



EUROPEAN COMMISSION
EMPLOYMENT AND SOCIAL AFFAIRS DG

Social protection and social integration
Social protection and inclusion policies

Community Action Programme to Combat Social Exclusion 2002-2006
TRANSNATIONAL EXCHANGE PROGRAMME

Phase II – 2003-2005

RESTRICTED CALL FOR PROPOSALS - VP/2003/023

UNDER BUDGET LINE B3-4105

INSTRUCTIONS FOR THE APPLICANT

ON HOW TO APPLY

The information in these instructions for completing the application form together with the guidelines 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.

1. MAIN FINANCIAL PROVISIONS	5
1.1. THE COMMISSION CONTRIBUTION IS A MAXIMUM AND IS BASED ON ACTUAL EXPENDITURE.....	5
1.2. EXPENDITURE MUST BE CERTIFIED TO BE REIMBURSED	5
1.3. EXPENDITURE MUST BE AUDITED TO BE REIMBURSED.....	6
1.4. RETENTION OF ACCOUNTING DOCUMENTS.....	6
1.5. BUDGET MUST BE DETAILED, BALANCED AND IN EURO.....	6
2. BUDGET HEADINGS.....	7
2.1. EXPENSES	7
2.1.1. <i>Eligible costs</i>	7
2.1.1.1. Direct eligible costs (D1).....	8
Personnel costs	8
Travel, accommodation and subsistence expenses	8
Different services	10
Administrative costs.....	12
2.1.1.2. Contingencies (D2)	12
2.1.2. <i>Indirect eligible costs - Overheads</i>	12
2.1.3. <i>Ineligible costs</i>	13
2.2. INCOME OF THE ACTION	13
Duration of the project.....	14
Payment in three instalments each year.....	15
Withholding of relevant information.....	15
Publicity.....	16

I. Documents to accompany your application

Please number the documents as shown and send in the following supporting documents **in triplicate (original + two copy *and/or* three copies where original is not required)**. We would also recommend using the table as a check-list to ensure that all required items have been included.

<i>Order</i>	<i>Document</i>	<i>Check</i>
1	Original cover letter formally submitting the application for funding (please quote the call VP/2003/023) duly signed and dated by the authorised person from the single co-ordinating 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 co-ordinating organisation should complete the " Details of the main applicant organisation " and must sign the declaration on honour at the bottom of this part. The financial identification form is to be signed and stamped by the bank and by the applicant (Statement of the bank account details to which any payments for the proposal should be made – Warning : separate bank account dedicated to the project is requested!)	<input type="checkbox"/>
3	detailed CV (educational and professional qualifications) and job specification of the person from the co-ordinating organisation who will be responsible for the overall management of the Phase II work programme	<input type="checkbox"/>
4	<u>Originals</u> ¹ 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"/>
5	Original of Part III of the application form : the co-ordinating organisation, in collaboration with the partner organisations, should complete part III " Proposal description and justification "	<input type="checkbox"/>
6	Original of Part IV of the application form (including any continuation sheets) : the co-ordinating organisation, in consultation with the partner organisations, should complete part IV " Proposal's provisional budget "; including signing and dating the Annex II "Global budget form" by the lead applicant. Please note that you are requested to submit two budgets: the complete part IV for year 1 and the Annex II (global budget) for years 1-2, and to enclose to your application every original² signed letter of commitment stating the amount of each contribution in cash.	<input type="checkbox"/>
7	Most recent activity report or annual report from main applicant's organisation (not necessary for public bodies)	<input type="checkbox"/>
8	The main applicant's Profit and Loss accounts and the Balance sheet of the last financial year for which the accounts have been closed ³ (not necessary for public bodies)	<input type="checkbox"/>
9	A certified true copy of Articles of the association/Official statute/Constitution or equivalent of the main applicant organisation (not necessary for public bodies)	<input type="checkbox"/>

¹ 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.

² Cf. Supra: faxed copies of letter of commitment from partners would be accepted at first.

³ If this statement is not available at the time of submission of the application, a provisional statement would be accepted

All the required documents as listed above **must be sent** to the address below **by 20/06/2003** (their submission date will be taken as the date of despatch, 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
Employment and Social Affairs DG
Archives Department, J37 – 0/26 (Courier Service)
Unit E2 : Call for proposals VP/2003/023 - application
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 20/06/2003** at the latest to the following address:

**European Commission
Employment and Social Affairs DG
Unit E2 : Call for proposals VP/2003/023 - application
CAD Archives Department (Courier Service)
Rue Joseph II, 37 (office 0/20)
B-1000 Brussels**

The part I, II, III and IV of the application form **must also be sent by electronic mail** stating "**VP/2003/023 - application**" **by 20/06/2003 without fail to:**

empl-e2@cec.eu.int

Failure to submit the application by post **by 20/06/2003** to the Commission will entail the ineligibility of the request for subsidy even if the application form was sent by electronic mail by the deadline. Complementary documents sent by post, by fax or by electronic mail after the 20/06/2003 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 20/06/2003.

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

II. 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.** The contingency reserve in the agreed budget should be able to absorb any reasonable unforeseen overrun of eligible costs. In case of major overrun of a budget heading without prior approval by the Commission, any excess of more than 10% will be rejected and the Commission grant will be reduced proportionately. **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 expenses actually incurred, based on payments actually made, 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 must be accompanied by a declaration signed by the beneficiary certifying that:

- All costs included in the statement are actual costs;
- None of the expenses included in the statement of costs remains unpaid at the time of presenting the statement;

- All expenses included in the statement of costs have been effected within the period of performance which will be specified in Article 1.2.2. of your grant agreement;
- All sources of funding, internal or external, have been included in the statement;

1.3. Expenditure must be audited to be reimbursed

Applicants must also include provision for all expenditure incurred during the two years of the project to be audited by an approved external auditor⁴. The audit report shall be attached to the request for final payment⁵ of the grant accepted for the second year. Its purpose is to certify that the submitted accounts for the first and the second year are sincere, reliable and substantiated by adequate supporting documents. Costs arising from this may be included in the overall budget for years 1-2 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.

1.4. Retention of accounting documents

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.

1.5. 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. Please make sure that you include all the items related to the activity, and not just those which you want the Commission to finance.

The budget must be as detailed as possible. The applicant should annex to the form breakdowns showing how all totals for budget headings with an amount higher than 1 500 € were arrived at, following the instructions given herein.

⁴ This external audit shall be carried out by an independent body or expert officially authorised to carry out audits and accounts.

⁵ The audit obligation shall not apply for public bodies.

2. BUDGET HEADINGS

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 global budget form) will be attached to the European Commission's grant agreement⁶, 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'⁷ (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, contingencies 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 the 'Conference detailed budget' (point 4 below);
4. Finally, there are six 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.

2.1. Expenses

2.1.1. 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 1.2.2 of your grant agreement⁸) may be considered as eligible. Please be sure that all expenses are reasonable and justified, and in-

⁶ Only the forward budget for the year 1 shall be binding and attached to the grant agreement for the first year.

⁷ In order to elaborate your budget for years 1-2, you should go into the sheet 'detailed budget' and 'Detailed budget for conferences' as appropriate to enter your estimates, which will be automatically transferred into the sheet 1 'Annex II'. You need to provide with in your application only this Annex II for years 1-2

⁸ The grant agreement shall be signed for a first period of 12 months from the starting date of the project you have mentioned in Part I of the application form. This starting date will determine the period of performance and the period of eligibility of your expenditures.

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). All costs will have to be supported by invoices⁹.

2.1.1.1. Direct eligible costs (D1)

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, and 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 full details on calculation of staff costs and functions performed on a separate sheet.

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 civil servants — or statutory public staff or core staff of the beneficiary 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. In such cases, the beneficiary of the grant must keep a record of the amount of time devoted by the staff in question to the subsidised activity in order to assess the total cost to be subsidised. The parent-organisation will have to provide at the end of the action a signed declaration mentioning number of days actually spent on the project and daily salary cost as evidenced by pay slips for the persons involved.

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.

⁹ For travel: copy of travel ticket and boarding pass, or invoice from the travel agency, or printed out confirmation of registration when tickets have been purchased on line on the web.

DSA (Daily Subsistence allowances):

Accommodation and subsistence costs may be covered on a flat-rate basis (*per diem* scale) or on an actual basis (if your expenses proved to be lower than the limits given below – in this case, you should provide the corresponding invoices). These cover all subsistence (meals, lodging) including local transport costs (taxi and/or public transport). They will be paid for each calendar day spent on business (for the purpose of a meeting/conference, etc.) away from the usual place of work (more than 100 Km distant), provided that the corresponding assignment is of a short-term nature. These daily allowances will vary according to the country in which the meeting is held. The agreed rates (in € per calendar day) are set out in the following table. **In some cases, this allowance will be reduced:**

Destination	Daily allowance	Reduction allowance (night) ¹⁾	Reductions for meals and lodging offered ²⁾			Reduced allowance ³⁾
			Meals	Breakfast	Lodging	
Belgium	149,63	37,41	23,94	5,76	50,87	25,44
Denmark	179,28	44,82	28,68	6,90	60,96	30,48
Germany	127,10	31,78	20,34	4,89	43,21	21,61
Greece	113,19	28,30	18,11	4,36	38,48	19,24
Spain	141,30	35,33	22,61	5,44	48,04	24,02
France	130,29	32,57	20,85	5,02	44,30	22,15
Ireland	165,20	41,30	26,43	6,36	56,17	28,08
Italy	129,82	32,46	20,77	5,00	44,14	22,07
Luxemburg	143,48	35,87	22,96	5,52	48,78	24,39
Netherlands	147,69	36,92	23,63	5,69	50,21	25,11
Austria	121,81	30,45	19,49	4,69	41,42	20,71
Portugal	142,98	35,75	22,88	5,50	48,61	24,31
Finland	155,60	38,90	24,90	5,99	52,90	26,45
Sweden	156,54	39,14	25,05	6,03	53,22	26,61
United Kingdom	199,21	49,80	31,87	7,67	67,73	33,87

1) If the participant does not have to stay the night or if he/she has travelled in wagon-lit (no reduction applied if the departure from the place of origin has taken place before 7h00 or if the return in the place of origin is after 24h00)

2) If some of these costs are provided for in the conference costs these deductions are applicable

3) If all costs (two meals and lodging) are provided for in the conference costs, this is the amount allowed for local transport and other small expenses

Partnerships may involve organisations from the EFTA/EEA countries and from the following candidate countries who have opted to join in this strand of the Community action programme: Bulgaria, Cyprus, Hungary, Latvia, Lithuania, Romania and Slovakia. They may also involve partners from other candidate countries but in such cases any costs incurred will not be eligible expenditure until the date of accession. Please find below the daily allowance's full rate (in € per calendar day) accepted by the Commission for costs associated with the stay in those countries. Within

these limits, accommodation and subsistence expenses may be reimbursed either on an actual or a flat-rate basis.

Destination	Daily allowance
Iceland	183
Liechtenstein	174
Norway	171
Bulgaria	157
Cyprus	100
Czech republic	214
Estonia	129
Hungary	136
Latvia	174
Lithuania	126
Malta	86
Poland	227
Romania	185
Slovakia	164
Slovenia	148

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 heading¹⁰. 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. 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 three quotes.

Interpretation and catering for conferences : interpretation costs must specify the language/number of interpreters/number of days/daily rate. 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/number of persons/unit cost per meal/number of days. Catering costs may cover coffee-breaks and/or meals for participants if those meals

¹⁰ Costs incurring from the contribution of a webmaster for instance should be included in Heading 2 item 06.5 Other staff costs, and not under this heading.

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. 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:

- the potential contractor is not one of the co-applicant/Partner organisations;
- 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 and the corresponding estimated costs are set out in detail (please attach quotes) in the detailed budget (Part IV of the application form).

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 and the amount and the method of calculation (detailed estimate).

Financial audit : Applicants are informed that when asking for final payment of the grant accepted for the second year, 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 auditor¹¹. Costs arising from this may be included in the global budget for years 1-2 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 evaluating the effectiveness and efficiency of their actions during Phase II. 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).

¹¹ Please refer to item 1.3. above.

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 $999:3$ years = 333 €/year; use of the equipment for a period of 6 months; eligible depreciation $333€:2=166,5€$

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.

2.1.1.2. Contingencies (D2)

Provision for unforeseen expenses, up to a maximum of 5% of the eligible direct costs as described above. To be accepted, this provision will have to be attributed to specific items of expenditure when the final budget and request for payment are submitted at the end of the project.

2.1.2. *Indirect eligible costs - Overheads*

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 (D1+D2). This is a flat-rate participation to the beneficiary organisation's 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, photocopying, telephone calls, heating, 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 (D1+D2). 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.

2.1.3. *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;
- expenses incurred prior to the date of accession by partners or participants in the Acceding Countries who have not opted to join in this strand of the Community action programme prior to their date of accession (the Czech Republic, Estonia, Malta, Poland and Slovenia);
- indirect eligible expenses which exceed more than 7% of total direct eligible costs;
- a contingency reserve of more than 5% of the direct eligible costs;
- 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

2.2. Income of the action

Total income must be identical to total expenditure.

You should list 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, contribution in cash of the partners from their 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.), etc.

Signed letters of commitment must be provided stating the amount of each contribution in cash.

If you have submitted requests to several Commission departments, you must provide details of each request. The Commission needs to know the situation concerning grants (and possibly some other contributions): have they been received, or promised, or are they being negotiated or requested at present? Please add notes to explain.

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 cash¹².

III. Main provisions of the grant agreement

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 all EU 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

Duration of the project

Grant agreements will, probably, be signed between 15th November and 31st December 2003 at the latest and all projects must therefore specify a starting date between 15th November and 31st December 2003. 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 November or December 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.

¹² The same provisions for personnel costs to count as eligible direct costs apply in the case of personnel costs to count as matching funding. Please refer to the item 2.1.1.1 Personnel costs above.

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.

Renewal of the grant agreement for another year shall be requested by the beneficiary by 15th September 2004 along with an interim report of activities carried out until then, and a detailed work programme and budget for year 2. Renewal of the contract for year 2 will be subject to the Commission's approval of these documents.

Payment in three instalments each year

Payment will normally be made in three instalments each year :

- A *pre-financing* of maximum 30% payable within 45 days following the date when the last of the two parties signs the agreement.

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 or cleared against interim or balance payment by the Commission as will be specified in Article II.16.4. of your agreement. **The beneficiary is therefore requested to open a specific bank account for the project.** Costs arising from this are eligible and may be included in your provisional budget.

- An *interim payment* of 40%, payable to the beneficiary within 45 days following approval by the Commission of the interim technical implementation report and interim financial statement accompanying the request for interim payment. The amount of any pre-financing previously paid to the beneficiary shall be deducted.

Applicants are informed that this interim report shall be submitted by 15th September 2004. This interim report is the same interim report which you have to submit when making a request for funding for year 2 (see the section 10 in the guidelines of the call).

- A final payment covering the balance due, payable upon request by the beneficiary submitted within 3 months following the closing date of the action, along with his final implementation report and final financial statement (for the second year, also with the external audit report); payment shall be made to the beneficiary within 45 days after approval by the Commission of these documents.

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.

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*".