

Brussels, June 2015

CALL FOR PROPOSALS EAC/CNCT/3447223/2015

Organization of the STARTS prize

1. INTRODUCTION

The cross sectorial strand of the 'Creative Europe' programme has been designed with a view to promoting an interdisciplinary approach across all sectors of European economy. At the same time, an increasing number of high tech companies, world-wide, assert that for innovation to happen and to be of value for society, the critical skills needed – in addition to scientific and technological skills – are skills such as creativity and critical thinking.

In this context, the Arts (and more generally the cultural and creative sectors) are considered as gaining prominence as a catalyst of an efficient conversion of science and technology knowledge into innovative products and services. The council under the guidance of the Latvian presidency has issued Council conclusions on '*cultural and creative crossovers to stimulate innovation, economic sustainability and social inclusion*' that reinforce these findings.

The EC is thus launching a new activity named STARTS:

Innovation at the nexus of Science, Technology, and the ARTS

STARTS is in line with a broader European strategy to enhance creativity and does innovative capacity in industry and society: How can Europe profit from the creativity in the Arts and culture in all European industry and across society?

In the context of the STARTS activity, in order to promote further collaboration between the Arts and innovation activities, a European Union prize – STARTS prize will be launched to showcase vision and achievements at the crossings between innovation driven by S&T and the Arts. The prize will give visibility to most forward-looking collaborations and to the impact on innovation and improvement of skills that they have achieved.

In order to achieve lasting impact the STARTS prize must be a long-term commitment and has to achieve early on a high profile and visibility. It will be linked to networking and partnership activities with industry, research and cultural and creative sectors with a view to ensuring the sustainable impact of the prize on innovation.

Legal basis

On 11 December 2013, the European Parliament and the Council adopted Regulation 1295/13 establishing the Creative Europe Programme (from 2014 to 2020).

Apart from the culture and MEDIA sub-programmes, Creative Europe has a cross-sectoral strand providing for the establishment of a Guarantee Facility targeting cultural and creative sectors and for the development of transnational policy cooperation measures. In order to promote transnational policy cooperation, the Cross-sectoral Strand shall support *"transnational exchange of experiences and know-how in relation to new business and management models, peer- learning activities and networking among cultural and creative organisations and policy-makers related to the development of the cultural and creative sectors, promoting digital networking where appropriate¹".*

According to the **2015 Annual Work Programme²** for the implementation of the Creative Europe programme³ under point 2.23 - Support to the Innovation in the cultural and creative sectors, the Commission will allocate EUR 200,000 to the development of an action addressing this specific objective.

The present call for proposals

The present call for proposals will select an organisation/consortium to launch, organise and disseminate the STARTS prize.

2. OBJECTIVES

It is foreseen to hand out the STARTS prize in two categories (each awarded 20.000 Euros), one for artistic exploration and art works where appropriation by the arts has altered the use, deployment or perception of technology and one for collaborations of industry or technology with the Arts (and the cultural and creative sectors in general) that open new pathways for innovation. If duly argued the final definition of categories could differ from the one given. The need to link technology and the Arts in the prize shall be made clear in this definition.

The handling of the prize needs to be aligned with at a minimum the following principles of good conduct:

1. Prizes shall respect the principles of transparency and equal treatment.
2. The rules of the award shall at least lay down the conditions for participation, the award criteria, the amount of the prize and the payment arrangements.

¹ Cross Sectorial Strand, Chapter IV Art. 15, Regulation No 1295/2013

² Creative Europe annual work programme 2015,
http://ec.europa.eu/dgs/education_culture/more_info/awp/docs/c-2014-5313_en.pdf

³ Commission implementing Decision COM(2014)5313fin

3. Entries shall be evaluated by a panel of experts on the basis of the published rules.

5. The amount of the two prizes is fixed to 20.000 Euros for each of the two categories. This amount (40.000 Euros) is included in the foreseen funding

Within the overall objective outlined in sections 1 and above, the following specific objectives must be covered by the proposal:

(a) Launching and wide dissemination of the STARTS prize to a large community of potential candidates.

This includes the need to refine the two prize categories. The proposers shall develop credible and efficient rules to select winners of the award (including award criteria) that are in line with the overall EC regulation and the principles of good conduct outlined above. Proposers should explain how they will use their networks to attract a large number of candidates across Europe for the STARTS prize

(b) Handling submission, evaluation process and award of STARTS prize.

The procedures for handling submission, evaluation and award of STARTS prize must be efficient and follow the principles of good conduct outlined above.

(c) Organising of a high quality and visible awards ceremony in 2016 and presentation of selected (shortlisted) works in two high-profile exhibitions in Europe (one at the place of the ceremony and one for example in Brussels).

This ceremony should showcase the talent and creativity that exists in the field of STARTS and be of interest to the Art world, to industry, to innovators, and technology institutions. The two exhibitions should address a wider public and give further prestige to the STARTS prize.

(d) Ensuring high visibility and branding for the STARTS prize and its winners via a variety of dissemination and networking activities.

This may include engaging with target groups for the prize and developing networking and partnership activities (among others with industry and the Arts world) that ensure impact of the price on innovation in Europe. Proposers shall explain how they will use their networks to ensure branding and dissemination of the STARTS prize. A brochure on the STARTS prize is foreseen.

2.3 Timing of projects and minimum set of deliverables

The **indicative timetable** for the minimum set of deliverables and payments is as follows:

Start of the project via a kick-off meeting	T+1 (January 2016)
Report on launching of the STARTS prize with the rules for selection and names of members of the evaluation committee for the prize. It shall also contain a summary of actions taken to ensure a high number of submissions.	T+3
Report on evaluation of the STARTS prize: It shall contain the names of winners and the short list of selected works.	T+6
Report on the award ceremony and exhibition of a number of shortlisted works. Catalogue presenting winners and shortlisted works. At least 50 hard copies of the catalogue shall be made available to the EC services	T+10
Report on exhibition in Brussels and on activities (networking, communication etc.) to ensure branding and visibility of STARTS prize	T+12
<i>Final implementation report</i> <i>Payment of the balance</i>	<i>T+12</i>

3. STAGES AND SUBMISSION

<i>Stages</i>	Date and time or indicative period
Publication of the call	End July 2015
Deadline for submitting applications	21st September 2015, 17:00h Brussels local time
Evaluation period	Mid October 2015
Information to applicants	End November 2015
Signature of grant agreement	December 2015
Starting date of the action	January 2016
Kick-off meeting with the Commission	January 2016
End date of the action	Starting date + max 12 months

Scheduled start-up date for the action: as soon as possible upon signature of grant agreement but no later than 15 January 2016. The duration of the project shall be 12 months. The period of eligibility of costs will start on the day the grant agreement is signed by the last party.

Submission:

The proposal shall be sent in form of on printed copy of the proposal and in electronic version (DVD or USB stick).

The proposal shall be submitted no later than **21st September 2014, 17.00** by registered post or by private courier services. The post office stamp or the date on the slip issued by the courier service will constitute proof of compliance with the deadline given above. The offer must be sent to the following **postal address:**

European Commission
DG Communications Networks, Content and Technology
Directorate C: Excellence in Science – Unit C3 – Digital
Science – office: BU33 03/065
for the attention of Jose COTTA, Head of unit
B-1049 Brussels, Belgium

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of this project is estimated at **200,000 EUR**.

The call budget will be allocated to **one single project**.

The financial contribution from the Commission cannot exceed **70%** of the total eligible costs⁴ for the activities to manage the STARTS prize (up to 160.000 EUR). A budget of 40.000 EUR is foreseen for the two STARTS awards (20.000 EUR each).

EU support will be granted on condition that the administrative and financial procedures are properly completed.

The amounts mentioned in the present document are subject to the release of the necessary appropriations by the budgetary authority.

The European Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application form.
- Applications must be drafted in one of the EU official languages.

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

6. ELIGIBILITY CRITERIA⁵

6.1 Eligible applicants

To be eligible applicants must:

- be a public⁶ or private organization with legal personality (natural persons are not eligible to apply for a grant under this call)
- be a single entity active in both the Arts world (and/or cultural and creative sectors) and

⁴ Article 183 of the Commission Delegated Regulation (EU) No. 1268/2012 on the rules of application of Regulation (EU, Euratom) Nr. 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

⁵ Art. 131 FR, 201 RAP

⁶ In the context of these specifications a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exist at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

sectors in technology related to innovation.

- have their registered legal office in one of the beneficiary European countries under the Creative Europe programme.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

6.2 Eligible activities

Types of activities eligible under this call for proposals:

- Events and Exhibitions
- Dissemination and networking activities related to branding and visibility of STARTS prize

7. EXCLUSION CRITERIA

7.1 Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (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 contracting authority 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 the country of the RAO 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 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).

7.2 Exclusion from award:

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- a) are subject to a conflict of interest;
- 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 9.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3 Supporting documents⁷

When submitting their application, applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals.

8. 10. SELECTION CRITERIA⁸

8.1 Financial capacity⁹

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

Applicants should have a turnover of the last two financial years above EUR 400.000 per year

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a declaration of honour stating that the applicant has the financial capacity to carry out the action;

Plus one of the following documents::

- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes for the last financial year for which the accounts were closed;
- for economic operators required under national law to keep a simplified set of accounts : the statement of expenditure and revenue and the extract containing the assets and liabilities of the last financial year for which accounts were closed;
- An audit report produced by an approved external auditor) certifying the turnover.

On the basis of the documents submitted, if the RAO considers that financial capacity is not

⁷ Art. 197 RAP

⁸ Art. 132 FR, 202 RAP

⁹ Art. 131, 132 FR, 202 RAP.

satisfactory, he 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 (see section 13.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2 Operational capacity¹⁰

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

In particular, they should possess the following capacities:

- Proven experience to work across the Art world and technology sectors.
- 5 years of proven experience in organizing activities and events that link industrial and technological actors with the Art world (e.g. having already organized a prize)
- 5 years of proven experience in organizing activities and events at a European level

Applicants have to submit a declaration on their honor, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organizations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;

9. AWARD CRITERIA¹¹

Eligible applications/projects will be assessed on the basis of the following criteria:

1. Understanding of the STARTS prize context, concept and branding of the prize (max 35 points)

This criterion evaluates the refinement of the prize concept and categories: Are the proposed overall concept and final definition of categories well thought out and in line with overall vision of the prize? The criterion also evaluates the efficiency and credibility of proposed approach to make the award visible early, to reinforce the branding in the Arts world and the pertinent research, industry and business community, and to develop further awareness of the

¹⁰ Art. 131 FR, 202 RAP.

¹¹ Art. 132 FR, 203 RAP

prize among the media and the general public. Also the quality of approach and evidence of the applicant's ability to involve and effectively mobilize key stakeholders (the Arts, industry, innovation) will be evaluated.

2. The quality of implementation (max 50 points)

This criterion evaluates the suitability and efficiency of the mechanisms proposed to select the winner including the criteria used to assess applications and tools for handling online submission and evaluation. This criterion also evaluates the level of ambition, originality, and feasibility of the proposed exhibitions and award ceremony: To what extent does the proposal ensure a high quality, high profile and accessible event and exhibitions, good for the visibility, attractiveness and establishment of the prize and suitable for the sector?

3. Organisation of work (max 15 points)

This criterion evaluates the appropriateness of the allocation of financial and human resources to the task and overall objectives.

The Commission will assess on that basis how the applicants seek to address the priorities set for this project. Points will be allocated to eligible applications out of a total of 100 on the basis of the above-specified weighting. A minimum threshold of 70% of the maximum possible will be applied for the qualitative evaluation and applications below this threshold will be rejected.

10. LEGAL COMMITMENTS¹²

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed first by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

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 award¹³

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

¹² Art. 121 FR, 174 RAP.

¹³ Art. 129 FR

well as any other funding received or applied for the same action.¹⁴

b) Non-retroactivity¹⁵

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 applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing¹⁶

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

d) Balanced budget¹⁷

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget 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 in the Official Journal of the European Union on the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Implementation grant agreements/ subcontracting¹⁸

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary 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.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. 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 2014/24/EU¹⁹ or contracting entities in the meaning of Directive 2014/25/EU²⁰ shall abide by

¹⁴ Art. 196.4 RAP.

¹⁵ Art 130 FR

¹⁶ Art. 125 FR, 183 RAP.

¹⁷ Art. 196.2 RAP

¹⁸ Art. 137 FR, 209 RAP

¹⁹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

²⁰ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy,

the applicable national public procurement rules.

Sub-contracting

Sub-contracting, i.e. the externalisation of specific time-bound tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- subcontracting of core activities or coordination tasks is not permitted;
- 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 proposal.

11.2. Funding forms²¹

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 70% of **eligible costs**.

Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant.

Eligible costs²²

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - o The period of eligibility of costs will start as specified in the grant agreement or the grant decision.
 - o If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

transport and postal services sectors.

²¹ Art. 123 FR, 181 RAP.

²² Art. 126 FR

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible direct costs

The eligible direct costs for the action are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc) provided that these costs are in line with the beneficiary's usual practices,
- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc), provided that these costs are in line with the beneficiary's usual practices on travel,
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Commission,
- costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;
- costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;
- costs of financial support to third parties provided that the conditions laid down in the grant agreement or grant decision are met;
- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- value added tax ("VAT") is not eligible.

Eligible indirect costs (overheads)²³

- a flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

²³ Indirect costs do not apply to operating grants.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

Ineligible costs

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.

Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents²⁴:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- a certificate on the financial statements of the action and underlying accounts²⁵.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **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.

11.3. Payment arrangements

A pre-financing payment corresponding to 20% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 13.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the

²⁴ Art. 135 FR

²⁵ Art. 207.3 RAP

amount paid in excess by the Commission through a recovery order²⁶.

11.4. Pre-Financing Guarantee

Subject to a risk analysis, the authorising officer may, on a case by case basis, require a pre-financing guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in Euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in a third country, the authorizing officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

For graphic requirements, please refer to

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm and the European Commission's visual identity guidelines. For further details you may also contact comm-visual-identity@ec.europa.eu.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

12.2. By the Commission²⁷

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, 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:

²⁶ Art. 109, 110 RA

²⁷ Art. 35, 128.3 FR, 21, 191 RAP.

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²⁸ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the 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.

13. 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 European Commission - Directorate-General for Communications Networks, Content and Technology. 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)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 4.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process²⁹.

Applicants will be informed in writing about the results of the selection process.³⁰

Application forms are available at <http://ec.europa.eu/culture/calls-for-proposals/call-eac-s08-2013->

²⁸ European Union Official Journal L 39, of 10 February 2007.

²⁹ Art. 96 FR

³⁰ Art. 133 FR, 205 RAP

[pilot-proiect en.htm](#)

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 5 copies (one original clearly identified as such, plus 4 copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organization.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be

- sent to the following address³¹:

European Commission – CONNECT/C3

Jose Cotta

Unit C3 – Digital Science

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- by post, date as postmark;

- in person, date as receipt,

- by courier service, date of receipt by the courier service.

Applications sent by fax or e-mail will not be accepted.

Contacts:

CNECT-C3@ec.europa.eu

Annexes:

- | | |
|------|--|
| I. | Application form Checklist of documents to be provided |
| II. | Economic and Financial capacity Form and annexes |
| III. | Model agreement |
| IV. | Financial statement template |
| V. | Template for external audit statement |

³¹ Art. 195.3 RAP