



## CALL FOR PROPOSALS – MOVE/C4-2014/298

### **Call for proposals to support European road safety actions aimed at tackling problems related to vulnerable road users, children, elderly and young drivers.**

#### **1. INTRODUCTION – BACKGROUND**

The Commission adopted in July 2010 its Policy orientation on Road Safety for 2011-2020<sup>1</sup>, which outlines priorities for the Commission road safety work during this decade.

One of the strategic objectives identified by the Commission is to improve the safety of vulnerable road users as outlined in Objective n° 7: protect vulnerable road users.

Vulnerable Road Users (VRUs), such as pedestrians, cyclists, motorcyclists and moped riders account for 46% of all fatalities on EU roads. In urban areas 66% are VRU, children and young people account for 19% and elderly people for 32%. Another very important group are the young road users which are highly over-represented in road fatality statistics. For example, the age group of 18-24 year-old makes up around a tenth of the whole population but almost a fifth of all car drivers who are killed in road crashes.

These data<sup>2</sup> indicate the need for further attention and concrete ideas for efficient measures to improve road safety in these areas. Improvement can be considered on a reduction of accidents and on the severity of the accidents. Indeed the number of seriously injured in road traffic crashes is much higher than the number of people killed. The human suffering and the socio-economic costs for the serious road traffic injuries are huge. Furthermore, the number of seriously injured on the roads does not decrease in the same steady pace as the number of road fatalities.

The Commission therefore intends to award grants in order to promote its objectives in these domains.

The call for proposals is published under the annual work programme for 2014<sup>3</sup> in the field of mobility and transport under Annex 12.1.1: Call for proposals with a view of awarding grants in the field of Road Safety.

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<sup>1</sup> Communication from the commission: *Towards a European road safety area: policy orientations on road safety 2011-2020*, COM(2010) 389 final

<sup>2</sup> More detailed figures are available on the Commission Road Safety Website at:  
[http://ec.europa.eu/transport/road\\_safety/specialist/statistics/index\\_en.htm](http://ec.europa.eu/transport/road_safety/specialist/statistics/index_en.htm)

<sup>3</sup> *COMMISSION DECISION of 19.2.2014 on the annual work programme for 2014 in the field of mobility and transport*, C(2014)1166 final

Information on this call for proposals is available on the DG MOVE website at the following address: [http://ec.europa.eu/transport/facts-fundings/grants/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm) and on the Road Safety Website: <http://ec.europa.eu/roadsafety>

## 2. OBJECTIVE(S) – THEME(S) – PRIORITIES

The objective of this call is to support actions that contribute to improve road safety for vulnerable road users, children, elderly people and young drivers.

Projects would consist of actions such as

- Implementation and dissemination of good practices,
- Implementation of innovative measures
- Development of road safety campaigns,

which may also include organisation of events, e.g. lectures, conferences, workshops

The aspects addressed by the actions proposed could include, inter alia, the following:

- The new urban mobility patterns with an increased presence of cycling
- The adaptation of the infrastructure environment to an ageing population, be it as drivers, cyclists or pedestrians,
- The education of children concerning road safety, in particular when walking and cycling
- The awareness and behaviour of the general driving population concerning vulnerable users, children, elderly people
- The awareness for children and elderly people challenge
- The prevention of distraction as a cause of traffic accidents amongst children and young drivers
- The safe integration of vulnerable users, children and elderly people on urban mobility
- The reduction of young and novice drivers' fatalities and serious injuries on the road.

## 3. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	July 2014
b)	Deadline for submitting applications	20 October 2014 at 16.00
c)	Evaluation period	November 2014
d)	Information to applicants	December 2014
e)	Signature of grant agreement	January 2015
f)	Starting date of the action/ work programme	February 2015

#### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at € 1 000 000.

The maximum possible rate of co-financing of the eligible costs is 50%

The Commission expects to fund a maximum of 5 proposals.

The Commission reserves the right not to distribute all the funds available.

#### 5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form available at [http://ec.europa.eu/transport/facts-fundings/grants/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm).
- Applications must be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to the rejection of the application.

#### 6. ELIGIBILITY CRITERIA<sup>4</sup>

##### 6.1. Eligible applicants

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2.

For that purpose, applicants shall identify such affiliated entities in the application form.

Only applications from legal entities established in the EU Member States are eligible.

Applicants can be:

- non-profit organisation (private or public);
- public authorities (national, regional, local);
- international organisations;
- universities;
- educational institutions;
- research centres;
- companies;

By way of exception, application may be submitted by **one** applicant, whether established specifically or not for the action, provided that:

- it is formed of several legal entities complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;

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<sup>4</sup> Art. 131 FR, 201 RAP

- the application identifies the said entities.

For the purpose of declaring eligible costs as specified under section 11.2, the entities composing the applicant shall be treated as affiliated entities.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

## 6.2. Eligible activities

Types of activities eligible under this call for proposals.

- cooperation projects;
- training activities;
- awareness and dissemination actions;
- actions aiming at the creation and improving of networks, exchanges of good practices;

Implementation period: projects are expected to last between one and two years; projects may be shorter or longer with a maximum duration of 36 months.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

## 7. EXCLUSION CRITERIA

### 7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, 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;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 of the RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1).

## 7.2. Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

No Union financial support will be granted for parts of projects receiving financing from other sources of Union funding.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

## 7.3. Supporting documents<sup>5</sup>

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals and available at [http://ec.europa.eu/transport/facts-fundings/grants/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm).

## 8. SELECTION CRITERIA<sup>6</sup>

### 8.1. Financial capacity<sup>7</sup>

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value grants ( $\leq$  EUR 60 000):

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<sup>5</sup> Art. 197 RAP

<sup>6</sup> Art. 132 FR, 202 RAP

<sup>7</sup> Art. 131, 132 FR, 202 RAP.

- a declaration on their honour.

b) Grants  $\geq$  EUR 60 000:

- a declaration on their honour and,

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

c) Grants for an action  $\geq$  EUR 750 000 <sup>8</sup>, in addition:

- **an audit report** produced by an approved external auditor certifying the accounts for the last financial year available.

In the event of an application grouping several applicants (consortium), the above thresholds apply by applicants.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

On the basis of the documents submitted, if the RAO considers that financial capacity is not satisfactory, he may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

## 8.2. Operational capacity<sup>9</sup>

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. They should have at least 3 years experience in the field of Road Safety. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action;
- the organisations' activity reports;
- lists of previous projects and activities performed and connected to the field;
- natural or economic resources involved in the project.

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<sup>8</sup> Art. 131.3 FR .

<sup>9</sup> Art. 131 FR, 202 RAP.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

## **9. AWARD CRITERIA<sup>10</sup>**

Eligible proposals will be assessed on the basis of the following criteria:

– Scope of the action & European dimension: the Commission will assess the relevance of the proposed action with regard to the main themes proposed and the added value of the action with regard to European road safety policy. (40 point - minimum threshold 24 point)

– Multiplier effect and visibility: the Commission will assess the extent to which the proposed action will allow the transfer, widespread use and large-scale application of results, knowledge and good practice and the means by which the Community action will be made visible (publications, organisation of events, websites, CDROMs, etc.). (20 points - minimum threshold 12 points)

– Cost-effectiveness: the budget, broken down by category of expenditure, must demonstrate a good level of cost-effectiveness for the action (balance between the expected results and the amount of the grant). (20 points - minimum threshold 12 points)

– Organisation and proposed execution of the operation: proposed methodology (evaluation and indicators of results compared with the expected objectives); complementarity of partners or members for the success of the project; work plan (clarity and appropriateness of the objectives, appropriateness of the expected results) and schedule. (20 points - minimum threshold 12 points)

***Only applications with a total score of 70% or higher and of at least 60% for each individual criterion will be considered.***

## **10. LEGAL COMMITMENTS<sup>11</sup>**

In the event of a grant awarded by the Commission, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed by the beneficiary and returned to the Commission immediately.

Please note that the award of a grant does not establish an entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### 11.1. General Principles

#### a) Non-cumulative award<sup>12</sup>

An action may only receive one grant from the EU budget.

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<sup>10</sup> Art. 132 FR, 203 RAP

<sup>11</sup> Art. 121 FR, 174 RAP.

<sup>12</sup> Art. 129 FR

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.<sup>13</sup>

b) Non-retroactivity<sup>14</sup>

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing<sup>15</sup>

Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget<sup>16</sup>

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published in the Official Journal of the European Union on the Infor-euro website available at

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm) .

e) Implementation contracts/subcontracting<sup>17</sup>

Where the implementation of the action or the work programme requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

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<sup>13</sup> Art. 196.4 RAP.

<sup>14</sup> Art. 130 FR

<sup>15</sup> Art. 125 FR, 183 RAP.

<sup>16</sup> Art. 196.2 RAP

<sup>17</sup> Art. 137 FR, 209 RAP

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>18</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>19</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

f) Financial support to third parties<sup>20</sup>.

The applications may not envisage provision of financial support to third parties.

## 11.2. Funding forms<sup>21</sup>

Grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 50% of **eligible costs**.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant (see section 11.1c).

➤ **Eligible costs**<sup>22</sup>

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).

- ✓ they are indicated in the estimated budget of the action or work programme;
- ✓ they are necessary for the implementation of the action or of the work programme which is the subject of the grant;

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<sup>18</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>19</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

<sup>20</sup> Art. 137 FR, 210 RAP.

<sup>21</sup> Art. 123 FR, 181 RAP.

<sup>22</sup> Art. 126 FR

- ✓ they are 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;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

The same criteria apply to the affiliated entities.

#### Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- *the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;*
- *costs of the personnel of national administrations 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;*
- *subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices,*
- *costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel,*
- *depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission,*
- *costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;*
- *costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);*
- *costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;*

- costs relating to external audits where required in support of the requests for payments;
- value added tax ("VAT") is not eligible.

#### Eligible indirect costs (overheads)<sup>23</sup>

- a flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

#### ➤ **Ineligible costs**

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.

#### ➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents<sup>24</sup> :

- a final report providing details of the implementation and results of the action/work programme ;
- the final financial statement of costs actually incurred,

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

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<sup>23</sup> Indirect costs do not apply to operating grants.

<sup>24</sup> Art. 135 FR

### 11.3. Payment arrangements<sup>25</sup>

A pre-financing payment<sup>26</sup> corresponding to 40 % of the grant amount will be transferred to the beneficiary within 30<sup>27</sup> days either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order<sup>28</sup>.

### 11.4. Pre-financing guarantee<sup>29</sup>

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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

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.

## 12. PUBLICITY

### 12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/dgs/communication/services/visual\\_identity/index\\_en.htm](http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm)

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

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<sup>25</sup> Art. 90, 135 FR, 207 RAP.

<sup>26</sup> Art. 109, 110 RAP

<sup>27</sup> Art. 92 FR

<sup>28</sup> Art. 109, 110 RAP

<sup>29</sup> Art. 134 FR, 206 RAP

## 12.2. By the Commission<sup>30</sup>

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>31</sup> if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## 13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

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<sup>30</sup> Art. 35, 128.3 FR, 21, 191 RAP.

<sup>31</sup> European Union Official Journal L 39, of 10 February 2007.

## 14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process<sup>32</sup>.

Applicants will be informed in writing about the results of the selection process.<sup>33</sup>

### ➤ Submission on paper

Application forms are available at:

[http://ec.europa.eu/transport/facts-fundings/grants/index\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm)

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 6 copies (one original clearly identified as such, plus 5 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications must be sent to the following address<sup>34</sup>:

#### (a) By registered mail or by private courier

The proposal must be sent by registered mail or by private courier, dispatched not later than **20/10/2014**, the postmark or the date on the slip issued by the courier service are equally valid as proof of deposit.

By registered mail, to the following address:

**European Commission  
Directorate-General for Mobility and Transport  
DM 28 - 0/110 – Mail/Archives  
B-1049 Brussels  
Belgium**

By private courier, to the following address:

**European Commission  
Directorate-General for Mobility and Transport - DM 28 - 0/110  
Avenue du Bourget 1  
B-1140 Brussels (Evere)**

#### (b) Or by hand delivery

Proposals must be delivered by hand to the European Commission's central mail department by 16:00 (Brussels time) on **20/10/2014** at the following address:

**European Commission  
Directorate-General for Mobility and Transport - DM 28 - 0/110  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium**

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<sup>32</sup> Art. 96 FR

<sup>33</sup> Art. 133 FR, 205 RAP

<sup>34</sup> Art. 195.3 RAP

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

Practical arrangements:

Proposals must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

**Call for proposals MOVE/C4-2014/122-2**  
**Not to be opened by the internal mail department**  
**DM 28 0/110 Mail/Archives**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape. Applications sent by fax or e-mail will not be accepted.

Questions may only be submitted in writing before the deadline set out under section 5. to the following mailbox: [MOVE-C4-SECRETARIAT@ec.europa.eu](mailto:MOVE-C4-SECRETARIAT@ec.europa.eu)

Please note that for your questions concerning this call for proposals, a document 'Q&A' - Questions and Answers will be published on the Europa website at: [http://ec.europa.eu/transport/grants/index\\_en.htm](http://ec.europa.eu/transport/grants/index_en.htm)

Annexes:

- Application form
- Checklist of documents to be provided
- Model agreement
- Template for external audit statement
- Financial viability check tool