



EUROPEAN COMMISSION  
Internal Market, Industry, Entrepreneurship and SMEs

## CALL FOR PROPOSALS

***Call ID:* 303-G-GRO-PPA-19-11225**

### **Reducing youth unemployment: setting up co-operatives to enhance working opportunities in the EU**

#### ***TOPIC 1***

**Delivering pilot training courses for students in secondary/higher education level**

#### ***TOPIC 2***

**Cross-European workshops to share knowledge and learn from practitioners**  
*("train the trainers")*

#### ***TOPIC 3***

**Fostering the entrepreneurial mindsets of young people to create cooperative  
outside the educational environment**

## GRANT PROGRAMME 2019

The present call for proposals is composed of a set of Grant Submission Documents,  
which form an integral part of this call:

The call for proposals,  
The Guide for Applicants  
The Submission Set

The terms set out in the call for proposals document shall take precedence over those in  
the other parts of the Grant Submission Documents.

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**INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE FOLLOWING INSTRUCTIONS, AND USE THE CHECKLIST PROVIDED IN CHAPTER II OF THE GUIDE FOR APPLICANTS IN ORDER TO SUBMIT COMPLETE APPLICATIONS.**

## 1. CONTEXT

High youth unemployment rates have been a problem across the world since the **global financial crisis** and Europe has been particularly hit hard by this trend.

Youth unemployment put young people at risk of facing **poverty and social exclusion**. Researchers<sup>1</sup> found that one important factor explaining the persistence of youth unemployment can be the inadequate quality and relevance of education and training that negatively impact the length and quality of school-to-work transition. The mismatch between the educational system and the employers' needs generates an imbalance between labour supply and demand.

Public authorities have taken steps to tackle that issue. One idea is to encourage **entrepreneurship** as a mean to create new companies and promote job creation<sup>2</sup>.

In 2012, the European Commission decided to release the **Entrepreneurship 2020 Action Plan**, which is a blueprint for action to unleash Europe's entrepreneurial potential, remove existing obstacles and revolutionize the culture of entrepreneurship in the EU. It aims to ease the creation of new businesses and to create a much more supportive environment for existing entrepreneurs to thrive and grow.

The Entrepreneurship 2020 Action Plan identifies **three areas for immediate intervention**:

1. entrepreneurial education and training to support growth and business creation;
2. removing existing administrative barriers and supporting entrepreneurs in crucial phases of the business lifecycle;
3. reigniting the culture of entrepreneurship in Europe and nurturing the new generation of entrepreneurs

**Promoting entrepreneurship at all levels of education is therefore key.** As attitudes and cultural references take shape at an early age, education can play a major part in successfully addressing the entrepreneurial challenge. Introducing young people to entrepreneurship develops their initiative and helps them to be more creative and self-confident in whatever they undertake and to act in a socially responsible way.

The European Commission is devoting special attention to entrepreneurship training from primary school through to university, with a view to encouraging Europe's young people to become the entrepreneurs of the future.

The Commission is also of the opinion that different kind of entrepreneurship models should be taught to students. Models rooted in principles such as **self-help, self-responsibility, democracy, equality, equity,** and **solidarity like cooperatives** can indeed bring innovative responses to the current economic, social and environmental challenges.

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<sup>1</sup> [https://ec.europa.eu/eurostat/statistics-explained/index.php/Youth\\_unemployment](https://ec.europa.eu/eurostat/statistics-explained/index.php/Youth_unemployment)

<sup>2</sup> <http://www.strategiimanagieriale.ro/papers/140476.pdf> - *Entrepreneurship, a solution to improve youth unemployment in the EU.*

## 2. OBJECTIVES OF THE CALL

### 2.1. GENERAL OBJECTIVE

Today, mainstream education systems traditionally teach business management with a heavy focus towards conventional business models. Few schools focus on different business models such as cooperatives or include cooperative entrepreneurship in their curricula. It is then not surprising that young people wishing to set up a new business do not even take into consideration the cooperative model.

Yet, cooperative can be a business option for young people as it has low capital requirements or limited liability. In cases where members are also employees, it can also offer the flexibility of self-employment.

Through their distinctive focus on values, cooperatives<sup>3</sup> have proven themselves a resilient and viable business model that can prosper even during difficult times. By creating their own cooperative enterprises, tailored to local needs, young entrepreneurs encourage economic development in their community, simultaneously contributing to their individual capacity-building and skill-development.

The general objective of the call is therefore to enhance the development of cooperatives and promote the image of cooperatives among young people. It seeks to embed cooperative entrepreneurial education both in secondary and higher education and outside the educational environment.

The Commission wishes to support project that are innovative in their approach and transnational and implemented with a **clear intention of replication**. Results should be publicly shared and available for any actor interested in the cooperative business model and entrepreneurial training.

### 2.2. SPECIFIC OBJECTIVES AND RELATED TASKS

- **Taking stock of the recent achievements**

At European, national, regional and local level, many initiatives supported the development of cooperatives for young people, ranging from the development of dedicated courses to promoting school cooperatives and job training for students during their studies.

In 2015, the European Parliament decided to initiate a **Pilot Project**<sup>4</sup> aiming at providing innovative responses for youth employment challenges in the European Union, through the promotion of cooperative entrepreneurship.

The objectives of the pilot were to increase the awareness of the cooperative model among young people, to help to create new starts up under the form of cooperatives and to improve the employability of European youth, in at least three different countries with high rates of unemployment.

The European Commission implemented the action by selecting consortia that had to:

- 1) Identify existing training methods/ courses in secondary schools and higher educations systems related to cooperative entrepreneurship in curricula;
- 2) Prepare training model/ actions for setting up the programme in three different countries;
- 3) Organise and deliver pilot training courses to test the modules, practices and tools in the field of cooperative entrepreneurship in the three different countries.

Two consortia were selected to implement the pilot project namely ECOOPE and COOPILOT.

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<sup>3</sup> Further information on cooperatives can be found at: [http://ec.europa.eu/growth/sectors/social-economy/cooperatives/index\\_en.htm](http://ec.europa.eu/growth/sectors/social-economy/cooperatives/index_en.htm)

<sup>4</sup> Pilot projects (PP) and Preparatory Actions (PA) introduce new initiatives that might turn into standing EU funding programmes. A Pilot Project is an initiative of an experimental nature designed to test the feasibility of an action and its usefulness and lasts not more than two years. A Preparatory Action - normally the successor of a successful pilot project on the same matter - is designed to prepare new actions like EU policies, legislation, programmes etc. with funding for not more than three years (Article 58(2) of the [Regulations 2018/1046](#)).

Information relating to the members of these two consortia and the results of the projects can be found on the following website:

For COOPILOT: <http://www.coopilot-project.eu/>

For ECOOPE: <http://youth.ecoope.eu>

The present initiative concerns the **Preparatory Action<sup>4</sup> above** which is a follow-up of the pilot project and is based on the outputs and conclusions of the pilot project. It is complementary of projects aiming at boosting cooperative entrepreneurship for young people currently being implemented under ERASMUS +<sup>5</sup>.

**COOPilot's** objective was to provide innovative responses for youth employment challenges in the European Union, through the promotion of cooperative entrepreneurship. The originality of the project was to gather academic partners, training institutes, stakeholders of social economy, and public authorities. COOPilot aimed at transferring skills and expertise from the more advanced countries in the field of cooperatives (Belgium, France, Italy and Spain) towards the less advanced ones (Slovenia, Romania, Bulgaria, Greece and Cyprus).

The partners from Italy and Spain designed appropriate solutions (practical training models and an online course) based on the most adequate approach and methods. The replication's potential of the outcomes of the preliminary phases of the projects was tested at the occasion of five training sessions in the above-mentioned selected countries. Communication and dissemination actions also raised awareness on the cooperative model, and helped transferring entrepreneurship knowledge, skills and attitude to trainers and young people.

The **ECOOPE project** focused on identifying European Good Practices on co-operative entrepreneurial programs, courses, methodologies and tools. With this research, and subsequent dissemination, the consortia aimed at raising awareness on the value of this model of entrepreneurship among the European public. It also implemented entrepreneurial co-operative training programs: one for secondary education institutions and the other intended for Higher Education entities. These results were presented during an international event (the 1st Conference on Co-operative Entrepreneurship Education) in June 2018 in Santander<sup>6</sup>.

- **Looking ahead**

In order to tackle youth unemployment, it is important to continue to foster policies that encourage educational institutions to include the cooperative model in their curricula and to raise the role of the cooperative model for young people.

Such possibilities can include:

- the development of dedicated courses focussing on specific technical skills entailing active learning and real-life situations. These courses should aim at building personal attributes and cross-cutting skills that form the basis of an entrepreneurial mind-set and behaviour<sup>7</sup>;
- supporting on the job training/internship for students during their studies. Cooperatives can indeed facilitate school-to-work transition by providing on-the-job training to young people through internship or apprenticeship programmes. In offering a combination of career-related work experience and advanced employability skills, cooperatives invest in youth, offering first exposures to the world of work and breaking the "experience trap" ;
- promoting school cooperative (as in example "junior enterprises/mini companies"). For young people still in school or in higher education, it is a great opportunity to combine work experiences and school-based education and to introduce young people to the cooperative model of enterprise while providing exposure to the skills needed in running a business, such as financial literacy. Young people run the

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<sup>5</sup> Such as Coopstarter 2.0 - <http://starter.coop/wp/coopstarter2/>

<sup>6</sup> <http://youth.ecoope.eu/2018/06/26/ecoope-co-operative-entrepreneurship-project-rounded-up-with-final-event/>

<sup>7</sup> For more information see : <https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/entcomp-entrepreneurship-competence-framework>

enterprise and gain valuable pre-employment experience by exposure to skills and entrepreneurial culture.

**The Preparatory Action** will cover all the EU countries. It will build on the results and impact of the pilot-project where actions were implemented between April 2017 and June 2018. It will aim at largely diffusing best practices and implementing programmes schemes/modules to stimulate the creation of cooperative enterprises by young people.

The objectives of the **Preparatory Action** will be to stimulate the transfer and development of competences of the cooperative entrepreneurship in countries:

- where the cooperative tradition is weak and where benefits offered by the cooperative model are not sufficiently well known;
- struggling with high youth unemployment.

In order to achieve the expected results, the PA will be built around three different topics.

Before submitting their application, applicants are strongly encouraged to go to the Erasmus+ project results platform and search for existing Erasmus+ projects that are implementing similar activities to make sure their project proposals builds on the results achieved by Erasmus +, do not overlap with actions already co-financed in order to avoid **double financing**.

Please note that Erasmus + program provides support to<sup>8</sup>:

- o the development of outputs (modules etc.) in a potentially cross-sectoral partnerships, through the Strategic Partnerships action (in particular Higher Education, VET projects);
- o the delivery of curricula focused on a given aspect, in particular through the Sector Skills Alliances and Higher education strategic partnerships projects (and partially also Knowledge Alliances);
- o offering teacher training opportunities – through KA1 mobility actions<sup>9</sup> for staff as well as through Higher education strategic partnerships projects.

### **2.2.1. TOPIC 1: Delivering pilot training courses for students in secondary/higher education level**

The objectives of topic1 are to support the organisation of training modules/courses to be delivered to young people in a secondary and higher education context using mixed and innovative methods.

Today, training/mentoring and support programs can be delivered to young people in various ways. These can range from traditional ways of information transfer (classroom; distance learning; self-study) through to interaction with peers and key actors in the business support network. Indeed, business mentors can serve as coach, or guide for the young entrepreneurs, sharing best practices to ensure their business project has the best possible outcome.

This specific action will help:

- **Increase** the knowledge and awareness among European youth regarding the cooperative business model and values through educational training at both secondary and higher education level;
- **Support** the acquisition of concrete knowledge by fostering the involvement of cooperatives during the programs (i.e.: internship, apprenticeship schemes, dual education system);
- **Spread** good practices and tools relating to cooperative entrepreneurship in secondary schools/higher education and in non-formal learning settings.

<sup>8</sup> <http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-project-details/#project/2016-1-TR01-KA204-034770>  
<http://ec.europa.eu/programmes/erasmus-plus/projects/eplus-project-details/#project/2015-1-CY02-KA105-000434>

<sup>9</sup> <https://eacea.ec.europa.eu/erasmus-plus/actions/key-action-1-learning-mobility-individuals>

Actions to be co-financed can include projects such as **dedicated courses** on cooperative business model & values in schools/educational institutions, (including developing entrepreneurial **experience** in a European co-operative), **dedicated programmes/training** in the field with local/regional support organisations.

Actions will also include the **dissemination of information** related to other EU initiatives that boost the development of the cooperative entrepreneurship mindset such as *Erasmus for young Entrepreneurs* or the *Solidarity Corps*.

Applicants are invited to take into consideration the **Entrepreneurship Competence Framework**<sup>10</sup> when implementing this specific action. The framework develops the 15 competences along an 8-level progression model and proposes a comprehensive list of 442 learning outcomes. The framework can be used as a basis for the development of curricula and learning activities fostering entrepreneurship as a competence.

## **2.2.2. TOPIC 2: Cross-European workshops to share knowledge and learn from practitioners (“train the trainers”)**

The objective of topic 2 is to support the design, development and organisation of training modules to be delivered to educators/professors in secondary and higher education.

Training is more than just sharing knowledge and expertise (subject matter expertise), it is also about how to transfer that information to the student (instructional expertise).

It is therefore crucial to know how to organize that knowledge, properly present it in a variety of formats for students who have different learning styles and preferences, or talk about the topic in a way that the students can understand and learn from. It is also important to design ways to assess whether or not students have a good grasp of what has been taught.

This specific action will help:

- **stabilize** comprehension on the co-operative model in terms of concept, philosophy, principle and legislation and integrate the concept in business management courses;
- **promote** the cooperative model also as a cross curricular subject and to develop teaching methods and innovative projects based on it;
- **develop** skills and attitudes to enable entrepreneurial learning based on the cooperative model.

A **short-term goal** will be to enhance teachers/educators' ability to teach cooperative entrepreneurship or use different entrepreneurial methods based on the cooperative principles in the classroom both at secondary<sup>11</sup> and higher education level.

A **long-term goal** will also be to increase the penetration of cooperative entrepreneurship education in European secondary schools/universities, thanks to an extension of the pool of educators having relevant knowledge and skills.

Training courses could be delivered in different forms: classroom sessions, seminars, workshops, special working group sessions and other suitable solutions like on-line courses and web-based seminars.

Besides traditional training activities, more innovative methods (such as training visits, practical experimentations, coaching sessions) should be used in order to increase the practical dimension of the training courses.

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<sup>10</sup> See footnote 9

<sup>11</sup> In secondary schools, young people start to take the first steps towards their preferred career path. Exposing them early to the kind of cooperative entrepreneurial thinking using different methods is an important part of building their self-confidence and demystifying the working world. Promoting entrepreneurship based on cooperative principles does not necessarily involve a specific school subject. Rather, it requires a way of teaching in which experiential learning and project work have a main role.

Trainees will be lecturers, professors, technical assistants, and researchers from higher education and secondary schools across Europe. They will be currently involved in teaching entrepreneurship with poor or no experience in the cooperative model but eager to understand/use and diffuse the concept in the curricula of their schools/universities. They should share a willingness to improve their knowledge in teaching/promoting cooperative entrepreneurship skills and test new methods.

Training courses should offer a good balance between a theoretical approach based on delivering information and knowledge, and a practical approach based on direct experience.

Each participant in the program should be formally supported by his respective institution, and be committed to share the good practices among other educators at his institution working in the field of entrepreneurship courses. This activity will help to create a multiplier effect as the participants will share their learning with their colleagues and impart it to large numbers of students in their courses to diffuse the concept of cooperative entrepreneurship.

Applicants are invited to take into consideration **The Entrepreneurship Competence Framework**<sup>7</sup> when implementing this specific action. The framework develops the 15 competences along an 8-level progression model and proposes a comprehensive list of 442 learning outcomes. The framework can be used as a basis for the development of curricula and learning activities fostering entrepreneurship as a competence.

### **2.2.3. TOPIC 3: Fostering the entrepreneurial mindsets of young people to create cooperative outside the educational environment.**

The objective of Topic 3 is to develop the entrepreneurial mindsets of young people to create cooperative outside the educational environment.

Indeed, although education at school can greatly affect the attitudes of young people towards entrepreneurship and the creation of cooperatives, there are **other factors** that shape such attitudes, such as the image of cooperatives and cooperative entrepreneurship in society at large.

Some innovative ways would enable young people to become familiar with the cooperative way of working. For example, there is a long tradition in some countries of **students using housing cooperatives**<sup>12</sup> to meet their accommodation needs whilst at university. Student housing cooperatives provide valuable first-hand experience of cooperative structures that can be used later on in a professional setting.

Other experiences such as **Cooperative Jeunesse de Services**<sup>13</sup> (**CJS**) can be a powerful instrument to raise awareness of the model. The CJS are cooperative entrepreneurship education projects for youth aged 16 to 18 years old. They create their own cooperative enterprise and make it live the time of a summer. Accompanied by animators and supported by many actors of the territory, the cooperators define together various services that they offer to the inhabitants and the surrounding companies. Within these projects, young people learn about the functioning of an enterprise, develop their initiative and become aware of their abilities to act.

**Media** can also play a big role in promoting the positive role of cooperatives. Cooperative promoters should thus be put in the spotlight in the local media or events in order to provide young people with models closer to them that could inspire them. It also means giving them more space in events to raise awareness of such kind of entrepreneurship.

This specific action will help:

- **improve** the image of the cooperative model for young people;
- **raise** the awareness of the model as a viable career choice;
- **increase** the attractiveness of setting up a cooperative in the perception of young people.

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<sup>12</sup> [https://en.wikipedia.org/wiki/Student\\_housing\\_cooperative](https://en.wikipedia.org/wiki/Student_housing_cooperative)

<sup>13</sup> <https://cooperer.coop/les-cooperatives-jeunesse-de-services/>



Potential projects to be co-financed could include: organizing events, workshops and seminars/conferences addressing a large number of young people in regions/cities; promoting the image of cooperatives for young people with the support of youth organizations, youth workers, traditional or new media (internet/newspapers, apps); establishing awards for the best “cooperative entrepreneurial” students; or boosting practical and concrete experimentations on how to manage a cooperative.

## 2.3. INDICATORS

Applicants must ensure that the project outcomes and impacts are presented against all the following indicators and depending of the topic chosen:

- Number of countries participating in transnational cooperation project
- Number of universities/higher education institutes involved in the development of transnational cooperation project
- Number of students or trainers/professors involved in training/apprenticeship schemes during the project life cycle
- Increased awareness about and visibility of cooperative entrepreneurship
- Increased number of cooperative creation during the project lifetime

Moreover, specific outcome indicators have to be defined for each project proposal, depending on the concrete results/outcomes foreseen for the specific project.

## 2.4. REQUIREMENTS APPLICABLE TO ALL TOPICS

Activities must have a **clear European added – value** and should support cross-border cooperation.

Projects should be designed and implemented with a **clear intention of replication**. Results should be publicly shared and available for any actor interested in the cooperative business model and entrepreneurial training.

A project proposal must:

**Be clear.** Applicants are requested to divide the actions into work packages, having clear objectives, a clear description of the work, deliverables, milestones, and expected results measured by performance indicators.

**Be coherent.** The proposal needs to clearly elaborate – among others - on the following aspects:

- a) Shortcomings and specific needs to be addressed;
- b) Identification of the target group(s) and its justification/rationale;
- c) Logical link between identified needs, specific objectives, proposed actions and expected results;
- d) Complementarity of the project with other actions being carried out (if any) by the applicants.

**Be supported by a concise and realistic action plan.** The proposal needs to briefly elaborate – among others - on the following aspects:

- (a) An analysis of the current situation;
- (b) A description of and reasons for the chosen solution as proposed in the project proposal;
- (c) The extent to which the outputs are likely to lead to clear and tangible results;
- (d) Estimated impact of the proposed actions on target groups (indicators, data sources, tools and methodologies to measure short and medium-long term benefits/impact of proposed actions);
- (e) Any evidence of transformative or spill-over effects, including the extent to which additional value is or may be created by the chosen solution's adoption more widely across Europe.

**Be technically and financially sustainable.** The project proposal needs to identify the management structure and explain how this will enable the project to meet its goals. It has to also identify the staff to be involved and the distribution of tasks between partners and staff members.

The project proposal shall clearly refer to how the action will be further developed after the end of the co-financing period, both technically and financially.

**Generate real measurable results and long-term impacts.** The expected results of the project have to be clearly outlined (both short-term and medium-long-term results) and they must be quantifiable and measurable. The proposal needs to indicate how the results can be measured (i.e. which indicators and sources can be used to measure the results, also after the end of the project).

The work packages need to also contain a final evaluation of results clearly demonstrating whether and how the relevant results (as well as other results specific to the proposal) have been achieved.

## **2.5. REPORTS & MEETINGS**

This call for proposals is expected to result in producing the following reports, which should be submitted by the coordinator in English, namely:

- **2 interim technical implementation reports** and financial statements, including a consolidated statement and a breakdown between each beneficiary, respectively after 1/3 and 2/3 of the project duration (e.g. for 18 months projects, after 6 months and 12 months following the start date of the action);
- **1 final technical implementation report** (including all deliverables) and financial statement including a consolidated statement and a breakdown between each beneficiary: within 60 days following the closing date of the action.

The coordinator will also prepare two short presentations:

- at a project kick-off meeting in Brussels which will take place within 1 month after the starting date of the implementation. This presentation will outline the work that will be carried out during the project.
- at a meeting to be organised in Brussels in the course of the project to present the state of play of the action.

**A maximum of two representatives of the consortium can participate to both meetings and the related costs can be included in the estimated budget.**

### 3. TIMETABLE

Scheduled start-up date for the action: **December 2019**

Maximum duration of actions is: **18 months**

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

The period of eligibility of costs will start at the earliest on the day the agreement is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, the expenditure may be eligible as from a date before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

	<b>Stages</b>	<b>Date and time or indicative period</b>
a)	Publication of the call	02/04/2019
b)	Deadline for submitting applications	25/06/2019 17:00 Brussels local time
c)	Information to applicants	October 2019
d)	Signature of grant agreement or notification of grant decision	December 2019
e)	Starting date of the action/ work programme	The 1 <sup>st</sup> of the month following the signature of the agreement by both parties

Please note that those time limits do not include the time necessary:

- to comply with the specific procedures that may be required by the basis act in accordance with Regulation (EU) No 182/2011 (comitology);
- may be exceeded in exceptional cases, in particular for complex actions, large number of proposals or delays attributable to the applicants.

## 4. EU FINANCING

**Maximum budget** allocated for EU financing under this call: **€1,950,000**

**Indicative number of grants:** 3 to 5 projects per TOPIC (depending on the level of total contribution).

**Maximum EU financing rate** of eligible costs: **90 %**

**Maximum EU financing contribution** per project: **€215 000**

**Proposals with an EU co-financing beyond any of the above two maxima will not be eligible.**

The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants will be asked either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.

Publication of the call (on the Commission Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.

### 4.1 GENERAL PRINCIPLES OF EU FUNDING

#### Non-cumulative award

Each action may give rise to the award of only one grant from the budget to any one beneficiary. In no circumstances shall the same costs be financed twice by the Union budget.

Applicants have to inform the Commission immediately of any multiple applications and multiple grants relating to the same action. The applicant shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place.

#### Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme shall not be provided entirely by EU contribution. EU financing may not cover 100% of the total costs of the action.

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

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

#### Non-profit rule

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary.

Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

#### Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It should include a breakdown of all relevant costs for each work package and the main activities and staffing costs within the work packages. The budget must have revenue and expenditure in balance.

The budget must be drawn up in euros. Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Info-euro website available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm).

## **4.2 ELIGIBLE COSTS**

In order to be eligible for funding, costs should be actually incurred by the beneficiary and meet the following criteria:

- they are incurred during the duration of the action or work programme, as indicated in the grant agreement, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents (audit certificates);
- they are indicated in the estimated budget of the action or work programme;
- they are necessary for the implementation of the action or of the work programme, in accordance with the description of the action, attached to the grant agreement;
- 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 principle of sound financial management, in particular regarding economy and efficiency.

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

The costs made by affiliated entities can be eligible, provided that:

- the entities concerned are identified in the grant agreement;
- the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the Commission, OLAF and the Court of Auditors.

**Please note that the exact scope of the eligibility of costs is defined by the grant agreement, which will be signed with the successful applicants.**

### **4.2.1 Eligible direct costs**

Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.

The following categories of costs can be considered as eligible direct costs:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the *action*, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
  - (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;
- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
- (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
  - (ii) has been purchased in accordance with Article II.10.1 of the grant agreement if the purchase occurred within the *implementation period*;

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the *implementation period* and the rate of actual use for the purposes of the *action* may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the *action* and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
- (i) are purchased in accordance with Article II.10.1 of the grant agreement; and
  - (ii) are directly assigned to the *action*;
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the *action*, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.1 of the grant agreement;
- (f) costs entailed by *subcontracts* within the meaning of Article II.11 of the grant agreement, provided that the conditions laid down in Article II.11.1 (a), (b), (c) and (d) of the grant agreement are met;
- (g) costs of financial support to third parties within the meaning of Article II.12 of the grant agreement, provided that the conditions laid down in that Article are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible *direct costs*, and unless specified otherwise in the Agreement.

## **4.2.2 Eligible indirect costs**

To be eligible, indirect costs of the action must represent a fair apportionment of the overall overheads of the beneficiary and must comply with the conditions of eligibility set out in Article II.19.1 of the grant agreement.

Eligible indirect costs must be declared on the basis of a flat rate of 7 % of the total eligible direct costs unless otherwise specified in Article I.3.2 of the grant agreement

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

Indirect costs are not eligible for beneficiaries that receive an operating grant from the European Commission.

## **4.2.3 Non-eligible costs**

In addition to any other costs which do not fulfil the conditions set out in Article II.19.1 of the grant agreement, the following costs may not be considered eligible:

- (a) return on capital and dividends paid by a beneficiary;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of transfers from the Commission charged by the bank of a beneficiary;
- (h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

In addition to the above, the Commission can refuse to finance certain costs included in the proposal. The beneficiary can decide to maintain and finance these costs out of his own resources, but they will not be taken into account as eligible costs.

## **4.3 CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY**

The beneficiary has to supply evidence of the co-financing provided. It can be provided either by way of own resources, or in the form of financial transfers from third parties.

In case of a joint application, all partners shall agree upon appropriate arrangements between themselves for the proper performance of the action.

In particular, they shall accept joint and several responsibility for repaying any debt up to the maximum amount of the grant, as stipulated in the Special Conditions of the draft grant agreement.

The final grant agreement shall be signed by each applicant. Alternatively it shall be signed by the appointed co-ordinator, provided that a mandate has been conferred to this entity (Annex IV of the draft grant agreement).

## 4.4 IMPLEMENTATION CONTRACTS/SUBCONTRACTING

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

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2014/24/EU on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities in the meaning of Directive 2014/25/EU coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

### **Sub-contracting for the purpose of the action**

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme as described in the proposal. Such contracts must satisfy the conditions applicable to any implementation contract and, in addition, the following conditions:

- Subcontracting may only cover the implementation of a limited part of the action up to **30 %** of the total eligible costs.
- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- The proposal should clearly identify the subcontracted activities

**Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiary(ies) should have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted.**

**It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the applicable rules for procurement will not be eligible.**

## 4.5 FINANCIAL SUPPORT TO THIRD PARTIES

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

## 4.6 FINAL GRANT AND PAYMENT ARRANGEMENTS

The draft grant agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the grant agreement, where the eligibility of costs is described. Detailed explanations and a description how costs should be budgeted and reported can be found in the Guide for Applicants.

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary. Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. Where such a surplus occurs, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary.

The Commission may require the beneficiary to lodge a guarantee for grants exceeding € 60 000, based on a risk analysis.

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



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

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

## 5 ELIGIBILITY


**APPLICATIONS MUST COMPLY WITH ALL OF THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.**

### 5.1 ELIGIBLE APPLICANTS

a) Applications from legal entities established in one of the following countries are eligible:

- **EU Member States.**

*(Proposals including an entity from a non EU Member State in the consortium or a subcontractor from a non EU Member States will not be eligible).*

 **For British applicants:** Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1 of the grant agreement.

b) Several applicants, submitting a joint proposal should choose within their midst a lead organisation, referred to as the coordinator. The coordinator and its partners must satisfy the same eligibility criteria.

**The participation of an entity as coordinator or partner in more than one proposal or in more than one topic is not permitted;** applications with an entity that participates in more than one consortium submitting a proposal are not eligible and will be **excluded from the call for proposals**.

Applicants are therefore encouraged to take the necessary measures to ensure that their partners will not participate in more than one proposal or in more than one topic.

c) Applications must be submitted by a **legal person**. **Natural persons** are **not eligible except** self-employed persons or equivalent (i.e. sole traders) where the company does not possess legal personality separate from that of the natural person.

d) Applications should be submitted by public or private entities, in consortia composed of at least **three (3) different entities from at least three (3) different Member States**, preferably from economically, socially and culturally diverse parts of Europe. Implication of youth organisations in the projects are strongly encouraged.

e) Applicants must be stakeholders such as business advisory services, chambers of commerce, professional organisations, educational institutions, governmental and non governmental organisations, co-operatives enterprises organisations.

f) Applicants should demonstrate that they:

- **have clear experience in implementing youth entrepreneurship training and education schemes;**
- **have proven knowledge of and experience with the cooperative model.**

g) The participation of the same partner in more than one proposal is not permitted; proposals with a member that participates in more than one consortium submitting a project proposal are not eligible and will be excluded from the call. Therefore applicants are encouraged to take the necessary measures to ensure that their partners will not participate in more than one proposal.

Corporate bodies must be properly constituted and registered under the law. If a body or organisation is not constituted under the law, a physical person must be designated to provide the legal responsibility.

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

may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the eligibility and exclusion criteria.

Several entities that form together one entity, whether or not this entity is established for the purpose of implementing the action, may apply as a sole beneficiary. The entities will be considered as affiliated entities, which each will have to comply with eligibility, exclusion and selection criteria.

## **Supporting documents**

Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:

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

## **5.2 ADMISSIBLE AND ELIGIBLE PROPOSALS**

Applications must comply with the following conditions in order to be eligible for a grant:

- Applications must be sent no later than the deadline for submitting applications referred to in section 9.
- Applications must be submitted in writing, using the application form and the electronic submission system, as indicated in the Guide for Applicants.
- Applications must be drafted in one of the EU official languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of an abstract may be included in the proposal (see Guide for Applicants).
- Proposals must be submitted in conformity with the call specifications.
- Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.
- Applications must respect the maximum rate for EU co-financing.
- Applications must respect the maximum contribution for EU co-financing.
- Applications must respect the maximum duration of projects.
- Applications must respect the requirements set for the start date.
- Applications may not include contributions in kind as part of their co-financing
- Applications may not include financial support to third parties

Any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or freedom of expression will be rejected.

## 6 EXCLUSION CRITERIA

### 6.1 EXCLUSION FROM PARTICIPATION

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
  - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
  - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
  - (iv) information transmitted by Member States implementing Union funds;
  - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or

decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

The same exclusion criteria apply to affiliated entities.

## 6.2 EXCLUSION FROM AWARD

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 6.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

## 6.3 SUPPORTING DOCUMENTS

Applicants [and affiliated entities] must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 of the [Regulations 2018/1046](#) on the financial rules applicable to the general budget of the Union, by filling in the relevant form attached to the application form accompanying the call for proposals (**form B4: (“Exclusion Criteria Form”)**).

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable

- who are guilty of misrepresentation.
- who are excluded in relation to points a) to g) of the form in question.

For grants with a value exceeding € 60 000, the Commission may require further evidence, as indicated in article 137 of the [Regulations 2018/1046](#) on the financial rules applicable to the general budget of the Union.

## 7 SELECTION

### 7.1 FINANCIAL CAPACITY

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

For grants < EUR 60 000:

- a declaration on honour

For grants ≥ EUR 60 000:

- a declaration on honour and,
- form B/5 provided for in the submission set, filled in with the relevant statutory accounting figures. Other documents may be submitted if needed (see IV.4 Guide to applicants)

Please note that the amount of EUR 60.000 refers to the total amount requested by all applicants taken together.

For grants for an action ≥ EUR 750 000, in addition:

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

In the case of affiliated entities forming together **one** sole applicant, the above requirements apply to each of the affiliated entity.

### 7.2 OPERATIONAL CAPACITY

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested. In particular, the **team responsible** for the project/operation must have **adequate professional qualifications and experience**.

In this respect, applicants have to submit a declaration on their honour and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive list of previous projects and activities performed and connected to the actions to be carried out (as described in section 2.1 above) ;

In the case of affiliated entities forming together a sole applicant, the above requirements apply to each affiliate entity. This obligation does not apply to secondary or higher education establishments. The selection procedure is described in further detail in the Guide for Applicants.

## 8 AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in annex 3 to this call for proposals.

The evaluation procedure is described in further detail in the Guide for Applicants

## 9 SUBMISSION OF PROPOSALS

**Please note that only electronic submissions are allowed for this call.**

**Please consult the Guide for Applicants for the modalities of preparing the proposal.**

**Submission of a grant application implies acceptance of the conditions of the grant agreement, attached to this call.**

**The deadline for submission of proposals is:**

**25/06/2019 [17.00:00 Brussels local time]**

## 10 CONTACTS

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals,

- At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.
- Any requests for additional information must be made in writing only to the coordinates stated below.
- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the internet in concordance with the various call for proposals documents.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission will contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that proposals listed for award need limited adaptations, the applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the applicant does not wish to comply with the modifications requested.

## Contact coordinates for the call:

European Commission

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

Directorate F: Innovation and Advanced Manufacturing

Unit F2: Advanced technologies, Clusters and Social Economy

E-mail address: [GROW-CFP-19303-COOP@ec.europa.eu](mailto:GROW-CFP-19303-COOP@ec.europa.eu)

Office address:

European Commission

Directorate-General Internal Market, Industry, Entrepreneurship and SMEs

Directorate F: Innovation and Advanced Manufacturing

Office: N105 – 07/20 (Financial Team)

B-1049 Brussels, Belgium

## 11 DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by Unit GROW.F.2: Advanced technologies, Clusters and Social Economy".

Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046<sup>14</sup>. For more information see the Privacy Statement on:

[https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en).

## 12 PUBLICITY

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

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

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

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

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

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<sup>14</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>



The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary (legal persons) or reference to the region (natural persons);
- subject of the grant;
- amount awarded.

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

### **13 ANNEX 1 SUBMISSION SET**

The Submission Set is composed of :

- ✓ Form B1- B2 Budgetary Forms
- ✓ Form B3 - Co-financing statement form
- ✓ Form B4 - Exclusion form
- ✓ Form B5 - Financial Statement Form
- ✓ Form B6 - Description of the project
- ✓ Form B7 - Curriculum Vitae
- ✓ Form B8 - Professional references
- ✓ Form B9 - Miscellaneous

And is available in the eSubmission tool "SEP" – see link in call page.

[http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/index\\_en.htm](http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/index_en.htm)

### **14 ANNEX 2 GUIDE FOR APPLICANTS**

The Guide for Applicants can be downloaded from the following page:

[http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/about-our-grants/index\\_en.htm](http://ec.europa.eu/growth/contracts-grants/calls-for-proposals/about-our-grants/index_en.htm)

## 15 ANNEX 3 EVALUATION CRITERIA

When assessing the below evaluation criteria, the evaluation committee generally pays attention to the elements indicated below each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

EVALUATION CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Relevance</b>	<b>20</b>
To what extent does the proposal address the general objectives of the call?	
To what extent does the proposal cover the topic chosen in the call?	
How clearly are the target groups defined and do these correspond to those outlined in the call?	
<b>2. Visibility</b>	<b>10</b>
To what extent will the Community involvement in the project or activity be publicised?	
To what extent will the activities and outcomes of the project be widely disseminated?	
To what extent would the proposed dissemination strategy fulfil the objectives of the informational and communication requirements of the call?	
<b>3. Impact</b>	<b>25</b>
Geographical coverage: is the coverage sufficient to ensure the widespread impact of activities?	
To what extent do the proposed activities demonstrate a clear European added-value?	
Sustainability: to what extent do the structure of the project and its implementation strategy allow for, or facilitate a continuity of the activity after the end of EU funding (either by the applicant or by other organisations)?	
Are concrete and objectively verifiable indicators for project outcomes proposed within the proposal?	
To what extent is the project likely to have a tangible impact on the creation of cooperatives by young people ?	
<b>4. Quality</b>	<b>30</b>
How coherent is the overall project design?	
Is the proposal well-balanced? Does it satisfactorily address the topic presented in the call?	
Does the proposal present clear strategies to address the objectives highlighted in the topic of the call, and does it propose realistic and concrete actions?	
To what extent is the methodology proposed to develop actions under this call likely to deliver high quality results?	
To what extent does the proposal contain specific elements contributing to its added value, e.g. innovative approaches, a high level of ambition, proposals for good practice dissemination and replication?	
To what extent measures are foreseen to ensure the overall quality of project management, including quality control and risk management?	
<b>5. Budget and Cost-effectiveness</b>	<b>15</b>
To what extent is the budget clear and detailed?	
Does the breakdown of the budget, category by category, offer a way of ensuring that the amount of the grant awarded is well-allocated?	
To what extent is the proposed expenditure relevant and/or necessary for the implementation of the project?	
<b>Maximum total score</b>	<b>100</b>

If a total score lower than 70 points or a score lower than 50% for any of the above five criteria is obtained, the proposal will not be evaluated further.

## 16 ANNEX 4 - AGREEMENT

- [Multi-beneficiary Grant agreement for action](#)