



EUROPEAN COMMISSION
DIRECTORATE-GENERAL MIGRATION AND HOME AFFAIRS

ASYLUM, MIGRATION AND INTEGRATION FUND (AMIF)

2014-2020

HOME/2014/AMIF/AG/ASYL

Call for proposals for Asylum Action Grants
(ASYL CFP)
2014

DEADLINE for submission of proposals:

20/05/2015- 12:00 CET (noon)

1. INTRODUCTION – BACKGROUND

The Asylum, Migration and Integration Fund (AMIF) aims at supporting actions to contribute to the efficient management of migration flows and the implementation, strengthening and development of a common Union approach to asylum and immigration.

Legal basis of the AMIF are the following regulations:

- Regulation (EU) No 516/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Asylum, Migration and Integration Fund, amending Council Decision 2008/381/EC and repealing Decisions No 573/2007/EC and No 575/2007/EC of the European Parliament and of the Council and Council Decision 2007/435/EC (OJ L 150 of 20 May 2014);
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014).

In conformity with Regulation (EU) No 514/2014 Article 6.2, in order to implement the AMIF, the Commission has adopted, on 8 August 2014, the 2014 Work Programme for Union actions and emergency assistance within the framework of the Asylum, Migration and Integration Fund¹, which includes this Call for Proposals.

2. OBJECTIVES AND PRIORITIES

The AMIF Regulation 516/2014 sets out in its article 3.2.a the following specific objective: "To strengthen and develop all aspects of the **Common European Asylum System**, including its external dimension".

In this context, the present Call for proposals aims at funding transnational projects to strengthen and develop all aspects of the Common European Asylum System (CEAS).

Since 1999, the EU has been working to create a CEAS and improve the current legislative framework. New EU rules have now been agreed, setting out common high standards and stronger cooperation to ensure that asylum seekers are treated equally in an open and fair system - wherever they apply (the revised Asylum Procedures Directive², the revised Reception Conditions Directive³, the revised Qualification Directive⁴, the revised Dublin Regulation⁵, the revised Eurodac Regulation⁶).

¹ Commission Implementing Decision: C(2014) 5652 final of 08.08.2014 concerning the adoption of the work programme for 2014 and the financing for Union actions and emergency assistance within the framework of the Asylum, Migration and Integration Fund

² Directive 2013/32/EU of the European Parliament and of the Council of 26 June 2013 on common procedures for granting and withdrawing international protection (recast) (applicable from 21 July 2015).

³ Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection (recast) (applicable from 21 July 2015).

⁴ Directive 2011/95/EU of the European Parliament and of the Council of 13 December 2011 on standards for the qualification of third-country nationals or stateless persons as beneficiaries of international protection, for a uniform status for refugees or for persons eligible for subsidiary protection, and for the content of the protection granted (recast) (applicable from 21 December 2013).

Project applications under the present Call for Proposals will aim at identifying, developing and promoting good practices pertaining to the following **priorities**:

- 1) identification of special needs of vulnerable asylum seekers⁷ related to the asylum procedures and the reception conditions;
- 2) provision of legal and procedural information free of charge;
- 3) integration of persons benefiting from international protection.

The expected results are the development of good practices and exchange of information in the above mentioned fields.

To meet the priorities mentioned above, projects should achieve one or more of the following **outcomes** (non-exhaustive list):

- 1) Under the priority " Identification of special needs of vulnerable asylum seekers⁸, related to the asylum procedures and the reception conditions":
 - Exchange of information and development of good practices between national asylum authorities, between them and other stakeholders (such as non-governmental organisations and international organisations) on the identification of special procedural and reception needs of asylum seekers.
 - This can include actions related to the development of common or national indicators and guidelines on this issue for asylum seekers with special needs in general or for a more specific group within asylum seekers with special needs.
- 2) Under the priority "Provision of legal and procedural information free of charge" in 1st instance procedure (Article 19 of the revised Asylum Procedures Directive⁹):
 - Exchange of information and development of good practices between national asylum authorities, between them and other stakeholders (such as non-governmental organisations and international organisations) on the institutional and procedural framework applicable for the provision of legal and procedural information free of charge as well as the content of such information.
 - Analysis of the impact of the provision of legal and procedural information on the overall quality of the decision making procedure, including trends in the number of appeals.

⁵ Regulation (EU) No 604/2013 of the European Parliament and of the Council of 26 June 2013 establishing the criteria and mechanisms for determining the Member State responsible for examining an application for international protection lodged in one of the Member States by a third-country national or a stateless person (recast) (applicable from 1 January 2014).

⁶ Regulation (EU) No 603/2013 of the European Parliament and of the Council of 26 June 2013 on the establishment of 'Eurodac' for the comparison of fingerprints for the effective application of Regulation (EU) No 604/2013 establishing the criteria and mechanisms for determining the Member State responsible for examining an application for international protection lodged in one of the Member States by a third-country national or a stateless person and on requests for the comparison with Eurodac data by Member States' law enforcement authorities and Europol for law enforcement purposes, and amending Regulation (EU) No 1077/2011 establishing a European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (recast) (applicable from 20 July 2015).

⁷ Vulnerable persons in the sense of the Article 21 of the revised Reception Conditions Directive

⁸ Vulnerable asylum seekers is to be understood in the meaning of the Article 21 of revised Reception Conditions Directive

⁹ Directive 2013/32/EU

All above activities should take into consideration the context of other relevant mechanisms available in MS, in particular provision of free legal assistance and representation at first instance (cf. Articles 19 and 20.3 of the revised Asylum Procedures Directive), for a comprehensive approach.

3) Under the priority "Integration of persons benefiting from international protection":

- Exchange of information and development of good practices between national authorities, between them and other stakeholders (such as local authorities, non-governmental organisations and international organisations) and between the latter on issues related to new approaches on integration of persons benefiting from international protection.
- This would cover one or several of the different aspects of the integration process adapted to the needs of the persons benefiting from international protection (e.g. cultural and language courses, preparation measures to the access to the labour market, recognition of professional qualifications, training of staff dealing with persons benefiting from international protection, etc.).

Actions under this Call for Proposals shall take into account of the work done and being done by EASO¹⁰ and the EMN¹¹ as well as the previously EU funded projects on the above mentioned priorities¹².

Any actions under this Call for Proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies.

3. TIMETABLE

Stages	Date and time or indicative period
a) Publication of the call for proposals	05/03/2015
b) Deadline for submitting applications	20/05/2015 – 12:00 CET (noon)
c) Evaluation period	May-September 2015
d) Information to Applicants	September 2015
e) Signature of Grant Agreement(s)	Autumn 2015
f) Starting date of implementation of the actions	Upon the signature of the Grant Agreement

¹⁰<http://easo.europa.eu/>

¹¹http://ec.europa.eu/dgs/home-affairs/what-we-do/networks/european_migration_network/index_en.htm

¹²http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/refugee-fund/transnational-actions/index_en.htm

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at **EUR 3.000.000.**

The Commission reserves the right:

- not to distribute all the funds available;
- to award a grant lower than the amount applied for;
- 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 considered excessive.

5. ADMISIBILITY REQUIREMENTS

Applications must be sent no later than the deadline for submitting applications referred to in section 3.

Applications must be submitted in writing using the Application Form provided (including all parts of the Application Package) and the PRIAMOS electronic submission system (see section 12).

Applications must be drafted in one of the EU official languages.

The requested amount of EU grant should not exceed EUR 750.000 and not be less than EUR 300.000.

The EU co-financing rate requested cannot be higher than 90% of the total eligible costs of the action.

In principle applications should target an **estimated duration of 18 to 24 months.** Applications for projects scheduled to run for a longer period will be rejected. Extension of projects during the implementation of the action is only possible in duly justified cases and after a case by case analysis. Extensions exceeding 2 months will not be granted.

Applications submitted for projects already terminated or containing activities that have been implemented before or on the date of the submission of the grant application will be rejected.

Failure to comply with these requirements will lead to the rejection of the application.

6. ELIGIBILITY CRITERIA

6.1 Eligible Applicants

The term "Applicants" will be used hereinafter to refer to both the Coordinator and the Co-beneficiary Partners, if not specified otherwise.

In order to be eligible for a grant, Applicants must be legal persons. Applications from natural persons are not eligible.

Only non-profit entities established in an EU Member State participating in the AMIF¹³ or **International Organisations**¹⁴ are eligible for funding.

This call will fund only **transnational projects** designed, submitted and implemented by a **partnership** of at least **three (3) eligible distinct organisations** established in at least **three (3) EU Member States** (i.e. the Coordinator, who will submit the application on behalf of the Partnership, established in one EU Member State + at least two (2) other distinct legal entities established in two (2) other EU Member States). All members of the partnership shall be actively involved in the implementation of the project.

Activities implemented in non-EU Member States are not eligible under this call and the related costs will not be co-financed.

7. EXCLUSION CRITERIA

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the situations referred to in Article 106(1) and 107(1) of the EU Financial Regulation¹⁵.

7.1. Exclusion from participation:

- (a) 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;
- (b) 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;
- (c) they have been guilty of grave professional misconduct proven by any means which the European Commission can justify including by decisions of the EIB and international organisations;
- (d) 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 Belgium or those of the country where the Grant Agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force

¹³ All EU Member States, with the exception of Denmark, are participating in the AMIF.

¹⁴ International Organisations referred to in this Call shall be:

(a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;

(b) the International Committee of the Red Cross;

(c) the International Federation of National Red Cross and Red Crescent Societies;

(d) other non-profit organisations assimilated to international organisations by a Commission decision.

¹⁵ 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 2012 L298).

of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

7.2. Exclusion from award:

- (a) are subject to a conflict of interest in connection with the action;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on Applicants, who are guilty of misrepresentation.

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to above. The Coordinator is signing such declaration by submitting the Grant Application Form via the PRIAMOS system. The same declaration for the Co-beneficiary Partners (Annex 5a) is included in the Partner Declaration Form.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

In order to ensure this the Commission will assess individually the financial capacity of each of the participating organisations against their estimated share of the requested EU grant.

The verification of the financial capacity shall not apply to public bodies and International Organisations, in accordance with Article 131(3) of the EU Financial Regulation.

The participating organisations' financial capacity will be assessed on the basis of the following supporting documents to be submitted as part of the Application Package:

In case of the Coordinator organisation:

- primarily based on a declaration on honour¹⁶ and the information provided by the Coordinator via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;

¹⁶ The Coordinator is signing such declaration by submitting the Grant Application Form via the PRIAMOS system.

- the official financial statements (Annex 3b) of the Coordinator organisation for the last **two** financial years for which the accounts were closed. The Coordinator must be mature enough to be financially viable, i.e. must be in existence **for at least two years** on the date of the official submission of the Application Package in PRIAMOS.

In case of each Co-beneficiary Partner:

If the value of its share of their grant is \leq EUR 60 000:

- a declaration on honour.

If the value of the share of their grant is \geq EUR 60 000:

- primarily based on a declaration on honour¹⁷ and the information provided by the Co-beneficiary via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;
- the official financial statements (Annex 3b) of the Co-beneficiary Partner organisation for the last **two** financial years for which the accounts were closed. The organisation must be mature enough to be financially viable, i.e. must be in existence **for at least two years** on the date of the official submission of the Application Package in PRIAMOS.

On the basis of the documents submitted, if the Commission considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a Grant Agreement without pre-financing;
- propose a Grant Agreement with a pre-financing paid in instalments;
- propose a Grant Agreement with a pre-financing covered by a bank guarantee;
- reject the application / reject the participation of the organisation concerned.

8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. Since the action must be implemented by a Partnership composed of several legal entities, two levels of operational capacity are distinguished: a) the Partnership's operational capacity; b) each organisation's operational capacity.

The purpose of the verification is therefore to assess whether the organisations (collectively and individually) have the professional competencies and qualifications required to complete the action.

The Partnership's operational capacity:

- the Partnership, as a whole, must have demonstrated knowledge and experience in the field of the proposed action and must possess sufficient experience in EU/transnational projects of a volume similar to that of the proposed action;

¹⁷ The declaration for the Co-beneficiary Partners is included in the Partner Declaration Form (Annex 5a).

- it must be demonstrated that sufficient human resources are allocated to the activities and that the proposed project staff have the relevant qualifications and/or experience.

The operational capacity of each individual organisation:

- the Coordinator must possess sufficient experience in managing EU/transnational projects of a volume similar that of the proposed action;
- the Co-beneficiary Partners should demonstrate that they have project management experience proportionate to the tasks assigned to them in the proposal.

The assessment will be based on the submitted documents as part of the Application Package and in particular:

- declaration on honour of the Coordinator submitted as part of the Grant Application Form;
- declaration on honour of each Co-beneficiary Partner included in the Partner Declaration Form (Annex 5a);
- information included in Annex 4 – Information on Participating organisations;
- information included under the relevant section of Annex 1 - Description of the action;
- Curriculum vitae or description of the profile of the key project staff primarily responsible for managing and implementing the project;

9. AWARD CRITERIA

Eligible proposals that meet the selection criteria will be assessed and ranked on the basis of the award criteria listed below.

(a) Conformity of the proposed action (20 points)

To which extent does the application match the priorities and expected outcomes as identified in section 2 above and in the relevant EU strategic documents? Will the expected impact be significant on the selected priority(ies)?

Does the Partnership demonstrate a clear understanding of the context and of the challenge that they are planning to address? How far does the proposal add value in relation to previous projects of similar nature?

Are the proposed activities adequately designed to address the issue and to achieve the stated objectives and priorities?

(b) Quality of the proposed action (30 points)

How well is the proposal prepared in terms of methodology, clarity of action, work-plan, timetable, monitoring, evaluation and dissemination?

Is the proposed action feasible?

(c) Cost effectiveness (30 points)

Is the requested co-financing reasonable, that is, adequate to the activities and proportionate to the expected results?

Does the project represent a cost effective way and a good value for money?

(d) European added value (20 points)

To what extent does the project have a broad EU relevance/dimension?

Are there a suitable number of countries involved in the project activities? Does the expected impact concern a significant number of countries?

Proposals must obtain at least **60% of the total available points** in order to be considered for funding.

Funding will be awarded to proposals with the highest scores in order of merit, taking into account policy priorities and within the limits of the available budget for this call for proposals.

10. LEGAL COMMITMENTS

A Commission 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.

In the event of a grant awarded by the Commission, a Grant Agreement drawn up in euros and detailing the conditions and level of co-funding, will be sent to the Coordinator, as well as the procedure in view to formalise the obligations of the parties.

The implementation of the projects can only start after the entering into force of the Grant Agreement upon its signature by both parties. The actual starting date of a selected project that will set the start of the eligibility period of costs shall be agreed with the Commission prior to the conclusion of the Grant Agreement. Consequently actions should be scheduled to start after the entering into force of the Grant Agreement. When preparing their application Applicants should take into account the indicative timetable for the implementation of this call for proposals set out under section 3.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. General Principles

- (a) Non-cumulative award: An action may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, Applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.
- (b) Non-retroactivity: No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the Coordinator can demonstrate the need to start the action before the Grant Agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the Grant Application.
- (c) Co-financing: The resources which are necessary to carry out the action may not be entirely provided by the EU grant. The own co-financing of the action may take the form of: a) the beneficiaries own resources, b) income generated by the action, c) financial contributions from third parties. Co-financing **may not take the form of in-kind contributions**, i.e. non-financial resources made available free of charge for the purposes of the project. The corresponding costs are not eligible.
- (d) Balanced budget: The Estimated budget of the action is to be attached to the Grant Application Form. It must have revenue and expenditure in balance and must be drawn up in euros. Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm
- (e) Non-profit: EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.
- (f) Sub-contracting: Sub-contracting implies one or several beneficiaries hiring a contractor following a procurement procedure, in order to carry out specific tasks or activities which form part of the action as described in the Application Package. Tasks to be subcontracted have to be identified in the Application Package.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the Application Package must satisfy the following conditions:

- it may only cover the implementation of a limited part of the action; in this respect, the Coordinator cannot subcontract its coordination tasks;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;

- it must be clearly stated in the Application Package;
- where the implementation of the action requires the award of procurement contracts, the beneficiary organisation must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC¹⁸ or contracting entities in the meaning of Directive 2004/17/EC¹⁹ shall abide by the applicable national public procurement rules.

The above described conditions should be applicable to the purchase of services and/or goods, equipment etc. necessary for the implementation of the action.

- (g) Financial support to third parties: The applications may not envisage provision of financial support to third parties.
- (h) Eligible costs: In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the 2014 ASYL Guide for Applicants published together with this call for proposals. As a result of this budget review, the amount of grant indicated in the Grant Agreement may be lower than the amount requested. Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred.
- (i) VAT rules: Please note that new rules concerning eligibility of VAT are in force since 1 January 2013. The change concerns more particularly public entities. Please consult the 2014 ASYL Guide for Applicants for more detailed information.

11.2. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses entered in the Estimated budget must be financed from sources other than the EU grant (see section 11.1.c).

The Commission reserves the right to reduce the estimated costs in the Estimated budget, if they are deemed as ineligible.

11.3. Payment arrangements

A pre-financing payment corresponding to 80% of EU grant amount will be transferred to the Coordinator 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

¹⁸ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁹ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The Commission will establish the amount of the final payment to be made after the exact calculation of the final amount of the grant when the project has ended and on the basis of supporting documents provided by the Coordinator and the Co-beneficiaries. If the total of earlier payments is higher than the final grant amount, the Beneficiary(ies) will be required to reimburse the amount paid in excess by the Commission through a recovery order.

With the introduction of the new Financial Regulation, 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.

12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Applications must be submitted **electronically via the PRIAMOS** system by uploading the complete Application Package **by the deadline set out under section 3 of this call for proposals**. Applications can only be submitted after having **registered in the PRIAMOS system**. The registration process may take up to 15 days. It remains the Applicant's responsibility to register in PRIAMOS in due time.

Applications that are not submitted via PRIAMOS shall not be considered for evaluation (i.e. applications submitted by regular mail, e-mail, fax or in person will not be accepted). Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail nor by e-mail unless explicitly required by the Commission.

Modifications to the application are allowed, the 2014 ASYL Guide for Applicants explains how the Application Package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. The PRIAMOS system will not accept either any applications after the deadline. No modification to the application is allowed once the deadline for submission has elapsed. Nevertheless, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant during the evaluation process. Failure to respond by the deadline set may lead to rejection of the application. Applicants must take the necessary steps to ensure that they can respond rapidly until the end of the selection process.

However, Applicants will be able to access their application any time after the submission deadline via the PRIAMOS system. It is recommended to verify the completeness of the application immediately after the receipt of the application registration number.

If you submit more than one version of the same Application Package under the same registration number, only the latest version is taken into consideration for the evaluation. Please avoid submitting updated versions of projects under different registration numbers.

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. 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 Application Packages that can be uploaded to **100 MB**.

For further information on how to log in at the PRIAMOS system and to use it, including detailed technical requirements, Applicants are requested to study the PRIAMOS Guide and FAQ available on the PRIAMOS website of DG Home Affairs:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm

The Application Package to be uploaded in PRIAMOS

The Application Package should contain all necessary annexes and supporting documents described here below. 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.

You are invited to use the **2014 Checklist and read carefully the 2014 ASYL Guide for Applicants** published together with this call for details and explanations concerning the compulsory documents and annexes.

Grant Application Form:

The specific Grant Application Form mandatory template for this call is available in PRIAMOS. The Coordinator will be able to download it once the contact person has registered in PRIAMOS. The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **HOME/2014/AMIF/AG/ASYL**.

The following annexes should be attached to the Grant Application Form in accordance with the instructions given in the 2014 ASYL Guide for Applicants. An application is considered complete only if all annexes have been provided. The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

Annex 1 – Description of the Action:

You must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants.

Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

Annex 2 - Budget Form:

You must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants.

The budget figures contained in the Budget Form must match those indicated in the Grant Application Form. Please upload the template in the original Excel format and do not scan the document before attaching it to the Grant Application Form. Please make sure that you have verified that the requested amount of the grant is within the allowed limit, there is no automatic check for that incorporated in the templates.

Annex 3a - Simplified Balance and Profit and Loss account sheets:

The Coordinator and the Co-beneficiary Partners must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants.

Annex 3b - Financial statements:

The latest official financial statements (scanned version) of the Coordinator and the Co-beneficiary Partners for the past two closed financial years (balance sheet, profit and loss accounts - in coherence with the information provided in Annex 3a) including audited accounts when required under the national law. No self-made Word documents without authorised signature will be accepted.

Do not have to submit Annexes 3a and 3b:

- public bodies and International Organisations;
- or
- co-beneficiary Partner organisations that do not fall in the previous category but have a provisional share of the grant requested below or equal to 60.000 EUR.

Annex 4 - Information on participating organisations Form:

The Form must be duly completed with the information of the Coordinator and each Co-beneficiary Partners. You must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants. Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

Coordinators and Co-beneficiary Partner organisations should be prepared to submit further documents to support the information provided in the Annex 4, in particular concerning their legal status. Evidence of legal status should only be submitted if explicitly requested by the Commission.

Evidence of legal status – depending on the legal status of the organisation - should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's official name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the organisation, or any other official document attesting the establishment of the organisation;
- the statute of the organisation – if applicable.

Annex 5a - Co-beneficiary Partner declaration:

Co-beneficiary Partner organisations must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants.

The Application Package should contain one declaration for each Co-beneficiary Partner indicated at other sections of the Application Package. All sections of the mandatory template shall be completed and the form shall be signed and dated by the authorised signatory of the Co-beneficiary Partner organisation. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

Annex 5b - Associate Partner declaration:

Associate Partner organisations must use the mandatory template and complete it in accordance with the instructions given in the 2014 ASYL Guide for Applicants.

The Application Package should contain one declaration for each Associate Partner indicated at other sections of the Application Package. All sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the Associate Partner organisation. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

Annex 6 - Curriculum vitae:

No mandatory template is provided but it is recommended to use the Europass format. The project team should be described and the key staff should be listed in the relevant section of Annex 1. The Curriculum vitae (CV) of these key staff members should be submitted as Annex 6. In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.

Contacts

Questions may be sent by e-mail to: HOME-AMIF-UNION-ACTIONS@ec.europa.eu clearly indicating in the subject field the reference "**ASYL 2014 CFP**".

You are equally invited to regularly consult the website of DG Home Affairs where FAQs and answers might be published:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/asylum-migration-integration-fund/index_en.htm

Questions on the use of PRIAMOS and technical assistance:

HOME-JUST-PRIAMOS-USM@ec.europa.eu

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 organisation or an action or on the outcome of the call for proposals before the official announcement of results.

The Commission may contact Coordinators 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. Such contact will be initiated via the contact e-mail address indicated by the Coordinator under section 1.4 of the Grant Application Form. The Commission may impose a short deadline to provide the information requested. Coordinators therefore, must take the necessary steps to ensure that they can be contacted rapidly until the end of the evaluation process. When the Commission contacts a Coordinator, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

13. PUBLICITY

13.1. Visibility and publicity

By the beneficiaries of the EU grant

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. In case the proposal is selected for funding the beneficiaries receive detailed instructions on the above obligation as part of the Grant Agreement. If this requirement is not fully complied with, the final amount of the grant may be reduced in accordance with the provisions of the Grant Agreement.

By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name and address of the Coordinator and the Co-beneficiary Partners,
- subject of the grant, including the title and the short description of the project,
- grant amount awarded.

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

14. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the data protection officer of DG Home Affairs. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

15. 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.