



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Employment and Social Governance
Social dialogue

BUDGET HEADING 04 03 01 05

Information and training measures for workers' organisations

CALL FOR PROPOSALS

VP/2018/002

Any questions should be sent by email to: empl-vp-info-training@ec.europa.eu

To ensure a rapid response to requests for information, applicants are invited to send their queries in English, French or German where possible.

This text is available in English.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants for this call (see Annex I) and the model Grant Agreement(s) as well as the financial rules applicable to the general budget of the Union and their rules of application:

http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Legal base

In line with the remarks in the budget of the European Union, budget heading 04 03 01 05 is intended to cover grants for information and training measures for workers' organisations¹ in accordance with Article 154 of the Treaty on the Functioning of the European Union.

The measures should help workers' organisations to contribute to addressing the overarching EU employment and social policy challenges as laid down in particular in:

- the Commission Communication *On steps towards Completing Economic and Monetary Union* (COM(2015)600);
- the Commission Communication *Establishing a European Pillar of Social Rights* (COM(2017)0250);
- the Annual Growth Survey, the Joint Employment Report and the recommendations addressed to the Member States in the context of the European Semester;
- the Political Guidelines presented by Jean-Claude Juncker in the Agenda for Jobs, Growth, Fairness and Democratic Change and the Commission Work Programmes.

The budget heading can be used to finance actions involving representatives of workers' organisations from the Candidate Countries².

It is also intended to promote equal participation of women and men in the decision-making bodies of workers' organisations.

2. OBJECTIVES – PRIORITIES – EXPECTED RESULTS – ACTIVITIES

2.1. Objectives – Priorities – Expected results

Objectives of this call include measures and initiatives to strengthen the capacity of workers' organisations to address, at EU/transnational level, changes in employment and work and social dialogue related challenges, such as: modernisation of the labour market, job creation and job matching, quality of work, anticipation, preparation and management of change and restructuring, digitalisation of the economy and society, the greening of the economy, flexicurity, skills, intra-EU labour mobility, migration, youth employment, health and safety at work, modernisation of social protection systems, reconciliation of work and

¹ A workers' organisation is a "social partner organisation representing workers" – often referred to as "trade union". Such organisations engage in some form of "social dialogue" with employer organisations, discussing and often negotiating such issues as wages, working conditions, training, etc.

² Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call: http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm.

family life, gender equality, action in the field of anti-discrimination, active ageing, healthier and longer working lives, active inclusion and decent work.

Actions are also expected to contribute to the **priorities and activities of European social dialogue**, including those laid down in the work programmes of the EU cross-industry and sectoral social dialogue committees, as well as those that form part of the **June 2016 Statement of the Presidency of the Council, the European Commission and the European social partners on "a new start for social dialogue"**³. In that context, particular emphasis is put on strengthening the **involvement of social partners in the European Semester** and enhancing their **contribution to EU policy making**.

Measures which contribute to addressing the employment, social and economic challenges as identified in the **European Pillar of Social Rights** will also be particularly welcome.

Access for people with disabilities should be guaranteed for measures funded under this call for proposals.

2.2. Type of activities to be funded

The activities which may be funded under this call for proposals include: conferences, seminars, round tables, studies, surveys, publications, training courses, development of training tools, the setting up of networks and the development and exchange of best practices.

2.3. Other elements to be taken into account

When drafting the proposal, applicants are invited to pay particular attention to the following elements:

- The proposal should provide a clear explanation of the rationale and problem definition/analysis underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact;
- In case of recurrent applications by the same applicant on similar or related topics, the added value of the new project proposal as compared to ongoing and previous actions⁴ should be clearly explained;
- The choice of organisations involved and countries covered should be duly explained and justified as regards their relevance towards the specific objectives of the action.

The Commission welcomes in particular projects that provide for a full project cycle, including preparatory, implementation and dissemination, follow-up and reporting activities.

Taking account of beneficiaries' interest, the Commission may organise a **networking day** in Brussels for beneficiaries under this call (date to be defined). Applicants must therefore

³ <http://ec.europa.eu/social/BlobServlet?docId=15738&langId=en>.

⁴ Including projects funded under other budget headings.

ensure that the travel, daily subsistence allowances and accommodation costs for up to 2 persons – the Project Manager and possibly the Financial Manager – to attend this meeting are included in their proposed project budget. If the applicant fails to do this, the Commission will not be able to fund the beneficiary's participation in the networking day.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	Beginning of March
b)	Deadline for submitting proposals	18 May 2018
c)	Evaluation period (indicative)	Until August 2018
d)	Information to applicants (indicative)	September 2018 ⁵
e)	Signature of the Grant Agreement (indicative)	October 2018 ⁶

3.1. Starting date and duration of the projects

The actual starting date of the action will be the first day of the month following the date when the last of the two parties signs.

In cases where the applicant has demonstrated the need to start the action before the signature of the Grant Agreement, the starting date may be between the deadline for submission and the first day of the month following the date when the last of the two parties signs. Any expenditure incurred before the signature of the Grant Agreement will be at the applicant's risk. No expenditure can be incurred before the date of submission.

Applicants should note that if their project is selected, they may receive the Grant Agreement after the start date of the action that they have indicatively set in the application form. It is, therefore, advisable to number the months in the work plan instead of indicating the precise name of the months.

The indicative duration of projects is 24 months.

4. AVAILABLE BUDGET

The total budget earmarked for the EU co-financing of projects under this call is estimated at **EUR 4 841 600**.

The EU grant requested should indicatively be between EUR 150 000 and EUR 500 000.

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

The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available.

⁵ And in any case no later than 6 months after the submission deadline.

⁶ And in any case no later than 3 months after the date of information to applicants.

4.1. Co-financing rate

Under this call for proposals, the EU grant may not exceed 90 % of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget.

5. ADMISSIBILITY REQUIREMENTS

- Applications (application form including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the application form and the other afore-mentioned documents by post or courier service (one original dossier and one copy; see also section 12).
- Applications must be sent no later than the deadline for submission referred to in section 3.

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

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (checklist point 4).

6. ELIGIBILITY CRITERIA

Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the article of the Grant Agreement allowing termination due to a change of the legal situation of the beneficiary (Article II.7.2.1(a) for mono-beneficiary and Article II.17.3.1(a) for multi-beneficiary Grant Agreements).

6.1. Eligibility of the applicants (lead and co-applicants) and affiliated entities⁷

a) Place of establishment

- *Sole or lead applicants* must be established and registered in EU Member States;
- *Co-applicants, affiliated entities and associate organisations* must be established and registered in EU Member States or in Candidate Countries⁸. In derogation from

⁷ See section 2 of the Financial Guidelines for definitions.

this requirement, international organisations whose registered headquarters are outside the eligible countries are also eligible.

b) Types of entities:

- The sole or lead and co-applicants must be legal entities. In application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met⁹;
- **Sole or lead applicants** must be social partner organisations representing **workers**;
- International Organisations may apply as co-applicant or associate organisation.

c) Sole applicants or Consortia

Proposals may be submitted by either:

- a **sole applicant**: applicable only for European-level organisations¹⁰ representing workers;

Or by;

- a **lead applicant on behalf of a consortium** which must be composed of the lead applicant with one (or more):
 - co-applicant, or/and
 - affiliated entity, or/and
 - associate organisation
- If the lead applicant is not a European-level organisation, it must be in consortium with:
 - a European-level social partner organisation as co-applicant, affiliated entity or associate organisation. That organisation may represent workers or employers;
 - and at least one organisation (co-applicant, affiliated entity or associate organisation) from a different eligible country to that of the lead applicant.

In cases where a consortium is required, if a co-applicant or an affiliated entity is considered not to be eligible, this organisation will be removed from the consortium and the eligibility of the modified consortium will be re-evaluated. If the modified consortium is still eligible, the application will be evaluated on that basis. In addition, the costs that are allocated to a non-eligible co-applicant or affiliated entity will be removed from the budget. If the application is selected, the work plan will have to be adapted as appropriate.

⁸ Albania, the former Yugoslav Republic of Macedonia (fYRoM), Montenegro, Serbia and Turkey

⁹ For social partner organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see section 14, checklist point 9)].

¹⁰ For the purposes of this Call, "European-level organisation" means a legal entity, having its registered office based in one of the Member States of the European Union and ensuring the general representation at European level of Member States workers' or employers' national associations and promoting their common interests at European level according to their own by laws.

d) Affiliated entities

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation and which satisfy the eligibility criteria, may take part in the action as affiliated entities, and may declare eligible costs.

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in the Member States of the European Union or the Candidate Countries¹¹.

b) Types of activities

The grant will finance inter alia the activities indicated in section 2.2.

c) Core activities

The project management of the action and the role of coordinator (in the case of a multi-beneficiary Grant Agreement) as laid down in Article II.2.3 of the Grant Agreement, are considered to be core activities and may not be subcontracted¹².

6.3. Ineligible activities

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call.

National capacity-building activities which could be funded under the European Social Fund (Regulation (EU) No 1304/2013 on the European Social Fund, Article 6.2) are not eligible.

7. EXCLUSION CRITERIA

Applicants (lead and co-applicants) must sign a declaration on their honour (see section 14, checklist point 3) certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

The same exclusion criteria apply to any affiliated entities.

Only proposals which comply with the requirements of the above eligibility and exclusion criteria will be considered for further evaluation.

¹¹ See section 11 of the call for specific provisions regarding daily subsistence allowances and travel expenses.

¹² See section 4.2.2.3 of the Financial Guidelines for detailed information on procedures regarding subcontracting and implementing contracts.

8. SELECTION CRITERIA

Only applicants with the necessary financial and operational capacity to complete the activity for which funding is requested may be awarded a grant.

8.1. Financial capacity

Sole or lead and co-applicants must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

If the ratio between the total assets in the applicants' (lead and co-applicants) balance sheet and the total cost of the action of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form, is equal or greater than 0.70 (formula in the case of sole applicant: own assets/total cost of the action > 0.70 ; formula for each applicant in the case of consortia: applicant's own assets/part of the cost of the action corresponding to that applicant > 0.70), then the financial capacity is strong.

The sole or lead and co-applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- declaration on honour (including financial capacity to carry out the activity) (see section 15, checklist point 3);
- annual balance sheet and profit and loss accounts for the last financial year available (see section 14, checklist point 17);
- for grants of EUR 750 000 or more, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (see section 14, checklist point 18).

In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant and in particular the information provided in section F.2 of the SWIM application form.

If the sole or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission may propose to remedy with various proportional steps depending on the level of weakness identified, to:

- reject the whole application;
- remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
- propose a Grant Agreement without pre-financing;
- propose a Grant Agreement with a pre-financing paid in several instalments;
- propose a Grant Agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
- propose a Grant Agreement with joint financial liability of 2 or more applicants.

8.2. Operational capacity

Sole or lead and co-applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. They must have demonstrable competence and experience in the field of social dialogue and/or industrial relations and in particular in the type of action proposed.

The sole or lead and co-applicants' operational capacity will be assessed on the basis of the following:

- the information provided in section F.1 of the SWIM application form on the operational structure of the lead applicant and co-applicants and on previous and current actions undertaken by them;
- The CV of the proposed project manager, showing his/her relevant professional experience (see section 14, checklist point 15).

If the sole or lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated on that basis¹³. In addition, the costs that are allocated to the non-eligible co-applicant will be removed from the budget. If the application is accepted, the work plan may have to be slightly adjusted.

9. AWARD CRITERIA

The proposals which fulfil the eligibility, exclusion and selection criteria will be assessed according to the following award criteria.

- i. The extent to which the action meets the objectives and priorities of the call for proposals and contributes to European social dialogue¹⁴
- ii. The transnational dimension of the action, including the genuine involvement of a European-level social partner organisation in case of proposals not submitted by a European level organisation¹⁵
- iii. The quality of the consortium and broader partnership, including the degree of involvement and commitment of the partners in the action and the appropriateness of the internal working arrangements¹⁶
- iv. The cost-effectiveness of the action and the clarity and completeness of the budget explanation
- v. The quality of the arrangements to publicise the action and disseminate the results, and to ensure the action's impact and/or multiplier effect¹⁷
- vi. The overall quality and structure of the work plan

¹³ This includes a re-evaluation of the eligibility of the modified consortium.

¹⁴ The Commission reserves the right when assessing proposals to take into account the added value of the proposed action compared to previous or ongoing projects undertaken by the applicant(s) as well as to

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 60% of the maximum possible overall mark;**
- **the score for each of both criteria i and ii is at least 50% of the maximum possible mark for these criteria.**

Cost estimates should be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency (see also section 14). It should be noted that the cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or delete non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals.

10. LEGAL COMMITMENTS

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, or to the coordinator in the case of multi-beneficiary Grant Agreements.

The 2 copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign it last.

The Grant Agreement may include corrections and deletion of ineligible costs or activities made by the Commission – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant call [webpage](#)¹⁸. There is no alternative to this model in the context of this call. In specific cases, international agreements conditions may apply.

any other work in the area at hand of which the applicant(s) can reasonably be expected to be aware (see also section 2.3 of the call).

¹⁵ Letters of commitment must be submitted from each co-applicant and affiliated entity, demonstrating that they are willing to participate in the project with a brief description of their role and indicating any financial contribution as applicable. Associate organisations must submit a letter of commitment showing their willingness to participate in the project with a brief description of their role. See section 14, checklist point 5.

¹⁶ Please note that the Commission does not consider it appropriate to include independent consultants, conference organisers, etc., as project partners. Please read chapter 4.2.2.3 Costs of services of Annex I carefully.

¹⁷ The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral and thematic.

¹⁸ <http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=526&furtherCalls=yes>

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

11. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants (Annex I to the call) and the model Grant Agreement, both published on the Europa website under the relevant call [webpage](#).

a) Specific procurement provisions

Where the value of a **procurement contract exceeds EUR 60 000**, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex II to this call. The draft tender specifications should be submitted in English, French or German;
- If selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least five different tenderers, including proof that they have published the call for tender or invitation to tender at least on their website and provide a detailed description of the selection procedure.

This requirement does not apply to public authorities which are already governed by a system of public procurement rules.

b) Daily subsistence allowances and travel expenses

Only **daily subsistence allowances and travel expenses**, related to participants and speakers travelling between and within EU Member States and/or Candidate countries will be accepted as eligible costs.

This provision does not apply to staff of international organisations, such as UN agencies, who are invited by the beneficiary to participate in a project event as a speaker/expert, including where the international organisation participates as a co-beneficiary in the project.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants" (Annex I to this call). Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf.

Once the application form is filled in, applicants must submit it **both electronically and in hard copy**, before the deadline set in section 3 above.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.**

The hard copy of the proposal must be duly signed and sent in **2 copies** (one marked "original" and one marked "copy"), including all documents listed in the checklist in section 14, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2018/002
DG EMPL/CAD, J-27 – 00/120
B-1049 Brussels
Belgium

Please send your hard copy by **registered post, express courier service or by hand delivery only**. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission **before 4 p.m.** on the last day for submission at the following address:

European Commission
Central Mail Service¹⁹
NOT TO BE OPENED BY CENTRAL MAIL SERVICE
Call for proposals VP/2018/002– DG EMPL/A.2
Avenue du Bourget 1
B-1140 Evere
Belgium

At that time the European Commission's Mail Service will provide a signed receipt which should be conserved as proof of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned application forms, hand-written forms and those sent by fax or e-mail will not be taken into consideration.

¹⁹ http://ec.europa.eu/contact/mailing_en.htm

13. COMMUNICATION

Communication during the application period

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

All enquiries must be made by e-mail only to:

empl-vp-info-training@ec.europa.eu

For technical problems please contact: empl-swim-support@ec.europa.eu

Questions may be sent to the above address no later than 10 days before the deadline for the submission of proposals. The Commission has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants or affiliated entities, an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ – Frequently Asked Questions) at regular intervals on the [Europa website](#)²⁰.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. It is therefore advisable to consult the above mentioned website regularly in order to be informed of any such corrigenda as well as the published questions and answers.

No modification to the proposal is allowed once the deadline for submission has elapsed. If there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process. This is generally done by e-mail. It is entirely the responsibility of applicants to ensure that all contact information provided is accurate and functioning. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to empl-vp-info-training@ec.europa.eu.

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Information on the outcome of the procedure

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

²⁰ <http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=526&furtherCalls=yes>

Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

Participation of the Commission in project events

Following the award of a grant, if the successful applicant would like the Commission to participate in any project events, the applicant must take immediate contact (in any case, at least 2 months before the event) with the Commission official responsible for following the action (named in the letter accompanying the Grant Agreement). The successful applicant should therefore not finalise the programming of such events without the Commission's prior approval and confirmation of participation.

The Commission's acceptance of the grant application does not prejudice its decision on whether to attend an event included in the work plan. Such a decision is always subject to a separate examination of the event programme and prior agreement on the dates and practicalities. In this context it should be noted that the probability of Commission officials participating in project events will be higher if the latter take place in Brussels.

14. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

14.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 14.2).

The description of the action and work plan must be written using a free format document. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM and a separate budget explanation must also be provided.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core activities as defined in section 6.2(c) of the call cannot be subcontracted.

The **detailed work plan** (see checklist point 13) should **not repeat information that is already provided in the SWIM application form**²¹.

- It should provide a detailed and structured overview of the different project activities, the foreseen timing (indicating numbers of months, *not* names of months) and the role and responsibility of each partner organisation (*not* individual staff members) in the implementation of these activities, as well as, to the extent possible, draft agendas of the main project events.
- Where appropriate, risk factors as regards implementation and/or impact of the activities should be identified and mitigating measures defined.

²¹ The corresponding section in the SWIM form can therefore be kept rather succinct.

- It offers an opportunity to develop further the rationale and problem analysis underpinning the action.
- If any subcontracting of tasks is foreseen, the detailed work plan must provide detailed information on the tasks to be subcontracted and the reasons for doing so.
- All other information on the action should in principle be given in the SWIM application form. The detailed work plan is therefore expected not to be much longer than 5 pages, with an absolute maximum of 10 pages.

14.2. Required documents

The table below includes the documents that should be provided. Except for items 8, 11 and 12²² which can be submitted only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). The table also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information should be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

At the submission of the application, **copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal will be rejected for lack of administrative compliance.**

Regarding the compilation of the application file, it is recommended to:

- follow the order of documents as listed in the checklist;
- print the documents double-sided;
- use 2-hole folders (do not bind or glue; stapling is acceptable).

²² Legal entity form; VAT Certificate; Financial identification form.

CHECKLIST for required documents

This table includes the documents that must be provided and indicates where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** **highlighted documents** do not need to be provided by public entities. Documents marked with * are obligatorily to be attached online in SWIM.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
1	Official cover letter of the application	This free format letter must quote the reference of the call for proposals and the proposal reference number generated by SWIM (e.g. VP/20XX/OXX/xxxx).	✓	--	--	--	--	<input type="checkbox"/>
2	Signed SWIM application form submitted online	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.</i>	✓	✓	--	--	✓	<input type="checkbox"/>
4	Executive summary in EN	Free format executive summary in EN (maximum 2 pages), if required (see section 5 of the call).	✓	--	--	--	--	<input type="checkbox"/>
5	Letter of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	✓	✓	--	<input type="checkbox"/>
6	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative. <i>Copies of the original signed letters of mandate are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	--	--	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
7	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>
8	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	--	<input type="checkbox"/>
9	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision, etc., establishing the entity). Exclusively in the case of social partner organisations without legal personality , a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	Statutes	The articles of association/founding act/constitution/statutes or equivalent, proving the eligibility of the organisation. It is recommended not to include a paper copy of statutes in the application file, but to attach only an electronic copy in the SWIM application form. Organisations of Candidate Countries are requested to provide a translation in English, French or German of the required documents.	✓	✓	--	--	--	<input type="checkbox"/>
11	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
12	Financial identification form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	<input type="checkbox"/>
13	Detailed work plan*	This is a separate free-format document in addition to the on-line application form and it must also be submitted both electronically and on paper. The paper version must be identical to the electronic version of the detailed work plan. The detailed work plan should be submitted in English, French or German.	✓	--	--	--	--	<input type="checkbox"/>

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation / third party		
14	Budget Explanation for the project*	<p>This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. It must provide additional information to explain and justify items of the proposed budget as submitted in the SWIM application form. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The paper version must be identical to the electronic version of the budget explanation.</p> <p>The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.</p> <p>The document should be submitted in English, French or German.</p>	✓	--	--	--	--	<input type="checkbox"/>
15	Curriculum vitae of the project manager	<p>Detailed CV of the person responsible for managing the action (named in the online application form). The CV should indicate clearly the current employer.</p> <p>The CV should be submitted in English, French or German.</p>	✓	--	--	--	--	<input type="checkbox"/>
16	Draft tender specifications	To be submitted for procurement contracts with a value that exceeds EUR 60 000 (see also section 11 of the call).	✓	✓	✓	--	--	<input type="checkbox"/>
17	Balance sheet and profit and loss account	<p>The most recent balance sheet and profit and loss account, including assets and liabilities, specifying the currency used.</p> <p>Organisations that are not required by law to establish an official balance sheet must nevertheless provide information on their assets and liabilities. A statement of income and expenses is not sufficient.</p>	✓	✓	--	--	--	<input type="checkbox"/>
18	Audit report	For grant requests of EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. The report should be submitted in English, French or German.	✓	✓	--	--	--	<input type="checkbox"/>

ANNEX I

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the call [webpage](#):

[HTTP://EC.EUROPA.EU/SOCIAL/MAIN.JSP?LANGID=EN&CATID=630&CALLID=526&FURTHERCALLS=YES](http://ec.europa.eu/social/main.jsp?langid=en&catid=630&callid=526&furthercalls=yes)

ANNEX II

MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications –

- 1. Background**
- 2. Purpose of the Contract**
- 3. Tasks to be performed by the Contractor**
 - 3.1 Description of tasks**
 - 3.2 Guidance and indications on tasks execution and methodology**
- 4. Expertise required**
- 5. Time schedule and reporting**
- 6. Payments and standard contract**
- 7. Price**
- 8. Selection criteria**
- 9. Award criteria**

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:

-
-
-

It should be noted that the contract will *not* be awarded to a tenderer who receives less than 70% on the Award Criteria.

- 10. Content and presentation of the bids**
 - 10.1 Content of the bids**
 - 10.2 Presentation of the bids**