

Call for Proposals for flagship projects in the framework of the European Year of Volunteering 2011

1. OBJECTIVES AND DESCRIPTION

By Council Decision of 27 November 2009 (2010/37/EC)¹, Year 2011 has been designated as the European Year of Voluntary Activities Promoting Active Citizenship. The overall purpose of the European Year of Volunteering is to encourage and support the efforts of the EU, the Member States, local and regional authorities, to create the conditions conducive to volunteering in the European Union and to increase the visibility of voluntary activities in the EU.

This call for proposals is based upon the above Decision of the Council establishing the legal basis for the European Year of Voluntary Activities Promoting Active Citizenship 2011 and particularly article 3 point d) of this Decision.

The purpose of this call is to select projects which will receive a grant from the European Commission, in order to test and develop new and innovative schemes and approaches with a view to build long-term partnerships between civil society organizations operating in the area of Volunteering.

1.1. General objectives of the European Year of Volunteering

This call for proposals is intended to contribute to the following general objectives of the 2011 European Year which are to:

- Work towards an enabling environment for volunteering in the EU - To anchor volunteering as part of promoting civic participation and people-to-people activities in an EU context and address existing obstacles to voluntary activities, where appropriate and necessary.
- Empower organisers of voluntary activities to improve the quality of voluntary activities - To facilitate voluntary activities and help organisers to implement new types of voluntary activities and to encourage networking, mobility, cooperation and synergies within civil society and between civil society and other sectors in an EU context.
- Recognise voluntary activities - To encourage appropriate incentives for individuals, companies and volunteer-development organizations and gain recognition for volunteering at EU level and in the Member States by policy makers, civil society organizations, public institutions, the formal and non-formal education sector and employers for skills and competences developed through volunteering.
- Raise awareness of the value and importance of volunteering - To raise general awareness of the importance of volunteering as an expression of civic participation which contributes to issues which are of common concern of all Member States, such as a harmonious societal development and social cohesion.

¹ OJ L17, of 22.01.2010, p. 43

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:017:0043:0049:EN:PDF>.

1.2. Specific objectives

This call for proposals will aim to support one or two projects (see details in Section 4 below) per Member State promoting networking in the field of volunteering.

More specifically, projects funded under this call for proposals should aim to test and develop new and innovative schemes and approaches which will have long lasting effects.

Such innovative elements may refer to:

- the content of the proposed activities; and/or,
- the methods used in view to run the activities.

1.3 Priority themes

Priority under this call will be given to projects designed to develop and encourage new and innovative schemes and approaches which will have long lasting effects and focus on the following themes:

- Improvement of the quality of volunteering, in order to facilitate volunteering activities and to develop further the capacities of structures or organizations based on volunteering activities
- Creation of an enabling environment for volunteering in the EU and addressing existing obstacles to voluntary activities
- Employer-supported volunteering
- Mobility schemes in volunteering for people of all ages, with specific emphasis on young people
- Volunteering as a way to fight against social exclusion as a follow-up to the European Year for Combating Poverty and Social Exclusion 2010
- Fostering senior volunteering and strengthening intergenerational dialogue and cooperation

2. ELIGIBLE APPLICANTS

2.1. Organizations

Applicants may be public sector organizations and civil society non-governmental organizations with a legal personality, developing their activities in the field of voluntary work at local, regional, national or European level.

Natural persons may not claim a grant under this call for proposals.

Projects under this call for proposals should be clearly visible and distinct from the general activities organised by the National Coordination Bodies (NCB)².

There may be cases where an NCB is an NGO. Such bodies may apply for a grant under this call for proposals.

Nonetheless, in such cases, these organizations will not be allowed to participate in the evaluation procedure as mentioned under point 10 of this call for proposals.

² http://ec.europa.eu/citizenship/annexes-citizenship/doc1069_en.htm

2.2. Partnership

In order to be eligible, the project must involve a partnership of at least four partners (four eligible applicants) established and having their activities in one or more Member States, including a project leader, with at least one organization from each of the following categories:

- (1) public sector organizations
- (2) non-governmental civil society organizations

The applicant designated as project leader must be a civil society non-governmental organization with a legal personality developing its activities at local, regional, national or European level in the field of voluntary work.

2.3 Eligible countries

Eligible countries are the 27 Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom.

3. ELIGIBLE AND NON ELIGIBLE ACTIVITIES

The activities must contribute to the development and implementation of the general and specific objectives, and one or more of the themes, identified for this call for proposals.

The activities supported would be:

- exchange of experience and good practices at local, regional, national or European level;
- undertaking of studies and research as well as dissemination of their results;
- conferences and seminars to promote debate and raise awareness of the issues and develop networking;
- development of approaches to reach out new non organised volunteers;
- creation and production of innovative audiovisual and multimedia tools and products.

Activities must start between **15 January 2011** and **31 March 2011**.

The maximum duration of projects is **12 months**.

The following activities shall not be eligible:

- profit-making activities of whatever type (publications resulting from activities under this call may be offered for sale, following the Commission's agreement on a case by case basis);
- activities performed as part of formal educational programmes;
- statutory meetings of applicant organizations.

4. BUDGET AVAILABLE AND ALLOCATION OF FUNDS

The maximum budget allocated to the co-financing of projects under this call for proposals is **EUR 2.000.000**.

The Commission will limit its co-financing at **60%** of a project's total eligible expenses.

The Commission intends to co-finance a maximum of 54 projects, thus two projects for each Member State, in order to cover the entire European Union. However, depending on the number and quality of projects submitted, the Commission reserves the right not to guarantee full coverage of the European Union Member States or to co-finance a higher number of projects in some Member States. The Commission also reserves the possibility of not allocating all the funds available on the basis of the quality of applications.

The budget available for any particular Member State has been established on the basis of the population of the Member State concerned. Three levels have been set – one for the 7 biggest Member States, one for the 18 medium sized Member States and one for the two smallest Member States. This will result in the following indicative breakdown:

- Between EUR 108,000 and EUR 120,000 for the following Member States: France, Germany, Italy, Poland, Romania, Spain and the United Kingdom;
- Between EUR 48,000 and EUR 60,000 for the following Member States: Austria, Belgium, Bulgaria, the Czech Republic, Cyprus, Denmark, Estonia, Finland, Greece, Hungary, Ireland, Latvia, Lithuania, the Netherlands, Portugal, Slovakia, Slovenia and Sweden;
- Between EUR 24,000 and EUR 30,000 for the two following Member States: Luxembourg and Malta.

The Member State of the project leader, as specified in the legal identity documents, will be used to determine which Member State's budget will be used to award grants under this call.

5. TIME SCHEDULE

Applications must be sent to the Commission no later than 12 November 2010. Please read carefully Section 15.3 of this call for proposals concerning submission of grant applications.

Projects must start between 15 January 2011 and 31 March 2011. They will have a maximum duration of 12 months. Applications will not be accepted if the project is scheduled to run for a longer period than one year.

Costs incurred before the starting date of the project specified in the grant agreement will not be eligible.

Project leaders will be notified of the outcome of the selection procedure in the second half of January 2011.

It is intended that beneficiaries should receive the grant agreements for signature in February 2011.

6. ELIGIBILITY CRITERIA

Only applications that comply with the following criteria will be considered eligible and will be the subject of evaluation.

Only proposals submitted using the official application form (see Annex I), completed in full, signed (original signatures required) and received by the deadline specified under point 5 of this call for proposals will be considered.

The application form must be accompanied by the documents attesting the financial and operational capacity of the applicants, and all the other documents referred to in the checklist annexed to the current call for proposals (see Annex II).

Applications must include a budget balanced in terms of expenditure and income.

Each applicant is allowed to participate in only one project.

Applicants must provide evidence of the partnership established to ensure the smooth running of the project by submitting the preliminary partnership agreements (see Part VI of Annex I) duly completed and signed (original signatures required).

Only applications submitted by the organizations fulfilling the requirements mentioned under Section 2 are eligible.

Applicants of a project should have a legal status and be legally established for one year prior to the date of submission of the application in one of the Member States.

7. LEGAL ENTITY

In order to be awarded a grant under this call, the applicants' legal status documents must be accepted by the Commission.

In order to prove their legal existence, applicants must submit the following documents:

- the legal entity identification form³ duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organization;
- an extract from the official journal or the equivalent thereof and, if the legal entity concerned is liable for VAT, the document confirming VAT liability (if, as occurs in certain countries the trade register number and the VAT number are identical, only one of these documents is required);
- articles of association (statute of entity).

All the other conditions set out under point 15 of this call for proposals must be complied with.

8. EXCLUSION CRITERIA

Applicants must certify 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.

³ Forms available on the Commission's website: http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

Applicants will be excluded from participating in the call for proposals 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 have been convicted of an offence concerning their professional conduct by a judgment 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;
- d) 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 project is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Union's financial interests;
- f) they are currently the subject of an administrative sanction under Article 96(1) of the Financial Regulation [Council Regulation (EC, Euratom) No 1605/2002, as amended].

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

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition for participation in the grant award procedure, or fail to supply this information;
- c) fall within one of the cases of exclusion from the award procedure mentioned in Article 93(1) of the Financial Regulation and are the subject of a sanction involving their exclusion for a period of at least ten years from the contracts and grants financed by the budget of the European Union.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants 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, applicants must sign the declaration on honour as foreseen in Article 134 of the 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 [Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002].

9. SELECTION CRITERIA

The applicants' ability to complete the project will be assessed using the selection criteria.

Applicants must have the professional competencies and qualifications required to complete the proposed action. They must have stable sources of funding sufficient to maintain their business throughout the period during which the project is being carried out and to participate in its funding.

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

9.1. Technical capacity

For the purpose of assessing technical capacity, applicants must provide the following information for the whole partnership:

- a list, in the relevant part of the application form, of projects they have carried out in the relevant field;
- the curriculum vitae of the main actors involved in the project specifying all relevant professional experience.

9.2. Financial capacity

In order to permit an assessment of their financial capacity, applicants must submit the following documents together with their applications:

- the financial identification form⁴ duly completed by the project leader and certified by the bank (original signatures required) - please note that certification by the bank is not necessary if the bank identification form is accompanied by a copy of a recent bank account statement;
- the profit and loss accounts, together with the balance sheet for the most recent financial year for which the accounts have been closed;
- the budget for the year 2010.

If, on the basis of the documents submitted, the Commission is of the opinion that financial capacity has not been proven or is unsatisfactory, it may:

- reject the application;
- request additional information;
- offer a grant without pre-financing and make an initial payment based on the costs incurred.

10. AWARD CRITERIA

Applications that satisfy the eligibility, exclusion and selection criteria will be evaluated against the award criteria by an evaluation committee.

Although the call for proposals is launched and managed by the Commission, the projects will be evaluated in close cooperation with the National Coordination Bodies (NCB). For this purpose, a copy (on CD/DVD) of all applications coming from organizations from one Member State will be sent by the Commission to the relevant NCB for evaluation. The evaluation of the projects by the NCB will have a consultative character and will not be binding on the Commission. In its final decision, the Commission will also take into account the geographical balance of the projects selected.

However, as mentioned at point 2.1 above, there may be cases where an NCB is an NGO. Such bodies may apply for a grant under this call for proposals.

Nonetheless, in such cases, these organizations will not be allowed to participate in the evaluation procedure as mentioned under point 10 of this call for proposals.

10.1. Qualitative criteria

Qualitative criteria will represent **80%** of the points available within the evaluation procedure.

Eligible applications will be assessed on the following criteria:

⁴ The form for the country where the bank is located should be completed even if the applicant organization's statutory head office is in another country. All financial identification forms are available on the Commission's website: http://ec.europa.eu/budget/info_contract/ftiers_en.htm

1. Relevance of the project in relation to the general objectives of the Year of Volunteering.
2. Relevance of the project in relation to the specific objectives and priority themes of this call for proposals.
3. Quality of the work programme in terms of content and methodology, its clarity and consistency.
4. Multiplier effect of the project and in particular its sustainable impact, as well as its long-term viability.
5. Quality of the partnership, and in particular the clarity of the tasks, the diversity of the applicants' profiles, description of the applicants' actual roles in the cooperation, as well as the motivation of the applicants to set up the project.
6. Active involvement of people in the project.
7. Visibility of the project as the quality of measures aimed at disseminating and exploiting project's results.
8. Consistency of the budget with the activities planned in the work programme

Each of these qualitative criteria has the same weighting in the assessment (maximum 10 points).

In addition, the projects that did not obtain a score of seven or more points out of a maximum of ten for the criterion n. 2 will not be further considered for award.

10.2. Quantitative criteria

Quantitative criteria will represent **20%** of the points available within the evaluation procedure.

The following will be taken into consideration:

1. The number of organizations involved in the project;
2. The expected number of participants involved and people who are indirectly targeted through the activities.

Each of these quantitative criteria has the same weighting in the assessment (maximum 10 points).

Since the Commission intends to finance a maximum of 54 projects (one or two per Member State), the proposals concerning the same Member State will be ranked on the basis of the scores obtained and the financing will be awarded to the proposal(s) which obtained the best score in the said Member State.

11. FINANCIAL CONDITIONS

European Union's grants are incentives to carry out projects that would not be feasible without the European Union's financial support, and that are based on the principle of co-financing. They complement the applicant's own financial input and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Commission does not constitute an undertaking to award funding equal to the amount requested by the applicant. The awarding of a grant does not establish an entitlement for subsequent years.

The amount allocated may not exceed the amount requested.

Grant applications must include a detailed provisional budget in which all costs are given in euro. Applicants from countries which do not belong to the euro area must use the conversion rates published in the *Official Journal of the European Union*⁵, Series C, as at the publication date of this call for proposals.

The budget for the project included in the application must show revenue and expenditure in balance and clearly show the costs that are eligible for financing from the Union budget.

The applicant must indicate the source and the amount of any other financing from which it benefits, or which it has requested, during the same financial year, for the same project or other projects and in respect of its current activities. It must justify the amount of the co-financing provided either in terms of own capital, of financial transfers from third parties, or in kind.

Grants may not have the purpose or effect of producing a profit for beneficiaries. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced in proportion to the amount of any surplus.

The Commission will allow applicants the opportunity to correct formal errors within a given time limit.

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

11.1. Methods of payment

If the application is finally approved by the Commission, a grant agreement, expressed in euro and specifying the terms and the level of financing will be signed between the Commission and the beneficiaries. The original version of this grant agreement must be signed and returned to the Commission within 5 days. The Commission will be the last party to sign.

The bank account or sub account indicated by the project leader must make it possible to identify the funds paid by the Commission and the interests if any. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the pre-financing payment by the Commission of an amount greater than EUR 50 000.

Unless otherwise specified, the term ‘agreement’ used in this call for proposals covers both financing agreements and decisions.

A pre-financing payment of 70% will be transferred to the project leader within 45 days of the date on which the two parties sign the agreement and any necessary guarantees have been received. Pre-financing is intended to provide the beneficiaries with a float.

The Commission will establish the amount of the final payment to be made to the project leader on the basis of the final report. If eligible costs actually incurred by the organization during the project are lower than anticipated, the Commission will apply the rate of funding to actual costs, and the project leader will, where applicable, be required to repay any excess amounts paid by the Commission under pre-financing.

⁵ The Official Journal may be consulted online at: <http://eur-lex.europa.eu/en/index.htm>

11.2. Double financing

Projects funded may not benefit from any other Union funding for the same activity.

To this end, mention must be made in the form of any other application for a grant which has been or will be submitted to the European institutions during the same year, the Union programme and the amount. Applicants' attention is therefore drawn to the fact that, in the case of organizations benefiting from an operating grant, indirect costs are no longer eligible for projects financed under this call for proposals.

11.3. Eligible costs

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

- a) They are incurred during the action, with the exception of costs relating to final reports and to audit certificates;
- b) they are mentioned in the global provisional budget for the action;
- c) they are necessary for performing the action for which a grant has been awarded;
- d) they are identifiable and verifiable, and are recorded in the beneficiaries' accounts in accordance with the applicable accounting principles of the country in which the beneficiaries are established and with the beneficiaries' usual cost accounting practices;
- e) they comply with the requirements of the applicable tax and social security legislation;
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular as regards economy and efficiency.

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

Eligible direct costs:

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it. In particular, the following direct costs are eligible, provided they satisfy the criteria set out in the previous paragraph:

– costs for staff assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiaries.

The costs corresponding to the salaries of national government staff of the applicants (with the exception of project leader) are eligible provided that they are related to the cost of activities that would not be undertaken by the authorities if there were no project.

Staff costs may not exceed 30% of the total eligible costs set down in the draft budget submitted by the applicants.

These costs must be real costs incurred by the beneficiaries. Costs relating to staff from other organizations are eligible only if they are directly paid or refunded by the beneficiaries.

- travel and subsistence costs for staff participating in the project (for meetings, conferences, etc.), provided they do not exceed the scales approved annually by the European Commission (see Annex III for daily subsistence allowances)
- costs of equipment (new or second-hand), provided that such equipment is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only that part of the equipment's depreciation that corresponds to the project's lifetime and the rate of its actual use for the purposes of the project may be taken into account by the Commission except where the nature and/or the context of its use justifies a different approach by the Commission;
- costs of consumables and supplies, provided that they are identifiable and earmarked for the project;
- meeting costs such as hall rental and equipment, translation and interpretation costs, provided that these costs correspond to the beneficiaries' usual practices as regards organising events and meetings;
- costs arising from other contracts entered into by the beneficiaries for the purposes of implementing the project, provided that the conditions set out in Section 12 of this call for proposals and in the grant agreement are complied with;
- costs deriving directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, duplicating, etc.), including, where applicable, financial services costs (in particular the cost of financial guarantees).

Eligible indirect costs (administrative costs):

- A flat-rate amount, capped at 7% of the project's eligible direct costs, is eligible under indirect costs, representing those of the beneficiaries' general administrative costs that can be regarded as chargeable to the project.

Indirect costs must not include costs posted under another heading in the budget.

Indirect costs are not eligible when the beneficiaries also benefit from a European Union operating grant.

11.4. Ineligible costs

The following costs shall not be considered eligible:

- return on capital,
- debt and debt service charges,
- provision for possible future debts or losses,
- other interest expenses,
- bad debts,
- exchange rate losses,
- VAT, unless the beneficiaries can show that it is unable to recover it under current national legislation;
- costs declared and covered in connection with another project or work programme giving rise to a European Union's grant,
- inordinate or ill-considered costs,
- 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 do not constitute eligible costs.

12. SUBCONTRACTING AND AWARD OF CONTRACTS

When implementation of the project requires subcontracting or the awarding of a procurement contract⁶, the beneficiaries must issue a call for tenders from potential candidates and award the contract to the economically most advantageous tender, i.e. the tender which has the best quality/price ratio, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.

13. PUBLICITY

All grants awarded in the course of a financial year must be published on the website of the European Union's institutions during the first half of the year following the closure of the financial year for which they were awarded. The information may also be published in any other appropriate medium, including the Official Journal of the European Union.

In agreement with the beneficiaries, the Commission will publish the following information (unless this information is of such a nature as to jeopardise the beneficiaries' security or to prejudice their financial interests):

- name and address of the beneficiaries;
- the purpose of the grant;
- amount awarded and rate of funding.

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

Furthermore, beneficiaries are required to clearly show the name and emblem of the European Commission on all publications, posters, programmes and other products produced under the co-financed project. To that end, they shall use the logo of the European Year of Volunteering 2011 and the European flag, which the Commission will provide.

If this provision is not fully complied with, the beneficiaries' grant may be reduced.

14. DATA PROTECTION

All personal data are processed in accordance with the provisions of 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.

The data are processed only in the context of the performance and monitoring of the grant agreement by the Commission, without prejudice to their possible communication to the bodies responsible for control and auditing pursuant to European Union legislation.

The information required in the application form is necessary for assessing the grant application.

Beneficiaries may, by means of a request in writing, obtain their personal data and correct any erroneous or incomplete data. They may contact the Commission when they have any request regarding the processing of their personal data. Should you have any queries concerning the

⁶ Contracts for a value of EUR 60 000 or less can be the subject of a negotiated procedure with consultation of at least five candidates. Contracts for a value of EUR 25 000 or less can be the subject of a negotiated procedure with consultation of at least three candidates. The beneficiary is obliged to document clearly the competition procedure carried out and to keep this evidence in the case of audit. Contracts for a value of EUR 5 000 or less can be the object 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].

processing of your personal data, please address them to the assistant of the Director-General, Directorate-General Communication. Beneficiaries may appeal at any time to the European Data Protection Supervisor in relation to the processing of their personal data.

15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

15.1. Publication

This call for proposals is published on the EYV website at the following address:

www.EYVolunteering.eu

and on the Europa Citizenship's website at the following address:

http://ec.europa.eu/citizenship/focus/focus840_en.htm

15.2. Application form

Grant applications must be drawn up in one of the official EU languages, using the application form specifically designed for this purpose (see Annex I). Please note that only typed applications will be considered.

Application forms can be obtained from the following websites:

www.EYVolunteering.eu

http://ec.europa.eu/citizenship/focus/focus840_en.htm

or by writing to:

European Commission
Directorate-General Communication
European Year of Volunteering
For the attention of Mrs Sophie Beernaerts
Head of Unit: Citizenship Policy
Madou 5/26
B -1049 Bruxelles
Belgium

15.3. Submission of the grant application

Only applications presented using the appropriate form, duly completed (typed), dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organizations will be accepted.

Only applications including a balanced budget (revenue/expenditure) and sent in **three copies** - two on paper, one of which clearly marked 'original' and one not bound, and a third copy on CD or DVD - will be accepted.

Applications submitted by fax or directly by email will not be examined.

Applications which have not been submitted within the specified deadline will be disregarded.

Applications must be sent by 12 November 2010 at the latest:

– either by post, in which case the evidence of the date of dispatch shall be constituted by the postmark, to the following address:

European Commission
Directorate-General Communication
European Year of Volunteering
For the attention of Mrs Sophie Beernaerts
Head of Unit: Citizens' Policy
Madou 5/26
B-1049 Brussels
Belgium

– or by private courier, in which case the evidence of the date of dispatch shall be constituted by the date of the deposit slip at the courier company

- or by delivery, in which case proof of delivery will be a dated and signed receipt by the official to whom the documents were handed in the Commission's central mail reception department, to the following address:

Main entrance of the building of
the European Commission's Central Mail department
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

This service is open from 8h to 17h from Monday to Thursday and from 8h to 16h on Friday; it is closed on Saturday, Sunday and Commission holidays.

15.4. Contact

For all further information, please contact in writing:

European Commission
Directorate-General Communication
European Year of Volunteering
For the attention of Mrs Sophie Beernaerts
Head of Unit: Citizens' Policy
Madou 5/26
B-1049 Bruxelles
Belgium
email: COMM-CFP-EYV2011@ec.europa.eu