



EUROPEAN COMMISSION
EMPLOYMENT AND SOCIAL AFFAIRS DG

Social protection and social integration

Social protection and social inclusion : policy coordination

Community Action Programme to Combat Social Exclusion 2002-2006

Open Call for Proposals - VP/2004/004

SECOND TRANSNATIONAL EXCHANGE PROGRAMME

Under 2005 budget line 04040202

Applicant's guide

The information in this guide for completing the application form together with the guidelines of the call should provide all the information you require to submit an application.

Please read them carefully before doing so paying particular attention to the priorities that have been set in the guidelines for the programme.

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I. Guidelines for presenting the proposal's provisional budget

1. MAIN FINANCIAL PROVISIONS

1.1. The Commission contribution is a maximum and is based on actual expenditure

The grant may not finance the entire costs of the action. As specified in the guidelines of the present call, the Commission's financial contribution will not exceed 80% of the total eligible costs. The partnership must guarantee co-financing **in cash** of the remaining 20%. Contributions in kind are not accepted.

If your proposal is selected for a grant, the Commission will calculate its contribution as a percentage of the total cost of the action. The same percentage will be used for the payment of the grant. If your actual expenditure turns out to be lower than the expenditure for which you budgeted, the actual grant will also be reduced (but the percentage contribution will remain the same). The grant may not have the purpose or effect of producing a profit for the beneficiary; therefore, the grant will also be reduced by the amount corresponding to any surplus income. If your actual expenditure turns out to be higher than the expenditure budgeted, under no circumstances can the Commission grant be increased. It is in the applicant's interest to submit a realistic estimate of expenses.

The Commission reserves the right to reduce the grant requested if the activity is acceptable but considered too expensive, and to reduce individual unit costs if these are judged to be too high.

1.2. Expenditure must be certified to be reimbursed

All expenses indicated in the final financial statement must be entered into the organisation's accounts and be identifiable and verifiable. Only costs actually incurred by the beneficiary in carrying out the action can be declared in the final financial statement to be submitted within 3 months following the closing date of the action specified in your grant agreement.

Applicants are informed that the final report and the request for final payment shall be accompanied by a declaration signed by the beneficiary certifying the final costs and income.

1.3. Expenditure must be audited to be reimbursed

Applicants must also include provision for all expenditure incurred during the lifetime of the action to be audited by an approved external auditor¹. The audit report shall be attached to the request for final payment for the first year as well as for the second year. Its purpose is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents, that they comply with the financial provisions of the agreement, that the costs declared are the actual costs and that all receipts have been declared. Costs arising from this may be included in the two budgets of the action (for year 1 and for year 2) as eligible direct expenses under the section relating to services. The Commission reserves the right to refuse to take into account for reimbursement purposes any expenditure not so audited. The audit obligation shall not apply for public bodies.

1.4. Budget must be detailed, balanced and in Euro

The action budget must be presented in Euro (€). Organisations established in countries outside the Euro-zone should be aware that they fully carry the exchange rate risk.

The budget must be properly balanced. Please list all income and expenditure. The two totals must be the same, since the available income will have to finance the planned expenditure. In order to allow the Commission to assess the cost effectiveness and the feasibility of the proposed action, please make sure that you include all the items related to the activity, and not just those which you want the Commission to finance.

2. SPECIFIC RULES GOVERNING THE BUDGET PROPOSAL

2.1. Presentation of the budget section

The part IV of the application form is the budget section of your proposal and is divided into 4 separate but complementary sheets:

1. The first sheet "Annex II" (or summary page) will be attached to the European Commission's grant agreement should your project be selected for funding. This sheet does not have to be filled in since Excel will automatically insert into this sheet the amounts of the 'Detailed budget' (point 2 below);
2. The second sheet "Detailed budget" relates to all income and expenses such as staff costs, travel and accommodation costs expected for meetings held by the partnership, services and administration costs and overheads.
3. The third sheet "Global conferences budget" is a summary of all costs relating to major conferences/seminars (for events other than meetings included in the 'detailed budget' point 2 above) organised in the framework of the activity. This sheet does not have to be filled in since Excel will automatically insert into this sheet the amounts of each 'Conference detailed budget' (point 4 below);

¹ This external audit shall be carried out by an independent body or expert officially authorised to carry out audits of accounts.

4. Finally, there are eight separate sheets which relate to the "Conference detailed budget" (BUD CONF 1, BUD CONF 2, ...) for each conference/seminar. Please use a separate sheet for each event bearing in mind that **this form is meant especially for events which require extra staff and administrative costs** not included in the detailed budget, such as costs for interpretation, writing conference reports, etc. Be careful to not repeat/duplicate the expenditures included in the "conference detailed budget" into the "detailed budget". Excel will automatically insert the amounts under appropriate items shadowed in grey in the "detailed budget".

The budget section of the proposal must be presented on these sheets. Other presentations will not be accepted by the Commission.

The applicant must provide two budget proposals: one for the first year and another for the second year. The available Community budget for the first year of this second Transnational Exchange Programme will not be greater than the budget for the second year (up to € 4.5 million for each year). Therefore, the applicant is informed that he must pay much attention in drafting the budget section for each year, having in mind that no carry over of delayed activities and/or unused funding from year 1 to year 2 shall be possible.

2.2. Eligible and ineligible costs

2.2.1. Eligible costs

Eligible direct costs are those directly generated by carrying out the action and which are indispensable for its execution. Only expenditures generated during the lifetime of the action (i.e. during the period of performance as will be specified in Article 1.2. of your grant agreement) may be considered as eligible. Please be sure that all expenses are reasonable, justified and in-line with the rules of good and sound financial management, in particular in terms of value for money and cost-effectiveness. As a general rule expenses must not exceed the best conditions available on the market nor be superior to the Commission's rules for those expenditures (see detailed comments on items below). Make sure to take into account in your budget estimate any consumer price indexation between the date of submission of your application and the date when the action shall be performed. The Commission reserves the right to refuse and/or limit the funding of specific unit costs in the Budget Estimate if these are judged too high.

2.2.1.1. Direct eligible costs (D)

Personnel costs

The costs of personnel paid as part of the implementation of the project should be based on gross real salaries or emoluments plus social security charges/contributions and other statutory costs included in the remuneration, to the exclusion of all other expenditure. Remuneration must be calculated according to the number of persons, the number of days (working days exclusively devoted to the preparation and implementation of proposal) and the daily rate applied. The calculation of staff costs should be based on a maximum total of 220 working days per annum (or 20 days per month, whichever is the lower). They should not be

greater than the usual salaries and other charges of the applicant, nor should they be higher than the generally accepted rates on the market for the same kind of service. You will have to provide in your application form full details on calculation of staff costs and functions performed on a separate sheet. While submitting the request for final payment, the Beneficiary may have to provide pay slips justifying the actual staff costs declared.

For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the project to cover these costs either directly paying the staff involved or by a reimbursement of their parent organisation.

The remuneration of core staff of the applicant's organisation/partner organisation may be regarded as eligible expenditure if the assignment of the staff in question is genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the action. Thus, for permanent staff, a number of working days equivalent to a full time assignment is not allowed.

If the applicant is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant or by an external sponsor. Thus, to be considered eligible expenditure, the salaries paid to civil servants must be completely covered by the equivalent co-funding in cash. However, costs for staff recruited specifically for the purpose and the duration of the project are eligible.

Travel, accommodation and subsistence expenses

Travel:

Full details must be given of the journeys made including destinations, number of journeys, means of transport to be used and the number of persons. Those expenses must not exceed the best conditions available on the market nor be superior to the following Commission's rules for those expenditures:

- rail: first class.
- air: only for journeys over 400 km, economy class fare (maximum).
- car: on the basis of the first-class rail fare.

DSA (Daily Subsistence allowance):

The Daily Subsistence Allowance (DSA) is paid as a flat-rate amount and is considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. They will be paid for each calendar day spent on mission away from the usual place of work (more than 100 Km), provided that the corresponding assignment is of a short-term nature. The DSA will vary according to the country in which the missions are to be carried out.

The Daily Subsistence Allowance (DSA) is to be calculated as follows according to the length of the mission:

- 6 hours or less: reimbursement of actual expenses (on production of supporting documents);
- more than 6 hours but not more than 12 hours: 0,5 DSA;
- more than 12 hours, but not more than 24 hours: 1 DSA;
- more than 24 hours, but not more than 36 hours: 1,5 DSA;
- more than 36 hours, but not more than 48 hours: 2 DSA;
- more than 48 hours, but not more than 60 hours: 2,5 DSA, and so on.

The agreed rates (in EUR per calendar day) to be used for the purposes of the action are set as follows:

NB: The separated amount for accommodation as indicated in the second column below is considered as an upper limit for the price of hotel room. This amount is to be added to the Daily allowance when the expert has to spend a night in the hotel.

For each meal offered (or provided for in the catering costs for participants to the conference (see *infra*), a deduction of 30% of the daily allowance is applicable.

Destinations	Daily allowance in €	Maximum hotel price in €
Austria	74,47	128,58
Belgium	84,06	117,08
Bulgaria	70,00	205,00
Cyprus	50,00	110,00
Czech Republic	55,00	175,00
Denmark	91,70	148,07
Estonia	70,00	120,00
Finland	92,34	140,98
France	72,58	97,27
Germany	74,14	97,03
Greece	66,04	99,63
Hungary	50,00	165,00
Iceland	85,00	160,00
Ireland	80,94	139,32
Italy	60,34	114,33
Latvia	85,00	165,00
Liechtenstein	80,00	95,00
Lithuania	80,00	170,00
Luxembourg	82,00	106,92
Malta	60,00	115,00
Norway	80,00	140,00
Poland	60,00	210,00
Portugal	68,91	124,89
Romania	60,00	170,00
Slovakia	50,00	125,00
Slovenia	60,00	110,00
Spain	68,89	126,57
Sweden	92,91	141,27
Switzerland	80,00	140,00
The Netherlands	78,26	131,76
United Kingdom	86,89	149,03

Different services

Publications, information and dissemination (including subscriptions, internet, advertisements, CD ROM, distribution, etc): costs incurred for such services if they are directly related to the activities mentioned in the work programme and insofar as these are not included under another budget heading. Please give, for each publication and/or other material, a detailed nature of costs, estimate of the number of pages and copies planned, the frequency, the language, the quantity and an indication of the production costs per copy.

Translation of reports: details of translation costs must include the description of document, language translated (to... from...), the number of pages, the rate applied per page. Those expenses must not exceed the best conditions available on the market. Indicative estimated amounts per page (into): Danish 57€, German 46€, Finnish 52€, Italian 27€, Spanish 26€, Greek 30€, Dutch 51€, Swedish 41€, French 39€, Portuguese 27€, English 36€. Please note that for all expenses over these indicative costs, you will have to submit at least one quote.

Interpretation and catering for conferences: *interpretation* costs must specify the language/number of interpreters/number of days/daily rate. Those expenses must not exceed the best conditions available on the market. Indicative estimated amounts necessary for the provision of *interpretation*: 600 € (VAT excl.) per interpreter per day (2 interpreters per language allowed), and for *rental of booths* (excluding technical equipment) 750 € (excl. VAT) per day; rent of booth with equipment and technical assistance 1200€ (excl. VAT) per day.

Catering costs must specify the type of catering (coffee/refreshments, lunch, dinner, etc.)/number of persons/unit cost per meal/number of days. Catering costs may cover coffee-breaks and/or meals for participants if those meals are not provided for in the daily allowance for participants to the conference (see supra for deductions applicable to daily allowance).

Subcontracting costs: if the beneficiary has to conclude contracts in order to carry out the action, he shall seek competitive tenders from potential contractors and award the contract to the bid offering best value for money; in doing so he shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests. If the beneficiary is a public sector body, it must comply with the Directives and with national legislation on public procurement.

In any case, the beneficiary of the grant shall retain sole responsibility for carrying out the action and for compliance with the provisions of the agreement. Under this call, recourse to the award of contracts may be allowed only if:

- they cover the execution of a limited part of the action; please note that technical services such as translation or interpretation are not considered as subcontracting activities; they should be included in the other items of the budget form, where appropriate;
- it is justified having regard to the nature of the action and what is necessary for its implementation;

- the tasks concerned are clearly set out in Part III of the application form (Description of the action) and the corresponding estimated costs are set out in detail in the budget.

Please indicate the full name and address of any sub-contractor, the precise nature of the tasks that will be entrusted to that person/organisation, the number of days/daily rate and enclose a quote.

Financial audit: Applicants are informed that when asking for final payment of the grant, they must submit a final report and final financial statement of revenue and expenditure presented in the same format as the 'Annex II' and the 'Detailed budget' (of the Part IV of the application form) along with an audit report made by an external approved auditor². Costs arising from this may be included in the budget as eligible direct expenses under the section relating to services. Please specify the full name and address of the potential external auditor, number of days/daily rate and enclose a quote.

Evaluation: Applicants may include provisions for the purpose of the monitoring and the evaluation strategy during the lifetime of the action. The aim of this evaluation is to assess how the project developed, how the work programme has been implemented and what is to be learned from the outputs achieved. The tasks concerned must be clearly set out in Part III of the application form and the corresponding estimated costs must be set out in detail (please attach quotes) in the detailed budget (Part IV of the application form).

Administrative costs

Equipment: where fixed assets are purchased, only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. Linear depreciation for new (or second-hand) technical (or hardware) equipment is 3 years; for existing equipment depreciation is only allowed if this equipment is less than 3 years old and not entirely depreciated. Linear depreciation for new software is 2 years. Example for calculation of depreciation: PC acquired in 2000; worth new 999 €; depreciation $999:3 \text{ years} = 333 \text{ €/year}$; use of the equipment for a period of 6 months; eligible depreciation $333\text{€}:2=166,5\text{€}$

Immovable property (cost of rent of offices, etc): Rent for the duration and the surface explicitly dedicated to the project is eligible. The cost of building rental is calculated on the basis of principles, rules and accounting methods generally accepted within the business branch for items of the same kind.

2.2.1.2. Indirect eligible costs – Overheads (I)

Indirect costs are general costs/expenses directly generated by the carrying out of the activities contained in the work programme, up to a maximum of 7% of the total eligible direct costs. This is flat-rate participation to the beneficiary organisation's

² Please refer to item 1.3. above.

overheads costs, provided that the beneficiary is not receiving running costs grants from the Commission. Under this general heading the following running costs could be covered such as stationery, communication and connection costs, running postal costs and water/gas/electricity. If provision is included under this item of indirect eligible expenses in the accepted budget, it doesn't need to be supported by accounting documents.

The acceptable value of indirect costs will be finally established by the Commission at the end of the action by reference to the total of eligible direct costs. In no case can indirect costs exceed 7% of the value of these eligible direct costs.

Organisations selected under this Call will not be allowed to include such costs relating to the same time period and the same members of staff in further applications to be submitted to other Commission departments. Once the final selection is complete, a list of successful applicants will be made available to all Commission departments in this regard.

2.2.2. Ineligible costs

The following are excluded:

- contributions in kind : these are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge;
- expenses incurred by a third party, and not reimbursed by the beneficiary organisation;
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;
- Provision for unforeseen expenses (contingencies);
- expenditure which is manifestly reckless or excessive;
- expenditure occurred outside the contractual period;
- the cost of purchasing infrastructure equipment (except up to the amount of the annual depreciation of the equipment purchased);
- expenses related to the normal activities of the organisation rather than to the project;
- expenses declared by the beneficiary in connection with another action or work programme receiving a Community grant;
- debt and debt service charges, doubtful debts;
- other interest owed;
- return on capital;
- provisions for exchange loss risks;
- provisions for losses or potential future liabilities;
- VAT, unless the beneficiary can show that he is unable to recover it.

2.3. Income of the action

Total income must be identical to total expenditure.

The budget form will automatically indicate the grant you are seeking from the Commission (not above 80% of the total eligible costs) as one of your sources of income.

The applicant is reminded that the partnership must guarantee co-financing in cash of the remaining 20%. Please give in your provisional budget a detailed breakdown and description of all contributions, such as contribution in cash of the applicant from its own resources, other co-financing in cash from individuals, public bodies, grants listed by donor, income generated by the action (e.g. yield from sales, fees charged to participants attending a conference, membership contributions, etc.).

Signed letters of commitment must be provided stating the amount of each contribution in cash as mentioned in the income table of your estimated budget for year 1 and year 2.

Applicants are reminded that there is no provision for contributions in kind to be taken into account in this programme. Thus the costs of staff whose payment is not a direct charge on the project account cannot be included in the budget as part of the beneficiary organisation's matching funding. Voluntary work, which is a contribution not invoiced, is regarded as in-kind contribution and is thus not eligible under this call. Only personnel costs assigned to the project which involve a real expenditure would be considered as part of the contribution in cash.

II. General and special conditions in the grant agreement for actions under the present call for proposals VP/2004/004

After the decision to award a grant is taken, a 'grant agreement' will be concluded defining the rights and obligations of the parties, pursuant to *the Financial Regulation to the general budget of the European Communities* (Council Regulation (EC, Euratom), n° 1605/2002 of 25/06/2002 and its *detailed Rules for the implementation* (Commission regulation (EC, Euratom) N° 2342/2002 of 23/12/2002. For your information, these documents are available in the EU15 official languages at the following internet address:

Financial regulation:

http://europa.eu.int/eur-lex/en/archive/2002/l_24820020916en.html

Rules for the implementation:

http://europa.eu.int/eur-lex/en/archive/2002/l_35720021231en.html

1. DURATION OF THE PROJECT

Grant agreements will, probably, be signed between 15th July and September 2005 and all projects must therefore specify a starting date between 15th July and 15th September 2005. It is intended to avoid as far as possible that the start date of the project is before the date of signing the grant agreement. While the date mentioned in the Part I of your application form is the legal starting date of the "period of performance" and the "period of eligibility of expenditure", successful applicants are informed that in the absence of a formal Commission decision (grant agreement signed) by the start date, the project will start at the applicant's own risk.

The action must not exceed 24 months but the grant agreement shall be signed for a first period of 12 months. No extension will be allowed to the first year's grant agreement. Beneficiaries of a first year grant agreement shall ask for the renewal of the grant agreement for a second year after the first 6 months of the action and at the latest by the 8th month. For this purpose, the beneficiary shall supply an interim report of activities carried out until then and an updated detailed work programme and budget for year 2. Renewal of the grant for year 2 will be subject to the Commission's approval of these documents.

2. PAYMENT ARRANGEMENTS

- A *pre-financing* of maximum 30% of the accepted grant amount payable within 45 days of the date when the last of the two parties signs the agreement.
- A *further pre-financing* equivalent to maximum 40% of the accepted grant amount:

The beneficiary is allowed to request a further pre-financing payment once he has used up 70% of the previous pre-financing. The request shall be accompanied by a detailed statement of the eligible costs actually incurred (as per the format of the detailed estimated budget) and a progress report on the

action's implementation. The further pre-financing payment is payable to the beneficiary within 45 days after the Commission receives the request for payment of further pre-financing.

The payment of pre-financing shall be made to the bank account or sub-account of the beneficiary as specified in the financial identification form attached to Part I of the application form. **Please note that this bank account or sub-account must make it possible to identify funds paid by the Commission.**

If the funds paid to this account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Commission as it will be specified in Article II.16.4. of your agreement.

The beneficiary shall inform the Commission of the amount of any interest or equivalent benefits yielded by the pre-financing it has received from the Commission. Notification must be made annually if the interest in question represents a significant amount, and in any event when the request is made for interim payment or for payment of the balance that clears the pre-financing.

- *A final payment covering the balance due*

The beneficiary shall submit the request for payment of the balance within three months following the closing date of the action, along with the final implementation report, the final financial statement of the eligible costs actually incurred (as per the format of the detailed estimated budget), a full summary statement of the revenue and expenditure of the action (as per the format of Annex II of the estimated budget), a declaration from the beneficiary regarding the final costs and income and an external audit report on the action's accounts. The Commission shall have 45 days to approve or reject the final implementation report or to request additional supporting documents or information; payment shall be made to the beneficiary within 45 days after approval by the Commission of these documents.

3. WITHHOLDING OF RELEVANT INFORMATION

Use of grants awarded to beneficiaries is subject to the Commission's financial control. The partial or total withholding by an applicant of any kind of information that may have an impact on the Commission's final decision will entail automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to unilaterally terminate the grant agreement in addition to demanding full repayment of all sums received by the beneficiary under the said agreement.

4. CHECKS AND AUDITS

The beneficiary undertakes to provide any detailed information requested by the Commission or by any other qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The beneficiary agrees to allow the appropriate right of access to sites and premises where the action is carried out and to all information needed for the purposes of checks and audit. Such audit may be carried out throughout the lifetime of the agreement and for a period of five years from the date

of payment of the balance. To this end, original accounting documents justifying items of expenditure must be retained by the beneficiary for five years following the final payment by the Commission.

5. EVALUATION

The decision establishing the Community action programme to combat social exclusion foresees that this programme shall be evaluated by the European Commission with the assistance of independent experts.

The scope of this external evaluation is to assess the relevance, the effectiveness and the cost/effectiveness ratios of those activities and it also examines the impact of the programme as a whole with a view to proposing adjustments where needed and suggestions aimed at helping shape future programmes in the employment and social field if any.

This external evaluation being currently performed, the beneficiary undertakes to make available to the Commission and/or the independent experts entrusted by it all such documents or information as will allow the evaluation to be successfully completed and to give them the rights of access.

6. PUBLICITY

Unless the Commission requests otherwise, any notice or publication by the beneficiary about the project, including at a conference or seminar, must specify that:

"This project has received funding from the European Commission within the frame of the **Community Action Programme to Combat Social Exclusion 2002-2006**".

Any notice or publication by the beneficiary, in whatever form and on/by whatever medium, including the internet, must specify "*that it reflects the author's view and that the Commission is not liable for any use that may be made of the information contained therein*".

III. Check-list of the required documents to accompany your application

Please number the documents as shown and send in the following supporting documents **in triplicate (original + two copies and/or three copies where original is not required)**.

<i>Order</i>	<i>Document</i>	<i>Check</i>
1	Original cover letter formally submitting the application for funding (please quote the call VP/2004/004) duly signed and dated by the legal representative of the applicant organisation	<input type="checkbox"/>
2	Dated and signed <u>original</u> of Part I of the application form (including any continuation sheets, organization chart, etc.). The legal representative must sign the statement at the bottom of this part. The financial identification form is to be signed and stamped by the bank and dated and signed by the applicant (Statement of the bank account details to which any payments for the proposal should be made – Warning : this account or sub-account must allow payments made by the Commission to be identified.)	<input type="checkbox"/>
3	The “Declaration by the applicant”, duly filled in and signed by the legal representative	<input type="checkbox"/>
4	The Legal entity form, duly filled in and signed	<input type="checkbox"/>
5	This "Legal entity" form should be returned together with: For public entity: * a copy of the resolution, law, decree or decision establishing the entity in question; * or, failing that, any other official document attesting to the establishment of the entity. For private entity (NGO, ...): * A copy of any official document (e.g. official gazette, register of companies, etc.) Showing the contractor's name and address and the registration number given to it by the national authorities; * a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above.	<input type="checkbox"/>
6	Detailed CV (educational and professional qualifications) and job specification of the person responsible for the overall management of the action	<input type="checkbox"/>
7	<u>Originals</u> ³ of Part II "Details of co-applicant/partner organisation" signed and dated by each partner organisation and, as appropriate, detailed CV (educational and professional qualifications) and job specification of the person from the partner organisation involved in the implementation of the action/work programme	<input type="checkbox"/>
8	Original of Part III of the application form, which is the " Proposal description and justification "	<input type="checkbox"/>
9	Original of Part IV of the application form (including any continuation sheets), which is the " Estimated budget of the action "; the legal representative must sign and date the Annex II "Summary page". Please note that you are requested to submit two budgets: a complete part IV for year 1 and another complete Part IV for year 2	<input type="checkbox"/>
10	Original ⁴ signed letter of commitment stating the amount of each contribution in cash as mentioned in the estimated budget under Table 2 for year 1 and year 2.	<input type="checkbox"/>
11	Most recent activity report or annual report from the applicant's organisation (not necessary for public bodies)	<input type="checkbox"/>

³ Should the original forms for Part II signed by the partners not arrive in due time to be attached to the application, faxed copies duly signed of these would be accepted; originals have to be forwarded without fail to the Commission even after the final date for submitting the application.

⁴ Cf. Supra: faxed copies of letter of commitment from partners or external resources would be accepted at first.

Order	Document	Check
12	The applicant's Profit and Loss accounts and the Balance sheet in euros for the last two financial years for which the accounts have been closed ⁵ (not necessary for public bodies)	<input type="checkbox"/>

All the required documents as listed above **must be sent** to the address below by **28/01/2005** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date and proposals submitted after this date will not be eligible).

- a) by post to the **following postal address:**
European Commission
DG Employment and Social Affairs
Unit E2: Call for Proposals VP/2004/004
Archives-Courier service J27 0/115
B-1049 Brussels
Belgium
- b) or by **personal delivery against a signed and dated receipt** (direct or through any authorised representative of the applicant, including private messenger service etc.) by **16.00 Hours on 28/01/2005** at the latest to the following address:

European Commission
Employment and Social Affairs DG
Unit E2: Call for proposals VP/2004/040 – application
Central Courier Sector
1 rue de Genève
B-1140 Evere

The part I, II, III and IV of the application form **must also be sent by electronic mail** stating "**VP/2004/004 - application**" by **28/01/2005 without fail to:**

empl-e2@cec.eu.int

Failure to submit the application by post and by electronic mail by **28/01/2005** to the Commission will entail the ineligibility of the request for subsidy. Complementary documents sent by post, by fax or by electronic mail after the 28/01/2005 will not be considered for evaluation. Please do make sure that the full set of the application form and all accompanying documents as listed above are included in your sending by post by 28/01/2005.

Incomplete or unsigned forms, hand-written forms and those sent by fax, will not be taken into consideration.

⁵ If a statement is not available at the time of submission of the application, a provisional statement would be accepted