

Measure 3: Support for projects initiated by civil society organisations

The aim of this measure is to support concrete projects of civil society organisations from different participating countries. A variety of organisations, established at local, regional, national or European level, can be involved. These projects should raise awareness on issues of European interest and on concrete solutions that can be found through cooperation or coordination at European level.

The concept

Projects initiated by civil society organisations should correspond to at least one of the following features:

- Action:

The partners should plan, implement and exploit together the results of an action in line with the objectives, priorities and horizontal features of the Programme. This action can take a variety of forms, for example seminars, thematic workshops, production and dissemination of publications, information campaigns, artistic workshops, actions related to amateur sport, training seminars, hearings, exhibitions, grass roots projects, etc.

- Debate:

The project should consist in stimulating and organising debate related to the objectives, priorities and horizontal features of the Programme involving for example the members of the organisations implementing the project, other civil society organisations, other types of organisations, institutions or decision-makers, European citizens, etc.

- Reflection:

The project should consist in organising, nourishing and structuring reflection on European values, European citizenship and democracy involving civil society organisations of all kinds but also, for example, experts, decision-makers, citizens. Special attention should be given to reflecting the cultural and spiritual diversity of Europe. The project could include for example a colloquium, preceded by an opinion poll and followed by a publication in the media.

- Networking:

The project should aim at setting the basis for, or encouraging the development of, long-lasting networking between many organisations active in the field. Such networking could lead to active cooperation, combining and structuring the different elements described above.

What are the eligibility criteria?

Eligible applicants

To be eligible, the applicant must:

- be a non-profit-making organisation with a legal status and legal personality. Consequently, natural persons - i.e. individuals- are not eligible.

For example: non-governmental organisations, platforms, networks, associations and federations, think tanks, trade unions, educational institutions, religious organisations, organisations active in the field of voluntary work and amateur sport, etc.

- be established in a participating country.
- have the appropriate qualifications and requisite financial as well as operational resources to complete the project.

Eligible projects

Eligible projects must be based on a transnational partnership, which implies the active, intellectual collaboration of the partners on the project, from its planning, to its implementation and its follow-up.

Each project must associate the applicant organisation and at least one other partner organisation from another participating country which must fulfil the same eligibility criteria as the applicant organisation, described above. Each project involves therefore at least two organisations from two different participating countries. At least one of these countries must be a Member State of the European Union.

To be eligible, projects must correspond to the objectives, priorities and horizontal features of the Programme.

They must take place in one of the participating countries.

Eligible applications

Only applications received within the deadlines set, and submitted using the official form for civil society projects, which must be completed in full, signed and accompanied by all the required supporting documentation, will be considered.

The application form and all supporting documentation must be signed and dated by the person authorised to enter into a legal commitment on behalf of the applicant.

The EACEA reserves the right not to consider applications which are incomplete on the final date for submission of applications.

Applications must be typed. Handwritten applications will not be accepted.

The application form and supporting documentation must be submitted **in duplicate** (one original clearly marked as such and one copy).
Please refer to the check list included in the application form.

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| <p style="text-align: center;">Mandatory documents to accompany the application form are as follows:</p> |
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- an official covering letter on the applicant's letterhead, introducing the application, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant;
- the official application form for civil society projects, duly completed in full, dated and signed (original signatures required) by the person authorised to enter into a legal commitment on behalf of the applicant.

The application form will vary depending on whether the application is submitted on the basis of lump sums and flat rates or a detailed budget. The elements required to calculate the grant are set out in the section on financing.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/action2/measure3/call2007_en.htm

The application form must be accompanied by:

- the required Curricula Vitae, namely the CVs of the heads of the applicant organisation and of each partner organisation, as well as the CVs of any speakers, moderators or trainers.
- a summary of the project in English, French or German.
- financial identification form (bank details), completed by the applicant and certified by the bank. Applicants should have the form stamped with the bank's stamp and signed by the bank's representative. Care should be taken to enter the complete IBAN number. The financial identification form is available on the following website:

http://ec.europa.eu/budget/execution/ftiers_en.htm

- the 'Legal Entity' form, duly completed and signed by the applicant.

This form must be accompanied by a copy of the resolution, law, decree or decision establishing the entity concerned, or alternatively any other official document attesting to the establishment of the entity.

If the entity has a VAT number, the 'Legal Entity' form must be accompanied by a copy of an official document confirming it is subject to VAT, if the VAT number is not shown on the official document referred to in the previous paragraph.

The 'Legal Entity' form can be found on the following website:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

- the Articles of Association of the applicant, or an explanatory declaration signed by the person authorised to represent the organisation in cases where it is exempt under national regulations from the requirement to have Articles of Association;
- the applicant's profit and loss account and balance sheet for the last complete financial year, certified by the signature of the person authorised to enter into a legal commitment on behalf of the applicant;

For applicants requesting a Community grant in excess of €25,000:

- the 'Financial Capacity' form, duly completed by the applicant. This form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/action2/measure3/call2007_en.htm

NB. Applicants requesting a Community grant of less than 25,000 euros are not required to complete the 'Financial Capacity' form but are required to certify, on their honour in the application form, that their organisation has the financial capacity to carry out the project.

Duration

The project must start **between 1 July and 1 December** of the year for which they submitted their application (n).

The project must finish **no later than 30 June of the following year** (n+1). Applications must clearly state the project starting and finishing dates (dd/mm/yy).

The maximum duration of projects is **12 months**. Applications for projects of a longer duration will not be accepted.

What are the award criteria?

The eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria

The quality of the project will be defined by:

- the **relevance** of the proposed activities
- to the objectives of the Europe for Citizens Programme
- to the Priority themes of the Europe for Citizens Programme
- to the horizontal features of the Europe for Citizens Programme

- to the concept of this measure as described above
- to the target group(s) of the project
- the **coherence and completeness of the action plan**, revealing the methods chosen for addressing the theme and showing how, when and by whom the different tasks will be carried out;
- the **expected impact** of the action
- on the target group(s), and how this will be achieved using the project's final products;
- on the potential development of sustainable networks of cooperation.
- the **visibility** of the project and its planned follow-up, including:
 - measures to raise awareness about the project in the broader public
 - measures to raise awareness about its results at different political levels

Quantitative criteria

The following projects will be given special attention:

- projects with a strong transnational dimension, involving partner organisations, participants, speakers, etc. from a large number of countries participating in the Programme
- projects involving partners from Member States which joined the EU before 1 May 2004 and those which acceded as from that date
- projects involving different types of organisations, therefore contributing to 'cross-fertilisation' between the different stakeholders of this Programme
- projects mobilising a large number of European citizens or a variety of European citizens (for example different age groups or religious groups)

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present clear and complete documentation with a detailed, well structured and informative programme of the project.

Some hints:

- explain what objectives you would like to achieve, why you chose it and why it is relevant for the objectives and priorities of the Programme;

- explain what is the target group and why this group was chosen;
- make a detailed action plan, indicating which tasks will be carried out, by whom and when;
- describe the role of all partner organisations in the planning, implementation and follow up of the project;
- if you are organising an event, describe precisely its format, its agenda, the participating groups, the methods and tools that will be used etc;
- if are planning to create a ‘product’, like publications, internet sites, etc., describe it precisely and, if possible, submit a model;
- present what follow up you intend to give to your project and to the cooperation with your partner(s);
- explain how you will ensure the visibility of the project.

When to apply?

There is one annual deadline for the submission of applications under this measure, which is **15 February each year for projects starting between 1 July and 1 December of that year.**

How to apply?

Applications can be either:

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services or by the courier service;

or

- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Civil society projects’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of application

Applicants will be informed in writing of the receipt of their application.

- Eligibility of application

Only applications that fulfil the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of project

It is planned to inform applicants of the outcome of the selection procedure by **June each year**.

The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/compendia/index_en.htm

All applications selected will be subject to financial analysis. In this context, the EACEA may request the applicant to supply further information or guarantees.

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that applicants of successful applications shall be awarded a grant decision, as from **June each year**.

How is the activity financed?

The system for calculating the grant based on flat rates and lump sums is being introduced to simplify the management both for the EACEA and for the beneficiaries. This system will be evaluated on the basis of its results and may be developed or modified.

Under this measure, the grant can be calculated following two different methods, corresponding to different approaches and to which specific rules apply:

- **Flat rates and lump sum based grants for ‘event projects’**

Experience shows that most projects proposed by civil society organisations are composed of different kinds of events. A simplified type of grant calculation will be applied to this category: the grants are calculated based on the number of participants in the events. Additionally, a lump sum will be allocated based on eventual final products (publication, DVD/CD-ROM, internet site).

'Event projects' consist of conferences; seminars; colloquia; workshops, debates; hearings; meeting days; study days; creative workshops; training activities; socio-cultural activities.

This system of lump sums and flat rates enables the amount of the grant to be calculated on the basis of a fixed sum per participant per day; the beneficiary is at liberty to decide how to use the grant when implementing the project. A calculator, inserted within the application form, enables the potential grant to be automatically calculated. A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report. The only requirement will be the submission of a report detailing the implementation and results of the project, a list of participants and copies of any items produced. Additionally, for statistical purposes, beneficiaries will be required to supply a summary breakdown of final project income and expenditure.

- **Budget based grants for 'production and realisation projects'**

Grants for projects mainly composed of activities other than events are calculated based on a detailed provisional budget. The grant requested in that case may not exceed 60% of the eligible costs of the action concerned. Payment of the grant will be based on a detailed final statement accompanied by supporting documentation for the expenditure.

'Production and realisation' projects consist mainly of publications; websites; TV/radio broadcasts; production of audio-visual material; opinion polls; studies; analysis; production of education and training materials; application of new information technologies.

Flat rates and lump sum based grants for ‘event projects’

General provisions

Calculation of the grant is based, firstly, on the number of participants in events and, secondly, on the number and type of communication tools produced. The rate per participant will vary in accordance with the cost level for the country where the activity is occurring.

The grant is not linked directly to specific costs; it will not, therefore, be determined on the basis of a detailed budget, and supporting documents for the expenditure are not required in order to obtain payment of the grant.

The cost of actions which are ancillary or complementary to the organisation of an event have been taken into account when setting the levels of flat rates and lump sums. Accordingly, these technical activities undertaken by the project organisers when preparing or monitoring the project may not be presented as events in their own right.

Only applications for a grant of a **minimum amount of €7,000** will be eligible.

Procedures for calculating the grant

To calculate the total grant, a calculation of the eligible amounts for the items ‘events’ and ‘communication tools’ must be made. The total grant is arrived at by adding the amounts for these two items together.

Item ‘Event’

- Calculation of the grant is based on the number of actual participants per day of the event. A participant can only be counted for one event per day.

One day’s participation by one person = 1 participant day

- A minimum of 3 hours’ activity (excluding reception, meals or social activities) constitutes one day.

Example:

You organise a two-day seminar for 40 people and, in the following month, a one-day workshop for 30 people. The calculation is as follows:

$(40 \text{ people} \times 2 \text{ days}) + (30 \text{ people} \times 1 \text{ day}) = 80 + 30 = 110 \text{ participant days.}$

- The subsidy will cover a **maximum of 400 participant days**.

If the total number of participant days for the project is higher than 400, the grant will be calculated on the basis of a maximum of 400 participant days. The applicant itself will select the 400 participant days to be used.

- The **rate to be applied will differ depending on whether the participant is local or international**:

- The local rate is applied for a participant resident in the country in which the event is taking place.

- The international rate is applied for a participant resident in a country participating in the Programme but which is not the country in which the event is taking place.

- The **rate is variable depending on the country in which the event is occurring**. Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country. There are two rates for each country: one for local participants, the other for international participants.

| Country in which the event is staged | Daily rate for a LOCAL participant (in euro) | Daily rate for an INTERNATIONAL participant (in euro) |
|---|---|--|
| Belgium | 58.05 | 128.48 |
| Bulgaria | 15.84 | 35.07 |
| Czech Republic | 35.98 | 79.64 |
| Denmark | 61.35 | 135.80 |
| Germany | 53.95 | 119.41 |
| Estonia | 28.28 | 62.60 |
| Greece | 40.48 | 89.59 |
| Spain | 48.67 | 107.72 |
| France | 53.70 | 118.86 |
| Ireland | 67.92 | 150.33 |
| Italy | 50.64 | 112.09 |
| Cyprus | 41.12 | 91.01 |
| Latvia | 23.30 | 51.57 |
| Lithuania | 25.67 | 56.81 |
| Luxembourg | 68.41 | 151.42 |
| Hungary | 30.01 | 66.42 |
| Malta | 34.16 | 75.60 |
| Netherlands | 61.31 | 135.69 |
| Austria | 60.47 | 133.83 |
| Poland | 24.58 | 54.41 |
| Portugal | 35.14 | 77.79 |
| Romania | 17.13 | 37.91 |
| Slovenia | 39.39 | 87.18 |
| Slovakia | 27.15 | 60.09 |
| Finland | 55.97 | 123.89 |
| Sweden | 56.52 | 125.09 |
| United Kingdom | 57.55 | 127.39 |

Example 1:

You are organising a three-day conference in Belgium for 80 people, 60 of whom are from abroad, and a one-day seminar in Slovenia for 100 participants of whom 50 are from abroad (340 participant days in total).

The calculation is as follows:

1. Belgium: (60 participants x 3 days x 128.48) + (20 participants x 3 days x 58.05) = €26,609.4

2. Slovenia: (50 participants x 1 day x 87.18) + (50 participants x 1 day x 39.39) = €6,328.5

Total for the item 'Event': €32,937.9

Example 2:

You are organising two events: firstly a one-day conference in Estonia with 150 participants, of whom 42 are from abroad, and subsequently a 3-day symposium in Italy for 125 participants, all of whom are resident in Italy (i.e. a total of 150+375 = 525 participant days, of which 42 relate to participants from abroad).

There are more than 400 participant days in total. The applicant can select the 400 participant days to be used when calculating the grant. Here the most attractive option for the beneficiary is to select the 42 participant days of persons from abroad participating in the Estonia event, and 358 (out of the 375) Italian participant days of persons attending the event in Italy.

The calculation is as follows:

1. Estonia: (42 participant days x 62.60) = €2,629.2

2. Italy: (358 participant days x 50.64) = €18,129.12

Total for the item 'Event': €20,758.32

Item 'communication tools'

The grant is calculated on the basis of the number and type of communication tools produced under the project. The calculation is based on a lump sum. There are three types of communication tools, which must all be:

- specifically linked to the project and produced exclusively as part of it;
- one of the following products with the characteristics shown:
 - a publication:
 - minimum 8 pages
 - not less than 1,000 copies published and distributed.

- DVD/ CD-ROM:

For DVDs:

- a minimum of 15 minutes recorded
- not less than 1,000 copies produced and distributed

If the DVD is used as a CD-ROM:

- minimum 1 GB (excluding photographs)
- not less than 1,000 copies produced and distributed.

- a website:

- with a **EU** domain name
- having links to the site from a minimum of five other independent websites
- which is active for a minimum period of 12 months following the submission of the final report.

The **lump sum is €1,500** per communication tool meeting the defined specification. The figure is the same for all countries.

There is a **maximum limit**. The beneficiary may receive a lump sum for no more than three different communication tools out of those proposed (i.e. no two products of the same type). The maximum total lump sum for the item 'communication tools' is therefore €1,500 for three or more communication tools meeting the specifications defined. The maximum figure for this item is the same in all countries eligible for the programme.

The grant will be calculated automatically when you input project data into the tables designed for this purpose in the application form.

Where a grant is awarded with final approval of the application by the EACEA, a grant decision, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision; a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.

- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.

Final reports, supporting documentation and payment of the balance

The balance of the grant will be paid to the beneficiary after submission to, and acceptance by, the EACEA of a payment request, together with a final project report and the supporting documentation detailed below:

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- a list of main activities; number of participants, etc.;
- an indication of trips made, visits, etc. and their objectives.

For each event organised, details must be provided of the place, dates, total number of participants for each day (including those not taken into account for the purpose of calculating the grant), together with a note of the numbers of local and international participants.

Supporting documents for the item 'Event':

- An original list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, showing the persons who participated in the events organised which were included in the calculation of the grant. A list is to be produced for each event and each day. The list should include the name, function, town/country of residence, email address or telephone number and signature of participants, together with the name of the event and the date in question.

A template to be used for the list can be found on the following website:

http://eacea.ec.europa.eu/citizenship/action2/measure3/call2007_en.htm

Beneficiaries are recommended to print the template for the list before each event, after typing in the participants' names in alphabetical order. Participants will then only have to sign the list on the day of the event. A list must be prepared for each day of the event.

- A copy of the programme for each event and of the documentation distributed, with an indication of the places, dates and timetable.

Supporting documentation for the item 'Communication Tools', where applicable:

- Two originals of publications, CDs, CD-ROMs or DVDs produced;
- The addresses of websites created for the project and of 5 other independent sites providing a link to the site(s) created;
- A copy of invoices for printing and publication, for the creation of the mastercopy, for copying, engraving, creation of the website – or any other supporting evidence.
- A copy of the distribution list for the tools;

The fact that the beneficiary opts for the lump sum system does not obviate the need to keep a precise account of income and expenditure for the project and to retain all supporting documentation.

Payment of the balance:

The final payment under the heading 'events' shall be based upon the actual number of participants (local/international) and the actual number of participant days, and shall not be greater than the maximum foreseen under this heading in the grant decision with a maximum of 400 participant days.

Calculation of the final amount of the grant for 'communication tools' will be based on the actual number of communication tools – within the maximum figure allowed for this item in the grant decision.

If the actual number of participant days for any event or the actual number of communication tools gives rise, on the basis of the system of lump sums and flat rates, to a lower entitlement than that given in the grant decision, the grant will be reduced accordingly.

The beneficiary is, where applicable, required to repay any excess amounts already transferred by the EACEA under the pre-financing payment.

The calculation should be made using the calculator contained in the application form.

Information on actual expenses:

The beneficiary will be required to submit, together with the final report, a summarised, itemised statement of expenditure and revenue linked to the project. This information will be used by the EACEA for statistical purposes (and to amend the flat rates and lump sums in future years, if applicable).

The template for submission of the final statement can be found on the following website:

http://eacea.ec.europa.eu/citizenship/payment_en.htm

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| <p style="text-align: center;">Budget based grants for 'Production and realisation projects'</p> |
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General provisions

The amount of the grant will be calculated on the basis of a balanced, detailed forecast budget, expressed in euro and submitted using the table provided with the application form.

The grant may not exceed a **maximum rate of 60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Applicants must provide proof that the remainder of the total cost of the project is covered by (guaranteed) cofinancing. Under no circumstances will the amount awarded exceed the amount applied for.

The **maximum grant is €5,000**. Grant applications **below €10,000 are ineligible** and will not be considered.

Applications must include a detailed forecast budget expressed in euro. Applicants not established in the euro zone must use exchange rates published in the Official Journal of the European Union, series C, on 1 December prior to submission of the grant application.

The forecast budget must be balanced – i.e. total estimated expenses must equal total expected finance (total expenses = total revenue) from all sources (including the application for a Community grant). The forecast budget must clearly show all eligible expenses.

The applicant must indicate the sources and amounts of all other finance received or requested during the same financial year for the same project or for any other project and activity.

The beneficiary's bank account (and/or subaccount) must make it possible to identify sums paid by the EACEA.

In the event of final approval of the application by the EACEA, a **grant decision**, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision, a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.
- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.

- If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant pro rata.

The EACEA will reduce its grant proportionately on the basis of the rate indicated in the grant decision, and the beneficiary will be required to reimburse sums already paid in excess of the amount due.

- The final statement must be balanced, dated, submitted in euro and signed and certified by the authorised individual as stipulated in the organisation's Articles. The final statement must be submitted in the same format as the draft budget.
- A variance of more than 10% in one item of the forecast budget must be authorised in advance by the EACEA, in accordance with the procedure specified in the grant decision. An increase of more than 10% of that same amount not submitted for prior agreement by the EACEA will not be considered under any circumstances when making the final grant payment.
- Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project. The inclusion in the final statement of expenses not set out in the grant application may lead the EACEA to demand the return of all or part of the grant.

Eligible costs of the project

The only costs which are eligible in the context of this measure are the following.

Eligible direct costs:

- Direct costs, i.e. costs generated directly by the project and indispensable for its implementation. These costs must be necessary and reasonable for the implementation of the project. The project must comply with the principles of sound financial management and with the cost/benefit principle;
- costs generated during the lifetime of the project in accordance with the budget approved by the EACEA and recorded in the beneficiary's accounts in compliance with the accounting principles that apply to them and registered according to the applicable social and fiscal regulations;
- costs which are identifiable and verifiable with original supporting documents;
- personnel costs incurred exclusively in implementing the project: these are eligible only where the accounting systems of the relevant co-organisers can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of expenditure eligibility, and therefore the percentage of personnel costs which can be attributed to project costs. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then

only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means. **The administrative staff costs of the project must not exceed 20% of the total amount of all other direct expenditure;**

- travelling and subsistence expenses for staff on the basis of the per diem scales available on the following website:

http://eacea.ec.europa.eu/citizenship/action2/measure3/call2007_en.htm

- other direct costs associated with the project:
 - information dissemination costs: production costs (publications, books, CD-ROMs, videos, Internet, etc.), translation, dissemination and distribution costs;
 - the cost of consumables and supplies, provided that they are identifiable and assigned to the action;
 - costs arising directly from requirements imposed by the agreement, including the cost of financial guarantees.

The internal auditing and accountancy procedures of the beneficiary shall make it possible to verify that the project-related costs and receipts correspond to the accounting statements and supporting documents.

Eligible indirect costs:

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project. Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary is already in receipt of an operating grant from a Community institution or body.

Ineligible costs:

The following costs are ineligible in the context of this measure:

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;

- exchange losses;
- VAT, unless the beneficiary can show that he/she/it is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);

Voluntary work and other in-kind contributions are often important elements in projects initiated by civil society organisations. In view of simplicity, the value of such contributions is not to be included in the project budget as eligible expenditure. However, applicants are invited to provide information on all in-kind contributions, because they are important elements to be positively taken into account in the qualitative and quantitative evaluation of the applications.

Final reports, supporting documentation and payment of the balance

Payment of the balance of the grant will be made after verification and acceptance of the final statement and supporting documentation for expenditure, and after approval by the EACEA of the final report on implementation of the project.

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- list of main activities; number of participants, etc.;
- indication of trips made, visits, etc. and their objectives.

Supporting documentation:

- Two originals of all items produced / publications
- A detailed final statement of expenditure and income based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/payment_en.htm

- A complete list of invoices, based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/payment_en.htm

- A certified copy of the invoices, sorted and numbered in accordance with the structure of the list referred to in the previous point.

What are the obligations arising from the decision?

General obligations

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By signing the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide, the General Rules of the Programme Guide as well as the general rules on grant decisions available on the following website:

http://eacea.ec.europa.eu/citizenship/action2/measure3/call2007_en.htm

Any changes to the planned activities must be submitted to the EACEA in writing for prior approval. The changes are not allowed to alter the main concept of the project.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If projects are postponed, so that they finish later than specified in the grant decision, an official request must be presented. It must explain why the delay has come about and indicate the proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary. In any event, requests for an extension greater than 3 months will not be accepted.

Who implements this measure?

This action is managed by the EACEA, Unit P7 Citizenship. All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

Support to projects initiated by civil society

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