Call for Proposals VP/2011/006

« Your first EURES job»

Part II – *What are the call requirements for applying?*

Social Europe

Information session

Brussels – 14 September 2011

EUROPEAN COMMISSION
DG Employment, Social Affairs and Inclusion
Unit C4 "Employment Services, EURES"

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A. Call for proposals

Priorities

Key actors

Geographical coverage

Sections 3.2 and 4.1

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What are the specific priorities?

- **Contribute to fill bottleneck vacancies with available youth workforce at EU level**
- **Foster youth job mobility across the EU-27 countries**
- *Other objectives*:
- **Improve functioning of the EU labour markets**
- **Contribute to achieve the EU 2020 employment rate (75%)**
- **Complement and strengthen EURES role**

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Who are the main actors involved?

- ***Overall responsibility*: EUROPEAN COMMISSION**
- ***Implementation and service provision*: EU employment services, as stand-alone organisations or in partnership**
  - ***Legal status*: public, private, third sector employment services (with profit or no-profit status)**

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What is the geographical coverage?

- The EU-27 Member States
- Applicant organisations capable to provide customer-oriented information and services in at least 7 EU countries
- Possibility for applicant organisations to cover additional countries via other facilities e.g. ICT tools

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A. Call for proposals

Role and structure,
tasks and resources of applicant organisations

Presentation of project proposals

Sections 4.1 to 4.6

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Role and structure of applicant organisations

- Main mission: provision of employment services to all types of jobseekers, job changers and employers covering a variety of occupations and jobs in different economic sectors (intermediation employment services)
- Experienced in EU transnational job mobility activities – **recruitment, job matching and job placement**

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Tasks and resources of applicant organisations

- Applicant organisations need to have infrastructure, resources, tools and the necessary employment service expertise
- Be able to ensure (key activities):
  - Information, guidance, recruitment, job matching and job placement facilitation
  - Job vacancy and job handling activities
  - Financial support to target groups
  - Monitoring, control and evaluation activities
  - Public information and communication

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Presentation of project proposals

- *On-line* application form
  - Description of the action
  - Work programme of the project, timetable and budget breakdown

- *Submission via SWIM application*
  + *3 hard copies by mail*
  + *attachments*

Sections 4.3, 12 and 13

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A. Call for proposals

Evaluation criteria

Exclusion and eligibility criteria

Selection criteria

Award criteria

Sections 5, 6 and 7

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Exclusion and eligibility criteria

- Eligible organisations must be:
  - legally established in one of the EU 27 Member States
  - in conformity with Art. 93, 94 and 96 of the Financial Regulation
  - in conformity with **legal status**, **main mission** and **EU geographic coverage** as defined above
- Eligible applications must be:
  - submitted on-line via SWIM and by post as indicated in the call text
  - complete and include all requested documents
- Eligible proposals must:
  - be fully carried out in the EU-27 countries
  - comply with co-financing rules and ensure cash co-financing of 5% of total eligible costs
  - demonstrate proposed activities are not getting double funding from the EU budget

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Selection criteria

- Applicant organisations must demonstrate they have
- the **financial capacity** ***(not applicable to public bodies)***:
  - declaration on honour
  - proof of turnover in the last financial year = 100% grant requested
  - annual balance sheets and profit and loss accounts available from the last financial year
- the **operational resources, professional skills and qualifications:**
  - list of former main projects carried out in the last 3 years
  - staff CVs
  - declaration of team competence
  - for partnerships: written declaration by each partner

to carry out the action

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Award criteria

- Five award criteria apply to proposals fulfilling the eligibility and selection criteria:
  - **Relevance of the proposals to the call objectives**
  - **Quality of the proposal**
  - **Impact of the proposal**
  - **Visibility of the action**
  - **The cost/efficiency of the operation**
- Each criteria item will score maximum **10** points. Total number of points: **50**
- The proposals with the highest evaluation scores will be selected for the award of a grant.

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B. Budget and financial guidelines

Budget,

financial rules applicable,

deadline for submission of proposals

Sections 8 to 13 &

Financial Guidelines for applicants (EN)

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Budget (1)

- Total available budget: **EUR 4.000.000**
- Financial contribution: **95%** of the total eligible costs
- A minimum of **80%** of the grant to be allocated to financial support for *young people* and for *SMEs*
- Commission expects to finance, if possible, maximum 4 projects, limited to 1 Mio EUR grant per beneficiary

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Budget (2)

Maximum co-financing by EC = **1 Mio EUR**		Contribution applicant organisation
Minimum EUR 800.000 80%	Maximum EUR 200.000 20%	Minimum +/- EUR 52.632 5%
Services / Other services/ Financial support for young people & Financial support for SMEs	**Eligible costs incurred by applicant organisations**	**Beneficiary's contribution in cash**
Total eligible costs:		**= 100%**
95%	**+**	**5%**

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Budget (3)

- **Eligible direct costs** (as specified in the Financial Guidelines for Applicants):
  - **staff costs**
  - **costs of travel, accommodation and subsistence**
  - **costs of services** (*Info & publications, translations, interpretation, evaluation, financial support to young people and SMEs, subcontracting and provision of services*)
  - **administration costs**
- **Eligible indirect costs: overheads (max. 7%)**

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Financial Guidelines for applicants Budget Chapters (1)

1. **Staff costs**:
   Only staff members who receive a salary. External experts receiving a fee (paid by an invoice) should go under the budget chapter „Services“.
   For public bodies: the costs of staff may be considered eligible if it concerns costs of activities which the relevant public authority would not carry out if the project concerned was not undertaken.

2. **Travel, accommodation, subsistence allowances**:
   Beneficiaries usual practices, provided not exceeding the scales defined by the Commission (page 8 - Financial Guidelines). Applicants advised to adhere to EC rates in their budget estimates.

3. **Costs of services:**
   Under the subheading „Other costs“: mention here the financial support to target groups (as two separate sub-items *‘Financial support to young people’* and *‘Financial support to SMEs’*

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Financial Guidelines for applicants Budget Chapters (2)

4. **Administration Costs**:

Depreciation purchase equipment:
- In accordance with the applicable tax and accounting rules,
- AND corresponding to the period of eligibility for EU funding (max. 18 months).

Other eligible administrative costs:

- Rental of meeting rooms or interpretation booths or videoconference equipment, charges for financial services, bank guarantee, external audits, etc.

5. **Overheads (***i.e. general administrative costs)*:
= max. 7% of the total eligible direct costs.

Attention: All postage costs are to be covered by the overheads.

Also the communication costs for e.g. video conferences, unless those are included in the package of rented video conference equipment (item: *other eligible administrative costs*)

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Financial Guidelines for applicants External audit report (pages 5, 16, 17)

- At application stage:

  Proposals for which the grant exceeds 500.000 EUR must include an external audit report of the previous (last year) accounts

  Not required for public bodies & international organisations.

- At the final report stage:

  An external audit report is required confirming that the accounts comply with the financial provisions of the agreement (Art. I.4.4 of the model of grant agreement)

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Financial Guidelines for applicants
Bank guarantee & payments (pages 13 & 14)

Bank guarantee: required as specified in Art. I.4. of the model of grant agreement

Purpose: to limit the financial risk linked to the payment of the pre-financing

Payments:

- pre-financing payment of 30% at signature of grant agreement
- further pre-financing payments of 40% if 70% of previous pre-financing payment(s) has/have been used up

(Art.I.4.2 of the model of grant agreement)

- payment of the balance against acceptance by Commission of final report and financial statement

(Art.I.4.4 of the model of grant agreement)

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Other financial provisions

- **Non-eligible costs: see check-list in section 3.2.4 of the Financial Guidelines**

  E.g. contributions in kind, VAT, etc.

- **Bank account and interest generated by pre-financing payments <u>are not a receipt for the action</u>. To be declared in the report and to be deducted from payments**

- **Expenditure to be taken into consideration for the project proposal:**

  - travel and subsistence costs for participation in large public events at EU level (section 4.5 of call text)

  - copies of YfEj publications produced by Commission (section 4.5.2 of the IG)

  - video conference costs (section 5.2.2.3 of the IG)

  - pre-departure training for young mobile workers (section 5.3.7.3 of the IG)

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Duration of projects and follow up

- **Maximum duration of activities:** 18 months after signature of the grant agreement
- **Deadline for submission proposals: 20/10/2011**
- **Provisional follow up timetable:**
  - Evaluation award decision: December 2011
  - Start of projects: early 2012

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Thank you for your attention!

Call for proposals VP/2011/006

http://ec.europa.eu/social/main.jsp?catId=630&langId=en

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