



**PROGRAMME  
PREVENTION OF AND FIGHT AGAINST CRIME  
2007-2013**

**CALL FOR PROPOSALS 2013  
RESTRICTED TO FRAMEWORK PARTNERS**

**Action Grants within the Framework Partnership  
Agreements**

**Deadline 1: 27 September 2013 (12:00 CET)**

**Deadline 2: 4 December 2013 (12:00 CET)**

**Deadline 3: 12 February 2014 (12:00 CET)**

(deadlines 2 and 3 are subject to availability of funds)

## 1. BACKGROUND AND MAIN OBJECTIVES

Within the context of the specific programme "Prevention of and Fight against crime"<sup>1</sup>, (Council Decision 2007/125/JAI of 12/02/2007) which is a part of the general programme "Security and Safeguarding Liberties" (ISEC), following a Call for Proposals for Framework Partners in 2012, Framework Partnership agreements have been concluded for the period until 31/12/2014 to provide for long term cooperation between the Commission and public bodies with responsibility in the area of prevention of and fight against crime.

In order to implement the Programme, the Commission has adopted on 19 September 2012 the 2013 ISEC Annual Work Programme<sup>2</sup>, specifying its specific objectives and thematic priorities.

This Call for Proposals corresponds to the implementation of Part I. Heading C of the ISEC Annual Work Programme.

## 2. BUDGET ALLOCATED FOR GRANTS

The total amount proposed for co-financed projects in 2013 on the basis of this Call for Proposals is € 10.050.000.<sup>3</sup>

## 3. OBJECTIVES, TYPES OF ACTIVITIES, TARGET GROUPS

**3.1** Proposals submitted should target at least one of the following **specific objectives** of the ISEC Programme:

- to stimulate, promote and develop **horizontal methods and tools** necessary for strategically preventing and fighting crime and guaranteeing security and public order such as the work carried out in the European Union Crime Prevention Network, public-private partnerships, best practices in crime prevention, comparable statistics, applied criminology and an enhanced approach towards young offenders;
- to promote and develop **coordination, cooperation** and mutual understanding among law enforcement agencies, other national authorities and related Union bodies in respect of the priorities identified by the Council in particular as set out by the Europol's Organised Crime Threat Assessment;
- to promote and develop best practices for the **protection and support witnesses**;
- to promote and develop best practices for the **protection of crime victims**.

**3.2** Financial support in the framework of this Call for Proposals may be provided for the following **types of activities**:

- actions improving operational cooperation and coordination (strengthening networking, mutual confidence and understanding, exchange and dissemination of information, experience and best practices);
- analytical, monitoring and evaluation activities;
- development and transfer of technology and methodology;
- training, exchange of staff and experts;

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<sup>1</sup> Council Decision 2007/125/JHA of 12.2.2007 establishing for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties, the Specific Programme 'Prevention of and Fight against Crime' – OJ L 58, 24.2.2007.

<sup>2</sup> Commission Decision C (2012) 6402 of 19.9.2012 adopting the Annual Work Programme for 2013, available at: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/isec\\_awp\\_2013\\_en.pdf](http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/isec_awp_2013_en.pdf)

<sup>3</sup> Of this amount 20% is not available at the moment of the launch of this call for proposals; its availability is subject to the lifting by the Budgetary Authority of the reserve entered on the relevant budget line pending agreement between the co-legislators on the reform of the Schengen governance.

- awareness and dissemination activities.

### 3.3 Proposals submitted should target at least one of the following **target groups**:

- judicial authorities, legal practitioners
- law enforcement officials
- other public officials
- civil society, associations, NGO
- professional organisations
- researchers
- private sector.

## 4. DEFINITIONS AND FUNDING CONDITIONS

The following definitions and relationships are used when an application is submitted and when a grant agreement is signed, following a successful evaluation of the proposal:

- **"Coordinator/Beneficiary" (Applicant organisation):** is the Framework Partner organisation that will sign a grant agreement with the Commission. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility criteria for all its Partners. Once a grant agreement is signed, the Coordinator is legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its Partners.
- **"Partners":** are those organisations participating in the implementation of the project activities that are eligible for EU co-financing. Since the grant agreement will be mono-beneficiary, i.e. only signed between the Commission and the Coordinator/Beneficiary, Partners will not be part of the grant agreement and they will not be considered as beneficiaries of the EU grant. **Costs incurred by the Partners shall only be deemed to be eligible provided that they have been re-invoiced to the Applicant/Beneficiary and appear in the Coordinator/Beneficiary's accounts.**
- **"Associate Partners":** are those organisations participating in the project on a non EU-funded basis. None of their costs incurred for the project activities will be considered eligible for EU co-financing. Entities established in third countries (including acceding and candidate countries), international organisations and EU Agencies may only participate as Associate partners on a non-cost basis to the ISEC programme.

Each Partner (except the Coordinator) and each Associate Partner must complete and sign a Partnership Declaration (Part E) which must be attached to the Application.

The maximum rate of EU **co-financing is 90%** of the total eligible costs of the project. As an exception, the maximum rate of co-financing for the individual projects awarded within Framework Partnerships **may rise to a maximum of 95%** of the total eligible costs, because the actions of Framework Partners are of great importance for the European Union as well as for the Member States and/or cannot be carried out without greater support from the Commission. However, any Applicant proposing co-funding of more than 90% will have to duly substantiate and justify in its application why it should receive co-funding at this higher rate for an individual project. The Commission will be free to approve, reduce or reject the proposed higher rate of co-financing after the assessment of the justification provided in the application.

The maximum rate of the amount of the grant that **can be subcontracted is 30%** of the total eligible costs of the project. As an exception, the percentage of the amount of the grant that can be subcontracted **can be higher than 30%**. The Commission will be free to approve, reduce or reject the proposed higher rate of subcontracting after the assessment of the justification provided in the application. The Applicant has to provide offers justifying the requested amount at the moment of submission of the application.

The Commission reserves the right:

- to award a grant lower than the amount applied for by the Applicant organisation,
- to remove or decrease the value of some expenditure listed in the Budget Form, if they are deemed as ineligible, unjustified, not explicitly related to the project or higher than market value.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a grant agreement in writing.

Applicants should take note that **no further budget review will take place** after the Commission has taken the award decision and that the amount of the **awarded grant may be less** than the amount applied for. Therefore, the Forecast Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs.

For beneficiaries of a grant under this call, a pre-financing payment of 80% will be made after the signature of the grant agreement by both parties and in accordance with its terms (subject to sufficient payment appropriations made available by the Budgetary Authority). The Commission may require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided by the Coordinator.

With the introduction of the new Financial Regulation<sup>4</sup>, interests on pre-financing are no longer due to the EU budget and therefore do not have to be declared at the end of the project and will not be taken into account for the calculation of the non-profit rule.

**Value added tax (VAT)** is an eligible cost except for:

- taxed/exempt activities with right of deduction;
- activities which are undertaken by public bodies acting as public authorities in the exercise of sovereign powers or prerogatives.

Provisions of this Call and the draft model Grant Agreement take precedence over the provisions of the CIPS/ISEC 2013 Guide for Applicants.

Applicants shall be informed of the outcome of their application indicatively within six month from the deadline for submission of applications. The projects are expected to commence shortly after the award of a grant.

## 5. PRIORITIES

In 2013, the following priorities have been identified<sup>5</sup>. Proposals submitted outside these priorities will also be considered, subject to quality and budget availability after funding projects matching priorities.

- (1) Projects on measures concerning the threat posed by possible use by terrorists of **Chemical, Biological, Radiological and Nuclear materials**, as well as **explosives and their precursors**, including measures related to awareness raising, the development of standards, improving information exchange mechanisms, conducting exercises and training, developing detection technology and capability raising security capacity, networking and other activities in line with the **EU Action Plans on CBRN, explosives security and air cargo security**;
- (2) Projects on **radicalisation leading to terrorism, violent extremism** and the support to **victims of terrorism**. This Call will consist of **2 separate groups of actions** which should **aim at** (a) countering the phenomenon of radicalisation leading to terrorism and violent extremism, including

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<sup>4</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1).

<sup>5</sup> The priorities were identified by the 2013 Annual Work Programme for Prevention of and Fight against Crime adopted by the Commission on 19.9.2012 – C(2012)6402.

- addressing the motivations of terrorists and violent extremists, strengthening civil society engagement at the grass-roots level; developing strategic communications strategies to counter terrorist and violent extremist propaganda and ideologies, offering non-violent alternatives; identifying best practices in the prevention of radicalisation and violent extremism and in enabling disengagement and rehabilitation, (b) supporting victims of terrorism, including promoting the dissemination of terrorist victims' testimonies, providing platforms and appropriate media training for victims in order to delegitimize the violent propaganda of terrorists;
- (3) Projects on **trafficking in human beings**: Prevention (including demand and supply reduction) protection of, support and assistance to victims, prosecution and investigation of offenders, coordination and cooperation mechanisms, establishment of partnerships, training of officials and the use of information and communication technologies, including social networks online in the trafficking process, operational cooperation on new forms of trafficking;
  - (4) Projects on **sexual exploitation of children, illegal use of Internet and cybercrime**<sup>6</sup>: supporting the co-operation between experts and law enforcement authorities on understanding and combating cybercrimes, such as cyber attacks, fraud online, identity theft and related crime, and illegal trade on the Internet; actions establishing standard forms for law enforcement requests to the private sector and vice versa; actions against illegal content that may incite minors to violent and other serious behaviours; co-operation to develop and exchange efficient methods of combating terrorist, racist and xenophobic content on the Internet. This also includes preventing and fighting sexual exploitation of children and on line sexual exploitation and abuse of children, including prevention of recidivism, identification of child victims through pornographic materials; identification of offenders via credit cards as part of the European cybercrime policy, enhancing cooperation between law enforcement authorities in the area of fighting child abuse through communication systems; and generally activities promoting cooperation with the European Cybercrime Centre at Europol;
  - (5) Projects on **Financial and economic crime**, supporting: prevention, detection, deterrence, investigation, prosecution and cooperation in the disruption of international crime networks. This also covers better prevention and detection of corruption, money laundering, terrorist financing, fraud, racketeering and extortion and enhanced financial analysis and financial investigations. Protection of the economy against criminal infiltration through actions against organised crime involvement in counterfeiting notably dangerous ones for and public health and safety, fostering confiscation of criminal **assets**, transparency of legal entities. The projects will also focus on providing specific input and supporting the work for the **EU Anti-Corruption Report**, sharing experiences among Member States in the anticorruption field, improving cooperation at the EU borders for the prevention and combating of corruption, training of investigative journalists and support to civil society to strengthen the knowledge and the initiatives in specific areas relevant for the detection and combating of corruption;
  - (6) Projects on **illegal trafficking in firearms**, including prevention, detection, deterrence, investigation and prosecution of offenders, coordination and cooperation actions and mechanisms, awareness raising, training, analysis, assistance and networking in line - among other - with the EU Action Plan to combat illegal trafficking in so called "heavy" firearms which could be used or are used in criminal activities, with the actions foreseen within the multiannual policy cycle priorities and supporting actions in implementation of United nation protocol on the trafficking of firearms and the Arm Trade Treaty;
  - (7) Projects on the **exchange of information for law enforcement purposes**, particularly on the implementation of the principle of availability through Council Decision 2008/615/JHA and 2008/616/JHA (Prüm Decision) and Council Framework Decision 2006/960/JHA (Swedish Initiative);
  - (8) Projects on **operational Law Enforcement cooperation**, in particular in line with the Internal Security Strategy or the EU policy cycle for organised and serious international crime/Operational Action Plans/European Multidisciplinary Platform Against Criminal Threats projects (EMPACT projects) and Joint Investigation Teams;

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<sup>6</sup> Coordination in this field will be ensured with DG INFSO's Safer Internet Programme.

- (9) Projects to enhance co-operation between national agencies and authorities responsible for oversight or control of non-profit organisations to reduce the risk of an abuse for terrorist financing purposes;
- (10) Projects analysing the possibilities for use of **privately held information** for law enforcement purposes, including in the field of telecommunication data, especially focusing on the aspects of achieving higher security without compromising human rights and privacy. Projects analyzing the possibilities for use of modern technologies to detect new forms of crime, such as transnational cybercrime, identity theft, fraud. And projects identifying and implementing privacy protection measures for consumers (privacy enhancing technologies), protecting citizens against cybercrime vulnerability, identity theft, fraud, etc.;
- (11) **Training** of and other exchanges among law enforcement officers. Actions should be related to the development of the European Training Scheme and/or should concern the joint development, by law enforcement training bodies or in cooperation with the private sector and universities, of common curricula and courses with a cross-border, regional and/or EU-wide scope as well as, workshops, seminars, and exchanges among law enforcement officers and trainers aimed at sharing knowledge, experience and best practice in various areas of law enforcement activity;
- (12) Prevention of **general crime**, including promotion of crime prevention measures in local urban context including transborder organised crime dimension. The initiatives should contribute among others to the implementation of administrative approach, organisation of mass events and development of local safety audits. A special attention should be paid to a cooperation of public and private bodies with local authorities;
- (13) Projects on activities to **enhance the communication with Europol** and to increase the exchange of information via the Europol's Secured Information Exchange Network Application (SIENA): this includes projects aimed at extending SIENA to Member States' competent authorities; projects aimed at a) equipping Member States with data loaders for the transmission of information to the Europol Information System (EIS) as well as b) establishing user access to this system; projects aimed at enhancing the communication between expert communities, through, for instance, the European Bomb Data System and Check-the-Web;
- (14) Promoting **integration of victims** including horizontal tools and sharing of best practices on protection of victims and support and protection of witnesses. A special attention should be granted to the development of a cooperation, especially on restorative justice, between police, other public authorities and civil society;
- (15) In the field of **crime statistics** projects for mapping the existing national classification schemes to the proposed framework of an International Crime classification developed by the UNECE/UNODC Task Force on Crime Classification in collaboration with DG HOME. Projects for direct piloting of proposed International Crime Classification;
- (16) Projects on the enhancement of forensic science cooperation and the development of innovative forensic approaches, through the improvement of forensic science quality and methodology and common standards across Europe, in particular taking into account the Council Conclusions on the Vision for European Forensic Science 2020 and the action plan envisaged in this context;
- (17) Projects to support law enforcement open sources information and analysis capability.

Proposals should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as on possible remedies.

## 6. EVALUATION CRITERIA

### 6.1. Exclusion criteria

Applicant organisations/Coordinators and partner organisations shall be excluded from participating in this Call if they are in one or more of the situations listed in Articles 106 and 107 of the Financial Regulation, i.e.:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation;
- they are subject to a conflict of interest;
- they are guilty of misrepresenting the information required by the contracting authority as a condition of participation or fail to supply that information.

The Authorised signatory of the Applicant organisation/Coordinator must sign the declaration in Section 5 of the Application Form, which must also be attached to the application (scan). The Commission may request a copy of the decision authorising the Authorised signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/Coordinator. Applicants who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an EU procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from EU contracts and grants in accordance with Article 109 of the Financial Regulation and Article 142 of the Rules of Application<sup>7</sup>.

## 6.2. Eligibility criteria

The proposals for individual projects submitted by Framework Partners must comply with the following eligibility criteria:

- a. Project proposals can only be submitted by bodies or organisations that have signed a Framework Partnership agreement with the Commission following the 2012 Call for Framework Partners<sup>8</sup> under the programme Prevention of and Fight against Crime.
- b. Applicants must respect the deadlines for submission of applications set for this Call for Proposals and upload their applications to the PRIAMOS system.
- c. Projects must involve partners in **at least two Member States**.<sup>9</sup> For an application to be eligible project costs must also be incurred by at least one partner from another Member State than the Applicant, otherwise the application will not be considered to fulfill the transnationality criterion and will be made ineligible. Entities established in third countries (including acceding and candidate countries), international organisations and EU agencies may only participate as associate partners on a non-cost basis.
- d. Applications must be submitted **using the Application, Project Description and Implementation and Budget Forms for ISEC 2013 Action Grants (Part A, B specific for this Call and C)**; no other forms will be accepted. **All sections of the forms must be completed.** The budget must be in **euro** and **balanced** in income and expenditure.

<sup>7</sup> Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

<sup>8</sup> [http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/call\\_2012\\_20111020.pdf](http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/call_2012_20111020.pdf)  
The list of accepted Framework Partners is available here: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/list\\_of\\_accepted\\_framework\\_partners\\_2012.pdf](http://ec.europa.eu/dgs/home-affairs/financing/fundings/pdf/isec/list_of_accepted_framework_partners_2012.pdf)

<sup>9</sup> In the context of this Call for proposals the expression "Member States" is to be understood to include Croatia, which will become part of the EU from 1.7.2013.

- e. Applications must include **all the required documents listed in Section 7.1 of this Call for Proposals**.
- f. Project proposals seeking EU co-funding of less than **€ 100.000** will not be eligible. There is no maximum limit but the amount of Community co-financing requested will be assessed with regard to the expected results and overall project quality.
- g. Project applications cannot be scheduled to last more than **two years (24 months)**.<sup>10</sup>
- h. Projects cannot be already completed and **should be scheduled to start once the grant agreement is signed by all parties**. An earlier start of the project may take place only where the Applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept the expenses of such action.
- i. The requested co-financing rate cannot exceed 95% and has to be in line with the provisions of Section 4 of this Call for Proposals.
- j. The maximum rate of the amount of the grant that can be subcontracted is 30% of the total eligible costs of the project. As an exception, the percentage of the amount of the grant that can be subcontracted can be higher than 30%. The Commission will be free to approve, reduce or reject the proposed higher rate of subcontracting after the assessment of the justification provided in the application.

Only applications which meet the above eligibility criteria will be further processed.

### 6.3. Award criteria

Proposals which are eligible will be assessed on the basis of the following award criteria:

- (a) **Conformity**. Projects will be assessed on the extent to which they match priority areas identified in Section 5 and in the relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime. **10 points**
- (b) **Quality** of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **20 points**
- (c) **Value for money**. Amount requested for financial support and its appropriateness as to expected results will be assessed in terms of: consistency between the work programme and the budget; adequacy of budgetary resources (personnel, equipment, travel, etc.) for carrying out the action; demonstration of overall cost effectiveness and value for money. Larger projects, in terms of scope of the planned activities, number of participants, economies of scale and cost effectiveness will be favoured. **25 points**
- (d) **Impact** of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 7 (4) (d) of the basic act. **25 points**
- (e) **European added value** includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that - in addition to running the project in a number of Member States and building multinational partnerships - applicants must look beyond the framework of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of **20 points**

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<sup>10</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the grant agreement.

how the project can be further developed at EU level, and with a statement of its potential for European debate and action.

**TOTAL**

**100**

Proposal scoring below 65 points will be rejected. Proposals that pass the 65 points threshold will be considered for funding, taking into account policy priorities and within the limits of the available budget.

## **7. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION**

Applications must be submitted electronically via the PRIAMOS system and must be uploaded by the deadline specified under point 7.2. The PRIAMOS system will not accept any application after the deadline.

Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail.

Please do not upload any jpg/tif/htm files; scanned documents should be in pdf format. **Please note that PRIAMOS limits the size of the applications that can be uploaded to 100 MB.**

Applications that are not submitted via PRIAMOS shall not be considered for evaluation. Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "not applicable" and provide justification.

**Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application.**

### **7.1. Documents to be submitted in electronic version - uploaded to Priamos**

Please **read carefully the Guide for Applicants CIPS/ISEC 2013** for details and explanations concerning the compulsory documents and annexes to be uploaded in PRIAMOS as a complete application package. The Guide, all mandatory Forms (Parts B-C-D-E-F) and relevant links can be accessed from the Call for Proposal's webpage accessible from the following address:

[http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index_en.htm)

All Forms are also incorporated in the Application Form (Part A) which is ONLY available in PRIAMOS.

Each application must include **ALL the following compulsory documents:**

1. Part A - the **Application Form** (Adobe Acrobat (.pdf) document) **duly completed**. The **declaration** in Section 5 of the form, duly dated and signed by the Authorised signatory of the applicant organisation, must also be attached (**scanned version** to be uploaded in Priamos).
2. Part B - the **Project Description and Implementation form** (MS Word document) **specific for this Call for Proposals** duly completed.
3. Part C - the **Budget Form** for CIPS/ISEC 2013 Action Grants (Sheets 1 "ID Form", 2 "Partnership" and 3 "Forecast Budget Calculation"), **duly completed**, including a detailed breakdown of expected expenditure and revenue. The budget estimate has to be **in Euro and in balance**. **Relevant supporting documents** (such as copy of employment contracts and/or salary slips for high staff daily rates, offers/quotes for activities to be subcontracted, etc.) **must be attached**.
4. Part D - the **Timetable** for implementation. Estimate/Indicative project start date must be completed.
5. Part E - one **Partnership Declaration for EACH Partner and Associate Partner** duly completed dated and signed by the Authorised signatory (scanned versions).
6. Part F - **VAT declaration**, duly completed, dated and signed by the authorised signatory of the applicant organisation (**scanned version** to be uploaded in Priamos).
7. Part G - **project organisation chart** and **CVs** of staff members responsible for carrying out the activities.

In addition following documents may be requested by the Commission at a later stage:

7. For university departments applying within the Framework Partnership agreement of their university, evidence that the person who signed the application form for the specific action can enter into financial commitments on behalf of the university.

8. The original of financial identification form, dated and signed by the Applicant, and signed and stamped by the bank concerned.

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

While preparing your proposal, please take into consideration provisions of part B of the General Conditions of the Framework Partnership Agreement (especially article II.15 – Eligible costs).

## **7.2. Deadlines for submitting applications**

Applications must be uploaded to the PRIAMOS system by **27 September 2013, 12:00 CET**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail.

**Two additional deadlines** for submission of applications are set at **4 December 2013, 12:00 CET** (access to submission possible no sooner than September 2013) and at **12 February 2014, 12:00 CET** (access to submission possible no sooner than November 2013). The opening of these submission deadlines is subject to availability of funds.

## **8. FURTHER INFORMATION**

Applicants are invited to consult the "Guide for Applicants CIPS/ISEC 2013" at the Call for Proposals' webpage accessible from the following address: [http://ec.europa.eu/dqs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index\\_en.htm](http://ec.europa.eu/dqs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index_en.htm)

Applicants are advised to consult the call webpage regularly during the period leading up to the submission deadline in case announcements or updates are published.

Questions may be sent by e-mail to: [HOME-ISEC@ec.europa.eu](mailto:HOME-ISEC@ec.europa.eu) indicating clearly the reference of the Call for Proposals.

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the Call before the official announcement of results.

### **8.1. Examination of applications**

The Commission may contact Applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly until the end of the selection process. When the Commission contacts an Applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

### **8.2. Ex-post publicity**

All grants awarded in the course of a financial year must be published on the Internet site of the Commission during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published:

1. the name and address of the beneficiary;
2. the subject of the grant;

3. the amount awarded and the rate of funding of the costs of the project.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

## **9. DATA PROTECTION**

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) mentioned in the application package will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the EU grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.01.2001).

## **10. MEANS OF REDRESS**

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.