

ANNEX I

Reference number <i>To be filled in by the Commission</i>	
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**Call for Proposals for flagship projects
in the framework of the European Year of Volunteering 2011**

Call for proposals - COMM/C2/1-2010 EYV

CLOSING DATE FOR SUBMISSION: 12 November 2010

(the date of the postmark, the date of the deposit slip at the courier company or proof of delivery signed by the official to whom documents were handed being taken as proof of posting)

Applications posted after this date will not be considered.

Applications must be sent by post, by private courier or by delivery bearing the original signature of the legal representative of the applicant organizations.

Handwritten applications and/or sent by fax or e-mail will not be accepted.

N. B. If necessary, you can add more pages

Please, fill in ALL sections of this application
ALL documents requested in the checklist must be appended to the application

Title of the project	
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Part I – Identification of the project leader

Project leader

Name:	_____		
Acronym:	_____		
Legal status:	<input type="checkbox"/> Non-profit-making non governmental organisation operating in the field of voluntary activities		
	<input type="checkbox"/> Profit-making non governmental organisation operating in the field of voluntary activities		
Address:	_____		
Post Code:	_____	City:	_____
Region:	_____	Country:	_____
Web site:	<u>http://</u> _____		
Telephone:	_____	Fax:	_____

Person authorised to sign the contract on behalf of the project leader (legal representative)

Surname:	<i>Mr/Ms</i>	_____	First Name:	_____
Function:	_____			
E-mail address:	_____			
Telephone:	_____	Fax:	_____	

Person in charge of the project (contact person)

Surname:	<i>Mr/Ms</i>	_____	First Name:	_____
Function:	_____			
E-mail address:	_____			
Telephone:	_____	Fax:	_____	

Part II – Profile and technical capacity of each one of the applicant organizations

II. a. Profile of the applicant organisation

Please, provide a short description of your organisation (including information on aims and activities, specific know-how, staff, membership in other structures, etc.).

II. b. Technical capacity of the applicant organisation

Please, describe the experience of your organisation in the fields covered by the call for proposals, i.e. voluntary activities. Such experience is to be illustrated by means of a list of projects already implemented in the same field.

Please, also mention the different products produced by these projects (publications, website, etc. Please, give precise references)

Finally, please, state why you chose to carry out the action proposed.

Part III – Project details

III. a. Scope of the project

Please tick the box corresponding to the EU Member State where project leader is established

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Malta
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Poland
<input type="checkbox"/> Bulgaria	<input type="checkbox"/> Hungary	<input type="checkbox"/> Portugal
<input type="checkbox"/> Czech Republic	<input type="checkbox"/> Ireland	<input type="checkbox"/> Romania
<input type="checkbox"/> Cyprus	<input type="checkbox"/> Italy	<input type="checkbox"/> Slovakia
<input type="checkbox"/> Denmark	<input type="checkbox"/> Latvia	<input type="checkbox"/> Slovenia
<input type="checkbox"/> Estonia	<input type="checkbox"/> Lithuania	<input type="checkbox"/> Spain
<input type="checkbox"/> Finland	<input type="checkbox"/> Luxembourg	<input type="checkbox"/> Sweden
<input type="checkbox"/> France	<input type="checkbox"/> Netherlands	<input type="checkbox"/> United Kingdom

III. b. Duration and venue(s) of the project

Please indicate the total duration of the project from preparation to evaluation (as well as the start/end dates) and the venues.

The project starts:
(date of first cost incurred) / /

The project ends:
(date of last cost incurred) / /

Total duration of the project (in months):

Venue(s) where the project will take place :

III. c. Activities

Please tick the boxes corresponding to the activities foreseen (you can tick more than one box)

<input type="checkbox"/> exchange of experience and good practice at local, regional, national or European level	<input type="checkbox"/> development of approaches to reach out new non organised volunteers
<input type="checkbox"/> undertaking of studies and research and dissemination of their results	<input type="checkbox"/> creation and production of innovative audiovisual and multimedia tools
<input type="checkbox"/> conferences and seminars	<input type="checkbox"/> Other, please specify _____

III. d. Applicants

Please list down the applicant organizations involved in the project (row can be added, if necessary)

Organisation name	Legal status	Country

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III. e. Summary of your project

Please provide a short description of your project (maximum 200 words), including objectives, target groups, main activities and expected results. This summary should be completed in English, German or French, regardless of which language you use to fill in the rest of this application form.

Part IV – Project implementation

IV. a. Objectives of the project

Please describe the objectives of your project and explain how you plan to address the general objectives of the European Year of Volunteering

Please explain how you plan to address the specific objectives and the priority theme of the call for proposals.

Please also indicate the expected results and the target group(s) of the project.

You should also explain the innovative and qualitative elements of the project.

IV. b. Work Programme

Please describe the activities foreseen for implementing the project, including preparatory activities. Please explain:

- the working methods envisaged;*
- the profile of the participants;*
- the sharing of tasks within the project leader or among the applicant organizations;*
- how you intend to organise and co-ordinate the activities with regard to the scale of your project;*
- how you intend to ensure the quality and coherence of the project's work programme.*

Work Programme (continued)

Please give details for each of the activities foreseen.

Month	Activity	Venue	Duration	Number of participants	Number of trainers, facilitators, staff	Applicant organizations (partners)
Total :						

IV. c. Sustainable impact and multiplier effect of the project

Please describe :

- the impact that the planned activities will have on the volunteering sector*
- the project's reach (its multiplier effect and especially its sustainable impact on a significant number of people).*

How do you ensure the evaluation and follow-up of the project?

Please also identify any indicators that could help you measuring the project's impact.

IV. d. Quality of the partnership

Please describe the profile of your partners (applicants), focusing particularly on their experience in the field of volunteering, as well as the reasons why they are involved in your project.

You should illustrate your response with specific examples of actions.

Please also state what kind of complementarity your partnership is based upon. Finally, explain briefly who are the main actors of the project, for each applicant, describing their specific skills.

IV. e. Active involvement of people in the project

Please, provide details of people actively involved in the project coming from the different sectors - governmental, corporate and volunteering at local, regional, national or European level

IV. f. Valorisation, visibility and dissemination

Please, elaborate on the following aspects:

- How do you plan to provide broad visibility to your activities and to your project as a whole?*
- Which strategy has been defined for disseminating information?*
- What products do you plan to develop throughout your project? What tangible results do you intend to achieve? How could these products or results be transposed to other channels and/or other information tools?*

Please, also present a dissemination and operation plan for the products and/or results of the project.

IV. g. Quantitative information

	<i>Total</i>
<i>Number of organizations involved in the project</i>	
<i>Expected number of participants involved</i>	
<i>Expected number of people indirectly targeted through the activities</i>	

Part V. Budget

For information on funding rules and eligibility of costs please refer to the text of the Call for proposals

CONSOLIDATED STATEMENT

Budget Summary		In EURO
<i>Please, note that the Commission has the right to revise the amount requested by the applicant on the basis of the rules set out in the Call for proposals</i>		Total amount
I. EXPENSES		
ELIGIBLE COSTS		
Direct costs (please fill in the items here below)		
1. Staff costs (max 30 % of the total eligible costs)		
2. a) Travel		
b) Subsistence (accommodation and meals) costs		
3. Costs of equipment (new or second-hand)		
4. Consumables and supplies		
5. Meeting costs		
6. Production / Translation / Dissemination / Information costs / other		
Indirect costs (up to 7% of the project's eligible direct costs)		
TOTAL ELIGIBLE COSTS		
INELIGIBLE COSTS		
TOTAL EXPENSES		

II. ESTIMATED INCOME	
National/regional/local institutions	
Other Union funding for this project (please specify)	
Private donors	
Own resources (including partners)	
Other resources (e.g. in kind)	
Grant requested from the European Commission	
<i>(a maximum of 60% of the total eligible costs and not exceeding the maximum amounts established by Member State in point 4 of the call for proposals)</i>	
TOTAL INCOME	

Please indicate if your organisation has already received a European Union's grant:

- No
 Yes – please, specify the programme and year

Signature

The project leader undertakes to inform the Commission of all changes affecting the activities and/or the budget as described in this form.

Project leader

Name:

Legal representative

Name in capital letters:

Place:

Signature:

Date:

DETAILED BUDGET – BREAKDOWN BY BENEFICIARY

- One detailed budget to be included for each beneficiary
- Please, note that each item embedded in the budget should be clearly identified and specified

All items in EURO

I. EXPENSES

A. ELIGIBLE DIRECT COSTS

1. Staff costs (max 30% of total eligible costs)

Name	Function	Number of days/month	Gross salary day/month	Costs
TOTAL STAFF COSTS				

2. Travel and subsistence (accommodation and meals) costs

a. Travel costs (including local transport)

Please, note that only cheapest means of transport and fares are subject to reimbursement (APEX airfare, 2nd class train ticket, etc.).

Activity	Number of persons	Origin	Destination	Means of transport	Costs
<i>Subtotal</i>					

b. Subsistence costs (accommodation and meals)

Activity	Number of persons	Number of days	Cost per day	Costs
<i>Subtotal</i>				
TOTAL TRAVEL AND SUBSISTENCE COSTS				

3. Equipment Costs (new or second-hand)

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

Activity	Specification	Cost	Depreciation rate	Degree of use in the project (%)	Total eligible costs
TOTAL EQUIPMENT COSTS					

4. Consumables and supplies costs				
Activity	Specification	Number	Unit price	Costs
TOTAL CONSUMABLES AND SUPPLIES COSTS				

5. Meeting costs

a. Rental of rooms for meetings, conferences, other events, etc.

Description by activity	Number of days	Cost per day	Costs
<i>Subtotal</i>			

b. Translation for meetings

Activity and Language from / to	Number of pages	Price / page	Costs
<i>Subtotal</i>			

c. Interpretation costs (including travel, accommodation and fees)

Activity and Language from / to	Number of interpreters	Number of days	Cost per day	Costs
<i>Subtotal</i>				

d. Hire of booths for interpretation (including equipment)

Description by activity	Number of days	Cost per day	Costs
<i>Subtotal</i>			

e. Fees for external speakers				
Activity	Number of speakers	Number of days	Cost per day	Costs
<i>Subtotal</i>				

f. Other costs	
<i>Please, indicate other potential costs linked to meeting costs</i>	
Specification by activity	Costs
<i>Subtotal</i>	
TOTAL MEETING COSTS	

6. Other Costs (Production / Translation / Dissemination / Information costs / Other)
<i>Please, indicate costs for producing and distributing information documents and materials (CD-ROM, video, books, leaflets, etc.) including the estimated number of copies needed.</i>

a. Production			
Activity	Number of copies	Unit price	Costs
<i>Subtotal</i>			

b. Translation			
Activity and Language from / to	Number of pages	Price / page	Costs
<i>Subtotal</i>			

c. Dissemination/information costs			
Activity	Number	Unit price	Costs

Subtotal

d. Insurance costs

Specification by activity	Costs

Subtotal

e. Other costs

Specification by activity	Costs

Subtotal

TOTAL OTHER COSTS (PRODUCTION / TRANSLATION / DISSEMINATION / INFORMATION/INSURANCE)

TOTAL ELIGIBLE DIRECT COSTS	
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B. ELIGIBLE INDIRECT COSTS (general administrative costs)	
<i>Please, indicate other potential costs.</i>	
Specification	Costs
	<i>Subtotal</i>
TOTAL ELIGIBLE INDIRECT COSTS (max 7% of direct eligible costs)	

C. INELIGIBLE COSTS	
Specification	Costs
	<i>Subtotal</i>
TOTAL INELIGIBLE COSTS	

TOTAL EXPENSES A + B + C

II. ESTIMATED INCOME	
National/regional/local institutions	
Other Union funding for this project (please specify)	
Private donors	
Own resources	
Other resources (e.g. in kind)	
Grant requested from the European Commission <i>(a maximum of 60% of the total eligible costs and not exceeding the maximum amounts established by Member State in point 4 of the call for proposals)</i>	
TOTAL INCOME	

Part VI – Applicants (except of the project leader)

To be filled in and signed in original by each applicant organisation mentioned in Part III.d.

A. Details of the applicant organisation

Name	_____		
Street address	_____		
Postcode	_____	Town/city	_____
Region	_____	Country	_____
E-mail	_____		
Telephone	_____		
		Fax	_____

Person in charge of the project (contact person)

Surname (<i>Mr / Ms</i>)	_____	First name	_____
Position/function	_____		
E-mail	_____		
Telephone	_____		
		Fax	_____

Please, indicate if your organisation has already received a European Union's grant

NO

YES - Please, specify the programme and year

B. Profile of the applicant organisation

Status

Please, provide a short description of your organisation (regular activities, member of, etc.):

C. Preliminary agreement of the applicant organisation

I, the undersigned, on behalf of (repeat the name of the applicant organisation)

confirm our participation in the preparation, implementation and evaluation of the project (repeat the title of the project as stated in Part I)

Furthermore, I confirm my undertaking to ensure visibility of the European Union support for the activities and/or the production of materials and to encourage the participants to initiate new voluntary activities.

Name in capital letters :

Venue :

*Signature
(ORIGINAL) :*

Date :

Part VII – Declaration on honour

*To be completed by the person legally authorised to sign on behalf of the applicant organizations.
(please add one declaration for each applicant)*

I, the undersigned, certify that all information contained in this application, including the project description, is correct to the best of my knowledge and am aware of the content of the annexes to the application form.

I confirm that my institution has the financial and operational capacity to complete the proposed project.

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Union,^{*} grants may not be awarded to applicants who are in any of the following situations:

(a) 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;

(b) if 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) if 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;

(e) if 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;

(f) if 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].

(g) if, in their grant application, they are subject to a conflict of interest;

(h) if they 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;

(i) if they 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.

I confirm that neither I nor the institution for which I am acting as legal representative are in any of the situations described above, and am aware that the penalties set out in the Financial Regulation may be applied in the case of a false declaration.

In the event that my grant application is successful, I authorise the Commission to publish on its web site or in any other appropriate medium:

- The name and address of the beneficiary of the grant;
- The subject of the grant;
- The amount awarded and the rate of funding of the costs of the approved work programme.

Place: _____ Date: / / (DD/MM/YYYY)

Signature _____ Stamp of the applicant organisation

Name and position in capitals

^{*} Council Regulation (EC, Euratom) No 1605/2002 (OJ L 248 of 16.09.2002), amended by Regulations (EC, Euratom) No 1995/2006 (OJ L 390 of 30.12.2006) and (EC) No 1525/2007 (OJ L 343 of 27.12.2007); Commission Regulation (EC, Euratom) No 2342/2002 (OJ L 357 of 31.12.2002), amended by Regulations (EC, Euratom) No 1261/2005 (OJ L 201 of 2.08.2005), (EC, Euratom) No 1248/2006 (OJ L 227 of 19.08.2006) and (EC, Euratom) No 478/2007 (OJ L 111 of 28.4.2007). These can be consulted in the Official Journal online at: <http://europa.eu.int/eur-lex/lex/en/index.htm>