



Justice Programme & Rights, Equality and Citizenship Programme

Guide for Applicants

Operating Grants – Framework Partnership Agreement (FPA)

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GLOSSARY

Applicant: The network or legal entity that submits the proposal. The eligibility and admissibility criteria for applicants are defined in the topic notice of the call for proposals (see topic conditions) and in this guide for applicants (see Part C of this guide).

Framework partner/Partner: If an applicant is selected and awarded the Framework Partnership Agreement, the applicant becomes the framework partner or partner.¹

Member of the network: A legal entity that is linked to the applicant/partner by agreement. Members of the network are considered as third parties for the purpose of the implementation of the co-financed activities and the eligibility of costs.

Framework Partnership Agreement (FPA): Long term cooperation mechanism between the Commission and the partner that entitles the partner to apply for an operating grant each year for the duration of the FPA. It specifies the common objectives, the nature of planned activities, the procedure for awarding a Specific Grant Agreement and the general rights and obligations of each party under the Specific Grant Agreement.

Specific Grant Agreement (SGA): Applicants that are selected under the FPA can apply each year for the duration of the FPA for an operating grant. This is referred to as a Specific Grant Agreement and will be signed annually on the basis of the specific proposal submitted.

Donor: Third parties which provide financial support to the partner, (eg. Network members through membership fees, third party donations etc.)

The Participant Portal (PP) is the website hosting the information about funding for the Justice Programme (2014-2020), the Rights, Equality and Citizenship Programme, the Horizon 2020 and other funding programmes.

EU Login is the European Commission's Authentication Service. It is the system for logging on to a whole range of websites and online services run by the Commission. Applicants need to set up an EU Login account if they want to apply for funding on the Participant Portal.

The Beneficiary Register is the European Commission's online register of the entities participating in the Justice Programme, the Rights, Equality and Citizenship Programme and several other funding programmes such as Horizon 2020. This allows consistent handling of the entities' official data and avoids multiple requests for the same information.

The Participant Identification Code (PIC number) is a 9-digit participant identification code, received upon completing the registration of the entity in the Beneficiary Register.

The LEAR (Legal Entity Appointed Representative) is the appointed representative within the partner organisation. He/she is authorized to manage all the organisation-related data on the Participant Portal and appoints representatives within his/her organisation to electronically sign grant agreements or financial statements.

¹ *Coordinator:* In the Electronic Submission System (Step 4), the applicant is referred to as *coordinator*. Please note also: reference to *participants/parties* in the Electronic Submission System (Step 4) is not relevant for this call for framework partners.

PREFACE

Dear Applicant,

This Guide is applicable to the call for framework partners published under the Annual Work Programmes 2017 of the Justice Programme and the Rights, Equality and Citizenship Programme (REC), managed by the Directorate-General for Justice and Consumers of the European Commission via the Electronic Submission System. This guide is also applicable to the subsequent preparation of proposals for specific grants covering individual years of the Framework Partnership Agreement (only relevant for applicants who will be selected as Framework Partners).

This Guide is designed as the main reference document to help you prepare a proposal. It provides all the necessary information for preparing and submitting your proposal and aims to answer questions you may have in the process. Please note that this Guide does not supersede the rules and conditions laid out in the following documents which should be consulted in case of doubt:

- 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 and repealing Council Regulation (EC, Euratom) no 1605/2002, hereafter referred to in this document as the [*Financial Regulation*](#);
- 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, hereafter referred to in this document as the [*Rules of Application of the Financial Regulation*](#);
- Regulation (EU) No 1382/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Justice Programme for the period 2014 to 2020, hereafter referred to in this document as [*Regulation No 1382/2013*](#);
- Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014-2020, hereafter referred to in this document as [*Regulation No 1381/2013*](#);
- Commission Implementing Decision of 13 March 2017 concerning the adoption of the work programme for 2017 and the financing for the implementation of the Justice Programme, hereafter referred to in this document as the [*Work Programme 2017*](#);
- Commission Implementing Decision of 1 March 2017 concerning the adoption of the work programme for 2017 and the financing for the implementation of the Rights, Equality and Citizenship Programme, hereafter referred to in this document as the [*Work Programme 2017*](#);
- The relevant call for proposals and topic notice;

- The Model Framework Partnership Agreement or MFPA;²

This Guide consists of three main parts (Part A, Part B and Part C).

Part A: Legal framework and participants

This section describes the legal terms and general conditions for participating in the Justice and REC Programmes through a call for proposals.

Part B: Submission of proposals

This section describes the entire process of submission of proposals and has two sub-sections:

The first sub-section refers to the necessary preparatory steps. This includes: reference to the background documents that you need to consult prior to preparing a proposal (paragraph 1.1.); instructions on the process for creating a user account, i.e. EU Login account (paragraph 1.2.), the registration of the applicant organisation in the European Commission's Beneficiary Register (paragraph 1.3.) and general information and guidance for applicants when submitting a proposal (paragraph 1.4-1.6).

The second sub-section guides you through the different steps of the submission procedure itself: it provides a list and explanations of the required documents to submit and provides guidance on how to complete the standard templates, namely submission form Part A (administrative information) and submission form Part B (description of activities and implementation). Please note that the submission procedure for the Framework Partnership Agreement (FPA) and subsequent Specific Grant Agreement (SGA) is a two-phase procedure (see details in section 2).

Part C: Evaluation process

This section contains information on the evaluation process and the selection and award criteria applied in the evaluation process. Furthermore, it provides details of the various admissibility requirements, eligibility criteria, and exclusion criteria for applicants.

² All references to provisions in this Guide relate to the MFPA.

In case of further questions the following options are at your disposal:

- The Frequently Asked Questions (FAQ) section can be found under the relevant topic displayed on the Participant Portal.
- For information on how to [create an EU Login account](#) or [register your organisation](#) or related enquiries please look on the Participant Portal [Online Manual](#).
- IT helpdesk – you can contact the Participant Portal IT helpdesk for questions only related to the online submission tool such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc. Requests must be submitted via the [Helpdesk contact form](#).
- For non-IT related questions, please contact the DG Justice and Consumers helpdesk mailbox at: JUST-OPERATING-GRANTS@ec.europa.eu.

Please do not contact the Helpdesk before searching for the information in the documentation provided to you. Please ensure that you have exhausted all options before contacting the Helpdesk.

To ensure an efficient handling of any enquiry please indicate clearly the topic identifier and title of the topic you are interested in or applying to.

Questions will be answered as soon as possible. **Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to.** Applicants are advised to consult the Participant Portal and particular topic/call websites regularly. The Commission may publish any additional information relevant to calls and topics, such as responses to frequently asked questions.

The Commission may contact the applicant, should a need for clarification or information arise during the evaluation process. Such contact will be initiated by e-mail via the contact person indicated under section 2 of the Submission Form Part A (see section B 2.1 of this Guide), and may request an answer within a short deadline. **Please make sure that the e-mail address in the Submission Form Part A is correct and checked on a daily basis.**

This Guide is updated annually on the basis of suggestions to make it as user-friendly as possible. Should you have any suggestions or comments on how to improve this Guide for next year's call, please send us an email to the helpdesk mailboxes: [Justice Programme](#) and the [Rights, Equality and Citizenship \(REC\) Programme](#).

Finally, please be aware that submitting a proposal can take some time even if all the necessary information is at hand. We therefore strongly recommend that you begin the online submission process prior to the date of the deadline and complete the submission process sufficiently in advance so as to avoid any last minute problems.

Good luck!

Your EC JUSTICE & REC CALLS Team

A. LEGAL FRAMEWORK AND PARTICIPANTS

1. ROLE AND RESPONSIBILITY OF PARTNERS

Roles and responsibilities towards the Commission

The partner has full responsibility for implementing the planned activities and for complying with the grant agreement.

The partner is liable for the technical implementation of the planned activities as described in submission form Part B (Description of activities and implementation) of the proposal, which will become an annex to the grant agreement if the proposal is selected.

- Subcontractor(s);

The partner may subcontract certain activities to third parties. Please note that subcontractors are not parties to the grant agreement. They do not have a contractual relationship with the Commission. If necessary to implement the activities, the partner may award contracts covering the implementation of certain activities of the co- financed activities as described in the proposal. In such a case, the applicant shall justify this working method in submission form *Part B - Description of Activities and Implementation Form*.

Note:

As a general rule, subcontracting shall be limited to 30% of the total eligible costs, unless differently specified in the topic notice. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

2. FINANCIAL ASPECTS

Applicants need to conform to the principles and rules as set out by the EU Financial Regulation, i.e. the financial rules applicable to the general budget of the Union and the related Rules of Application of the Financial Regulation and most importantly provisions under Title VI (Grants).

This section provides information on the general aspects of financial management of a grant in order to have a better understanding of the applicable principles and rules that need to be taken into account within the context of preparing and submitting your proposal.

2.1 General principles applicable to grants providing EU co-funding

Grants awarded under the EU Justice and REC Programmes must comply with the following principles:

- Principle of non-cumulative award

An activity 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 activity or part of the activity or for their functioning during the same financial year as well as any other funding received or applied for the same activity / annual work programme.

- Principle of non-retroactivity

No grant may be awarded retrospectively for activities already completed. A grant may be awarded for an activity, which has already begun only where the applicant can demonstrate the need to start the activity 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.

- Principle of co-financing

The funding under the Justice and the REC programmes is based on the co-financing principle - unless otherwise specified in the topic notice the grant cannot constitute more than 80% of the overall eligible operating costs. The partners should ensure that the outstanding balance is covered from sources other than the EU budget such as:

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

- No-profit principle

Grants shall not have the purpose or effect of producing profit. Profit is defined as surplus of the receipts over eligible costs incurred by the partner at the time of payment request.

- Financial support to third parties ("grants in cascade")

Third party organisations cannot be funded by the partner through the SGA awarded to it by the Commission under the Justice and REC Programmes.

2.2 Form of the grant

The grant is a partial reimbursement of the partner's operating costs that are eligible for funding. The grant is expressed both as a maximum amount and also as a pre-defined percentage of the eligible costs. In other words, the grant has a double ceiling: the maximum amount and the maximum reimbursement rate to the total eligible cost. The ceilings applicable to individual work programmes over the period 2018-2021 will be set out in the specific agreements covering the relevant years.

2.3 Payment Schedule

Payments will be made to the partner in the following manner:

- *Pre-financing payment(s):*

The aim of the pre-financing(s) is to provide the partner with a float. It remains the property of the EU until the payment of the balance. The pre-financing will be paid within 30 days from the date of the SGA.

The pre-financing payment may be split into two instalments.

- *Exceptionally and if explicitly indicated in the SGA, an interim payment, on the basis of the request(s) for interim payment:*

An interim payment *reimburses the actual eligible costs* incurred and declared by the partner for the implementation of the activities during the corresponding reporting periods (at the reimbursement rate of the SGA).

An interim payment is subject to the approval of the periodic report with the corresponding deliverables and the declaration of actual costs incurred by the partner.

The payment of the balance should take place within 90 days from the date of receipt by the Commission of a complete and receivable final technical report and request for final payment. The payment of the balance reimburses the remaining part of the eligible costs incurred by the partner for the implementation of the work programme. The amount due as the balance is calculated by deducting the total amount of pre-financing and interim payments (if any) already made, from the final grant amount.

The final payment is subject to the approval of the technical and financial report with the corresponding deliverables and the declaration of actual costs incurred.

If the total amount of earlier payments is greater than the final grant amount, the payment of the balance takes the form of a recovery.

If the total amount of earlier payments is lower than the final grant amount, the Commission will pay the balance.

Payment is subject to the approval of the final report.

B. SUBMISSION OF PROPOSALS

The calls for proposals under the Justice and REC Programmes benefit from the use of the Electronic Submission System originally developed for the Horizon 2020 Research programmes.

Submitting a proposal is only possible online via the Electronic Submission System of the Participant Portal and before the call deadline. This submission system is beneficial for the applicants as it simplifies the submission procedure.

However, the online system also requires a better level of preparation prior to submitting the proposal itself. The online system enables you to save successive versions of your application, nevertheless, the Commission strongly encourages you to have fully prepared the proposal before starting the online submission process and not view it as a "do-it-as-you-go" process.

Please also note that using the Electronic Submission System is a two-step process:

- a) Registration of the applicant organisation through a specific procedure (see points 1.2 and 1.3 below);
- b) Submission of the proposal containing the following required sections:
 - **Part A** includes administrative information of the applicant organisation. It is to be completed directly online. It comprises information fields, checklists and declarations to be filled in by the applicant.

Note:

In order to complete part A:

- the applicant (i.e. not subcontractors) must be registered in the [Beneficiary Register](#);

- **Part B** –The Description of Activities and Implementation Form includes the technical content of the proposal. This part must be written by the applicant, following the downloadable template provided by the Commission and, when completed, uploaded directly as a PDF file into the Electronic Submission System.
- **Annexes:** The list of additional required documents, i.e. annexes, is detailed in section 2.3. These annexes must be uploaded directly as PDF files into the Electronic Submission System.

1. PREPARING FOR THE SUBMISSION OF YOUR PROPOSAL

There are several stages to observe prior to submitting a proposal. In order to help you decide whether your organisation and its planned activities are relevant to this call for framework partners, we recommend that you consult documents on the list in section 1.1. Once you decide to apply, there are two steps to be completed before you will be able to submit a proposal: first, the creation of an EU Login account (previously ECAS account – old credentials are still valid if such an account already exists for your legal entity) and secondly, the registration of your legal entity in the Beneficiary Register. Both of these steps are

explained in sections 1.2 and 1.3 below. Further guidance on what to expect once a proposal is submitted and how to proceed are provided in section 1.4. The legal obligations of the Commission on data protection are detailed in section 1.5. Section 1.6 provides some basic recommendations on what to keep in mind when drafting your proposal.

1.1 Documents to consult

Prior to taking the decision of submitting a proposal and filling in the different application forms, please verify whether your organisation complies with the eligibility criteria as described in the topic conditions of the topic notice. Also refer to Part C of this guide for admissibility, selection and exclusion criteria of an applicant. Once verified that you are eligible to apply, it is important to check whether your planned activities are in line with the priorities listed in the published topic notice. It is also recommended to consult the relevant Annual Work Programme for more details.

Please find the links to the relevant documents here below:

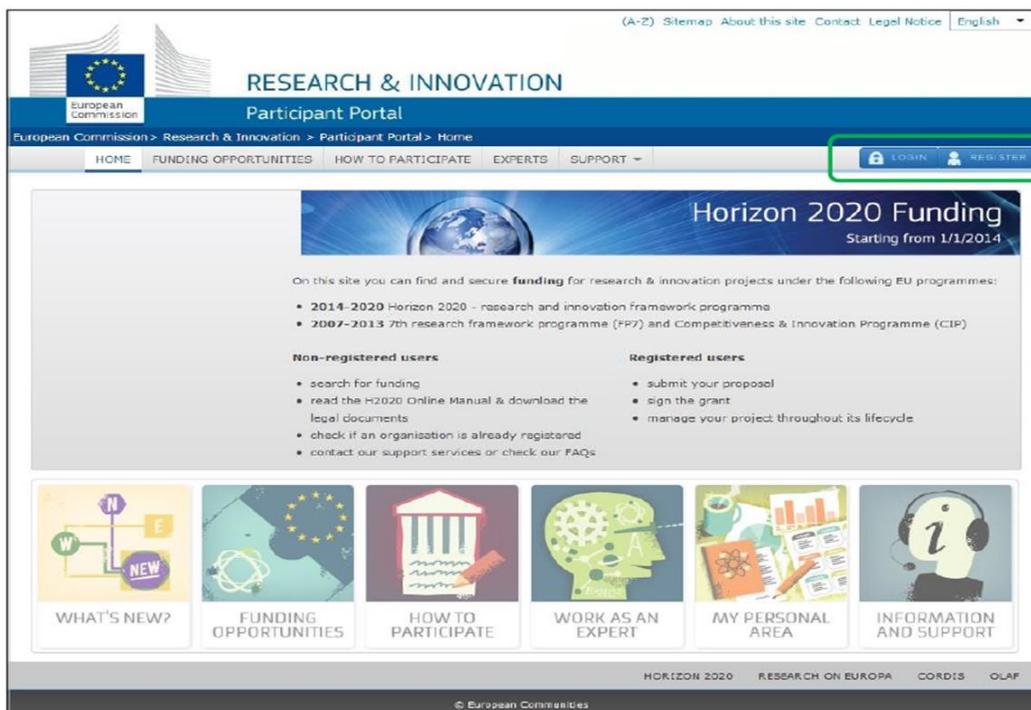
- [The Annual Work Programme 2017 of the Justice Programme, together with the corresponding Annex](#);
- [The Annual Work Programme 2017 of the Rights, Equality and Citizenship Programme together with the corresponding Annex](#);
- The model framework partnership agreement (MFPA) – see *Topic conditions and documents*;
- The model specific agreement - see *Topic conditions and documents*.

1.2 Create a user account on the Participant Portal – your EU Login Account

Proposals in response to this call can only be submitted via the Electronic Submission System. In order to use this system the applicant must first create a user account, the so-called EU Login account.

To do so, you simply need to access [the Participant Portal](#):

Figure 1: Screen shot of the Participant Portal homepage



You can see in the screen shot above that the homepage refers to registered and non-registered users.

- If you do not already have a user account for the Participant Portal, you simply click on 'REGISTER' (in the upper right corner next to 'LOGIN') and register online.
- If you already have a user account for the Participant Portal, you can log in (click on 'LOGIN' in the upper right corner) and start entering the required information.

1.3 Register your organisation - Beneficiary Register

With the EU Login account at hand, you can proceed to the next step, which is to register your organisation; this is done through the European Commission's Beneficiary Register.

- The European Commission has an online register of the organisations participating in various EU programmes called the [Beneficiary Register](#). This allows consistent handling of different organisations' official data and avoids multiple requests of the same information. However, check first on the Beneficiary Register page if your organisation is already registered

Figure 2: Screen shot of the Beneficiary Register

The screenshot shows the 'Beneficiary Register' page on the Participant Portal. The page title is 'RESEARCH & INNOVATION Participant Portal'. The main content area is titled 'Beneficiary Register' and includes a 'H2020 ONLINE MANUAL' link. The text explains that the Commission has an online register of beneficiaries and that organizations need to be registered with a 9-digit Participant Identification Code (PIC). A 'SEARCH' button is highlighted with a green callout box that says: 'Click to organisation Search page and check if your organisation and/or your Partners' organisations are already registered.' Below this, there is a section 'Is your organisation already registered? Search PIC' with a 'REGISTER ORGANISATION' button highlighted by another green callout box that says: 'Click to initiate the organisation registration process – this action will open in a new window the Registration Wizard in the Unique Registraton Facility.'

- If you do not find your organisation there, and only in this case, you should start the registration process by clicking on 'Register your organisation'.
- To complete this registration process, you will need to provide information about your entity legal status and its finances. The uploaded documents are essential to check the eligibility and financial capacity of participants.
- You do not need to complete the registration process in a single session. You can enter some information, save it and continue later on the **My Organisations** page of the "My Area" section. Incomplete draft registrations are automatically deleted after one year.
- Once your registration is finalised, you will receive a **9-digit Participant Identification Code (PIC number)**. You will need the PIC number in order to complete part A of the application.
- The person who registers the organisation, called 'self-registrant', can submit updates and corrections (with corresponding supporting documents) on the **My Organisations** page of the My Area section.
- Please note that in case if the registered organisation receives EU funding, the 'self-registrant' will be replaced by the appointed representative LEAR (Legal Entity Appointed Representative). This person will then be the only person able to provide further updates.

1.4 Deadline, acknowledgement of receipt, rejection of a proposal and complaints

- **Submission deadline**

The deadline for submission is indicated on the Participant Portal under each topic notice.

The Electronic Submission System enables you to replace/ update the proposal at any time. It is very important that you do not wait until the very last day of the deadline for submitting your proposal in order to avoid any last minute problems that block you from submitting.

NB: You do not need to send your proposal by post/e-mail to the Commission! Please use only the Electronic Submission System!

- **Acknowledgement of receipt**

The date and time of the submission of the application will be automatically recorded and an acknowledgement of receipt email will be sent to the applicant organisation. If you do not receive an email with the acknowledgement of receipt, it is because the proposal has not been submitted. If you miss the call deadline, your proposal will be disregarded by the system and will not be considered as submitted. After the deadline for the call for proposal, changes or additions are no longer possible.

The Electronic Submission System will carry out basic verification checks for completeness of the proposal, internal data consistency, virus infection file types, size limitations etc. The system will also check page limits in specific parts of the proposal and, if necessary, suggest that you shorten it. After the deadline, any excess pages will be overprinted with a 'watermark' indicating to the evaluators that these pages must be disregarded.

- **Rejection of proposals**

It is extremely important that you upload the proper document (in PDF) under the corresponding category. Errors in this process that result in an incomplete proposal may jeopardize your entire application as inadmissible!

Hence, before closing the application procedure or logging-of, double-check if the content of your PDF documents matches the given categories in the online submission tool.

Once the proposal is submitted, the applicant will not receive any further notification from the Commission until the proposal has been evaluated, unless:

- The Commission needs to contact the applicant to clarify matters such as eligibility or to request additional information;
- More information or supporting documents are needed to establish the legal entity or to perform the financial capacity check; and / or
- The applicant made a complaint regarding the submission procedure.

- **Languages**

In principle, proposals may be submitted in any official language of the European Union. However, for reasons of efficiency, the Commission advises Applicants to use English.

- **How to file a complaint**

If you believe that submission failed due to a fault in the Electronic Submission System, you should immediately file a complaint via the [Helpdesk on the Participant Portal](#), explaining the circumstances and attaching a copy of the proposal. The method of filing a complaint over other aspects of submission is explained in the information you receive via the electronic exchange system (see ‘My Area’ section of the Participant Portal).

Note:

Directorate-General Justice and Consumers does not manage the submission process via the Electronic Submission System. Hence, please contact the Helpdesk of the Participant Portal and not Directorate-General Justice and Consumers for questions related to submission.

1.5 Data protection

All personal data that will be included in the applications submitted via the electronic submission system will be processed by the Commission under Regulation No 45/2001 and according to the procedure announced with the relevant notifications submitted to the Commission’s Data Protection Officer. A privacy statement informs all data subjects whose data are to be processed in the context of the proposal evaluation and ensuing grant agreement preparation, implementation and follow up.

Applicants are invited to check the [Legal Notice](#) page at regular intervals so as to be duly informed on possible updates that may occur by the deadline for submission of their proposals.

1.6 General guidance for drafting your proposal

Calls for proposals are generally quite competitive. A weak element in an otherwise good proposal may lead to a negative evaluation, resulting in the applicant not being recommended for EU funding.

We advise you to consider the following aspects before drafting a proposal:

Relevance: Check that your intended proposal addresses the relevant priorities of the particular topic. Proposals falling out of the scope of the priorities of this topic for proposals will be scored low.

Completeness: Check that your proposal includes all the relevant information, as it will be evaluated only on the basis of the submitted content. Follow closely the format of the template of Part B and ensure that all the requested information is uploaded. However, avoid mixing quality with quantity: Good proposals are clear and are easy to understand; they are precise and concise, focusing on substance. The page limit for Part B of your proposal is 30 pages. Any text after page 30 will be watermarked and evaluators will not take those pages into consideration.

Management quality: Clearly indicate the resources allocated to the management of the planned activities.

Orientation towards results and impact: Good proposals clearly show the results that will be achieved, and how the participants intend to disseminate and/or use these results. In addition,

good proposals include a sound and credible evaluation plan, not only focusing on process evaluation, but looking in particular at outcomes.

The above points are central to drafting a proposal with a chance of being recommended for funding.

2. SUBMISSION PROCEDURE

The submission procedure for the call for framework partners for the period 2018-2021 is split into two phases: Phase I relates to the selection of framework partners for the period 2018-2021. In Phase II, selected framework partners from Phase I are invited to submit proposals for an operating grant 2018. Each year of the duration of the Framework Partnership Agreement, the framework partners will be invited to submit their proposals for operating grants containing their annual work programmes and estimated budget.

Phase I: Applicants are asked to submit a proposal for the four-year period from 2018-2021. The required documents to be submitted consist of:

- Submission Form Part A: Administrative information of the applicant only;
- Submission Form Part B: Description of planned activities and their implementation over the four-year period, including the annual estimated operating costs for each of the four years;
- Annexes: Annual Activity Report, CVs, Indicators, Child Protection Policy

Once the selection of framework partners is concluded, all applicants will be notified of the outcome.

Phase II: Successful applicants (Framework Partners) will be invited to submit a specific proposal for an operating grant for 2018. The required documents for this specific proposal consists of:

- Submission Form Part A (see 2.1): Administrative information of the partner and the estimated budget table for the estimated operating costs in 2018;
- Submission Form Part B (see 2.2) : Description of planned activities in 2018 and
- Annexes (see 2.3): CVs of key staff, Annual Activity Report for the last available year, Indicators, Child Protection Policy

Phase II will be repeated each year for the duration of the four-year Framework Partnership Agreement.

2.1 Submission Form Part A – Administrative information of the applicant organisation (for phase II: administrative information of the partner)

Part A comprises fields of required information, checklists and declarations to be filled in and must be completed directly via the online submission tool; it is structured in three sections, as follows:

- Section 1: General information
- Section 2: Administrative data of the applicant
- In Phase II (call for operating grants 2018), submission form Part A will contain also Section 3: Budget for the proposal

Section 1: General information

In this section, you should provide the Acronym, Proposal Title, Duration (in months)³, Free Keywords and an Abstract (max. 2000 characters) explaining the objectives of the proposal, how these will be achieved and their relevance to the priorities of the topic.

The abstract will be used as a short description of the proposal in the evaluation process and should provide an overview of the key activities planned for the duration of the Framework Partnership Agreement. Please note that the abstract may be published once the selection procedure has been concluded. Therefore, please do not include any confidential information, use plain typed text, avoiding formulae and other special characters.

In the "Declarations" section, there are also a number of self-declarations to be made by the applicant by clicking the corresponding boxes.

- 1) The network declares to have the explicit consent of all its members to its participation in this call for framework partners and agreement with the content of this proposal.
- 2) The information contained in this proposal is correct and complete. None of the actions foreseen in the proposal have started prior to the date of submission of the current application. If the network is selected as framework partner, it will be required to present a formal declaration in this respect.
- 3) The network hereby declares that it is fully compliant with the exclusion and eligibility criteria set out in the call for proposals/topic, and it has the financial and operational capacity to carry out the proposed actions.

Section 2: Administrative data of the applicant

The applicant will encode the PIC code of his/her organisation (received once registered in the Beneficiary Register - see Part B 1.3. of this guide). Part of the administrative data will be filled in automatically after encoding the PIC code; some additional data will need to be filled manually. If not filled in, it will not be possible to submit the proposal.

Section 3: Budget (relevant only to Phase II)

In Phase II, the partner must fill in the budget table for the estimated costs of the relevant year as presented below.

Explanations: White cells: to be manually filled by the partner. Grey cells: automatically filled/calculated by the system.

Figure 3: The Budget Overview Table in Part A

³ The duration shall be equal to 48 months for phase 1 and 12 months for phase 2.

3 - Budget for the proposal

?

No	Participant	Country	Estimated eligible ¹ costs (per budget category)				EU- Contribution				Estimated receipts from activities under the work programme		
			Personnel costs/€	Costs of subcontracting	Financial support to third parties	Other costs	Total costs	Maximum Reimbursement rate (%)	Maximum EU Contribution ²	Requested EU Contribution ³	Income generated by the work programme	Financial contributions given by third parties to the beneficiary	Total Receipts
			(a)	(b)	(c)	(d)	(e) = (a)+(b)+(c)+(d)	(f)	(g) = (f)*(e)	(h) <= (g)	(i)	(j)	(k) = (i)+(j)
1	Participant name	BE	0	0	0	0	80	0,00	0	0	0	0	
Total			0	0	0	0	80	0,00	0	0	0	0	

While the budget table does not require a detailed description of the costs, the amounts indicated here should reflect a detailed and accurate estimation based on the rules of cost eligibility contained in the relevant Articles of the Model Specific Grant Agreement (MSGGA). These detailed estimations should be kept on file and may be requested by the Commission at any time before, during or after the implementation of the activities.

Estimated eligible costs fall under the following cost categories: personnel cost (category A), costs of subcontracting (category B), other costs (category D). Please disregard (and leave empty) the category "financial support to third parties" (C) which is not applicable in the context of this call for proposals.

Column E (Total costs) automatically sums up the cost categories ($e=a+b+c+d$). This amount represents the estimated eligible costs of the annual work programme for the year to which the specific proposal refers and for which funding is requested (and which will be annexed to the specific agreement if the specific proposal is retained for funding).

Column F (Maximum reimbursement rate) automatically indicates the maximum reimbursement rate foreseen in the call for proposals.

Column G (Maximum EU contribution) is the 'theoretical' amount of the EU contribution that the system calculates automatically by multiplying the total estimated costs by the maximum reimbursement rate.

In column H (Requested EU contribution), applicants should indicate the EU contribution requested for the annual work programme of the year to which the specific proposal refers. As indicated, this amount must be equal to or lower than the Maximum EU contribution calculated by the system in column G.

Column I should indicate the income generated by the work programme. Column J should indicate the financial contributions given by third parties to the partner in order to be used specifically to cover eligible costs. Columns I and J must be manually filled in.

Column K (Total receipts) is automatically calculated on the basis of columns I and J and represents the amount necessary to balance the total eligible costs (column E) against the requested EU contribution (column H).

Please note that in order to respect the "no profit rule", the sum of the amounts in column H and in column K cannot be higher than the total estimated eligible costs of the annual work programme for the year to which the specific proposal refers (E).

A detailed budget template (see "Topic conditions and documents" on the Participant Portal) will be also published by the Commission at the beginning of phase II to help you plan your work programmes for individual years. Using this template is not mandatory and it should not be uploaded in the Electronic Submission System (i.e. at the application stage). However, following the evaluation by the Commission, applicants recommended for the award of a grant may be requested to provide their detailed budget estimate (either prior or after to the signature of the specific agreement).

Note:

The detailed budget template published on the Participant Portal will be completed with sample data for demonstration purposes. When using the template you need to replace these with the data relevant to your work programme.

2.2. Submission Form: Part B –Description of activities and implementation

Part B is a downloadable template and concerns the technical content of the proposal: The applicant must provide a description of activities that are planned for the four-year period of the Framework Partnership Agreement 2018 to 2021 as well as a description of how they will be implemented. Please note: in Phase I (selection of framework partners), this form includes a section requesting the applicant to provide an estimate of the annual operating costs for each year of the four-year Framework Partnership Agreement.

NB: Applicants must fill in the template provided by the Commission. The template is a fill-in enabled Word document. You can enter text only under the non-protected fields. Once completed, the up-loading into the Electronic Submission System is only possible in PDF format.

When filling in the template, avoid repeating information in different sections of the template and always keep in mind that the evaluation of your proposal is solely based on the information provided in the forms submitted.

Page limit: Proposals must not be longer than 30 pages. The minimum font size allowed is 11 points. The page size is A4. If you attempt to upload a proposal longer than the specified limit you will receive an automatic warning advising you to shorten and re-upload the proposal. Any excess pages will be overprinted with a watermark and disregarded in the evaluation procedure. Please do not consider the page limit as a target! It is in your interest to keep your text as precise and concise as possible, since evaluation experts rarely view unnecessarily long proposals in a positive light.

Note:

If you submit a proposal in a language other than English, please include an English version of the abstract under point 1.12. of this form.

The template is structured as follows:

PART 1 – GENERAL INFORMATION ABOUT THE ACTIVITIES AND THE NETWORK

The applicant must provide general information about the network. This part is intended for the applicant to provide a general overview of the key objectives of their work, planned activities, the expected results and methodology, and the type and number of outputs to be achieved.

In Phase I, the form contains two extra headings: section 1.3 *Structure of the network* and section 1.11 *Estimated operating costs over the four-year period of the framework partnership agreement*.

In addition to the general information about the network and the description of the activities, some specific issues should also be detailed in this part such as innovative elements of the work carried out, EU added value, ethical issues and risks related to the implementation of the activities, the dissemination strategy and follow-up and evaluations of the activities and results.

The questions are intentionally general in nature in order to give applicants an opportunity to present their proposal in the most appropriate way and to highlight what they believe are the strong points of their proposal.

Note:

In field 1.1 of this form the abstract of the proposal should be included. Please include the same text as submitted in Submission Form Part A under part 1 - Abstract of the Proposal.

PART 2 – DESCRIPTION OF THE MAIN ACTIVITIES FOR THE PERIOD 2018-2021

While Part 1 focuses on the network and its activities in more general terms, Part 2 is structured in order to provide more specific information on the action plan of the network.

There are three headings under which to list your main activities and indicate a timeframe for implementation:

1. Management activities
2. Operational activities
3. Dissemination activities

Note:

You can replace a proposal already uploaded as often as you wish before the submission deadline. Please ensure that the final version is uploaded by the submission deadline.

2.3. Annexes

2.3.1. Annex 1 - Curriculum Vitae

The Commission recommends that CVs are presented in the EUROPASS CV format⁴; however, organisations are free to submit these CVs in any other format.

CVs of the core team should be provided; the same key staff should be listed in the relevant section of Part B - Description of activities and implementation.

If a position for a key job is not filled at the time of submitting the proposal, please provide the description of the profile or job description.

Please note that the maximum page limit for this Annex is 200 pages. The CVs must be uploaded in PDF format (merged in one PDF document) into the Electronic Submission System as Annex 1.

2.3.2. Annex 2 - Annual Activity Report for the last available year

The Annual Activity Report shall describe the activities the applicant carried out over the last available financial year. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the annual activity report of the last available financial year has not been approved yet by the responsible body/management of the organisation, the applicant shall submit the draft version of the report certified by the legal representative of the organisation. If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.

The Annual Activity Report must be uploaded in PDF format into the Electronic Submission System as Annex 2.

If the document(s) requested as the Annual Activity Report are available on the applicant's website, a link to the document(s) can be provided, instead of the documents. The link(s) should be indicated on a separate sheet and uploaded in PDF format into the Electronic Submission System as Annex 2. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the applicant's website is not sufficient.

2.3.3. Annex 3 - Indicators (quantitative reporting on policy-related outputs indicators)

The output indicators need to be provided by using the available *Indicators excel sheet* (template to be downloaded from the Electronic Submission System) . Once the file has been filled in, the *excel file* should be converted into a *PDF file* and uploaded into the Electronic Submission System.

The requested information is mainly quantitative and should focus on the final outputs of your activities.

Activities that could be co-financed are organised in four groups. The activities to be

⁴ The EUROPASS CV template can be downloaded at:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

implemented may fall under one or more or all groups. It is not mandatory to include information under all types of activities.

While filling out the annex, the following should be taken into account:

- You should count each output only once. If you consider that an output meets the criteria of more than one category, you should count it under the category that is most relevant to its objectives.
- You should group your outputs in the most appropriate way taking into account the objectives of the respective activities.
- You should be as specific as possible (e.g. in defining types of reports, groups of professionals etc.).
- Drop-down menus are provided for indicating the different types of reports/events/material or the groups of persons. These categories should be able to cover most types of outputs produced by your activities. You should try to identify the most relevant category for each output. Only if it is clearly impossible to allocate an output to a category, you can indicate yourself an additional category in the relevant box.
- You should avoid abbreviations, unless commonly used.
- You should be realistic in the level of your ambition: a successful application does not need to foresee outputs under each type of activity; neither should the number of these outputs be excessively high.
- You should not count in this part reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the activities⁵. Interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should not be counted in this part.

More specific information on each category as referred in the *Indicators excel file* is indicated below:

1. Analytical activities

Under *analytical activities* you are asked to indicate the type of documents/reports to be produced by your organisation.

Under the column *Type of document/report*, you should indicate the category of the document/report and not its specific title. You should choose the relevant type from the drop-down menu and, if necessary, you can provide additional information in the second column.

As already mentioned above, reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the activities or interim and final reports requested by the Commission should not be counted here.

Reports documenting how different activities were implemented are also considered as documents of internal nature and should not be counted here (e.g. conference report, seminar

⁵ This information should be included in Part B - description of activities and implementation Form. It is not relevant for this part.

report, etc.).

2. Training activities

Under 2 *training activities* the requested information refers to every type of training you will provide.

You should differentiate 2 *training activities* from 3 (*mutual learning, exchange of good practices, cooperation*): Under 2 you should count formal training activities, where a trainer aims to provide the participants with one specific set of information (knowledge, working tools etc.). Under 3 you should count activities where the participants come together bringing their different practices and aim to learn from each other. These activities may include at the end a learning aspect for the participants, however you should count them only once under 3.

Under 2.1 you should identify the *number of training events* to be organised. Each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last.

Under 2.2 you should identify *the number of persons to be trained per group of persons*. It is possible to identify up to three different groups of persons: if you will provide training to more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under 2.3 you should count specific and practical training packages which include specific information/tools/methods, can be used as the basis to train others, can be reproduced in more than one event and can be used by trainers or organisations other than those of your organisation. It should not be an internal product limited only to the needs of your organisation or network.

You should count these training modules in terms of content: you should not count as separate training modules the different language versions of the same training module, unless the content of each language version is different. Also, you should not reflect here the number of copies of each training module.

3. Mutual learning, exchange of good practices, cooperation

Under 3.1 you should identify the *number of events* to be organised. Each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last.

Under 3.2 you should identify *the number of participants per group of persons*. It is possible to identify up to three different groups of persons: if your activities will address more than three different sub-groups, please identify three wider groups and count the number of participants accordingly.

Under 3.3 you should indicate the total number of eligible countries from which the participants come from. The eligible countries are identified in the relevant call.

Under 3.4 you should reflect, if applicable, any result of the mutual learning/exchange of good practices/cooperation which will be sustained after the end of your event. These outputs should not fall into any other of the remaining categories. They should be concrete and tangible and they should be maintained in the long-term after the end of your activity in a sustainable way.

4. Awareness-raising, information and dissemination

The events to be counted under 4 should focus on raising awareness, providing and disseminating information, i.e. spreading a specific message or piece of information to the wider public or to a specific group of persons (as appropriate). Events which focus on the exchange of views, on mutual learning, on development of cooperation should be counted under 3 and not under 4. In most cases the events to be counted under 3 would be more focused and more limited in terms of participants in comparison to the events to be counted under 4.

Under 4.1 you should identify the *number of awareness-raising/information and dissemination events* to be organised. Each event with the same content should be counted as one, regardless of how many days this event may last. If you organise an awareness raising campaign in many countries, you should count each country campaign separately.

Under 4.2 you should identify *the group and the number of persons to be reached*. It is possible to identify up to three different target groups: if your activities have multiple target groups, please identify up to three wider target groups and count the number of participants accordingly.

Under 4.3 you should count all types of awareness raising material that you will produce. You should group them in up to three groups and count them accordingly.

2.3.4. Annex 4 - Description of child protection policy (if applicable, especially in the area of the REC programme)

Any applicant working directly with/having contact with children, must provide the following documents: the written, published child protection policy (pdf and/or hyperlink to where it is published); the written guidelines/behaviour protocols/codes of conduct for adults working with/in contact with children.

All applicants are encouraged to take a close look at the guidance:

- http://ec.europa.eu/justice/fundamental-rights/rights-child/index_en.htm
- http://ec.europa.eu/justice/fundamental-rights/files/rights_child/standards_child_protection_kcsc_en.pdf

If no Annex 4 is submitted, the Commission will assume that the applicant concerned does not have one in place.

Child protection policies will be considered under the quality award criterion.

C. EVALUATION

All proposals submitted in Electronic Submission System are evaluated.

The evaluators will check whether the applicant complies with all the formal requirements: admissibility, exclusion and eligibility criteria (see points 1, 2 and 3).

Applicants are furthermore subject to the verification of operational and financial capacity (selection criteria, see point 4), and their proposal is evaluated on the basis of the award criteria detailed below under point 5.

For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether the applicant has sufficient financial, human and operational resources to

carry out the activities described in *Submission Form Part B- Description of Activities and Implementation*. For the evaluation of the proposals, the evaluators assess and score the proposals against the award criteria detailed under point 5.

Proposals will be evaluated by an evaluation committee composed of Commission staff, except for the financial capacity check which will be performed by the Research Executive Agency (REA). The evaluation committee may be assisted by external experts. The proposals will be evaluated solely on the basis of the criteria outlined below. In most cases, admissibility, exclusion and eligibility criteria will be checked first, but the evaluation committee may decide to proceed in a different order.

1. Admissibility Requirements

To be admissible, applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission as indicated on the Participant Portal.
- (b) Applications must be submitted using the Electronic Submission System of the Participant Portal,
- (c) Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied by all the compulsory Annexes as indicated in part B 2.3. of the Guide.

2. Eligibility Criteria

Please refer to section *Topic specific conditions* of each topic on the Participants Portal and please verify if the applicant is legally established in an eligible country of the Justice or the Rights, Equality and Citizenship programmes.

In each case applicants must be legally constituted private non-profit organisations. Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot submit applications. Natural persons (private individuals) are not allowed to submit applications.

‘Non-profit organisation’ as referred to on the Participant Portal means either:

- 1) a legal entity that is by its legal form non-profit-making; or
- 2) a legal entity which has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The provision that profits will not be distributed must be clearly stipulated either in the law or in the statutes of the organisation; decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature.

To prove the eligibility requirements, applicants will have to provide information and upload documents showing the organisations' legal status in the Beneficiary Register. The information needs to be uploaded before the submission deadline.

3. Exclusion Criteria

3.1. Exclusion from participation

Applicants will be excluded from participating in this call for proposals 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 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 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 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 (Financial Regulation)⁶.

3.2. Exclusion from award:

Applicant 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;

⁶ OJ L298, 26.10.2012, p.1.

(c) find themselves in one of the situations of exclusion, referred to in section 3.1.

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

4. Selection criteria

4.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding.

Financial capacity check will be performed by the Research Executive Agency (REA). For the purpose of demonstrating its financial capacity, the applicant must provide the most recent closed financial statements of his organisation containing the Balance Sheet and Profit & Loss Accounts. If the grant requested by an applicant exceeds EUR 100 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. Both financial statements and the audit report must be uploaded in the Beneficiary Register when uploading the application package.

The following elements will be taken into account, among others, to assess the applicant's financial capacity:

- The applicant's dependency on EU financing;
- The liquidity, solvency and profitability ratios ;
- The auditor's findings in the audit report (when applicable).

If the Commission considers that the financial capacity is not satisfactory, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment), or reject the application.

4.2. Operational capacity

Applicants must have sufficient operational and professional capacities to implement the activities for which co-funding is requested.

For the purpose of demonstrating its operational capacity, the applicant must upload CVs of key staff members who must have the necessary education, skills, experience and capacity to carry out the activities that are assigned to them (see point B 2.3. of this Guide –*Annexes*).

Applicants must also upload their annual activity reports (technical/narrative) for the last available year (see point B 2.3. of this Guide –*Annexes*).

Applicants may not be awarded a grant if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

5. Award criteria

The award criteria aim to ensure the selection of proposals with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner.

Synergies and complementarities with other Union instruments and programmes shall be sought.

! Note

EU funded activities shall also seek to promote equality between women and men as well as the rights of the child. Consequently, when applicable, the applicant shall ensure that gender equality is taken into account by paying attention to the situation and particular needs of women and men. If activities involve direct contacts with children, the applicant must describe the child protection policy it will adhere to (*see point 2.3.4. Annex 4 - Description of child protection policy*)

Partners shall also comply with the prohibition of discrimination based on any of the grounds listed in Article 21 of the Charter of Fundamental Rights, in accordance with and within the limits set by Article 51 of the Charter. Among others the Commission encourages applicants to promote equal employment opportunities for all its staff and team. This entails that the partner is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

Finally, all Partners shall respect the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.

While planning their work programme and preparing their application, applicants should take into account these requirements and demonstrate how these requirements will be complied with. Partners will be required to detail in their final technical report the steps and achievements made towards meeting these requirements.

Applications will be assessed against the following criteria:

(a) Relevance to the priorities of the call (20 points):

Relevance of the activities and their objectives to the priorities of the selected policy area, as described under each topic notice on the Participant Portal; contribution of the proposal to the policy area and its priorities; and complementarity with other Union activities, avoiding duplication with activities funded by other Union programmes.

(b) Quality of the outline 4-year work programme (30 points):

Quality in terms of the proposed methodology for implementing the activities; the organisation of work; the allocation of resources and the time schedule; the appropriateness of the envisaged activities; the strategy for monitoring of the implementation of the activities and the proposed evaluation including measures to assess the success of the activities and the indicators to be used; the identification of risks and the measures to mitigate them; the identification of ethical issues and the proposed action to address them.

(c) European added value of the outline 4-year work programme (20 points):

The European added value of the activities shall be assessed in the light of criteria such as their contribution to the consistent and coherent implementation of Union law and

policies and to wide public awareness about the rights deriving from it, their potential to develop mutual trust among Member States and to improve cross-border cooperation, their transnational impact, their contribution to the elaboration and dissemination of best practices or their potential to create practical tools and solutions that address cross-border or Union-wide challenges.

(d) Expected results, dissemination, sustainability and long-term impact (20 points):

How appropriate are the expected results to achieve the network's objectives for the four-year period? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

(e) Cost-effectiveness (10 points):

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the network.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of applications recommended for the award of a grant will be established based on the budget available.

Proposals not attaining a score of 14 points for the relevance criterion will not be considered for the award of a grant. Proposals not attaining an overall score of 70 points will not be considered for the award of a grant.

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of proposals that can be funded from the available budget.

Therefore, the Commission will set up a reserve list in addition to the list of successful applicants. Proposals placed on the reserve list could receive funding should additional funding become available. This typically happens if a selected proposal is cancelled or withdrawn. In this case the Commission will contact the applicant of the proposal ranked highest on the reserve list.

The Commission will inform applicants of the outcomes of the evaluation.

Applicants whose applications are rejected will receive a letter from the Commission stating the reasons for the rejection.

The successful applicants will be invited to sign the Specific Grant Agreements with the Commission.

The Commission can withdraw its proposal to sign a grant agreement if during its preparation it concludes that the applicant did not comply with the formal requirements described in the notice.

In accordance with the principle of equal treatment of applicants, the Commission cannot give a prior opinion on the outcome of the call before the evaluation has been completed.