provided for the application to be eligible. It also indicates where originals are required and where copies are accepted.

We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements, and to respect the same order of the documents when compiling the application file.

0	<b>Complete application file</b> <input type="checkbox"/> 2 copies of the application file are provided, the first one including originals where required (see below) <input type="checkbox"/> Documents are printed double-sided, where possible <input type="checkbox"/> Only 2-hole folders are used; the file is not bound or glued (stapling is acceptable)		<input type="checkbox"/>
1	<b>Official covering letter of the application</b> <input type="checkbox"/> Quoting the reference of the call for proposals <input type="checkbox"/> With the original signature of the lead applicant's legal representative	Original required	<input type="checkbox"/>
2	<b>Print-out of the duly completed and submitted on-line application form</b> <input type="checkbox"/> dated and with the original signature of the lead applicant's legal representative NOTE: The on-line form <u>must be electronically submitted before printing</u> . After the electronic submission no further changes to the application are possible.	Original required	<input type="checkbox"/>

3	<p><b>A declaration on honour from the lead applicant and each co-applicant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each indicating the total amount of the requested grant (as indicated in the SWIM form)</li> <li><input type="checkbox"/> Using the required template</li> <li><input type="checkbox"/> Written on the official letterhead paper of the applicant organisations and have the original signature of the legal representative, certifying that the applicant organisation is not in one of the situations listed in Articles 106(1) and 107 to 109 of the Financial Regulation and that it has the financial and operational capacity to complete the activity for which funding is requested</li> </ul>	<p>Original of the declaration of the <u>lead</u> applicant required</p> <p>Copies of the original signed declaration of <u>co</u>-applicants accepted at the submission of the application; originals to be submitted upon request</p>	<input type="checkbox"/>
4	<p><b>A letter of mandate from each <u>co</u>-applicant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This must follow the template provided, be written on the official letterhead paper of the organisation and have the signature of the legal representative</li> <li><input type="checkbox"/> It must also be submitted electronically in annex to the on-line application form</li> </ul>	<p>Copies of the original signed mandate letters accepted at the submission of the application; originals to be submitted upon request</p>	<input type="checkbox"/>
5	<p><b>For each affiliated entity (if any), a document providing proof of the legal and/or capital link with the lead applicant or a co-applicant</b></p>	<p>Copies accepted</p>	<input type="checkbox"/>
6	<p><b>"Financial identification" form of the <u>lead</u> applicant organisation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duly completed with the original signature of the account holder</li> <li><input type="checkbox"/> With the original signature and stamp of the bank</li> </ul> <p>The financial identification form can be found at: <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a></p>	<p>Original required</p>	<input type="checkbox"/>



7	<p><b>"Legal entity" form of the lead applicant and each co-applicant</b></p> <p><input type="checkbox"/> Duly completed and signed by the legal representative</p> <p>The legal entity form can be found at: <a href="http://ec.europa.eu/budget/execution/legal_entities_en.htm">http://ec.europa.eu/budget/execution/legal_entities_en.htm</a></p> <p>Applicants must also provide:</p> <p><input type="checkbox"/> a copy of the <b>certificate of official registration or other official document</b> attesting to the establishment of the entity (where this exists)</p> <p><input type="checkbox"/> a copy of the <b>articles of association/founding act/statutes or equivalent</b>, proving the eligibility of the organisation</p> <p><input type="checkbox"/> a copy of a document confirming the applicant's <b>tax or VAT number</b>, where applicable</p> <p><input type="checkbox"/> exclusively in the case of social partner organisations without legal personality, a signed <b>letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation</b> (original of the declaration of the <u>lead</u> applicant required; copies of the original signed declaration of <u>co</u>-applicants accepted at the submission of the application; originals to be submitted upon request)</p> <p>Organisations of Candidate Countries are requested to provide a translation in English, French or German of the required documents.</p>	<p>Copies accepted, except where indicated otherwise (last tick box)</p> <p>It is recommended not to include a paper copy of <u>statutes</u> in the application file, but to attach only an electronic copy in the SWIM application form</p>	<input type="checkbox"/>
---	--	--	--------------------------

8	<p><b>A detailed work programme for the project</b></p> <p>This is a separate free-format document in addition to the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the detailed work programme.</p> <p>The detailed work programme <b><i>should not repeat information that is already provided in the SWIM application form</i></b><sup>16</sup>.</p> <ul style="list-style-type: none"> <li>• It should provide a detailed and structured overview of the different project activities, the foreseen timing and the role and responsibility of each partner organisation (<i>not</i> individual staff members) in the implementation of these activities, as well as, to the extent possible, draft agendas of the main project events.</li> <li>• Where appropriate, risk factors as regards implementation and/or impact of the activities should be identified and mitigating measures defined.</li> <li>• It offers an opportunity to develop further the rationale and problem analysis underpinning the action.</li> </ul> <p>All other information on the action should in principle be given in the SWIM application form. The detailed work programme is therefore expected not to be much longer than 5 pages, with an absolute maximum of 10 pages.</p> <p>The detailed work programme should be submitted in English, French or German.</p>	To be submitted both in paper and electronically (attachment in SWIM)	<input type="checkbox"/>
---	---	---	--------------------------

<sup>16</sup> The corresponding section in the SWIM form (E.6 Workplan) can therefore be kept rather succinct.

9	<p><b>A budget explanation for the project</b></p> <p>This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the budget explanation.</p> <p>The budget explanation must provide <b>additional</b> information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined.</p> <p>The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.</p> <p>The budget explanation should be submitted in English, French or German.</p>	To be submitted both in paper and electronically (attachment in SWIM)	<input type="checkbox"/>
---	--	---	--------------------------

10	<p><b>A list of the associate organisations and third parties involved in the action<sup>17</sup></b></p> <p>This is a separate free-format document in addition to the on-line application form and it must also be submitted electronically in annex to the on-line application form.</p> <p>For each of these organisations, the following <b>information</b> must be provided:</p> <ul style="list-style-type: none"> <li>• Name of the organisation</li> <li>• Type of involvement (i.e. as associate organisation or third party)</li> <li>• Type of organisation (see the options for applicants in the SWIM form)</li> <li>• Address</li> <li>• Postal code and city</li> <li>• Country</li> </ul> <p>The requested information should be submitted in English, French or German.</p>	To be submitted both in paper and electronically (attachment in SWIM)	
11	<p><b>Letters of commitment</b></p> <p>A signed letter of commitment from <b>each co-applicant<sup>18</sup> and affiliated entity named in the application form, and from any associate organisation or third party playing a major role in or making a financial contribution to the action</b>, must be provided, explaining the nature of the partner's involvement and specifying the amounts of any funding provided.</p> <p>The letters of commitment should be submitted in English, French or German.</p>	Copies accepted	<input type="checkbox"/>

<sup>17</sup> The co-applicants and affiliated entities are to be encoded separately in the SWIM form. Please see Annex I to the call (Financial Guidelines for Applicants) for a definition of the terms co-applicants, affiliated entities, associate organisations and third parties.

<sup>18</sup> Not required for the lead applicant.

12	<b>A curriculum vitae of the person responsible for managing the action</b> (named in section A.3 of the application form) 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.		<input type="checkbox"/>
13	<p><b>In the case of subcontracting for external expertise, the completed form "Contracts for implementing the action"<sup>19</sup></b></p> <p>Applicants wishing to recruit the services of external experts must provide the detailed information regarding the tasks involved, the reasons for subcontracting these tasks and the selection procedure that will be followed to award the contract<sup>20</sup>. The form should be submitted in English, French or German.</p> <p>Applicants should note that subcontracting external expertise is only admissible if the staff of the applicant organisations and affiliated entities does not have the skills required. <b>It is not permissible to subcontract the project management of the action.</b></p>		<input type="checkbox"/>

<sup>19</sup> In this context, interpretation and translation tasks are not considered as external expertise. The general rules and principles regarding the conclusion of external contracts included in Annex I do nevertheless fully apply (e.g. the obligation for the beneficiary to "seek competitive tenders from potential contractors and award the contract in writing to the bid offering the best value for money").

<sup>20</sup> Where the value of the procurement contract exceeds EUR 60 000, the beneficiary, in addition, must provide a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex III to this call. Important additional information concerning subcontracting can be found in Annex I. The draft tender specifications should be submitted in English, French or German.

In addition, the applicants must be able to prove, if requested, that they have sought bids – by registered letter – from at least five different tenderers, including proof that they have posted the call for tender or invitation to tender at least on their website and provide a detailed description of the selection procedure.

This requirement does not apply to public authorities which are already governed by a system of public procurement rules; however, where applicable, this should be indicated.

14	<p><b>The most recent balance sheet of the lead applicant and all co-applicant organisations</b></p> <p>The balance sheets, by definition, <b>must include assets and liabilities</b>. The applicants should specify which currency is being used in the balance sheet. The Commission reserves the right to request balance sheets from previous years, if necessary.</p> <p>Organisations that are not required by law to establish an official balance sheet must nevertheless provide information on their assets and liabilities.</p>		<input type="checkbox"/>
15	<p><b>For grant requests over EUR 750 000: an external audit report</b> produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available (not necessary for public bodies and international organisations). The external audit report should be submitted in English, French or German. In the case of applications by a consortium, this threshold applies to each of the co-applicants in line with their share of the action budget.</p>		<input type="checkbox"/>

---

**Tender Specifications – .....**

---

- 1. Background**
- 2. Purpose of the Contract**
- 3. Tasks to be performed by the Contractor**
  - 3.1 Description of tasks**
  - 3.2 Guidance and indications on tasks execution and methodology**
- 4. Expertise required**
- 5. Time schedule and reporting**
- 6. Payments and standard contract**
- 7. Price**
- 8. Selection criteria**
- 9. Award criteria**

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

- .....
- .....
- .....

It should be noted that the contract will **not** be awarded to a tenderer who receives less than 70% on the Award Criteria.

- 10. Content and presentation of the bids**
  - 10.1 Content of the bids**
  - 10.2 Presentation of the bids**