



# **AMICUS PREPARATORY ACTION**

**CALL FOR PROPOSALS  
EAC/40/2008**

**Implementation of budget heading 15 06 10 for year 2008**

## **1. INTRODUCTION AND CONTEXT**

This second call for proposals serves to implement the AMICUS Preparatory Action<sup>1</sup> which steps up the European Union's commitments in the field of youth mobility by offering the opportunity to give a transnational dimension to youth civic service and volunteering placements.

In the framework of Amicus, civic service and volunteering activities are defined as activities, with a European added-value, targeting young people, and undertaken by civic service structures or organisations from civil society active in the field of youth and volunteering.

This call for proposals has been published in accordance with the annual work programme concerning grants and contracts in the field of education and culture for 2008, adopted by the European Commission (hereinafter referred to as "the Commission") on 11 March 2008, in line with the procedure provided for in Articles 4 and 7 of Decision 1999/468/EC<sup>2</sup>, as amended by Commission Decision C(2008)8434 on 19<sup>th</sup> December 2008.

The Commission department responsible for implementation and management of this action is the "Youth in Action" unit of the Directorate-General for Education and Culture.

## **2. OBJECTIVES**

### **2.1. General objectives**

The Amicus Preparatory Action aims to:

- promote the transnational character of youth placements in civic service and volunteering activities;
- promote the development of a European framework to facilitate the interoperability of existing civic service and volunteering opportunities for young people in the Member States;
- allow a testing and evaluation phase by way of specific European cooperation projects in the field of youth transnational civic service and volunteering.

### **2.2. Purpose of the call for proposals**

The aim of this call for proposals is to support transnational civic service and volunteering projects comprising, on the one hand, research and awareness raising activities and, on the other hand, the placement of young people within the European Union. This call for proposals will support projects put forward by civic service bodies or civil society organisations.

The beneficiaries will participate in the discussion process initiated by the European Commission on the transnational dimension of youth civic service and volunteering, in particular with regard to minimum quality standards and the organisational arrangements required to ensure the interoperability of national systems.

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<sup>1</sup> Association of Member States Implementing a Community Universal Service.

<sup>2</sup> Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission (OJ L 184, 17.7.1999, p. 23).

The projects selected will have to implement the following activities:

- informing citizens, in particular young people, and raising their awareness of these issues;
- producing a document which evaluates their experience of placing young people in the context of the Amicus Preparatory Action and presents and analyses the national context (inventory), in particular with regard to civic service and the internationalisation of such activities;
- placing young people in civic service and volunteering projects abroad.

### 3. PROVISIONAL TIMETABLE

The following timetable will apply:

<b>30 April 2009</b>	<b>Deadline</b> for submission of proposals.
May – June 2009	<b>Evaluation</b> and <b>selection</b> of proposals.
July – August 2009	<b>Decision taken by the Commission to award grants</b> and communication of the results in writing to applicants. <b>Sending</b> of grant agreements for signature.

The project must begin between **1 September 2009** and **30 November 2009** and end no later than **31 December 2010**.

The eligibility period for expenditure will start on the date specified in the funding agreement, i.e. the project starting date. Under no circumstances may the eligibility period for expenditure start before the date of submission of the grant application.

Any expenditure incurred before the start of activities will not be taken into account.

### 4. AVAILABLE BUDGET AND ALLOCATION OF FUNDING

The total budget earmarked for the co-financing of projects under this call amounts to **EUR 2 300 000**.

However, depending on the number and quality of the projects submitted, the Commission reserves the right not award all the funding available.

**The maximum grant allocated to each project may not exceed EUR 300 000.**

### 5. ELIGIBILITY CRITERIA

**Only applications meeting the following conditions will be considered eligible and evaluated.**

#### 5.1. Eligible applicants

Under this call for proposals, two categories of applicants are eligible:

- firstly, and as a priority, public bodies<sup>3</sup> whose main activity falls within the field of civic service;

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<sup>3</sup> In the context of this call for proposals, a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. These costs are financed from public sector funds

- non-profit associations or non-governmental organisations whose main activity is in the field of youth volunteering.

Moreover, in order to be eligible, applicants must meet the following conditions:

- have their head office in one of the Member States of the European Union;
- have a legal status;
- be able to demonstrate at least two years' experience in the placing of young people in civic service or volunteering at national level.

**Each applicant may only submit one project.**

Natural persons may not submit applications under this call for proposals.

## **5.2. Eligible countries**

Applicant organisations whose head office is located in one of the 27 Member States of the European Union will be eligible. These Member States are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

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raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

### 5.3. Legal entity

The Commission can propose a funding agreement only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality.

To prove that it exists as a legal entity, the applicant must submit the following documents:

*For public bodies:*

- the legal entity form<sup>4</sup> duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of an official document certifying the establishment of the legal person under public law, such as a legal ruling, decree-law or decision, or any other official document.

*For non-governmental organisations or non-profit associations:*

- the legal entity form<sup>5</sup> duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document certifying the establishment of the legal person under private law, such as the official journal or the commercial register (name, address and registration number of the legal person under private law must appear on the document);
- a copy of the certificate of liability for VAT (if, as in certain countries, the commercial register number and VAT number are identical, only one of these documents is required);
- the articles of association (statutes).

### 5.4. Eligible activities

Each project must include the 3 following Activities:

1) Information and awareness raising:

- information and awareness-raising campaigns on the transnational aspect of civic service and volunteering, targeting the entire population and/or young people in particular;
- conferences, seminars and workshops;
- other initiatives to inform young people and raise their awareness of the value of doing civic service and/or volunteering in an EU Member State other than their own.

2) Research and evaluation activities:

- research on the national context and its impact on transnational civic service and volunteering activities promoted by Amicus;
- evaluation of the placement of young people in the context of Amicus;
- production of a document presenting the results of the research work undertaken.

3) Transnational civic service and volunteering activities undertaken by young people, within the European Union:

- sending young people aged between 16 and 28 years in the European Union to a country other than their country of residence, for 3 to 6 months, to carry out civic service or volunteering activities.

Eligibility criteria related to this Activity are available in the annex of this call for proposals.

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<sup>4</sup> See the application file – Applicant's Guide.

<sup>5</sup> Idem.

## 5.5. Ineligible activities

As a rule, the following activities are not eligible:

- profit-making activities of whatever kind (publications based on activities performed under this call for proposals may be offered for sale once permission has been given, on a case-by-case basis, by the Commission).

The following are also ineligible:

- ad hoc, unstructured and part-time civic service or volunteering activities;
- military activities;
- an internship in an enterprise;
- any activity which is paid for and/or which replaces paid employment;
- a recreation or tourist activity;
- a language course;
- a period of study or vocational training abroad.

## 5.6. Eligible proposals

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the deadline stipulated in Section 13 of this call for proposals will be taken into consideration.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and technical capacity, and all the other documents referred to in the checklist enclosed with the application form.

All the other conditions, and in particular those in Section 13 of this call for proposals, must be complied with.

## 6. EXCLUSION CRITERIA

Applicant organisations must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

Applicant organisations will be excluded from participating in this call for proposals if:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they 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 of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment 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;
- they are subject to an administrative penalty, as referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicant organisations cannot receive any financial assistance if, at the time of the grant award procedure, they:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the awarding authority as a condition of participation in the grant award procedure, or fail to supply this information;
- are subject to one of the exclusion criteria referred to in Article 93(1) of the Financial Regulation
- are subject to a penalty excluding them for a period of at least 10 years from contracts and grants funded from the budget of the European Communities.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicant organisations who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicant organisations must sign a declaration on their honour, certifying that they are not in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

## **7. SELECTION CRITERIA**

The selection criteria will be such as to make it possible to assess the applicant organisation's ability to complete the proposed action.

The applicant organisation must have access to stable and adequate sources of funding, so as to be able to maintain activities for the period of the project and to help finance the project. The applicant must have the professional skills and qualifications required to complete the proposed action.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and technical capacity to complete the proposed activities.

### **7.1. Technical capacity**

In order for their technical capacity to be evaluated, the applicant must submit:

- a list of activities performed in the field in the section of the form set aside to this effect;
- the curriculum vitae of the project leaders or the main persons who will be involved, stating all their relevant vocational experience.

### **7.2. Financial capacity**

In order to permit an assessment of their technical capacity, organisations applying for more than €25.000 must submit, together with their applications:

- their profit and loss accounts, together with the balance sheet for the last financial year for which accounts have been closed;
- a financial report for the previous financial year (in euros), in accordance with the model available on the Commission's internet site<sup>6</sup>;

#### **Nota bene**

If on the basis of the documents submitted, the Commission considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application
- ask for further information
- require a guarantee (see section 9.2)
- offer a grant but not make any prefinancing, making the first payment on the basis of expenses actually incurred

<sup>6</sup> See application file – Applicant's Guide.

The financial capacity of public bodies will not be verified.

## 8. AWARD CRITERIA

In addition to examining the eligibility, exclusion and selection criteria, the Commission will take into account the following award criteria:

### Activities of type 1) Information and awareness-raising

#### Design, content and methodology (10%)

- Quality of the information and awareness-raising strategy

### Activities of type 2) Evaluation and research

#### Design, content and methodology (15%)

- Quality of the workplan set up to draft the evaluation and research document

### Activities of type 3) Transnational civic service and volunteering of young people

#### Design (35%)

- Consistency and relevance of the overall approach
- Quality of the preparation phase
- Quality of Service and tasks
- Quality of the support and training offered to the young people
- Quality of the ongoing assessment of activities
- Quality of the risk prevention and crisis management measures
- Quality of the specific measures provided for in the case of projects including young people with fewer opportunities

#### Content and methodology (20%)

- Support for the personal and social development of the young people
- Role of Mentor
- Intercultural dimension
- European dimension

#### Scope (20%)

- Impact and multiplier effect
- Visibility
- Dissemination and exploitation of results

A minimum score of 50% must be obtained for a project to be funded.

Projects submitted by civic service bodies (meeting the above criteria) will be given priority over proposals from civil society organisations.

## **9. FINANCIAL CONDITIONS**

Community grants are incentives to carry out projects which could not be carried out without the financial support of the Commission, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or public or private assistance that has been obtained elsewhere.

The Commission's selection of an application does not constitute an undertaking on its part to award a financial contribution equal to the amount applied for. The awarding of a grant does not establish an entitlement for subsequent years.

The amount allocated cannot exceed the amount requested.

Grant applications must include a detailed forecast budget in which all prices are given in euros. Applicant organisations from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union<sup>7</sup>, series C, on the date of publication of this call for proposals.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for ongoing activities. The grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

### **9.1. Terms of payment and submission of reports**

#### **(i) Terms of payment**

In the event of definitive approval of the application by the Commission, a funding agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Commission and the beneficiary. Two copies of this agreement (the original) must be signed and returned to the Commission immediately. The Commission will sign it last.

The bank account or sub-account indicated by the applicant organisation in the application must make it possible to identify funds paid by the Commission. Where the funds paid generate interest or give rise to equivalent benefits under the law of the State where the account is held, they must be recovered by the Commission if they result from the payment by the Commission of an advance of more than €0.000.

An initial pre-financing of 40% of the total grant will be paid to the beneficiary within 45 days of the Commission signing the grant agreement, on condition that all the necessary guarantees have been provided.

This pre-financing is intended to provide the beneficiary with a float.

A second payment corresponding to 40% of the total grant will be paid within 45 days of approval by the Commission of a request submitted by the beneficiary using the form provided to this effect, which includes elements relating to the implementation of the action and a statement of the eligible costs incurred during the period in question.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If the eligible expenditure actually incurred by the organisation during the project is lower than anticipated, the Commission will apply its rate of funding to the actual expenditure, and the beneficiary will, where applicable, be required to repay any excess amounts transferred by the Commission under the pre-financing.

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<sup>7</sup> The Official Journal can be consulted on line at: <http://europa.eu.int/eur-lex/lex/en/index.htm>

## **(ii) Reporting**

If the proposal is selected for funding, the beneficiary will have to submit, using the appropriate forms, the following reports and documents:

- Request for further pre-financing payment
  - ✓ Form to request the further pre-financing payment, on condition that 70% of the first instalment has already been spent.  
*(This form has two sections: a technical one, where the progress of the project must be described, and a financial one, for reporting the expenses incurred up until the date of submission of the report).*
- Request for final payment
  - ✓ Form – final report  
*(This form, which must be submitted no later than two months after the project eligibility period, must report on the implementation of the project and the expenses incurred throughout the project duration).*

## **9.2. Guarantee**

The Commission may require any organisation which has been awarded a grant to provide a guarantee in advance, in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

The guarantee is to be provided by an approved bank or financial institution established in one of the Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it 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.

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

The guarantee is released when the amount is covered by a final payment from the Commission, in accordance with the conditions provided for in the grant agreement.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

## **9.3. Certificate on the financial statements and underlying accounts**

A certificate on the financial statements and underlying accounts produced by an approved auditor or, in the case of public bodies, by a competent and independent public officer may be demanded in support of any payment by the competent authorising officer, on the basis of a risk analysis.

In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the authorising authority, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement. Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts is obligatory for interim payments per financial year and for payments of balances in cases of grants of €750.000 or more, where the cumulative amount of the requests for payment is at least €325.000, and operating grants of €100.000 or more.

#### **9.4. Double Funding**

Granted projects may not benefit from any other Community funding for the same activity.

To ensure this, applicants must give details in the application form of any other grant requests which they have submitted or intend to submit to the European Institutions during the same operating year, stating in each case the budget heading, the Community programme and the amount requested.

#### **9.5. Eligible costs**

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;
- they are indicated in the estimated overall 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;
- 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 accounting and internal auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the project with the accounting statements and corresponding supporting documents.

#### **9.6. Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Commission.

Contributions in kind shall not constitute eligible costs.

However, the Commission may accept the budget submitted by the applicant being cofunded by up to 10% by contributions in kind.

In such cases the value of such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the partner free of charge but bear the costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

## **10. SUB-CONTRACTING AND AWARD OF CONTRACTS**

Where implementation of the project requires sub-contracting or the award of a contract<sup>8</sup>, the beneficiary and where applicable its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.

## **11. PUBLICITY**

All grants awarded in the course of a financial year must be published on the internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise his security or prejudice his financial interests), the Commission will publish the following information:

- name and address of the beneficiary;
- subject of the grant;
- amount awarded.

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

Furthermore, beneficiaries are required to give prominence to the Commission's name and logo on all publications, posters, programmes and other products created in respect of the co-financed project. To do this, they will use the logo of the Directorate-General for Education and Culture, the "Youth" logo and the European flag, these images will be provided by the Commission.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

## **12. DATA PROTECTION**

All personal data contained in the agreement shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council 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. Such data shall be processed solely in connection with the implementation and follow-up of the funding agreement by the European Commission, without prejudice to the possibility of passing the data to the bodies responsible for inspection and audit in accordance with Community legislation.

The information required in the application form is necessary to assess the grant request. It will be used only for this purpose, by the department responsible for managing the Amicus Preparatory Action.

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<sup>8</sup> A negotiated procedure with consultation of at least five candidates may be used for contracts with a value less than or equal to €60.000. A negotiated procedure with consultation of at least three candidates may be used for contracts with a value less than or equal to €25.000. The beneficiary must clearly document the tendering procedure and retain the documentation for audit purposes, if necessary. Contracts with a value less than or equal to €5.000 may be awarded on the basis of a single tender. [see Article 120 of Council Regulation (EC, Euratom) No 1605/2002 and Article 184 of Commission Regulation (EC, Euratom) No 2342/2002].

Beneficiaries may, on written request, gain access to their personal data and correct any information that is inaccurate or incomplete. They should address any questions regarding the processing of their personal data to the Commission. They may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

## 13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

### 13.1. Publication

Notifications of calls for proposals are published in the Official Journal of the European Union. The notification and the full text of the call for proposals will be published on the internet site of the European Commission's Directorate-General for Education and Culture, Youth website, at the following address:

[http://ec.europa.eu/youth/index\\_en.htm](http://ec.europa.eu/youth/index_en.htm)

### 13.2. Application form

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose.

Please note that only typed applications will be considered.

#### **Nota bene**

For practical reasons and to speed up the assessment procedure, it is highly recommended that the application be submitted in one of the three working languages of the European Commission (English, French or German).

Application forms and the applicant's Guide which accompanies it can be obtained at the following address:

[http://ec.europa.eu/youth/index\\_en.htm](http://ec.europa.eu/youth/index_en.htm)

or by writing to:

European Commission  
Directorate-General for Education and Culture - Unit D2  
MADO 19/003  
Call for proposals AMICUS EAC/40/2008  
1049 Brussels  
Belgium

### 13.3. Submission of the grant application

Only applications submitted on the **correct form, duly completed, dated, showing a budget**, sent in **duplicate** (one original clearly identified as such and one copy), and **signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.**

#### **Nota bene**

Applications not submitted by the deadline will not be taken into account.

**Applications must be sent to the following address by 30 April 2009:**

- by post, date as postmark:  
European Commission  
Directorate-General for Education and Culture - Unit D2  
MADO 19/003  
Call for proposals AMICUS EAC/40/2008  
1049 Brussels  
Belgium
- by courier service (date of receipt by the courier service).

Applications sent by fax or e-mail will not be accepted.

Applicant organisations will be informed of the receipt of their proposal within 20 working days.

Only applications which meet the eligibility criteria will be considered for a grant. If an application is ineligible, a letter indicating the reasons will be sent to the applicant.

The Commission will give applicant organisations the opportunity to correct errors of form within a specified period.

All unsuccessful applicant organisations will be informed in writing.

Proposals selected will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if necessary, financial guarantees.

**13.4. Rules to be applied**

- Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390, 30.12.2006, p. 1) amending Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002, p. 1);
- Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13) amending Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p. 1).

**13.5. Contact**

All questions are to be addressed to :

[Eac-amicus@ec.europa.eu](mailto:Eac-amicus@ec.europa.eu)



## ANNEX

### (Details of point 5.4.§3) – Eligibility criteria related to Activity of Type 3.

<b>Eligible participants</b>	Young people aged between <b>16 and 28<sup>9</sup></b> , legally resident in an <b>EU country</b> . At least 50% of participants must be identified when the application is submitted. The identification of the rest of participants should be sent to the European Commission at minimum 6 weeks before the start of the activity(ies) involving the concerned young people.
<b>Number of participants</b>	From <b>1 to 50</b> young people, sent individually or in group(s).
<b>Venue of the Service</b>	The Service takes place in an EU country, other than the country of residence of the young people. Each young person should do the Service in only one country, but several countries can be hosting if the activities include several young people.
<b>Duration of the Service abroad</b>	<b>From 3 to 6 months.</b> Exception for Service involving young people with fewer opportunities: it can last a minimum of 1 month and a maximum of 6 months.
<b>Activity</b>	An activity has three phases: planning and preparation, implementation of the Service, evaluation.
<b>Themes</b>	The Service should focus on one or several of the following themes: arts and culture, youth, equal opportunities, social care, European citizenship, participation, intercultural dialogue, environment, sport and development cooperation.
<b>Service involving young people with fewer opportunities</b>	An activity involving young people with fewer opportunities includes specific elements to ensure that adequate support is provided to the concerned young people. <b>Advance Planning Visit:</b> <ul style="list-style-type: none"> <li>▪ duration: maximum 2 days (travel days excluded)</li> <li>▪ number of participants: maximum 2 participants, 1 is always from the beneficiary; if a second participant is involved, s/he has to be a young person to be placed.</li> </ul>
<b>Training and support to the participants</b>	Each participant should attend a <b>Training and Evaluation Cycle</b> composed of: pre-departure training, on-arrival training, mid-term evaluation (for a Service lasting more than 4 months), and final evaluation of the Activity. Young people hosted through the Amicus scheme should get personal, task-related, linguistic and administrative support.
<b>Other compulsory elements</b>	<b>Mentor:</b> A mentor must be identified in the <i>Host Organisation</i> . The mentor cannot be the person who assigns and supervises the tasks of the young people. The Service is unpaid, non profit-making and full-time.

<sup>9</sup> Age reached at the submission of application deadline.