

APPLICATION FORM GUIDE

Please read carefully the text 'Criteria and conditions for submitting an application under call for proposals VP/1999/002' before completing the present form. The conditions set out in the text of the call are not repeated here, nor in the form.

SUPPORTING DOCUMENTS TO BE ANNEXED TO THE REQUEST FOR SUBSIDY

Organisations submitting applications are requested to include the following supporting documentation:

- 1) Official cover letter of request of subsidy quoting the reference VP/1999/002;
- 2) Annex A, duly completed, dated and signed with completed and signed ID bank form;
- 3) Official statute and certificate of legal registration and recent proof of existence (for instance bank statement, press release, official social security document, etc.)
- 4) The global financial statement for 1998, indicating all expenses and sources of income, including those relating directly to the activities (if this statement is not available at the time of submission of the application, a provisional statement would be accepted);
- 5) A CV of the person who will be in charge of the overall management of the work programme;
- 6) An organisation chart and a description of the tasks of staff involved in the work programme;
- 7) A report of main activities organised by the applicant in 1998, if applicable;
- 8) The latest issues of publications by the organisation;
- 9) Letter(s) of commitment proving the co-financing of at least 30% of the budget for 1999, including own contribution of the applicant, if applicable.

The applicant's attention is drawn to the fact that, in addition to the obligatory application posted by **28 May 1999** at the latest, where feasible, the European Commission would welcome an e-mail copy of Annex A to the following e-mail address, ensuring that the name of the applicant organisation and title of the project are clearly stated:

Dayarani.Schumacher@bxl.dg5.cec.be

FINANCIAL CONDITIONS

Grants are given on a strictly annual basis. The one year period is to start on 1 October 1999 at the earliest and by 31 December 1999 at the latest.

The maximum budget made available under this Call is EURO 2.300.000. The total cost of any proposed action should not be less than 50.000 EURO and the Community financial contribution will not exceed 70% of the total costs including the counter value of contributions in kind, if any.

If the expenditure is lower than estimated, the Commission contribution will be reduced accordingly. In the event of higher costs, the contribution **CANNOT** be increased. **It is therefore in the applicant's interest to submit a realistic estimate of expenses.**

However, the applicant's attention is drawn, in particular, to the following provisions:

Payment will be made in two instalments: 70 % within 60 days of signing the contract, and 30 % on presentation of the final report. However, the grant may be paid as a single payment in advance provided that the beneficiary submits a bank guarantee.

Only contributions in kind not exceeding 10% of the total expenditure will be accepted. Proof of their occurrence is required.

The partial or total withholding by an applicant of any kind of information that may have an impact on the final decision of the Commission will entail the 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 the full repayment of all sums received by the beneficiary under the said grant agreement.

ELIGIBLE DIRECT EXPENSES

The transnational actions budget for 1999 must be presented in EURO and must be properly balanced.

All expenses indicated in the form must be entered into the organisation's accounts, and be identifiable and verifiable. Only expenses actually incurred, based on payments actually made, can be declared in the final annual financial statement to be submitted by the date as indicated in your contract.

The applicant should annex to the form the details of the calculation method used for all budget headings with an amount higher than 1.500 EURO, following the indications given hereafter.

The following overheads can be included, providing they are reasonable and essential to the good operation of the organisation and part of the normal activities provided for in the programme of activities:

Part 1: Contributions in kind

Only contributions in kind which do not exceed 10% of the total expenditure will be accepted. Proof of their occurrence is required.

The cost of private voluntary work must be valued in accordance with the national rules regarding the calculation of hourly, daily or weekly labour costs, if such rules exist. A signed statement of number of hours per person and proof of qualification is required.

Part 2: Personnel costs

The costs of personnel paid by the organisation submitting the grant application will be based on gross real emoluments or salaries plus social charges and other costs included in the remuneration, to the exclusion of all other expenses.

These emoluments or salaries will be in conformity with the good practice in the Member State concerned. Please do not forget to attach an organisation chart and description of the tasks of staff involved in the co-ordination of activities as well as the CV of the person in charge with the overall management.

The fees must be calculated according to the number of persons/number of days/daily rate applied, and should be based on a maximum total of 220 working days per annum (20 days per month).

Part 3: Travel and subsistence expenses

Full details must be given of the journeys to be made: destinations, number of journeys, means of transport to be used and number of persons. Travel expenses must not, under any circumstances, exceed the quotas applied to the Commission's own departments (annex enclosed).

For information:

- rail: first class
- air: only for journeys over 500km, economy class fare (maximum)
- car: on the basis of the first-class rail fare

As to the subsistence costs which include accommodation, meals and local transport, the maximum daily allowance is as follows:

	EURO		EURO
Germany	127	Belgium	149
Denmark	179	Spain	141
France	130	Greece	113
Ireland	165	Italy	129
Luxembourg	143	Netherlands	147
Portugal	142	United Kingdom	199
Austria	89	Sweden	158
Finland	158		

Part 4: Different services

Publications and information: these costs may include the costs of the organisation's regular publications and information activities, where these are directly related to the activities foreseen in the work programme and insofar as these are not included under another budget heading.

Please give, for each publication, an estimate of the number of pages and planned circulation, the frequency, an indication of the production costs per copy, any translation expenses, as well as an estimate of the distribution costs.

If publications are to be sold, please indicate this in the form.

Interpreting and translation costs: details of translation costs must include the language translated, the number of pages, the rate applied per page. Interpretation costs must specify the number of persons/number of days/daily rates.

Subcontracting costs: Please indicate the precise name and address of any subcontractor, the precise nature of the tasks that will be entrusted to that person/organisation and the amount and the method of calculation (fully detailed estimate).

Part 5: Administrative costs

Rental and associated costs: the cost of rental or depreciation of the building are calculated based on the principles, rules and accounting methods in effect at the beneficiary organisation.

Equipment: where fixed assets are purchased, only the annual depreciation can be taken into account.

Part 6: Contingency reserve

These costs cannot exceed more than 5% of the direct eligible costs.

INDIRECT ELIGIBLE EXPENSES

Indirect costs are general costs/expenses directly generated by the carrying out of the activities foreseen in the work programme, up to a maximum of 7% of the total direct Costs (Chapter I). Under this general heading the following could be covered, for example: running costs such as: stationery, photocopying, telephone calls, heating, electricity etc.

Organisations successfully selected under this Call will not be allowed to include such costs in further applications to be submitted to other Commission services. Once the final selection is complete, a list of successful applicants will be made available to all Commission services in this regard.

INELIGIBLE EXPENSES

The following are excluded:

- expenses incurred by a third party, and not reimbursed by the beneficiary organisation;
- expenses incurred by partners or participants from non E.U. countries;
- provisions for exchange loss risks;
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;

- expenses in kind which exceed more than 10% of the total eligible expenses;
- the cost of purchasing infrastructure equipment (except up to the amount of the annual depreciation of the equipment purchased);
- expenses not related to the operation and the normal activities of the organisation;
- debts, interest owed, doubtful debts;
- expenditure which is manifestly pointless or excessive;
- expenditure occurred outwith the contractual period.

RETENTION OF ACCOUNTING DOCUMENTS

If the application is accepted, the person responsible for the organisation will be required to make a signed commitment, to furnish proof of the correct use of the grant, and to enable the Commission and/or the European Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the beneficiary for five years following final payment by the Commission.

SPECIFIC MENTION OF COMMUNITY SUPPORT REQUIRED

Beneficiaries are required to mention clearly the fact that they have received funding from the European Union in any publication, or on the occasion of activities, for which the grant is used, using the following wording:

"With support from the European Community - Actions aimed at combating
discrimination against elderly and/or disabled people"

"The information contained in this publication does not necessarily reflect the position
or opinion of the European Commission.