



EUROPEAN COMMISSION
Employment, Social Affairs and Equal Opportunities DG
Social Protection and Integration
Social and Demographic Analysis

CALL FOR PROPOSALS

VP/2009/014

PILOT PROJECT ON PREVENTING ELDER ABUSE

BUDGET HEADING: 04.04 11

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1. INTRODUCTION AND BACKGROUND

Elder abuse in institutional and domestic settings is increasingly being recognised as a major societal problem. There is a risk that this problem will grow as Member States experience rapidly ageing populations. Indeed, people over the age of 80 will be the fastest-growing age group in Europe over the coming decades, their share in the population rising from 4% today to 11% in 2050. This will represent more than 56 million people, many of them in good health, but also many in poor general health, sometimes aggravated by disabilities, and thus vulnerable and dependent on the help of informal or professional carers. These dependent elderly are particularly vulnerable to abuse which may take many different forms: physical abuse, psychological or emotional abuse, neglect, financial, legal or material abuse and sexual abuse.

The circumstances in which elder abuse can occur are very diverse, as are the members of the risk group. Abuse may occur when an older person lives alone or with a relative; it may occur within residential or day-care settings, in hospitals, home support services and other places assumed to be safe. A wide range of people may abuse older people, including relatives and family members, professional care workers, volunteers, other service users, neighbours or friends.

It appears, however, that only in a minority of cases the abuse of older people does represent a deliberate attempt to harm or exploit the victims. Often it is the result of a lack of adequate knowledge, overburdening and stress on the part of professional and family carers alike. In family settings, it may also result from longstanding relational difficulties between care-givers and care-receivers.

In professional care settings, inappropriate practices involving poor standards of care, rigid routines, quantitatively and qualitatively inadequate staffing, and overprotective and excessively paternalistic attitudes may all lead to elder abuse. In such situations it becomes difficult to identify any specific individual as the perpetrator because it is a systemic and organisational problem of the institution rather than the result of individual professional failure, let alone deliberate malevolence.

The United Nations International Plan of Action on Ageing (2002) strongly recommended that more emphasis be put on preventing elder abuse through a multi-sectoral, community-based approach. It called for changes in attitudes, policies and practices at all levels and in all sectors in order to ensure that persons everywhere are able to age with security and dignity as citizens with full rights.

Furthermore, the UN Convention on the Rights of Persons with Disabilities, signed by the European Community and all the EU Member States, contains in its Article 16 clear obligations for State Parties to take appropriate measures to protect persons with disabilities and prevent abuse, addressing in particular age sensitive issues.

The prevention of elder abuse and neglect was discussed in depth at a European conference held on 17 March 2008 in Brussels.¹ The Czech and the Swedish presidencies are taking up the question on how to assure dignity in old age through two presidency conferences. These initiatives are closely related to the Open Method of Coordination on Social Protection and Social Inclusion which also looks at the quality of long-term care

¹ http://ec.europa.eu/employment_social/spsi/elder_abuse_en.htm

services.² In addition, the European Commission is currently co-financing under the Public Health Action Programme an action called "ABUEL – Elder abuse: A multinational prevalence survey".³

The European Parliament has expressed its concern about the issue of elder abuse in a resolution of 21 February 2008 on the demographic future of Europe and requested the Commission to implement a pilot action on preventing elder abuse.

The purpose of the present call is to allocate the credits of this pilot action to specific projects which will enhance knowledge of the extent of elder abuse and of policies and measures that are most effective in tackling it.

2. OBJECTIVES AND EXPECTED RESULTS

The aim of this call for proposals is to offer grant funding to two applicants which may involve not-for-profit organisations including public authorities, universities and research centres and civil society/stakeholder organisations. One grant will be awarded for each of the following two types of project:

- (1) Monitoring elder abuse across the European Union through public health and long-term care systems.
- (2) Mapping existing policy approaches and policy frameworks in the European Union, to identify good practices and present a reference framework comprising measures and instruments needed for an effective prevention of elder abuse

2.1. Specific objective 1: Monitoring elder abuse across the European Union through public health and long-term care systems

Information on the extent of abuse of the elderly is scant. There have been a limited number of prevalence studies of abuse and neglect within Europe, although several were undertaken in the later 1980s and early 1990s (Finland, Netherlands, United Kingdom). Since 2003, European national incidence and prevalence studies have been performed in countries such as Czech Republic, Germany, Israel, Spain, and the United Kingdom.

The variations found across different prevalence studies appear to be largely determined by differences in methodology. The early studies used different definitions of elder abuse, included different ranges of behaviours and perpetrators involved in situations of abuse and also had diverse sampling strategies and modes of data collection. The earlier prevalence studies also differed markedly in survey design. For example, the age range of respondents, the types of elder abuse covered and the way of conducting the surveys were different between studies.

In order to produce reliable data on the situation of older people with regard to issues related to elder abuse the European Commission is currently co-financing under the Public Health Action Programme an action called "ABUEL – Elder abuse: A multinational prevalence survey". The main purpose of the ABUEL action, which started in April 2008 is to collect empirical, reliable and representative data on the magnitude,

² See the Joint Report on Social Protection and Social Inclusion 2009
http://ec.europa.eu/employment_social/spsi/joint_reports_en.htm#2009

³ <http://www.abuel.org>

characteristics and determinants of elder abuse, and its health/well/being outcomes. The target groups are female/male persons aged between 60-84 years living in urban centres in seven Member States (Germany, Greece, Italy, Lithuania, Portugal, Spain and Sweden).

Information on the prevalence of elder abuse in professional care environments can also be collected through public health and long-term care systems which can put in place mechanisms for monitoring in a systematic way the situation of vulnerable older people identifying, where possible the various vulnerability factors such as disabilities and gender-related aspects. Thus a report published in 2007 by the medical service of the statutory German health insurance bodies⁴ revealed that around 40% of people cared for at home by professional care services did not receive sufficient attention to prevent bedsores/pressure ulcers and almost 30% did not get adequate food and drink; around one third of people cared for in institutions were subjected to these forms of inadequate care.

A number of Member States are introducing more formalised quality measurement and assurance programmes and policies, many of which are in the initial stages of implementation. Quality measurement involves collecting information on a variety of accepted quality indicators to assess the care received by older people across a variety of care settings, but most commonly in nursing homes and home care services.

The purpose of the grant to be awarded under the present call will be (1) to take stock of existing monitoring mechanisms established in the context of health and long-term care systems in the Member States; (2) to promote an exchange of experience between national bodies in charge of such monitoring mechanisms; (3) to develop and promote mechanisms through which each care recipient would be assessed on a regular basis (e.g. by equipping general practitioners with a checklist that could help uncover inadequacies of care and risks of elder abuse); (4) to develop, and promote the use of, a common reference framework presenting a list of measures and indicators to be used for improving national systems for monitoring the quality of long-term care and (5) to identify where possible factors that aggravate vulnerability, including disability, gender and social, ethnic or cultural backgrounds and disaggregate the data accordingly.

2.2. Specific objectives 2: Mapping existing policy approaches and policy frameworks in the European Union, to identify good practices and present a reference framework comprising measures and instruments needed for an effective prevention of elder abuse

No single response will be sufficient to tackle the complex issue of elder abuse. Most Member States have yet to come up with a comprehensive strategy that could offer effective protection to the population of frail elderly people. Some elements of such strategies have nevertheless begun to emerge.

The mapping exercise should identify good practice in the existing national policy approaches and policy frameworks to prevent elder abuse in domestic and institutional settings and explain how this operates in practice. It should cover a broad range of Member States. Measures to be discussed may include for instance:

⁴ 2. Bericht des Medizinischen Dienstes der Spitzenverbände der Krankenkassen zur Qualität in der ambulanten und stationären Pflege, August 2007, http://www.mds-ev.org/media/pdf/2_Bericht_des_MDS.pdf

- Systems for reporting and treating cases of elder abuse, both in formal and informal care;
- Specific legislation on elder abuse or legal statutes including elder abuse;
- Specialised adult protection services set up to tackle elder abuse;
- Support available to abused older people (e.g. specialised social services, support groups, telephone help lines);
- Educational programmes or public awareness campaigns in place (informing practitioners and the general public about the various types of abuse, how to identify the signs and symptoms of abuse and where help can be obtained);
- Training of medical staff enabling them to diagnose abuse and specific guidelines for medical staff;
- Training programmes and support services for home carers advising them how to provide informal care;
- Mandatory, transparent and patient-orientated systems for monitoring and assessing the quality for long-term care.
- Identification of existing measures focusing on specific groups of dependent older people, such as persons with disabilities and measures to comply with the obligations of Article 16 of the UN Convention on the Rights of Persons with Disabilities related to protection from abuse.

Drawing on the results of this policy review, a report should develop a reference framework presenting a list of measures and instruments needed for an effective prevention of elder abuse.

3. SUBMISSION AND EXAMINATION OF GRANT APPLICATION

3.1. Submission date and implementation

Applications must be submitted electronically **and** sent by post to the Commission **not later than 27 September 2009**. Proposals sent after this deadline will not be considered.

It is expected that successful applicants will receive agreements for signature by the end of November 2009. The estimated project start date is December 2009. The period of eligibility of costs will start on the day the contract is signed by the last of the parties, i.e. the European Commission.

The maximum project duration is 24 months. Applications for projects with a duration in excess of 24 months will not be considered. Extensions to the eligibility period beyond the maximum duration will **not** be granted, except in very exceptional circumstances.

3.2. Available budget and co-financing

The budget earmarked for the co-financing of the two projects selected under this call for proposals is one million Euros (€1,000,000) with €500,000 earmarked for each project. Each project will cover only one of the two objectives of this call.

The maximum Community financial contribution will not exceed 80% of the total eligible costs for each of the selected projects.

The European Commission reserves the right not to distribute the funds available if the quality of the applications received does not merit it.

3.3. Eligibility and Exclusion Criteria

Applications must satisfy the criteria described below:

3.3.1. Eligible countries

Applications may only be submitted by organisations legally established in one of the 27 Member States.

3.3.2. Eligible organisations

To be eligible, applicants must:

- certify that they are not in one of the situations listed in Articles 93(1), 94 and 96(2) of the Financial Regulation⁵. The applicant organisation's legal representative must sign a Declaration on honour.
- have a legally non-profit status, including public authorities and agencies which are part of public health and long-term care systems, universities and research centres and civil society/stakeholder organisations;
- be a properly constituted and registered legal entity in a Member State. In application of Article 114 of the Financial Regulation, social partners' organisations without legal personality are also eligible provided their representatives have the capacity to undertake obligations on their behalf and assume financial liability.

3.3.3. Eligible applications

To be eligible, applications must:

- be submitted electronically on-line and by post in four hard copies (1 original and 3 copies) by the deadline for submitting the application indicated in section 3.1;
- be complete and include all supporting documents requested as indicated in the checklist (Annex 2).

⁵ 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 activities funded by the Community budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

Applicants should note that the Evaluation Committee will not examine applications lacking one or more of the documents detailed in Annex 2

3.3.4. Eligible proposals

To be considered as eligible for funding under this call, proposals must

- be clearly related to the objectives of the call;
- not run counter to any fundamental objectives and principles of the European Union;
- comply with the European Community rules for co-financing and guarantee a co-financing of 20 % of the total eligible costs;
- be fully carried out in the Member States
- demonstrate that the proposed actions are not being financed twice from two different sources within the Community budget (particularly in cases where applicants are already participating in preparatory actions or other programmes). The applicant shall indicate the sources and amounts of any other funding received or applied for under the Community budget for 2009 for any other project, and any funding already received under previous calls or programmes in the course of the three preceding accounting periods.

3.4. Selection criteria

3.4.1. Financial capacity

In order to prove that they have stable and sufficient sources of funding to maintain its activities throughout the period during which the action is being carried out, applicants shall provide:

- the letters of commitment signed by the legal representatives of the co-funding organisations and specifying the amount of each cash contribution, proving that together they co-finance the project for at least 20 percent of the total action eligible costs;
- the annual balance sheet and profit and loss account for the most recent financial year for which the accounts have been closed for the applicant⁶.

The assessment of financial capacity shall not apply to public bodies.⁷

⁶ As an example, one possible way to analyse the financial capacity of the applicant is to calculate a ratio between the total assets in the balance sheet and the budget of the project (i.e. the ration between the "total assets" in the balance sheet divided by the total project budget should be higher the 0.70)

⁷ For the purpose of this call, all higher education institutions with a mandate conferred by a Member State (participating countries), and all institutions or organisations providing learning opportunities which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives, are considered to be public bodies under the terms of this call for proposals. Such organisations are required to sign a declaration stating that their organisation complies with the above-mentioned definition of public body. The Commission reserves the right to request documentation to prove the veracity of this declaration

3.4.2. Operational capacity

The applicant must demonstrate that it has the operational (technical and managerial) capacity and the professional skills and qualifications necessary to execute the project for which funding is being requested, as well as the ability to implement it. The applicant must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

This will be demonstrated by the following:

- the CVs of the persons responsible for carrying out the action, showing all relevant professional experience;
- a list of projects already undertaken within the last 3 years in the relevant fields by the applicant.

3.5. Award criteria

All proposals that meet the eligibility and selection criteria will be evaluated against the following criteria:

- Relevance to the objective of the call for proposal: *Applicants should demonstrate that the proposed activities and the anticipated results will make a significant contribution for improving the prevention of elder abuse by responding to one of the two specific objectives under point 2;*
- Overall quality of the proposal: *Project proposals should be clear in their conceptual and practical approach (methodology, tools). The respective roles and responsibilities among the project team should be clearly defined. The work plan should be appropriate and realistic with regard to the project goals and realistic;*
- EU-wide coverage of the proposal: *Project proposals do not have to cover all or even most Member States, but they should be designed in such a way that their results will be relevant for most Member States;*
- Relevance of the proposal for the EU policy debate: *Project proposals should be allowing meaningful transnational comparisons and mutual learning, by fostering a useful exchange of information and experience. Project proposals should have an impact going beyond the partners directly involved in it. This may be achieved through efforts aimed at ensuring the visibility and dissemination of the project results (media coverage or other multiplier effects);*
- Sound cost-effectiveness ratio and financial quality of the proposal: Proposals should demonstrate that the project will offer good value for money for the financial support requested from the Commission and that it will be cost-effective;

4. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Only applications submitted on or before the deadline and on the prescribed forms will be considered. Applicants are strongly advised not to wait until the deadline to submit their on-line applications as the application process may prove difficult if too many applicants are trying to submit at the same time.

Applicants are invited to fill in the application form and present the project proposal preferably in English or French, in order to facilitate the treatment of the proposals and carry out the evaluation as soon as possible. However, it should be noted that applications in other Community languages will be accepted.

Applicants must complete an online application form (create a 'SWIM account') by registering on the following internet site (web gate):

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

Before starting to fill in the application form on SWIM, please read carefully the User's Guide (click on the 'Help on SWIM' button at the top of the page):

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

After creating an 'account', applicants or their legal representatives will receive access details (user name and password) enabling them to access the form (which can be completed at their convenience, saved for future reference or printed). A step-by-step online explanation is provided to help users fill in the boxes, sections and annexes of this form.

The compulsory annexes must also be filled in online on the SWIM site (and then printed out for signature).

After filling in the form, applicants or their legal representatives must submit it both electronically and in hard copy.

- **ELECTRONICALLY:** validate the request (click on the 'send' button). This step is irreversible and must be carried out on or before the deadline.
- **FOUR HARD COPIES** (i.e. one should be marked 'original' and three should be marked 'copy'): Please send your covering letter of application together with all the other documents listed in the checklist (Annex II) as signed originals as well as three copies of all these documents by the deadline to the following *postal* address:

<p style="text-align: center;">Call for Proposals VP/2009/014 European Commission Employment, Social Affairs and Equal Opportunities DG Unit E.1 Social and demographic analysis B-1049 Brussels, Belgium</p>
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Please ensure that your application is sent by registered post and keep proof of the date of sending (the date of post office stamp will be considered as proof of the date of sending).

For hand-delivered applications or applications delivered by express courier services (DHL, UPS, etc.) these must be received by the European Commission on or before 16h00 on the last day for submission. **The address for hand deliveries/express courier service delivery** of documents for the European Commission is:

Call for Proposals VP/2009/014
European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit E.1 Social and demographic analysis
Avenue du Bourget n°1, B-1140 Evere, Belgium

Proof of delivery will be provided to the delivery service in the form of a signed and date stamped receipt from the Commission's Central Postal Service in Evere.

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

The Annexes attached to the present call set out the way in which the application form should be completed with:

- Instructions for presenting the proposal's provisional budget along with the rules on which categories of expenditure are eligible and which are not, and the main provisions of the grant agreement;
- A check-list of the required documents to accompany your application;
- A model for tender specifications for subcontracting external expertise.

Should applicants have any further queries on the requirements of the call for proposals or on the application process, please put your query – **in writing only** - quoting the reference '**VP/2009/014- query**' to the e-mail address below:

EMPL-E1-CALLS@ec.europa.eu

5. ANNEXES

Annex 1 – Financial guidelines for applicants

The purpose of this document is to enable applicants to prepare their grant applications.

Please be sure to read these guidelines carefully before replying to the current call for proposals.

FINANCIAL GUIDELINES FOR APPLICANTS

MAIN FINANCIAL AND MANAGEMENT RULES

Disclaimer: this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities⁸ and its Implementing Rules⁹. The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

1. GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

Co-financing principle

Community grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).¹⁰

No double financing rule

Each action may give rise to the award of only one grant, there can be no duplicate European Community funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.¹¹

No-profit rule

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action. Any income of the action must be indicated in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.¹²

⁸ Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

⁹ Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

¹⁰ Art. 113 FR and 172 IR

¹¹ Art. 111 FR and 173(5) IR

¹² Art. 109(2) FR and 165(1) IR

2. RULES RELATED TO THE GRANT REQUESTED

- The Community grant will not exceed 80% of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least 20% of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.
- Signed letters of commitment from the applicant organisation and/or other sources must be provided stating the precise amount of each financial (cash) contribution to the budget. If other institutions or organisations (partners) are involved in carrying out the project, the letter of commitment/partnership, from each of the partners, should also provide the name, address and person responsible and explain the nature of their involvement.
- An external audit report of the previous accounts of the applicant organisation produced by an approved external auditor must be provided for grant applications where the cost to be financed exceeds EUR 500.000.¹³ The report must certify the accounts for the last financial year available.
- The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to impose financial and administrative penalties¹⁴.

3. THE ESTIMATED BUDGET OF THE ACTION

3.1. The budget must be detailed and balanced

Grant applications must include a detailed estimated budget presented in Euro (see application form). Applicants established in countries outside the Euro zone must use the conversion rates published in the OJ of the European Community (<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>). Applicants should be aware that they fully carry the exchange rate risk.

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure¹⁵. Please make sure that all the items related to the implementation of the action are included and not just those for which financing is being sought.

3.2. Expenditure

Expenditure must include the estimated costs exclusively for the implementation of the action.

¹³ Art. 173(4) IR (No audit report is required from public bodies or international organisations.)

¹⁴ Art. 175 IR

¹⁵ Art. 173(3) IR

3.2.1. *General criteria for eligibility of costs*

In order to be eligible for Community funding, costs must meet the following criteria¹⁶:

- (a) be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- (b) be indicated in the estimated overall budget of the action attached to the grant agreement;
- (c) be necessary for the implementation of the action which is the subject of the grant;
- (d) be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- (e) comply with the requirements of applicable tax and social legislation;
- (f) be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The successful applicant must take care to avoid any unnecessary or unnecessarily high expenditure.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Documentation justifying costs must be kept by the beneficiary for **five years** following final payment by the Commission.

Expenditure eligible for financing may not have been incurred before the grant application was lodged.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

3.2.2. *Eligible direct costs*

The eligible direct costs for the action are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly.

In particular, the following direct costs may be considered eligible:

Staff costs

¹⁶ Art. 172a IR

The costs of staff (permanent or temporary staff employed by the beneficiary or the partners) assigned to the implementation of the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, are eligible. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

Please, fill in the form reserved for these costs in the budget estimate (see application form) indicating the persons to be remunerated (full-time/part-time), the number of days of work to be performed and the daily rate calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per year.

When submitting the request for final payment, the beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

The cost of any work to be performed by external experts by means of subcontracting must not be included in staff costs but under services.

Travel, accommodation and subsistence allowances

Travel costs must not exceed the most reasonable rates available on the market. Accommodation and subsistence costs related to the participants to the action are eligible provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved periodically by the Commission which are set out in the table below).

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The *Daily subsistence allowances (DSA)* are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and two main meals, local transport, the cost of telecommunications and all other sundries). Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- more than 6 hours up to 12 hours inclusive: 0.5 DSA;
- more than 12 hours up to 24 hours inclusive: 1 DSA;
- more than 24 hours up to 36 hours inclusive: 1.5 DSA;
- more than 36 hours up to 48 hours inclusive: 2 DSA;
- more than 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country are set out in the table below, and applicants are advised to adhere to these rates in their budget estimates¹⁷:

<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>	<i>Destinations</i>		<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT	Austria	95,00	130,00	IT	Italy	95,00	135,00
BE	Belgium	92,00	140,00	LT	Lithuania	68,00	115,00
BG	Bulgaria	58,00	169,00	LU	Luxembourg	92,00	145,00
CY	Cyprus	93,00	145,00	LV	Latvia	66,00	145,00
CZ	Czech Republic	75,00	155,00	MK	F.Y.R. of Macedonia	50,00	160,00
DE	Germany	93,00	115,00	MT	Malta	90,00	115,00
DK	Denmark	120,00	150,00	NL	The Netherlands	93,00	170,00
EE	Estonia	71,00	110,00	PL	Poland	72,00	145,00
EL	Greece	82,00	140,00	PT	Portugal	84,00	120,00
ES	Spain	87,00	125,00	RO	Romania	52,00	170,00
FI	Finland	104,00	140,00	SE	Sweden	97,00	160,00
FR	France	95,00	150,00	SI	Slovenia	70,00	110,00
HR	Croatia	60,00	120,00	SK	Slovakia	80,00	125,00
HU	Hungary	72,00	150,00	TR	Turkey	55,00	165,00
IE	Ireland	104,00	150,00	UK	United Kingdom	101,00	175,00
RS	Serbia	80,00	140,00				

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the beneficiary and these should therefore not be included in the budget estimate.

Catering

The total amount calculated according to the above mentioned rules regarding Daily subsistence allowances shall constitute a maximum. If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly.

Costs of services

Information dissemination, publications costs can be taken into account provided that they are directly related to the action. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned the frequency and language of publication, an indication of the production costs per copy as well as an estimate of the distribution costs where appropriate.

Translation costs must include the following details: the number of languages, the number of pages to be translated, the rate applied per page. These rates may not exceed the most reasonable market rates.

Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. The accepted daily fee of an interpreter may not exceed 700 EURO (including VAT). Interpreters should be hired locally. For their travel and subsistence expenses to

¹⁷ The daily allowance rates are subject to periodic review by the Commission.

be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

Evaluation: if the proposal supported requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an on-going basis, the progress of the action in relation to the objectives defined at the beginning and to benchmark the results. The cost of such work will be regarded as eligible expenditure.

Subcontracting

Any service undertaken by an external party in connection with the implementation of the action is considered to be **subcontracting**.¹⁸

Applicants should have the operational capacity to complete the action to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that some¹⁹ of the terms applicable to itself under the agreement are also applicable to the subcontractors.

It must be clearly specified in the description of the project which tasks it is intended to subcontract and why this subcontracting is necessary.

Main rules related to subcontracting activities

When concluding external contracts in order to implement the action, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money, i.e. the best price-quality ratio**. In doing so, the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests²⁰.

When the beneficiaries expect to subcontract and the value of the procurement contract awarded exceeds EUR 60 000, they must, if requested, be able to prove (including proof of posting) that they have sought bids from at least five different tenderers.

The Commission reserves the right to verify that the beneficiary has carried out the subcontracting in accordance with the description provided and with the rules included in the grant agreement. Failure to comply with these conditions will constitute grounds for non-acceptance of the costs of subcontracting in the final accounts of the beneficiary.

To assist applicants, a model for tender specifications is included at Annex 3.

Contracts as referred above may be awarded only in the following cases:

- a) They may only cover the execution of a limited part of the action;

¹⁸ Art. 120FR, 184 IR

¹⁹ The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits

²⁰ In addition to these general rules, where the value of the external contract exceeds EUR 60 000, beneficiaries may be required to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the estimated value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the action and the management risk

- b) Recourse to the award of contracts must be justified having regard to the nature of the tasks necessary for the implementation of the action;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts while the action is underway shall be subject to prior written authorisation by the Commission;
- e) The beneficiary shall retain sole responsibility for the implementation of the action and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under the agreement;
- f) The beneficiary must undertake to ensure that the terms, mentioned above, applicable to him under the agreement are also applicable to the subcontractor.

External expertise

In addition to the general rules applying to all subcontracting, the following rules must be observed for subcontracting for external expertise:

- subcontracting for external expertise is only admissible if the staff of the project partners do not have the skills required;
- work and tasks carried out by the project partners (as described in the letters of support) are not subject to these rules on subcontracting. However, it is not permissible to include normal commercial suppliers of goods and services as project partners in order to avoid these rules. By way of example, the Commission does not find it appropriate to include as project partners independent consultants, conference organisers, and so on;
- the work programme of the grant application must include a declaration and justification of the nature and value of all external expertise. The planned selection and award procedures should be carefully explained. Applicants should note that projects with insufficiently clear explanations of the external expertise and which do not respect the rules outlined here, will be considered to be ineligible;
- applicants wishing to recruit the services of external experts must provide a copy of the draft tender specifications. This applies to *any* amount of external expertise above € 5 000. 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.
- the description of the subcontracting plans and procedures for external expertise included in the work programme of the beneficiary will form a part of the grant agreement. The Commission reserves the right to verify that the beneficiary has carried out the subcontracting in accordance with this description and with the rules included in the grant agreement. Failure to comply with these conditions will constitute grounds for non-acceptance of the costs of subcontracting in the final accounts of the beneficiary.

Administration costs

Depreciation for purchase of equipment²¹: the purchase cost of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission. A justification for the need of purchasing such equipment is to be annexed to the budget estimate.

Other eligible administrative costs are: rent of meeting rooms (coffee breaks included), rent of interpretation booths, communications' costs, charges for financial services, costs relating to a bank guarantee and to external audits, etc. Indicative amounts for rental of booths, excluding technical equipment: 750€ (excluding VAT) per day. Rental of booths with equipment and technical assistance: 1200€ (excluding VAT) per day.

3.2.3. Eligible indirect costs - Overheads

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs for the action. They are limited to a maximum flat-rate of 7% of the total eligible direct costs for the action. These can include maintenance, stationery, photocopying, mailing postage, telephone and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes provision for flat-rate funding in respect of indirect costs, they need not to be supported by accounting documents.

Indirect costs are not eligible for an action where the beneficiary already receives an operating grant from the Community budget during the period in question.

3.2.4. Non-eligible costs

The following expenses are ineligible and not accepted:

- contributions in kind: these are contributions that are not invoiced, e.g. voluntary work, equipment or premises made available free of charge;
- return on capital;
- debt and debt service charges;
- doubtful debts;
- provisions for losses or potential future liabilities;
- interest owed;
- exchange losses;

²¹ Art. 172 IR

- VAT, unless the beneficiary can show that he/she is unable to recover it;²²
- excessive or reckless expenditure;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant.

3.3. Income

Total income must be identical to total expenditure. The income side of the budget must show:

- The beneficiary's contribution in cash: the direct monetary (cash) contribution from the applicant's own resources and/or the contribution from any other fund providers. This means a financial flow that can be traced in the written accounts of the beneficiary.
- The revenue generated by the action: any income expected to be generated by the implementation of the action should be detailed (e.g. the yield from sales of publications).
- The Community grant: the grant requested from the Commission.

4. HOW THE GRANT WILL BE CALCULATED

If the proposal is selected for a grant, the Commission will calculate the Community contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action.

The Commission reserves the right to reduce the grant requested if the proposal is acceptable but considered too expensive, and to reduce individual unit costs if these are estimated to be too high.

Determination of the final amount of the grant

The Community final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the no-profit rule.

- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement

The Community final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the Community grant laid down in the grant agreement.

²² It should be noted that VAT paid by a public body to operators who are subject to VAT (when purchasing goods or supplying services within the framework of the implementation of the co-financed action) is not eligible. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost would lead to double financing (by the Community and by the fiscal revenue).

As a result, if the actual expenditure turns out to be lower than the expenditure you budgeted, the actual grant will also be reduced in application of the percentage contribution which will remain the same. If the actual expenditure turns out to be higher than the expenditure budgeted, the Community grant will not be increased. It is therefore in the applicant's interest to submit a realistic estimate of expenses.

- Verification of compliance with the **no-profit rule**

The grant may not have the purpose or effect of producing a profit for the beneficiary²³.

On the basis of the above rule if the total income of the action is higher than the total costs, the final grant amount will be reduced accordingly so that it will not produce a profit.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity report and the final statement of expenditure. The expenditure that is committed to the implementation of the action must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than inputted costs.

5. AGREEMENT GOVERNING THE GRANT

Should the Commission award a grant, a standard grant agreement for an action setting out the conditions and maximum level of funding will be concluded with the beneficiary.

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

6. PAYMENT PROCEDURES

The payment arrangements will be laid down in the grant agreement.

Generally, payment of the grant will be made in three instalments (two pre-financing payments and a final payment under the following conditions:

- A pre-financing payment of 30% at the signature of the grant agreement.

- A second pre-financing payment of 40% of the total amount awarded upon receipt and approval by the Commission of a progress report on implementation of the action and detailed statement of the costs already incurred, showing that at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new-pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment²⁴.

²³ Art. 109(2) FR

²⁴ Art. 180(1) IR

- The balance will be paid upon acceptance by the Commission of the final technical implementation report and final financial statement.

7. GUARANTEE²⁵

The Commission may require the beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary in accordance with the conditions laid down in the grant agreement.

The guarantee may be replaced by a joint and several guarantee by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

8. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS²⁶

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro. This account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission.

If the funds paid to their account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits, if they have been generated by pre-financing payments which remain the property of the European Community, shall not be treated as a receipt for the action.

The beneficiary shall, as specified in the grant agreement, inform the Commission of any interest or equivalent benefits yielded by pre-financing payments higher than EUR 50 000, it has received from the Commission. Notification must be made when the request is introduced for interim payment or for payment of the balance that clears the pre-financing.

Interests yielded by pre-financing payments between EUR 50 000 and 750 000 will be directly deducted from payments. Interests generated by pre-financing payments higher than EUR 750 000 will be recovered by a recovery order.

Interests shall not be due to the Communities for pre-financing paid to Member States, to their regional or local authorities including organisms and administrative and

²⁵ Compulsory in the case of pre-financing representing over 80% of the total amount of the grant and exceeding EUR 60 000. However, this requirement may be waived for public-sector bodies and international organisations or for beneficiaries who have signed a framework partnership agreement with the Commission. (Art.118 FR and 182(1) IR)

²⁶ Art. 5(a) FR, Art. 3, 4 , 4(a) IR

instrumental structures under their control or paid in the framework of joint management with international organisations.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

9. SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The final report on the implementation of the action along with a final financial statement of all actual expenditure and actual revenue are to be sent within three months from the closing date of the action. The final report should answer at least to the following questions:

- 1) *How was the project performed? Was it performed in accordance with the description of the action annexed to the grant agreement? (Describe the project, its results and methodology, planned activities, timetable, partners, participants, etc.).*
- 2) *To what extent did the project meet the objectives set?*
- 3) *What was the European added value of the implementation of the action?*
- 4) *How was the project presented to the public and how were the results disseminated?*
- 5) *What lessons have been learned from this experience?*
- 6) *Describe the results of the evaluation (internal/external) of the implementation of the action.*

In addition to these requirements, the documents indicated in the text of the call for proposals must also be provided.

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

10. PUBLICITY

Beneficiaries of the grant are required to mention clearly the fact that they have received funding from the Community in any publication and/or in other materials, or in the occasion of activities (conferences or seminars, etc.), for which the grant is used, using the following wording: "**With support from the European Union**". The logo of the EU should also be visible.

Any communication or publication by the beneficiary, in any form and medium, including the Internet, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

In addition to these minimum requirements, references specified in the text of the call for proposals must also be indicated.

All grants awarded in the course of a financial year shall be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.

By signing the grant agreement for an action, the beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet site of the Community²⁷:

- the beneficiary's name and the address
- the subject of the grant,
- the amount awarded and the rate of funding of the costs of the action.

Upon a duly substantiated request by the beneficiary, publication of this data can be waived if it threatens the safety of the beneficiary or harms his business interests.

11. EVALUATION

If the proposal should include a specific evaluation component for ongoing monitoring and final evaluation of the action, these costs can be taken into account as eligible in the budget estimate.

Successful proposals could be the subject of an ongoing and ex-post evaluation led by the Commission and/or by independent experts selected by the European Commission. Therefore, the beneficiaries of the grant undertake to make available to the Commission and/or persons authorised by it, all such documents or information as will allow the evaluation to be successfully completed and give them the rights of access required.

12. CHECKS AND AUDITS

An external audit report is required in the following cases:

12.1. Audit report in support of grant applications²⁸.

Organisations' proposals for an action for which the grant exceeds EUR 500 000, shall be accompanied by an external audit report produced by a certified auditor. That report shall certify the accounts for the last financial year available.

12.2. Audit report in support of requests for payment²⁹

In the case of a grant for an action over EUR 750 000, requests for payment shall, when the cumulative amounts per financial year of requests for interim payments and for payment of the balance is at least EUR 325 000, be accompanied by an external audit

²⁷ Art. 110(2) FR, 169(2) IR

²⁸ Art. 173(4) IR

²⁹ Art. 180(2) IR

report produced by an approved auditor or in case of public bodies, by a competent and independent public officer. Its purpose is to certify that the submitted accounts comply with the financial provisions of the agreement, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible according to the grant agreement and that all receipts have been declared.

The obligation to provide such certificate on the financial statements and underlying accounts may be waived in the cases of grant beneficiaries that are public bodies or international organisations. If an external audit of the action's accounts is not required, the beneficiary himself shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

The beneficiary undertakes to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The beneficiary must enable the Commission and/or the European Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant's organisation for five years following final payment by the Commission.

13. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM

The Internet Web application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed in the following web address³⁰: <https://webgate.ec.europa.eu/swim>.

13.1. Introduction of grant applications

The grant application form has to be electronically filled in as follows: first, access the system at the address mentioned above and click on the link "New grant application", then, select the number of the call for proposals you wish to apply for and, eventually, fill in your application. Once your application is completed, click on the "submission" button in order to finalised the submission procedure.

Please note that after having submitted your application form electronically no changes to the application are possible.

After being submitted electronically, the application form must also be printed out, signed by the legal representative of the organization submitting the proposal and sent by post to the responsible Unit, as specified in the text of the call for proposals.

Failure to respect this procedure will render the application ineligible.

³⁰ For more technical details on SWIM utilisation, a user's manual is available on line

13.2. Requests for payments and budgetary modifications

In addition to the documents specified in the grant agreement, financial documents required in support of requests for further pre-financing payments and for payment of the balance, as well as requests for modifications of the budget estimate to be made by addendum must also be electronically submitted using SWIM.

To be allow to log on into SWIM and access its grant file, the beneficiary will be asked to enter in the login page the same File number and Access code assigned by the system to the grant application when it was created.

14. DATA PROTECTION

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.³¹ Replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, applicants may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

³¹ Official Journal L 8, 12.1.2001.

Annex 2 – Checklist of documents VP/2009/014

<i>Order</i>	<i>Document</i>	<i>Check</i>	<i>To be downloaded from SWIM</i>
1	The original letter of application quoting the reference number of the call (VP/2009/014), duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
2	A print-out of the online application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative. NOTE: The application form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>	
3	Printed version of Annex E1: Declaration on honour , dated and signed by the legal representative of the beneficiary on his/her honour that the organisation is not in one of the situations listed in Article 93 (1) and Article 94 and 96(2) (a) of the Financial Regulation applicable to the general budget of the European Communities, the organisation has access to stable and adequate funding to maintain activities for the period of the project to help finance it as necessary and has the operational capacity and the operational resources (technical, management) to successfully complete the activity.	<input type="checkbox"/>	X
4	Printed version of Annex E2: Co-funding commitments ³² signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution.	<input type="checkbox"/>	X
5	Printed version of Annex E3: Financial identification form duly filled in, dated and signed by the legal representative and bearing the bank stamp and signature of the bank representative.	<input type="checkbox"/>	X
6	Printed version of Annex E4: Legal entities form , duly completed and signed by the legal representative.	<input type="checkbox"/>	X
7	Printed version of Annex E5: CVs of the project manager and of the other main experts involved in the project implementation, with a brief description of their outputs related to the subject of the proposal.	<input type="checkbox"/>	X
8	Printed version of Annex E6: Participation Commitment from the partners, if any, confirming their participation into the proposal	<input type="checkbox"/>	X
9	Annex E7: Description of the project (no template provided) dated and signed by the legal representative.	<input type="checkbox"/>	
10	Annex E8: Work programme of the project (no template provided) dated and signed by the legal representative, including a timetable linking months to activities and outputs	<input type="checkbox"/>	
11	Annex E9: Annual balance sheet and profit and loss account for the last financial year, duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
12	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>	
13	Copy of articles of association/statutes or equivalent , proving the eligibility of the organisation.	<input type="checkbox"/>	

³² If the originals of your partners' co-funding forms do not arrive in time to be sent with your application, signed faxed copies will be accepted. The originals must, however, be forwarded to the Commission as soon as possible.

Annex 3 – Model for tender specifications for subcontracting external expertise

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 and execution and methodology**
4. **Expertise required**
5. **Time schedule and reporting**
6. **Payments and standard contract**
7. **Price**
8. **Selection criteria**
9. **Award criteria**

(option 1)

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.

(option 2)

The contract will be awarded to the tenderer whose offer represents the lowest price.

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