



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Employment and Social Governance
Social dialogue

EaSI

Strengthening the role of social partners in mitigating the economic and social impact of the COVID-19 crisis

CALL FOR PROPOSALS

VP/2020/012

**Questions should be sent by email to:
empl-vp-2020-012@ec.europa.eu**

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

This text is available in English

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

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

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This call for proposals is financed under the **European Programme for Employment and Social Innovation "EaSI" 2014-2020**¹ which is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

The 2020 annual work programme for grants and procurement for the European Union Programme for EaSI was adopted on 30 October 2019 as Commission Decision C(2019) 7630, and was amended on 22 April 2020 by Commission Decision C(2020) 2377 and 8 December 2020 by Commission Decision C(2020) 8560. Commission Decision C(2020) 8560 introduced in section II.2 Grants, point 2.3.6b. the basis for this call.

1.2. Policy and economic background

The financed measures should help the cross industry social partner organisations to contribute to addressing the overarching EU employment and social policy challenges as laid down in particular in:

- the Political Guidelines presented by Ursula von der Leyen in “A Union that strives for more – My agenda for Europe” and the Commission Work Programme 2021;
- Commission communications “A Strong Social Europe for Just Transitions”, “The European Green Deal”, the “European Digital Strategy” and “European Skills Agenda for sustainable competitiveness, social fairness and resilience”;
- The joint proclamation of European Parliament, Council and Commission of November 2017 on the European Pillar of Social Rights;
- the Annual Sustainable Growth Strategy, the Joint Employment Report and the recommendations addressed to the Member States in the context of the European Semester.

1.3. Main Purposes

In line with Principle 8 of the European Pillar of Social Rights, this call is targeting European and national cross-industry and sectoral employer and trade union organisations and especially the ones mostly affected by the COVID-19 crisis and being in the most vulnerable situation with a view to ensure their activities and to address the employment and social impact of COVID-19 crisis and strengthen the resilience of workers and employers organisations in the context of COVID-19.

¹ REGULATION (EU) No 1296/2013 <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

2. Objective(s) – Priorities – Types of actions - Expected Results

2.1 Objectives – Priorities

The consequences of the COVID-19 crisis have created extraordinary and unprecedented challenges for social dialogue.

The call aims at supporting exchanges and dissemination of good practices, innovative approaches and experience, and mutual learning at European level in order to sustain social dialogue activities in the context of the COVID-19 crisis and help national social partners to continue playing their important role in developing and implementing joint responses or contributing to national efforts to protect jobs and support economic recovery strategies.

As underlined in the 2021 Annual Sustainable Growth Survey², the COVID-19 pandemic has not only highlighted the urgent need to address long-standing challenges that affect the fairness in society but shown specifically the need to create a fairer and more sustainable business environment and rethink working conditions in many sectors, which is a genuine objective for social partners.

In July 2020, all cross industry social partners have jointly called upon the Commission to consider the impact of the COVID-19 pandemic on the employers' and workers' organisations, in order to maintain these organisations' capacity to act as social partners both at national and at EU level and help them protect their staff related to these activities, who might otherwise need to be laid off as a result of this crisis.

At the Tripartite Social Summit of 14 October 2020 the President of the European Commission Ursula von der Leyen, the President of the European Council Charles Michel and the German Chancellor Angela Merkel praised the key role played by social partners during the COVID 19 crisis and stressed they will be essential for making the recovery a success and for anticipating, preparing and managing future change.

Definitions used in the context of this call:

a) "social partner organisation" is either an organisation representing workers – often also referred to as "trade union" – or an organisation representing employers. They engage in some form of "social dialogue", discussing and often negotiating such issues as wages, working conditions, training, etc.

b) European-level social partner organisations (or "European-level social partners"): either organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list can be found here) or other European social partner organisations fulfilling the definition of social partner organisations representing workers (also referred to as trade union) or employers at regional, national or European level that are engaged in "social dialogue" i.e. the discussion and negotiation of wages, working conditions, training, etc. that are not included in this list, but which: (1) demonstrate that they represent several national social partners (fulfilling as well the definition above); (2) have a mandate of these organisations to engage in social dialogue at European level on their behalf; and (3) are involved in the preparation and functioning of European social dialogue at sector level.

² <https://eur-lex.europa.eu/legal-content/en/TXT/?qid=1600708827568&uri=CELEX:52020DC0575>

2.2 Description of the activities to be funded / Type of actions

The call intends to support sharing good practices at European level based on the work of the national social partners. The types of activities which may be funded under this call for proposals include:

- promoting and participating in national bi-partite and tripartite social dialogue and collective bargaining to protect jobs and support the economic recovery;
- to fulfilling their role in European social dialogue around the COVID-19 crisis at the cross-industry and sectoral levels in its different dimensions of information exchange, consultation, negotiation and joint action, in particular in the context of the Commission's priorities and the European Pillar of Social Rights;
- keeping awareness of European social dialogue and improved capacity to participate in it, including in the context of increasing involvement of social partners in the European Semester process and the implementation of the Recovery and Resilience Facility;
- undertaking relevant analytical or training activities;
- continuing the preparation, monitoring, follow-up and/or implementation of joint texts agreed at the cross-industry and sectoral levels.

For all of the above, strengthening the capacity of the national social partners and mitigating the impact of the COVID 19 crisis, based on cooperation between EU-level cross-industry and national social partners, will be paramount.

2.3 Expected outputs/results

Improved social partners' capacity notably for joint responses or contributions to national efforts to protect jobs and support economic recovery strategies, especially relating to the COVID 19 impact.

2.4 Monitoring

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached or will be provided.

The Commission will monitor the action for the EaSI programme through the information provided in the specific Annex to the Grant Agreement. The reporting template is published on the respective EaSI call page <https://ec.europa.eu/social/main.jsp?catId=629&langId=en>

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data also to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the

individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors have to be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

A model privacy statement is available on the Europa website of the EaSI programme:

<https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>

2.5 General requirements for the activities to be funded under EaSI

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

Hence, in designing, implementing and reporting on the activity, beneficiaries must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

3 TIMETABLE -

	Stages	Date or period
a)	Publication of the call	15 February 2021
b)	Deadline for questions and requests for clarification	16 April 2021
c)	Deadline for submitting applications	26 April 2021 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET)

d)	Evaluation period (indicative)	May 2021
e)	Information to applicants (indicative)	June 2021
f)	Signature of the grant agreements (indicative)	July 2021
g)	Starting date of the action (indicative)	September 2021

3.1 Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

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 programme instead of indicating the name of the month or the date.

No expenditure can be incurred before the date of submission of the application. Any expenditure incurred before the signature of the Grant Agreement may be considered eligible but it will be at the applicant's risk if the applicant cannot demonstrate the imperative need for starting the action prior to signature of the agreement.

Indeed, an action grant may be awarded for an action, which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

The project's duration should indicatively be between between 12 and 24 months.

4 AVAILABLE BUDGET AND CO-FINANCING RATE

4.1 Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at 5,000,000 EUR.

The EU grant requested should indicatively be between 1,000,000 and 5,000,000 EUR. The Commission reserves the right not to distribute all the funds available.

The Commission reserves the right to increase the amount of the funds, if available, and distribute them to proposals admitted in the possible reserve list. This top-up of the budget is limited to 20% of the initial budget of the call.

4.2 Co-financing rate

Under this call for proposals, the EU grant may not exceed 95 % 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 sources other than the European Union budget³.

5 ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications (meaning, the application form, including budget, description of the action and 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 complete application form (including all documents specified in the check-list) by post or courier service (one original dossier and one copy; see section 16).

Failure to comply with one of the above requirements may 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 submitted in any of the official languages of the EU will be accepted. In this case, applications shall be accompanied by an executive summary in English, French or German (see checklist, point 3).

6 ELIGIBILITY CRITERIA

6.1 Eligibility of the applicants (lead and co-applicants) and affiliated entities⁴

Please be aware that eligibility criteria must be complied with for the entire duration of the grant.

For British Applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁵ on 1 February 2020 and in particular Articles 127(6)⁶, 137⁷ and 138⁸, for actions still under the Multiannual Financial Framework (MFF) 2014-20 the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or

³ Letters of commitment are required from co-applicants, any associate organisations and any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

⁴ See section 2 of the Financial Guidelines for definitions.

⁵ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

⁶ Art 127 (6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (*extract*).

⁷ Art. 137. The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (*extract*)

⁸ Art. 138 Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (*extract*)

established in the United Kingdom even after the transition period has expired on 31/12/2020. UK residents and entities are therefore eligible to participate under this call.⁹

a) Place of establishment

Applicants (lead and co-applicants) must be properly constituted and registered legal entities, having their registered office established in the participating countries of the Progress axis.

Legal entities properly established and registered in the following countries are eligible as lead applicants:

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement;

Legal entities properly established and registered in the following countries are eligible as co- applicants:

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, North Macedonia, Montenegro, Serbia and Turkey¹⁰

b) Type of entities

To be eligible, lead applicants and co-applicants must be social partner organisations at European level (in application of Article 197 2. (c)) of the Financial regulation. Social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met).

c) Consortia¹¹

Actions must involve consortia.

The grants shall be awarded to a consortium of a lead applicant and one or more co-applicants.

The lead applicant must be a cross-industry social partner organisation at European level. The lead applicant can represent workers or employers.

⁹ On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as if it was a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020)

¹⁰ Other candidate and potential candidate countries would also participate in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (VP/2020/012) their eligibility.

¹¹ Letters of mandate, authorising the lead applicant to submit the proposal and to sign the Grant Agreement on their behalf must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see checklist points 5 and 6. Letters of commitment are also required from any associate organisations (participation on a no-cost and no financial contribution basis).

d) Affiliated entities

Affiliated entities to the applicant(s) are NOT eligible to receive funding under this call for proposals

e) Associate organisations¹²

An associate organisation can participate in the action but may not declare eligible costs.

Conditions for rejection

For consortia, if the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this co-applicant will be removed from the consortium. The related activities and the forecasted costs will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without the said co-applicant's activities and costs. If the application is accepted for funding, the Commission would propose to award the funds with the necessary corrections and request a revised work plan and budget from the applicant, to be adapted as appropriate.

6.2 Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in eligible participating EaSI countries (see section 6.1).

b) Types of activities

The grant will finance 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 subcontracted.

(d) Financial Support to third parties (national social partner organisations)

Financial support to third parties as defined in point 3 of the Financial Guidelines is eligible under this call.

In accordance with article 204 of Financial Regulation, the maximum amount of financial support that can be paid to a third party may exceed EUR 60,000 considering that the objectives to support social dialogue in the context of the COVID-19 crisis would be overly difficult to achieve otherwise¹³ (see also section 2.1 of the call).

¹² See section 2 of the Financial Guidelines for definitions

¹³ In accordance with Art. 204 of the Financial Regulation, the maximum threshold of EUR 60 000 of financial support may be exceeded where achieving the objectives of the actions would otherwise be impossible or overly difficult.

Applicants shall use “financial support to third parties” to share at least 80% of the funding with other national social partners.

In that regard, the grant application shall include:

- an exhaustive list of the types of activities for which a third party may receive financial support out of a fixed list to be submitted in the application. This list is in any case limited to the activities mentioned under point 2.2;
- the definition of the persons or categories of persons which may receive financial support,
- the criteria for awarding financial support;
- the maximum amount to be granted to each third party and the criteria for determining it. The ceiling for the maximum amount to a third party is set at EUR 200,000.

For further details on the rules and ceilings governing financial support to third parties, please refer to Annex III attached to the text of this call (Implementing Guide).

6.3 Ineligible activities

The following types of activities are not eligible for EU funding:

- Volunteers’ work is accepted as an activity but volunteers’ costs in the meaning of art 181(8) and 190(2) of the Financial Regulation are not eligible for reimbursement.
- Lobbying

7 EXCLUSION CRITERIA

Applicant(s) (lead applicant and each co-applicant) must sign a declaration on their honour signed in their name certifying that they are not in one of the situations referred to in article 136 and 141 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>.

7.1 Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or

by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3 Rejection from the call for proposals

The Commission shall not award a grant to an applicant who:

- a. is in an exclusion situation established in accordance with Section 7.1; or
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or
- c. was previously involved in the preparation of calls documents used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

Administrative sanctions may be imposed on applicants where applicable, who are guilty of misrepresentation, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8 SELECTION CRITERIA

The lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested.

Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1 Financial capacity

Considering the nature of the action, the lead applicant and each co-applicants must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain their activities for the period of the activities and to help finance it as necessary.

The lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (for applicants whose grant is ≤ EUR 60 000):

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 4);

The Commission may nevertheless request further information or documents at any stage of the procedure to proceed with verifications and take various proportional measures depending on the level of weaknesses identified. Mitigating measure 3 "financial guarantee" may not be applied for low value grants.

b) For applicants whose grant is > EUR 60 000:

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 4); and
- Annual balance sheets and profit and loss accounts for the last two financial years available (see checklist point 15)
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form

c) Grants for an action > EUR 750 000 per applicant

- the information and supporting documents mentioned in point b) above and
- an **audit report** produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available (see checklist point 16).

Please note that the above thresholds apply to each applicant not to the consortium as a whole.

The financial capacity will be evaluated on the basis of the following two ratios:

- A **first ratio** between the total **assets** in the applicants' balance sheet and **the part of the project budget** for which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

- Formula for each applicant in the case of consortia: applicant's own assets/part of the budget of the action corresponding to that applicant > 0.70
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- A **second ratio** between the **1st prefinancing and the annual total revenue**. For each (co)-applicant the share of the 1st prefinancing is equal to his share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0.70

- Formula for each applicant in case of consortia: 1 st prefinancing corresponding to that applicant/annual total revenue per applicant < 0.70
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If as a result of the application of the two ratios, an applicant or co-applicant is found not to be strong on one of the two ratios while being strong on the other one, then it will be considered as not having a strong capacity.

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

If a co-applicant is considered not to have a strong financial capacity, the case will be further analysed; this may include among others a re-evaluation of the application without the co-applicant and the foreseen activities and costs for the concerned co-applicant. If, after this re-evaluation, the application is selected without the said activities, the work plan and costs will have to be adapted.

If, after this re-evaluation, the application cannot be selected e.g. because the eligibility criteria are not fulfilled anymore, the Commission **may** propose various proportional **mitigating measures**:

1. propose a Grant Agreement without pre-financing;
2. propose a Grant Agreement with a pre-financing paid in several instalments;
3. propose a Grant Agreement with 1st or total pre-financing payment(s) covered by (a) financial guarantee(s);
4. propose a Grant Agreement with joint financial liability of 2 or more applicants;
5. propose a Grant Agreement with a mix of the previous measures 2, 3 and 4.

In the case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1st or total pre-financing depending on the financial weakness, in order to limit the financial risks linked to the pre-financing payment (not applicable for low value grants, see point 8.1 a) above).

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

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2 Operational capacity

Lead applicants and each co-applicant must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action as well as the ability to implement it. Applicants must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

In particular, the project manager must have:

- A minimum of 2 years of professional experience in the field of social dialogue and/or industrial relations;
- At least B2 level in English, French or German .

The operational capacity of the lead and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting elements:

- the information provided in section E.1 of the SWIM application form on the operational structure of the lead applicant and co-applicant(s) and on previous and current actions undertaken by them;
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing their professional experience and language level; the CV should include a specific section on experience in social dialogue and industrial relations, showing clearly that the requirement of minimum two years of experience is met;
- Declaration on honour signed by the legal representative, including operational capacity to carry out the action.

If the lead applicant for consortia 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 re-evaluated without this co-applicant¹⁴. In addition, the foreseen activities and costs of the non-selected co-applicant will be removed from the granted budget. If the application is selected without the said activities, the work plan and costs will have to be adapted.

9 AWARD CRITERIA

The proposals which fulfil the eligibility and operational capacity criteria will be assessed on the basis of the following award criteria:

¹⁴ This includes a re-evaluation of the eligibility of the modified consortium.

RELEVANCE (40)

- 1) The extent to which the action meets the objectives, the priorities, activities and results of the call for proposals and contributes to European social dialogue (maximum possible score: 20)
- 2) The transnational dimension of the action¹⁵ (maximum possible score: 20)

QUALITY (30)

- 3) The quality of the action, including the degree of involvement and commitment of the partners in the action and the appropriateness of the internal working arrangements¹⁶ (maximum possible score: 15)
- 4) The cost-effectiveness of the action and the clarity and completeness of the budget explanation, including about financial support to third parties support¹⁷ (maximum possible score: 15)

RESULTS AND IMPACTS (30)

- 5) The concreteness of the expected results of the action (maximum possible score: 15)
- 6) The arrangements to publicise the action and disseminate the results, and to ensure the action's impact and/or multiplier effect¹⁸ (maximum possible score: 15)

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 total mark;**
- **the score for criterion 1) is at least 50% of the maximum mark for that criterion, i.e 10 points.**
- **the score for criterion 2) is at least 50% of the maximum mark for that criterion, i.e 10 points.**

10 LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the coordinator in the case of multi-beneficiary Grant Agreements.

The two copies of the original agreement must be signed by the coordinator and returned to the Commission immediately. The Commission will sign them last.

¹⁵ Letters of commitment must be submitted from each co-applicant and 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.

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 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.

¹⁸ The multiplier effect refers to how the project and its results will promote change in other fields, such as geographical, sectoral and thematic.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

The model Multi-Beneficiary Grant Agreement is/ published on the Europa website:
<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

There is no alternative to this/these model(s) in the context of this call. In specific cases, international agreements conditions may apply (except for the co-financing requirement).

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

11 PUBLICITY/SOURCES OF FUNDING

By the beneficiaries

Beneficiaries must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

*"This (publication, conference, video, <xxx>) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult:
<http://ec.europa.eu/social/easi>"*

The European emblem must appear on every publication or other material produced. Please see: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence.

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

"The information contained in this publication does not necessarily reflect the official position of the European Commission"

In addition to these minimum requirements, references specified in the text of the call for proposals must also be specified.

If these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission¹⁹

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU²⁰:

- name of the beneficiary
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²¹ if he/she is domiciled within the EU or equivalent if domiciled outside the EU
- subject of the grant,
- amount awarded

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

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

12 DATA PROTECTION

12.1 Before the grant agreement's signature:

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at :

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/104622. For more information see the Privacy

¹⁹ Articles 38 & 189 FR

²⁰ Article 189 2. FR

²¹ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

²² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

Statement on:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_eds_en.pdf

12.2 Once the grant agreement is signed:

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679²³

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725²⁴

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7 of the General Conditions of the model grant agreements.

13 FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

a) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts intended to cover the purchase of services and/or goods, equipment etc. **necessary for the implementation of the action**), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary must clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU²⁵ or contracting entities within the meaning of Directive 2014/25/EU²⁶ must comply with the applicable national public procurement rules.

²³ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

²⁴ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

²⁵ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

²⁶ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

Beneficiaries may also subcontract **tasks forming part of the action**. If they do so, they must ensure that, in addition to the above-mentioned conditions for “implementing contracts” including best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

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

- if selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least three different tenderers, including proof that they have publicised their intention on their website and provided a detailed description of the selection procedure.
- 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 to this call. The draft tender specifications should be submitted in English, French or German.

14 PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is specified in point 14 of the "Financial Guidelines for Applicants". 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, by the deadline set in section 3 c).

The SWIM electronic application form is available until midnight (Brussels time) on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, blue ink 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 blue ink signed and sent in **2 copies** (one marked “original” and one marked “copy”), including all documents listed in section 16, by the deadline set in section 3(c), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

European Commission
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2020/012 – DG EMPL
CAD J-27 00/120
B-1049 Bruxelles - BELGIUM

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence : postmark
- b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals²⁷ must be received by the European Commission by 16.00 (Brussels time) of the date indicated in section 3c) at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2020/012 – DG EMPL.A2
Avenue du Bourget, 1
B-1140 Evere

At that time the European Commission's Central Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence 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 explicitly requested in writing by the European Commission (see section 13).

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

²⁷ This option is not privileged in case the Coronavirus crisis lasts until this date

15 COMMUNICATION

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.

The Commission may, on its own initiative, inform the public of any, error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

The Commission therefore advises you to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

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

`empl-vp-2020-012@ec.europa.eu`

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

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

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 entity(ies), 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 in EN) at regular intervals on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. 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-2020-012@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.

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

16 INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

16.1 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 16.2).

The description of the action and work plan must be written using the template available in SWIM. 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.

Proposals should include inter alia the mandatory activities in the description of the action and the work plan and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants or associate organisations must be clearly explained.

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

The detailed work plan (see checklist point 10) should not repeat information that is already provided in the SWIM application form .

- 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.
- It can 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.

16.2 Required documents

The table in annex includes the documents that must be provided, including the documents mentioned in 16.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later 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). It also indicates where originals are required. We recommend that applicants use this table as a **checklist** in order to verify compliance with all requirements.

While some information must 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 must be used as well as which and where free format documents can be uploaded electronically.

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

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and 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 and international organisations. All the listed documents must be provided 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 letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2020/012/xxxx) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	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 14. <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	Executive summary (if necessary)	Executive summary in EN, FR or DE (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
4	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 and include the application's reference number generated by SWIM (VP/2020/012/XXXX). Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <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"/>
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement (for associate organisations) and specify the amount of any funding provided (for third parties). 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.	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal/capital link with lead or co-applicant	N/A	--	--	--	--	--	<input type="checkbox"/>
8	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"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
10	Description of the action and work plan	This is a separate free-format document which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme.	✓	--	--	--	--	<input type="checkbox"/>

		Applicants are encouraged to submit the document in English, French or German. See Section 5.						
11	Budget Explanation for the project	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. The paper version must be identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify items of the proposed budget. 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. All the information about the financial support to third parties must be clearly detailed in this document. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.	✓	--	--	--	--	☐
12	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	--	--	--	☐
13	Declaration certifying the competence of the project team	Point 13 not applicable	--	--	--	--	--	☐
14	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section D.3) – free format]	✓	✓	--	--	--	☐
15	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts (last 2 years), including assets and liabilities, specifying the currency used. (not applicable to applicants to receive grants below 60,000.00 EUR)	✓	✓	--	--	--	☐
16	Audit report	For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the two last financial years available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available. In case of consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English, French or German. See Section 5.	✓	✓	--	--	--	☐
17	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex II of this call.	✓					

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	Originally signed?
1	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.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	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).	✓	--	--	--	✓

ANNEX I:

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>



**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 related to the financial and technical capacity of the bidders
9. Award criteria related to the quality of the bids received

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]

ANNEX III: Implementing Guide