



**EUROPEAN COMMISSION**  
EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES DG

Equal Opportunities  
Equal Opportunities **for Women and Men: Strategy and Programme**

## **OPEN CALL FOR PROPOSALS**

**VP/2005/020**

**EMPLOYMENT, SOCIAL AFFAIRS AND EQUAL OPPORTUNITIES DG**

**IMPLEMENTATION OF DECISION NO 1554/2005/EC OF THE EUROPEAN PARLIAMENT AND  
OF THE COUNCIL OF 7 SEPTEMBER 2005 AMENDING THE COUNCIL DECISION NO  
2001/51/CE OF 20 DECEMBER 2000 ESTABLISHING A PROGRAMME RELATING TO THE  
COMMUNITY FRAMEWORK STRATEGY ON GENDER EQUALITY**

This call for proposals is published subject to the adoption of the 2006 budget.

Only the French version of this call for proposals is authentic.

## 1. THE COMMUNITY ACTION PROGRAMME

On 20 December 2000, the Council decided (Decision 2001/51/EC)<sup>1</sup> to establish an action programme relating to the Community framework strategy on gender equality for the period from 1 January 2001 to 31 December 2005.

This programme has been extended to 2006 by Decision No 1554/2005/EC<sup>2</sup> of the European Parliament and of the Council of 7 September 2005 amending the aforementioned Decision 2001/51/EC. The principles, objectives and fields of intervention of the Community framework strategy on gender equality, which are those set out in Decision 2001/51/EC and its Annex, remain fully valid for 2006.

According to Article 2 of the Council Decision:

- the Programme is one of the instruments necessary for the implementation of the overall Community strategy on gender equality, which embraces all Community policies and action aimed at achieving gender equality, including gender mainstreaming policies and specific actions targeted at women;
- the Programme shall coordinate, support and finance the implementation of horizontal activities under the fields of intervention of the Community framework strategy on gender equality. These fields of intervention are: economic life, equal participation and representation, social rights, civil life, gender roles and stereotypes.

According to Article 3(c) of the Council Decision, the programme shall have as its objectives "to develop the capacity of players to promote gender equality effectively, in particular through support for the exchange of information and good practice and networking at Community level".

## 2. PURPOSE OF THE CALL FOR PROPOSALS

The purpose of this call is to finance transnational projects to promote gender equality. These projects must associate parties from at least three countries which are Member States of the European Union, members of the European Economic Area<sup>3</sup> or candidate countries which are participating in Strand 3 of the Programme in 2006, in accordance with the Memorandum of Understanding signed with the Commission<sup>4</sup>.

### 2.1. Priority theme for funding in 2006

In 2006, the priority theme will be **the promotion of gender equality, particularly in local development**. This theme will allow two different but complementary issues to be dealt with: on the one hand, how to encourage balanced participation of men and women in the various aspects of local development, both economic and social, and, on the other hand, how policies implemented at local level can encourage, on a daily basis, the promotion of gender equality.

This priority theme may be developed in areas such as economic life, equal participation and representation, social rights, civil life, gender roles and stereotypes.

Other themes will be considered, provided that they involve the promotion of gender equality.

**Examples of initiatives which might be chosen within the framework of strong transnational cooperation aimed at creating added value at Community level:**

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<sup>1</sup> OJ L 17, 19.01.2001

<sup>2</sup> OJ L 255, 30.09.2005, p. 9

<sup>3</sup> Norway, Iceland and Liechtenstein

<sup>4</sup> Bulgaria and Romania.

- Analysis and comparison of existing situations and the effectiveness of the processes, methods and tools used to promote equality, particularly in local development;
- exchanges of good practices and the gearing of good practices to different contexts;
- development of products, strategies and methods;
- awareness-raising activities, seminars;
- dissemination of results;
- production of material to reinforce visibility.

### 3. WHO CAN APPLY?

Each proposal must be presented by a PROMOTER which takes full responsibility for the project. The promoter shall be the contracting party with the Commission. The promoter must have PARTNERS based in at least three of the countries mentioned in Section 2, including the country of the promoter.

An individual body cannot be involved, as promoter or partner, in more than one proposal under this call.

#### 3.1. Eligible promoters

Promoters must be **legally constituted and registered legal entities**. Proof of this status must be provided in the form of the documents referred to in the checklist (Documents 2 and 3). Public authorities and administrations need not provide such proof. It should be noted that social partner organisations must also demonstrate that they have legal personality, as must networks, associations and partnerships.

Promoters must be based in one of the Member States of the EU, an EEA country or one of the candidate countries referred to in Section 2 of this call.

**Natural persons may not act as promoters.**

To be eligible under this call for proposals, promoters must belong to one of the following categories:

|   |                               |   |
|---|-------------------------------|---|
| 1 | <b>NGOs at European level</b> | <p>NGOs must satisfy <b>all</b> of these conditions:</p> <ul style="list-style-type: none"> <li>- be a <b><i>non-profit making association organised at European level</i></b>, i.e. with member organisations in at least three EU Member States, EEA countries (Norway, Iceland or Liechtenstein) or candidate countries referred to in Section 2 of this document. NGOs organised only at national level or below cannot apply;</li> <li>- be <b><i>pre-existing</i></b>, rather than set up for the purposes of the proposal.</li> </ul> <p>International organisations, their regional and national sections, and national NGOs accredited to such organisations are not eligible.</p> |
| 2 | <b>Social partners</b>        | <p><b>a) Social partners at EU level:</b></p> <p>Social partners at European level, i.e. those organisations currently consulted in accordance with Article 138 of the Treaty. A list of these organisations is included in Annex 5 of the Commission Communication entitled “<i>Partnership for change in an enlarged Europe – Enhancing the contribution of European social dialogue</i>” (COM(2004) 557 final).</p> <p><b>b) National social partners:</b></p> <p>Social partners at national level (national workers’ or employers’</p>   |

|   |   |  |
|---|---|--|
|   |   | organisations) may participate in this call by submitting proposals which are transnational in nature and based on a partnership approach. Proposals from national social partners must be accompanied by a reference letter from <i>a social partner at European level</i> (see (a) above).   |
| 3 | <b>Regional or local authorities</b>  | <b>Transnational networks, consortia or partnerships of regional or local authorities (or regional or local authorities which belong to a transnational network or consortium and apply in its name).</b> Such networks, partnerships or associations must be made up of regional or local authorities from at least three EU Member States, EEA countries or candidate countries referred to in Section 2 of this document. |
| 4 | <b>Transnational networks of organisations which aim to promote gender equality</b> | These must be non-profit organisations, made up in turn of organisations from at least three of the European countries referred to above.<br><br>One of their objectives must be to promote gender equality.   |

### 3.2. Eligible partners

The following may act as partners:

|   |  |
|---|--|
| 1 | <b>national authorities;</b>                                       |
| 2 | <b>regional and local authorities;</b>                             |
| 3 | <b>bodies responsible for promoting gender equality;</b>           |
| 4 | <b>NGOs at Community and/or national level;</b>                    |
| 5 | <b>the social partners</b> (workers' and employers' organisations) |
| 6 | <b>universities and research institutes;</b>                       |
| 7 | <b>national statistical institutes;</b>                            |
| 8 | <b>media bodies.</b>   |

**Natural persons may not act as partners.**

## 4. EXCLUSION CRITERIA

Proposals which do not fulfil the following criteria will be rejected:

- Promoters must use Annex F1 of Form SWIM (duly signed) to certify that they are not in one of the situations referred to in **Articles 93 and 94 of the Financial Regulation** of the European Communities.

**Article 93** concerns promoters which:

- are bankrupt or being wound up, are having their affairs administered by the court, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings

concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed;
- have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

**Article 94** concerns promoters which:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

## **5. ELIGIBILITY CRITERIA FOR PROPOSALS**

Proposals must fulfil the following criteria:

- (1) transnationality, i.e. they must associate partners from at least three of the countries mentioned in Section 2 of this call for proposals, including the country of the promoter;
- (2) they must be in line with the objectives of the call for proposals as set out in Section 2;
- (3) they must respect the maximum limits of Community cofinancing, i.e. a maximum grant of EUR 500 000 and 80% of total eligible costs. Contributions in kind are not accepted;
- (4) they may not benefit from any other Community funding;
- (5) they must be submitted in accordance with the procedure laid down in Section 9 of this call for proposals.

## **6. SELECTION CRITERIA**

1. Promoters must prove that they have the **operational capacity** (technical, administrative) to perform the proposed project. As proof, they must submit, together with their grant applications, the supporting documents referred to in the checklist (Documents 7 and 8).
2. Promoters must prove that they have the **financial capacity** (sufficient financial base and the capacity to manage the amounts required) to perform the proposed project. As proof, they must submit, together with their grant applications, the supporting documents referred to in the checklist (Documents 6, 9 and 10).

**Public authorities and administrations are exempt from the requirement to prove their financial capacity.**

## **7. AWARD CRITERIA**

Proposals which fulfil the above exclusion, eligibility and selection criteria will then be examined using the following award criteria:

### **7.1 Quality assessment of the proposal:**

- (a) relevance and degree to which the proposal meets the objectives of the call for proposals, particularly the priority theme;
- (b) clarity and feasibility of the work programme, including timetable and methodology;
- (c) quality of the proposed partnership (relevance, degree of involvement of the partners in the project) and transnationality;
- (d) added value at European level;
- (e) scope and effectiveness of the proposed dissemination methods;
- (f) quality of the mechanisms for ongoing monitoring and final evaluation;
- (g) overall quality of the proposal.

### **7.2 Financial elements of the proposal (budget assessment):**

- (h) a reasonable and realistic budget for the project;
- (i) a sound cost/effectiveness ratio.

Priority for funding will be given to proposals requesting grants of at least EUR 250 000.

## **8. BUDGET AND FINANCIAL CONDITIONS**

- The total estimated budget for this call is around EUR 4 284 000 (budget heading 04 05 02). The financing of projects will depend on the availability of the funds allocated to this budget heading in 2006.
- This call for proposals involves a contractual period of no more than 15 months. Project activities must commence in 2006.
- Promoters may not include in their final financial statements any expenditure incurred before or after the period during which the project is carried out as specified in the grant agreement. All expenditure must be necessary for carrying out the planned activities.
- Promoters and/or their partners must guarantee the cofinancing in cash of 20% of the eligible costs of their projects. Contributions in kind will not be considered.
- Commission grants under this call for proposals are not intended to finance the normal operations or running costs of promoter bodies.
- Grants are awarded for one-off activities and confer no automatic right to funding in subsequent years.
- The Commission reserves the right to reduce the Community grant if the costs in the estimated budget are either ineligible, or eligible but too high.
- In evaluating the projects, the evaluation committee reserves the right to reject proposals from organisations which have not fulfilled their obligations under previous agreements.
- The Commission may require the beneficiary to lodge a guarantee in advance in order to limit the financial risks connected with the payment of prefinancing. Any costs directly linked to this requirement shall be considered eligible costs for the purposes of Community funding.

Before drawing up their proposals, promoters are asked to carefully read the financial conditions in Annex I of the call for proposals.

## **9. HOW TO SUBMIT APPLICATIONS**

Promoters or their legal representatives must complete an online application form (create a "SWIM account") by registering on the following internet site (webgate):

<https://webgate.cec.eu.int/swim/displayWelcome.do>

**Before starting, please read carefully the User's Guide (click on the "Help on SWIM" button at the top of the page).**

After creating an "account", promoters or their legal representatives will receive access details (user name and password) enabling them to access the form (which can be completed at their leisure, 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 this site (then printed out for signature).**

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

- A. electronic submission:** validate the request (click on the "send" button). This step is *irreversible* and must be carried out before the closing date;
- B. hard copy submission:** print out the validated form (and all the sections and annexes), have it signed by the legal representative, attach all the required documentary proof (see the checklist) and send one original and two copies before the closing date (the date of the postmark or courier receipt serving as proof) to the following address:

**European Commission Employment,  
Social Affairs and Equal Opportunities DG,  
Call for proposals VP/2005/020,  
EMPL G1 – Equal Opportunities for Women and Men: Strategy and Programme,  
SPA3 00/07,  
B-1049 Brussels**

Deliveries **by hand** may be made only to the **Commission's central mail service** at the following address:

**European Commission,  
Employment, Social Affairs and Equal Opportunities DG,  
Call for proposals VP/2005/020,  
EMPL G1 – Equal Opportunities for Women and Men: Strategy and Programme,  
rue de Genève, 1  
1B-1049 Brussels**

**Note: The number of the call for proposals must be indicated clearly on the envelope. Promoters must keep a copy of the post office or courier receipt or, in the event of delivery by hand to the central mail service, of the acknowledgment of receipt.**

Furthermore, promoters are requested to:

- check carefully that their paper files contain all the documents referred to in the checklist (including the "Articles 93 and 94" declaration, the "Legal Entity" form and the bank identification form signed by the promoter and its bank);
- ensure that they fulfil the submission conditions referred to above.

## **10. CALL CLOSING DATE**

The closing date for this call is **midnight, Brussels time, 28<sup>th</sup> April 2006**, at the latest.

**Given that technical difficulties can arise, promoters are strongly advised to fill in, validate and send their files electronically and in hard copy in good time before the closing date.**

## **11. NOTIFICATION PROCEDURE**

The Commission will examine the applications in the light of the above criteria. Promoters will be informed in writing of the decision taken with regard to their applications. The Commission's decision is final. The list of selected proposals will be published. The entire procedure is strictly confidential.

Should the Commission award a grant, a standard agreement setting out the conditions and the grant amount in euro will be entered into with the beneficiaries. Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both copies must be sent back to the Commission, which will then return one copy signed by both parties.



## CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH PROPOSALS

(Documents 2, 3, 9 and 10 are not required of public authorities and administrations)

|    |   |
|----|---|
| 1  | The grant <b>application form</b> in triplicate ( <b>1 original + 2 copies</b> ) (together with all its sections and annexes, including the “ <b>Articles 93 and 94</b> ” declaration, the “ <b>Legal Entity</b> ” form and the <b>bank identification form signed by the promoter and its bank</b> ), duly completed, dated and bearing the <b>original signature of the legal representative</b> .  |
| 2  | The promoter’s <b>constitution/articles of association or equivalent</b> , demonstrating that it fulfils the call criteria. (Not required of public bodies).  |
| 3  | A <b>legal registration certificate</b> demonstrating the legal personality of the promoter. (Not required of public bodies).   |
| 4  | Where relevant, a document stating the promoter’s <b>tax identification number</b> or VAT number.   |
| 5  | For national social partners, <b>a reference letter from a social partner at European level</b> .   |
| 6  | <b>Signed letter(s) of undertaking</b> from the promoter and/or the partners and/or other sources confirming the financial contribution in cash. Together, these letters of undertaking must cover 20% of the eligible costs of the project. Please note that <b>each financial contributor to the project (whether promoter, partner or other) must provide a duly signed letter of undertaking stating the value of its contribution to the project</b> . |
| 7  | <b>Where relevant</b> , letters of undertaking signed by partners not contributing financially, to confirm their participation in the project.<br><br><b>All letters of undertaking</b> , whether or not they involve a financial contribution, <b>must demonstrate the transnational nature of the proposal</b> , as required by the eligibility criteria laid down in Section 5 of this call.   |
| 8  | <b>The list of qualified persons</b> and staff who will be working on the project and their <b>curricula vitae</b> , so as to demonstrate the promoter’s operational capacity.  |
| 9  | <b>Balance sheets and profit and loss accounts</b> for the last two financial years available, so as to demonstrate the promoter’s financial capacity. (Not required of public bodies).   |
| 10 | For grant requests over EUR 300 000, <b>an external audit report</b> drawn up by an approved auditor, certifying the accounts of the last financial year available and assessing the promoter’s financial viability. (Not required of public bodies).   |

To facilitate the processing of applications, it is preferable for all the documents to be written in or translated into one of the three working languages of the Commission, i.e. French, English or German.

**Please note that all of these documents must be submitted in triplicate.**

## INFORMATION ON THE FINANCIAL CONDITIONS

This section gives information on certain matters concerning the budget estimate for the project and the agreements governing the award of grants.

### 1. IMPORTANT ADDITIONAL INFORMATION ON THE BUDGET ESTIMATE FOR THE PROJECT

Applicants' attention is drawn to the points below. It should be noted that applications containing vague or incomplete information on these points will be rejected by the evaluation committee.

#### 1.1. General information

Any information which cannot be included in the "budget estimate for the project" spreadsheet must be noted and explained in the detailed budget breakdown which applicants must submit. The detailed budget breakdown must keep to the format and numbering of the budget items in the "budget estimate for the project" in the SWIM programme (<https://webgate.cec.eu.int/swim/displayWelcome.do>).

- Estimated budgets must be expressed in euro. Organisations established in countries outside the euro zone should be aware that they are solely liable for any exchange rate risk.
- Budgets must be balanced: total revenue and total expenditure must be equal.
- Duplicate Community funding of the same expenditure is not permitted.
- If eligible actual expenses are lower than estimated, the Commission's final grant will be reduced accordingly. However, if such expenses are higher, **the contribution cannot be increased.**
- These appropriations are intended exclusively to fund specific activities. Organisations' operating costs cannot therefore be considered as eligible expenses.
- The activities carried out do not give entitlement to exemption from VAT.
- The promoter and its partners must not derive any profit or gain from the Community contribution. Any income generated by the proposal must be indicated in the estimated budget and the final financial statement.

#### 1.2. Eligible costs

- The gross salaries of permanent or temporary staff involved in the project shall be considered as eligible direct costs. The names, positions and professional status of *all* the members of staff working on the project must be stated in the detailed work programme, and the grant beneficiary and its partners must be able to justify these staff costs at the end of the project by means of supporting documents. **The salaries of staff paid from the public purse will not be considered as eligible costs unless these staff interrupt their usual work to participate in the project and others are taken on to replace them.**

Salary costs are to be calculated by reference to the number of persons/number of days/daily rate applied, on the basis of an average of 20 days per month up to a maximum of 220 working days per year. The costs of work to be carried out by external experts on subcontracts should not be taken into account under staff costs, but under the relevant special heading (see the section below on subcontracting/external experts).

- **Persons resident in countries other than the Member States and the other countries participating in the programme** may participate in activities funded under this budget heading, but it will not be possible for their travel, accommodation, subsistence or staff expenses to be reimbursed. Amounts intended to pay such costs may not be covered either by the cofinancing of the project.

- **Travel expenses** must be based on the criteria applied by the Commission itself. Journeys must be carried out by the most direct and economic route, i.e.: rail travel – first class; air travel (only for journeys of more than 400 km one-way or involving a sea crossing) – special tickets (e.g. Apex); car – reimbursement on the basis of the equivalent first class rail fare. For air travel, the cheapest fare should be obtained.
- For **subsistence expenses** (including local transport, accommodation, breakfast and two other meals), the maximum daily allowances accepted, in euro, are as follows:

| Destination |                | Daily allowance | Hotel  |
|-------------|----------------|-----------------|--------|
| AT          | Austria        | 74.47           | 128.58 |
| BE          | Belgium        | 84.06           | 117.08 |
| CY          | Cyprus         | 50.00           | 110.00 |
| CZ          | Czech Republic | 55.00           | 175.00 |
| DE          | Germany        | 74.14           | 97.03  |
| DK          | Denmark        | 91.70           | 148.07 |
| EE          | Estonia        | 70.00           | 120.00 |
| EL          | Greece         | 66.04           | 99.63  |
| ES          | Spain          | 68.89           | 126.57 |
| FI          | Finland        | 92.34           | 140.98 |
| FR          | France         | 72.58           | 97.27  |
| HU          | Hungary        | 50.00           | 165.00 |
| IE          | Ireland        | 80.94           | 139.32 |
| IT          | Italy          | 60.34           | 114.33 |
| LT          | Lithuania      | 80.00           | 170.00 |
| LU          | Luxembourg     | 82.00           | 106.92 |
| LV          | Latvia         | 85.00           | 165.00 |
| MT          | Malta          | 60.00           | 115.00 |
| NL          | Netherlands    | 78.26           | 131.76 |
| PL          | Poland         | 60.00           | 210.00 |
| PT          | Portugal       | 68.91           | 124.89 |
| SE          | Sweden         | 92.91           | 141.27 |
| SI          | Slovenia       | 60.00           | 110.00 |
| SK          | Slovakia       | 50.00           | 125.00 |
| UK          | United Kingdom | 86.89           | 149.03 |
|             |                |                 |        |
| BUG         | Bulgaria       | 70              | 205    |
| ROM         | Romania        | 60              | 170    |
| TR          | Turkey         | 55              | 165    |
| NO          | Norway         | 80              | 140    |
| LI          | Liechtenstein  | 80              | 95     |
| IS          | Iceland        | 85              | 160    |

The amount of the daily allowance (DA) is calculated on the basis of the length of the stay according to the following rules:

- Up to 6 hours: actual costs (based on supporting documents);
- Between 6 and 12 hours: 0.5 DA;
- Between 12 and 24 hours: 1 DA;
- Between 24 and 36 hours: 1.5 DA;
- Between 36 and 48 hours: 2 DA;
- Between 48 and a maximum of 60 hours: 2.5 DA.

It should be noted that the Commission will cover the travel and subsistence expenses of its own officials and that these should therefore not be included in the budget estimate.

- **Publication and translation:** publication and translation costs must specify the number of languages, number of pages, cost per page and number of copies. Moreover, applicants must specify the nature of the documents to be published and/or translated in the detailed budget breakdown. Any other information

which cannot be included in the Excel spreadsheet “budget estimate for the project” must be noted and explained on continuation sheets in the detailed budget breakdown.

- **Equipment:** expenditure on equipment (new or second-hand) and IT hardware should relate to specific uses within the project and should appear in the project description. Such expenses will be evaluated on the basis of acceptable (market rate) unit costs and/or will be limited. For the purchase of fixed assets, only annual depreciation during the period concerned can be taken into account.
- **Overheads** associated with the project are limited to a maximum flat-rate of 7% of total eligible costs.

These costs can include maintenance, stationery, photocopying, mail, telephone and fax, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project.

Mailing costs are considered as overheads and cannot be accepted under the headings “publication” or “administration”.

- **Subcontracting for external expertise:** if the beneficiary has to conclude contracts in order to carry out the project, and if these contracts constitute project costs under a heading of eligible direct costs in the estimated budget, it shall **seek competitive tenders from potential contractors** and award the contract to the economically most advantageous bid, i.e. that offering the best quality/price ratio. In doing so, it shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests. The beneficiary must also comply with the Community directives governing public contracts where applicable. The beneficiary shall also ensure that the terms which apply to it under the agreement also apply to its subcontractors.

Contracts as referred to in the previous paragraph may be used only in the following circumstances:

- a) they may cover performance of only a limited part of the project;
- b) recourse to the award of contracts must be justified having regard to the nature of the project and what is necessary for its implementation;
- c) any recourse to the award of contracts while the project is under way which is not provided for in the initial grant application shall be subject to prior written authorisation from the Commission;
- d) the beneficiary shall retain sole responsibility for carrying out the project and for compliance with the provisions of the agreement. The beneficiary shall undertake to make the necessary arrangements to ensure that the winner of the contract waives all rights in respect of the Commission under the agreement.

### 1.3. Ineligible costs:

Costs which are **not eligible** include the following:

- return on capital;
- debt and debt servicing;
- provisions for losses or possible future debts;
- debit interest;
- bad debts;
- exchange losses;
- VAT, unless the beneficiary can show that it is unable to recover it;
- costs declared and covered under another action or work programme receiving a Community grant;
- excessive or reckless expenditure;

- contingency provisions;
- contributions in kind;
- the salaries of staff working for organisations financed from the public purse, other than in the circumstances referred to in the first paragraph of Section 1.2.

## 2. INFORMATION ON THE AGREEMENT GOVERNING THE GRANT

**After a decision has been taken to award a grant, a grant agreement is concluded defining the rights and obligations of the parties. Beneficiaries are asked to READ CAREFULLY THE AGREEMENT SENT TO THEM, AS IT WILL CONSTITUTE THE LEGAL BASIS FOR THE PROJECT.**

- Payment arrangements will be laid down in the agreement. **Promoters should note that they will probably have to advance some money during the performance of the project.**
- The European Commission reserves the right to reject and/or cap the funding for certain items in the budget estimate or to change the amounts or the cofinancing rate.
- The Commission may also amend the duration of the proposed activity.
- Precise conditions governing possible budget changes between headings are set out in the grant agreement.
- The partial or total withholding by the applicant of any information which could affect 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 terminate the agreement and demand the full repayment of all sums received by the beneficiary under it.
- It should be noted that it is compulsory for conferences and publications funded by the grant to refer to the fact that they received funding from the European Community. In doing so, beneficiaries must follow the instructions for the use of the emblem given on the following website: [http://europa.eu.int/abc/symbols/emblem/index\\_en.htm](http://europa.eu.int/abc/symbols/emblem/index_en.htm) and include the text: "With the support of the European Community: Programme relating to the Community framework strategy on gender equality. The information contained in this publication (or other data) does not necessarily reflect the position or opinion of the European Commission".

The EU logo must feature on conference programmes and on all other documents related to the project: programmes, invitation letters, posters, reports distributed, as well as on any information published on the internet.

Non-compliance with these conditions could lead to imposition of the penalties provided for in the Financial Regulation applicable to the General Budget of the European Communities, as set out in the agreement.

- The project manager should keep the Commission up to date with the progress of the project and, in good time, inform it of the main events organised, so that Commission representatives may attend them if relevant.

### Reports

**A technical implementation report and a final financial statement** for the project must be submitted in the manner provided for in the grant agreement. They must be submitted to the Commission no later than three months after the end of the period agreed for carrying out the project, in the absence of any provision to the contrary in the grant agreement. They should be accompanied by a request for payment of the balance, duly signed by the promoter and a declaration on the promoter's honour that the costs declared are actual costs and that all revenue has been declared.

These documents must include both revenue and expenditure, presented in the same way as in the budget estimate for the project, an audit statement and report (if provided for in the contract), a summary of activities, a copy of the list of participants at conferences/meetings, with their original signatures, and copies of all the publications prepared either for the project itself or as a result of it, in the various languages envisaged for the project. If any of these items is missing, the balance of the grant may not be paid or may be only partially paid, and sums already received may have to be paid back.

The final report must be written in French, English or German and must answer at least the following questions:

- 1) How was the project performed? Was it performed in accordance with Annex I of the contract? (Describe the project, its results and methodology, planned activities, timetable, partners, participants)
- 2) To what extent did the project meet the objectives set?
- 3) What was the transnational dimension of the project/number of partners/participants?
- 4) What was the partners' contribution?
- 5) What was the added value offered by the project?
- 6) How was the project presented to the public and how were the results disseminated?
- 7) Did the target audience participate in the project and was it aware of it?
- 8) What other efforts were made to ensure that the project had long-term impact?
- 9) What lessons were drawn from this experience?
- 10) Will the project be followed up and, if so, how?

If the quality of the final report is deemed inappropriate or insufficient, the Commission reserves the right to ask for extra information within 45 days of receipt of the final report and to suspend final payment until such information has been received.

Supporting documents must be kept for five years following the date of final payment, as an on-the-spot check might take place.

The name and address of each beneficiary and the purpose and amount of the grant will be published on the Commission website.