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Employment, Social Affairs and Inclusion DG

Europe 2020: Social Policies  
**Demography, Migration, Social Innovation, Civil society**

**BUDGET HEADING 04.03.07**

**SOCIAL AND DEMOGRAPHIC ANALYSIS**

**SUPPORTING A PARTNERSHIP FOR ENHANCING EUROPE'S  
CAPACITY TO TACKLE DEMOGRAPHIC AND SOCIETAL  
CHANGE**

**CALL FOR PROPOSALS**

**VP/2012/008**

In view of the large number of enquiries, please do not telephone.

Questions should be sent by e-mail only to: [empl-vp-2012-008@ec.europa.eu](mailto:empl-vp-2012-008@ec.europa.eu)

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

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## 1. INTRODUCTION

In the Europe 2020 strategy for smart sustainable and inclusive growth demographic change is identified as one of three main global challenges that the EU will be facing in the future<sup>1</sup>. In particular ageing is driving societal change and needs innovative policy responses. Increased life expectancy is one of Europe's greatest achievements but combined with declining fertility, the ageing of Europe's population requires major changes to the way we live, work and prepare for retirement. The population in the age group 15-64 is projected to contract by 48 million by 2050, and the old age dependency ratio will double over the same period<sup>2</sup>.

While there is increasing awareness of this fundamental trend towards ageing societies, there is also a need to promote a better understanding of the determinants of such changes and their implications for individuals as well as policies and the provision of public services, notably at the local level. The Commission has established a framework for the regular exchange of information on the implications of demographic change among Member States and with key European stakeholders by holding a European Forum on demography once every two years and by organising regular meetings with the group of government experts on demographic issues and, in connection with these meetings, seminars on specific topics.

The implication of the widest possible range of stakeholders, including lay audiences, is crucial in tackling the challenges of demographic and societal change. Already in 2010 the Commission has begun to support this implication through a call for proposals which aimed at fostering strong partnerships comprising notably of researchers and civil society organisations. The purpose of the grant awarded under the present call is to find a partnership which can continue with the collection and dissemination of information regarding better social policy making at all levels of governance and the promotion of a better quality of life in a context of demographic change.

## 2. OBJECTIVES OF THE CALL FOR PROPOSALS

The aim of this call for proposals is to co-finance a partnership that can promote greater awareness of demographic and societal challenges and possible policy responses in the European Union among policy makers and lay audiences. For this purpose, grant funding will be offered to one project managed by a partnership made up of not-for-profit research bodies, public institutions and civil society organisations.

The partnership should focus on collection and dissemination of key facts, figures, trends and policy analysis regarding demographic change across the EU with the aim of reaching a wide non-specialist audience and promoting a well-informed public debate on

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<sup>1</sup> *Europe 2020, a strategy for smart sustainable and inclusive growth*, COM/2010/2020

<sup>2</sup> The ratio of those over 65 to the working-age population (15-64) will increase from 1 to 4 currently to 1 to 2 in 2050

its implications and appropriate policy responses among the general public in all Member States at all levels of government.

For this purpose the partnership could aim at preparing short web-oriented presentations that conveyed essential messages on demographic trends and the need to mitigate and adapt to them.

The partnership should also organise events where scientists and policy-makers can discuss the body of knowledge in demography and can identify research areas that are relevant to shaping the European economic and social system. Such events are crucial for policy-makers because it allows them to get to know how far and reliably research can support informed decisions; and for researchers because they get to know the areas of priority where their research can be of use for the European policy debate.

While there is considerable awareness of the main features of demographic change, i.e. ageing, low birth rates, intra EU mobility, regional depopulation and immigration from Third countries, the public debate on how to respond to the challenges of demographic change could benefit from a better understanding of the driving forces of such change and from a better understanding of what policy responses would be feasible and most desirable.

One main concern for the EU is the need to adapt the European welfare state to ageing and make full use of its labour potential in view of projected scarcity.

A considerable body of data and analysis is available, notably from national and European statistical offices and research institutes. Although such data and analysis is readily available through websites and print publications, this material is not sufficiently accessible to lay audiences and does not receive the attention it deserves in the debates on demographic trends and the related challenges.

The purpose of the grant to be awarded under the present call will be to promote a wider dissemination of high-quality data and analysis so that it can have an impact on the policy debate, on attitudes towards demographic change and possibly even adaptations in individual behaviour (e.g. regarding family or retirement planning).

The partnership benefiting from this grant should foster cooperation between demographic and communication experts so as to produce suitable material for use by journalists or easily consultable by lay audiences, for instance on a web site. It could also facilitate with the help of panel discussions and seminars for lay audiences the access of journalists to leading experts who would be willing to explain demographic trends and their implications. The production of teaching material for schools could also be part of such a project.

### **3. SUBMISSION AND EXAMINATION OF GRANT APPLICATIONS**

#### **3.1. Submission date and implementation**

Complete applications must be submitted to the European Commission no later than **11th September 2012**. Applications sent after this deadline will not be considered. For detailed information on how to submit, please see point 4 of the 'Practical Procedures'.

Projects must start in 2013. Estimated project start date is 1 January 2013.

The project duration is 36 months. Any application with a project duration in excess of or less than 36 months will not be considered.

### **3.2. Available budget and co-financing**

The maximum budget earmarked for the co-financing of the project to be selected under this call for proposals is €500,000.

The maximum EU financial contribution will not exceed 80% of the total eligible costs of the selected project. Applicants must contribute at least 20 % of the total cost of the action. Any application which requests a grant of more than 80 % will be excluded automatically from the selection.

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

### **3.3. Exclusion criteria**

By using the "Declaration on Honour" (form attached to the SWIM application ) applicants shall declare on their honour that they are not in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.<sup>3</sup>

### **3.4. Eligibility criteria**

#### *3.4.1. Eligible applicants*

To be eligible, applicants must:

- be a properly constituted and registered legal entity; In derogation from this requirement and pursuant to Article 114 of the Financial Regulation, the organisations of social partners without legal personality under the applicable national law are also eligible provided that their legal representatives have the capacity to undertake legal obligations on their behalf and assume financial liability;
- fall within one of the following categories: non-profit organisations including public bodies<sup>4</sup>, universities and research centres;
- have their registered offices in one of the 27 EU Member States;

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<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 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.

<sup>4</sup> For the purpose of this call for proposals, all higher education institutions with a mandate conferred by a Member State, 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. Such organisations are required to provide 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. Eligibility of the action

To be eligible, actions must:

- include at least one partner. This must be demonstrated in the application by a signed letter of commitment indicating active involvement by the partner (See SWIM Annex E.2);
- comply with the European EU co-financing percentage of maximum 80%;
- be fully carried out in the EU;
- comply with the project start date of 1 January 2013 and duration of 36 months.
- comply with the maximum budget and the minimum co-financing of 20%

### 3.4.3. Eligible applications

To be eligible, applications must:

- have been submitted and validated on-line through SWIM no later than the deadline of 11 September 2012;.
- have been submitted on paper and send by post or by personal delivery in three hard copies (1 original and 2 copies) no later than the deadline of 11 September 2012;
- contain all required documents: see list of required documents on page 9. The absence of one or more of these documents may invalidate the application.

**Only proposals which comply with the eligibility criteria will be examined further.**

## 3.5. Selection criteria

The applicant must have the financial and operational capacity to complete the activity for which funding is requested.

Thus the applicant must have access to solid and adequate funding to maintain activities for the period of the project and to help finance it as necessary and must have the operational resources (technical, managerial) needed to successfully complete the activity.

### 3.5.1. Financial capacity

To permit assessment of the applicant's financial capacity, the official accounts for the most recent financial year for which accounts have been closed must be provided.<sup>5</sup> The assessment of financial capacity shall not apply to public bodies (please see footnote 4 for definition and declaration requirement).

### 3.5.2. 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

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<sup>5</sup> 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 ratio between the "total assets" in the balance sheet divided by total project budget should be higher than 0.70).

which funding is being requested, as well as the ability to implement it. It must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

In particular, applicants must demonstrate that they possess experience in the field of data collection, data processing, data analysis and dissemination and that they can run a cohesive international and/or multi-disciplinary partnership. 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. (see point C.1.5 In SWIM) .

**Only proposals which satisfy the selection criteria will be examined further**

### **3.6. Award criteria**

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

- Relevance in terms of awareness raising of the activities proposed and anticipated results in relation to the objectives of the call for proposals (30%)
- Quality of the tools, instruments and practical approaches proposed (20%)
- Clarity and consistency of the proposed work plan in relation to the objectives of the activity; clarity and coherence of the proposed budget, including value for money in terms of activities planned and the budget associated with them (20%)
- EU-wide relevance of the proposal (10%)
- Sustainability of the proposal beyond the period covered by this grant and capacity to disseminate the results achieved (20%)

A minimum of 70% out of the maximum 100% score is needed in order to be eligible for the grant.

## **4. PRACTICAL PROCEDURES**

### **4.1. Where can the on-line application form be found?**

Applicants are invited to fill in the on-line application form via the web application SWIM. This application allows the applicant to introduce, edit, validate, and submit a grant application.

The **Application form** and further information related to the call for proposals is provided on the following website:  
<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>.

The electronic application in SWIM must be "valid". Invalid electronic applications are automatically excluded from further evaluation.

Please regularly check the web-site. Any additional information, including a regularly updated list of frequently asked questions, will be published on this web-site.

Applicants start by creating their SWIM account by registering on the following internet site (web gate):

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

**Before commencing, 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](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf)

After creating an account, applicants will receive access details (user name and password) enabling access to the form which can be completed at leisure, saved for future work and/or printed. A step-by-step on-line explanation is provided to help complete the form.

Please fill out the on-line application form and make sure to upload the required annexes:

When the application form has been filled in, **validate the request for a grant** in SWIM by clicking on the 'send' button. Please note that this step is irreversible.

After filling in the form, applicants must submit also three hard copies: one original and 2 copies.

The duly completed applications accompanied by all annexes and all required documentary proof should also be sent to the addresses cited below by 11 September 2012 (the submission date is the date of dispatch, as evidenced by the postmark or the express courier receipt date). Proposals submitted after this date will not be eligible.

a) Postal address:

European Commission  
DG EMPL D/4  
Call for proposals VP/2012/008  
B-1049 Bruxelles

b) Personal delivery against an acknowledgement of receipt from the Commission's central mail service by 16.00 hours on 11/09/2012 at the latest to the following address:

European Commission  
DG EMPL D/4  
Call for proposals VP/2012/008  
Central Courier Service  
Avenue du Bourget, 1  
B-1140 Evere

The Applicant is requested to number documents to be submitted with the application as shown in the "*list of required documents*" below. Please do make sure that the full set of the application form and all accompanying documents are included in your sending by post by the closing date. The absence of one or more of these documents may invalidate the application.

	<i>List of required documents</i>	<b>V</b>
1	Original cover letter of application quoting the reference number of the call (VP/2012/008), duly signed and dated by the legal representative of the applicant organisation.	
2	Print-out of the duly completed and submitted on-line application form ( <a href="https://webgate.ec.europa.eu/swim">https://webgate.ec.europa.eu/swim</a> ): dated and <u>with the original signature</u> of the legal representative. NOTE: The on-line form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	
3	Declaration on honour (articles 93 (1), 94 and 96 (2)a), signed by the legal representative of the applicant organisation attesting the financial and operational capacity. SWIM Annex E.1	
4	Letters of co-funding/partnership commitment signed by the legal representatives of the organisations concerned and <u>specifying the amount</u> of each cash contribution, if any. SWIM Annex E.2	
5	Financial identification form duly completed and signed by the accountholder of the applicant organisation (= <b>lead partner or coordinator only</b> ) and bearing the stamp and signature of the bank.. <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>  It is preferable to attach a <u>copy of recent bank statement</u> , in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases. SWIM Annex E 3	
6	Legal entity form, completed and signed by the legal representative <b>of the applicant organisation (= lead partner or coordinator only)</b> . <a href="http://ec.europa.eu/budget/info_contract/legal_entities_en.htm?submenuheader=0">http://ec.europa.eu/budget/info_contract/legal_entities_en.htm?submenuheader=0</a>  <u>The applicant must also provide</u> . <ul style="list-style-type: none"> <li>• A copy of articles of association/statutes or equivalent, proving the eligibility of the organisation;</li> <li>• If the organisation is a taxable person for VAT purposes please annex a copy of the VAT registration document. If the organisation is not a taxable person for VAT purposes please <b>do not fill in any number</b>;</li> <li>• A copy of the official registration certificate or any other official document attesting to the establishment of the organisation (not necessary for public bodies &amp; international organisations)</li> </ul> SWIM Annex E.4	
7	Description of the action SWIM Annex E.5	
8	Detailed work programme Swim Annex E 6.	
9	Contracts for implementing the action SWIM Annex E.7	

10	Detailed CVs (educational and professional qualifications) and job specifications of the people primarily responsible for managing and implementing the project.	
11	Profit and loss accounts and balance sheets for the last financial year from the applicant's organisation (only for the lead partner or coordinator). This is not necessary for public bodies & international organisations).	

## 5. CONTACT.

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions:

Before the final date for submission of proposals, at the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call. Any requests for additional information must be made in writing to [empl-vp-2012-008@ec.europa.eu](mailto:empl-vp-2012-008@ec.europa.eu)

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the call before the official publication of results.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals. Any additional information including that referred to above will be published on the internet in concordance with the various call-for-proposals documents.

After the deadline for submission of proposals, if clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant provided the terms of the proposal are not modified as a result.

### Contact coordinates for the call:

**ENQUIRIES SHOULD BE SUBMITTED BY E-MAIL ONLY, CLEARLY INDICATING THE REFERENCE VP/2012/008, TO:**

[empl-vp-2012-008@ec.europa.eu](mailto:empl-vp-2012-008@ec.europa.eu)

**Applicants are hereby informed that in the interest of transparency and equal treatment of applicants, no queries will be dealt with by telephone.**

## ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS

For more detailed information on the financial and administrative aspects of the call please see Annex I which is available on the call website:

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

## ANNEX II MODEL GRANT AGREEMENT

For more detailed information on payment arrangements, general legal and administrative provisions please see the model grant agreement in Annex II which is

available on the call website. We'd also like to draw your attention to art.I.4.3 of the grant agreement according to which you will need to submit certificate on the action's financial statements and underlying accounts.

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