

## **WARNING**

**Please note that the standard grant agreements/decisions of the Agency are currently under revision due to the entry into force of the new Financial regulation and its Rules of Application as from 1<sup>st</sup> January 2013. For this reason they are not yet annexed to the call. The Agency will publish the draft grant agreements/decisions related to this call as soon as possible and, in any event, in due time before the deadline for the submission of the proposals**

**Please note also that the other documents available are already in line with the new provisions. The Agency reserves, however, the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the changes will be announced in due time before the deadline of the call.**

## **EACEA No 28/2012**

Structural support for European public policy research organisations and think tanks and for civil society organisations at European level

**‘Europe for citizens’ programme, Action 2, Measures 1 and 2  
2013**

## **GUIDELINES**

### **1. INTRODUCTION / BACKGROUND**

#### **1.1 The ‘Europe for Citizens’ programme 2007 - 2013**

This call for proposals EACEA/28/2012 is based on the Decision of the European Parliament and of the Council establishing the ‘Europe for Citizens’ programme to promote active European citizenship for the period between 2007 and 2013 (‘the Programme’). See point 13.4, Applicable rules.

The Programme constitutes the legal basis for this call for proposals, referring to action 2 ‘Active Civil Society for Europe’, Measures 1 and 2, ‘Structural support for European public policy research organisations and think tanks and for civil society organisations at European level’.

#### **1.2 Structural support**

This call for proposals concerns structural support, referred to as operating grants, open to all organisations pursuing an aim of general European interest. Operating grants provide

financial support to cover part of the running costs of the regular and permanent activities of an organisation selected.

The structural support is granted in the form of:

- **annual grants** related to the exercise 2013;
- **transitional grants** offering a transition during the "gap year" 2013, between two multiannual time frames (2010-2012, and, if the proposal for a new Europe for Citizens programme is adopted, 2014-2016).

## **2. OBJECTIVE(S) – THEME(S) – PRIORITY(IES)**

The aim of the call is to select organisations which, through their permanent, usual and regular activities, **make a tangible contribution to the objectives of the ‘Europe for Citizens’ programme** defined under points 2.1 and 2.2 below.

### **2.1. Objectives**

#### **2.1.1 General objectives**

The Programme is intended to contribute to the following general objectives:

- a) Giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- b) Developing a sense of European identity, based on common values, history and culture;
- c) Fostering a sense of ownership of the European Union among its citizens;
- d) Enhancing mutual understanding between European citizens, respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

#### **2.1.2 Specific objectives**

- a) Fostering action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through the activities and cooperation of think tanks and civil society organisations at European level;
- b) Encouraging interaction between citizens and civil society organisations from all participating countries, contributing to intercultural dialogue and bringing to the fore both Europe’s diversity and unity.

## **2.2 Thematic priorities**

### **Priority One - EU: values, rights and opportunities for Citizens**

In 2013 further efforts should be put into raising awareness, reflection and debate on the relevance and implications of EU policies on citizens' daily lives and in removing the remaining obstacles that EU citizens still face. The Europe for Citizens Programme is an important tool in this respect and can make a valuable contribution to increase awareness, understanding and enjoyment of the values, rights and opportunities created by the EU as well as to foster reflection on the cost of non-Europe and to support the preservation of the European memory.

### **Priority Two – Citizens participation in the democratic life of the EU**

Citizens' engagement with issues which constitute the European Union's political priorities is a key element of civic participation. Citizens' engagement and participation is especially important in an economically challenging context and in view of the upcoming European parliament elections. The Europe for Citizens Programme represents a valuable tool for encouraging citizens to share their views on the political programme and concrete actions proposed by the European Institutions and to influence what the agenda should comprise (agenda setting) and how the agenda should be taken forward. Particular attention should be given to citizens' perspectives on the conditions that should be put in place to enable them to further influence and participate in the development of a sustainable and inclusive economy as well to their ideas on ways to improve social cohesion. Civil society should also be invited to further contribute to developing a European Area for Freedom, Security and Justice. Activities shall facilitate the exchange of views with and presentation of results to the appropriate decision-makers on ongoing European policies and their impact on local situations as well as on local issues with a European dimension.

## **3. TIMETABLE**

**Final date for submission** of applications is **15 November 2012 at 12.00 p.m.** (midday Brussels time).

Please read carefully section 13 of this call for proposals concerning the procedures for submitting applications

<b>15 November 2012</b> <b>(12.00 midday Brussels time)</b>	<b>Deadline for the submission of applications</b>
December 2012	Analysis phase - selection of applications (eligibility, exclusion, selection and award criteria)
January-February 2013	Opinion of the Programme Committee followed by a scrutiny right of the European Parliament
<b>February-March 2013</b>	<b>Publication of the selection results on the Executive Agency's website:</b> <a href="http://eacea.ec.europa.eu/citizenship/index_en.htm">http://eacea.ec.europa.eu/citizenship/index_en.htm</a> <b>and written notification to the applicants</b>
<b>March – April 2013</b>	Grant agreements/Decisions sent to the grant holders for signature

This call for proposals could lead to specific decisions by typology of grants and categories of organisations as defined under points 5.3 and 9.

The intention is to inform applicants of the outcome of the selection procedure no later than March 2013.

It is planned that beneficiaries will receive their grant agreement or grant decision by April 2013.

#### **4. BUDGET AVAILABLE**

The total budget available for the co-financing of work programmes is estimated at **7.7 million euro** for 2013. The Executive Agency intends to finance around **52** organisations under this call.

By way of indication, transitional grants will account for about 85% of the budget available and annual grants for around 15%. (see point 9.)

The structural support will be awarded under item 16.05.01 of the General Budget of the European Union.

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

## **5. ELIGIBILITY CRITERIA**

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

### **5.1 Formal criteria**

Only proposals submitted in one of the EU official language, using the official online application form, completed in full, signed and submitted by the specified deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, and all the other documents referred to in the application form.

Applications shall be considered eligible if they:

- a) Meet the conditions defined under points 5.2 to 5.4 below;
- b) Were submitted before the deadline (see point 3);
- c) Were submitted using the official application form (see point 13.3), duly completed in full;
- d) Were signed by the organisation's legal representative;
- e) Are accompanied by all the required supporting documents and documents making it possible to evaluate the applicant's operational and financial capacity (see points 7.1, 7.2 and 7.3);
- f) Have a balanced budget in terms of expenditure and income;
- g) Fulfil the financial conditions of the call under point 9.

### **5.2 Eligible countries**

Applications from legal entities established in one of the following countries are eligible:

- a) **EU Member States:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom;

b) **Croatia**

c) **Former Yugoslav Republic of Macedonia**

d) **Albania**

e) **Bosnia-Herzegovina**

Information concerning the agreements establishing the participation of other countries – in particular Serbia and Montenegro - can be consulted on our website: [http://eacea.ec.europa.eu/citizenship/index\\_en.htm](http://eacea.ec.europa.eu/citizenship/index_en.htm))

### **5.3 Eligible applicants**

#### **Measure 1:**

**A. European public policy research organisations (think tanks).** These organisations provide a link between research and policymaking at European level. They help to find solutions to problems and facilitate interaction between scientists, intellectuals and decision-makers. As there are a great many think tanks working in Europe, this call targets those that essentially focus on the objectives and priorities of the programme as described under point 2, performing activities that go beyond mere research and are not aimed exclusively at specialist groups.

#### **Measure 2:**

##### **B. Civil society organisations working at European level**

- **European umbrella organisations (platforms):** Their mandate is to represent their members (civil society organisations) in Europe, channelling the concerns of the citizens and their member organisations to the EU authorities and informing their members on European policies and on the positions of other stakeholders, while acting as a bridge between their members and the EU authorities.

- **European networks:** These networks are a link between civil society organisations and other stakeholders from eligible countries wishing to cooperate and exchange knowledge and experiences.

- **Organisations performing activities with a significant impact at the European level:** These organisations are neither platforms nor networks, and may apply if they perform activities specifically addressing the objectives and priorities of the programme described under point 2.

##### **C. Civil society organisations for European remembrance.**

- Organisations promoting European ideas and projects through the memory of European personalities such as the founding fathers of the European project or others who have made a significant contribution to later stages of European construction;
- Organisations promoting European ideas and projects underlining the violation of fundamental European values by totalitarian regimes such as Nazism and Stalinism.

In both cases, the activities of the organisations must aim to contribute to a better shared future of civic participation while recalling the importance of the fundamental values at the heart of the European project.

**D. Platforms of pan-European organisations.** The specificity of such platforms is that their members are also umbrella organisations (platforms) on a European level. These pan-European platforms represent a very large number of European citizens and cover a wide range of policy domains (eligible only in the framework of transitional grants).

**To be eligible for an operating grant,** organisations pursuing an aim of general European interest must:

- a) be a non-profit organisation and have a legal personality. Applications by networks that do not have a separate operational structure and their own status may be lodged by the member organisation responsible for coordinating the network;
- b) play an active role in the field of European citizenship as defined in their articles of association or mission statement and correspond to one of the categories mentioned under point 5.3;
- c) perform most of their activities in eligible countries (See point 5.2).

**for an annual grant**

d) to be established legally and have had a legal personality for at least **one (1) year** (on 15 November 2012) in an eligible country;

e) to have the following **geographical coverage**

- European umbrella organisations and European networks must have members in at least **8 eligible countries**;
- Organisations performing activities with a wide impact on Europe must be active in at least **8 eligible countries**.

### **for a transitional grant**

d) to be established legally and have had a legal personality for at least **four (4) years** (on 15 November 2012) in an eligible country;

e) to have the following **geographical coverage**:

- European umbrella organisations and European networks must have members in at least **12 eligible countries**;
- Organisations performing activities with a wide impact on Europe must be active in at least **12 eligible countries**;
- Platforms of pan-European organisations must have at least 6 umbrella organisations among their members, who must be present in the 27 **Member States**.

European public policy research organisations (think tanks) and Civil society organisations for European remembrance do not need to have any specific geographical coverage in order to be eligible.

Private individuals and public bodies are not eligible to apply for this call.

In order to demonstrate its existence as a legal person, the applicant must provide the following documents:

- The Legal Entity identification form duly completed and signed;
- A copy of the articles of association of the organisation;
- An extract from the official gazette/trade register, and certificate of liability to pay VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Applicants can find the appropriate forms on the Europe website at the following address: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

## **5.4 Eligible activities**

The applicants must provide:

- a detailed work programme for a period of 12 months starting in 2013.

The applicant organisation's work programme should cover its statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, and their other recurrent European activities.



The activities must make a **tangible** contribution to the development and implementation of the specific objectives and thematic priorities of this call for proposals. **They must cover at least one specific objective and one thematic priority mentioned under points 2.1 and 2.2.**

The period of eligibility must correspond to the applicant's budget year, as evidenced by the organisation's certified accounts. If the applicant's budget year corresponds to the calendar year, the period of eligibility will be from 1 January to 31 December 2013.

For applicants with a budget year that differs from the calendar year, the period of eligibility will be the 12-month period from the starting date of their budget year in 2013.

## **6. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Union (Council Regulation (EC, Euratom) No 1605/2002 as subsequently amended) and set out below.<sup>1</sup>

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

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as subsequently amended).

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<sup>1</sup> This provision does not apply for grants which are lower than or equal to EUR 60 000. Article 122 (3) FR 2013

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;
- (d) they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants for a grant exceeding EUR 60 000 must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93, and 94 of the Financial Regulation.<sup>2</sup>

## **7. SELECTION CRITERIA**

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

Applicants must have the professional competencies and qualifications required to complete the proposed action or work programme.<sup>3</sup>

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

### **7.1 Operational capacity**

In order to allow an assessment of their operational capacity, organisations applying for a grant above EUR 60 000 must submit, together with their applications:

- the annual activity report for the last financial year available to their application.

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<sup>2</sup> Article 122(3) FR 2013; Article 174 IR. The Authorising Officer may, depending on his risk analysis, request the evidence referred to in art 134 IR

<sup>3</sup> Article 115(1) FR; Article 176 IR.

## **7.2 Financial capacity**

In order to allow an assessment of their financial capacity, organisations applying for a grant above EUR 60 000 must submit, together with their applications:

a) A copy of the certified accounts comprising the profit and loss account and balance sheet for the last financial year for which the accounts have been closed. Please note that the balance sheet must not be more than 18 months old on 1 January of the budget year for which the European Union grant is being requested.

b) The financial identification form completed by the beneficiary and certified by the bank, for which original signatures are required, (see the corresponding financial identification form for each country at the following address: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)).

If, on the basis of the documents submitted, the Executive Agency considers that the financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee (see point 9.2);
- offer a grant agreement/decision without pre-financing;
- make a first payment on the basis of expenses already occurred.

## **7.3 Audit**

The applications for transitional grants must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last year available.

## **8. AWARD CRITERIA**

Once they have been checked to ensure that they comply with eligibility and exclusion criteria (see points 5 and 6) and operational and financial capacity (see point 7), applications that meet such conditions will be examined by an evaluation committee on the basis of award criteria with a view to determining which proposals may be co-financed.

The award criteria to be applied will comprise qualitative criteria, accounting for 80%, and quantitative criteria, representing 20% of the score awarded.

## **8.1 Qualitative Criteria (80%)**

The following factors will be assessed:

### **a) Relevance to the objectives and priorities of the ‘Europe for Citizens’ programme (30%)**

- The degree to which the proposed work programme responds to the objectives and thematic priorities (see points 2.1 and 2.2). All the objectives and thematic priorities are considered equivalent for the purposes of the evaluation.

### **b) Adequacy, coherence and completeness of the work programme (20%)**

- Overall clarity of the work programme.
- Internal coherence of the work programme (coherence between the aims and activities foreseen).
- Feasibility, particularly the timetable for the work programme.

### **c) Impact of the work programme (10%)**

- Probable multiplier effect of the proposed activities on the target public and on the general public.
- Short and long-term impact of the proposed activities at local, regional, national and European levels.
- Adequacy of planned evaluation measures.

### **d) European added value (10%)**

- How the work programme contributes to defining and orienting the European project (e.g. organisation of debates on current political development at EU level, production of studies or position papers on European policies, consideration of future institutional developments for the EU, etc.).

- The involvement and participation of a vast array of different target groups (citizens/specific civil society organisations/institutions/multipliers) in work programme activities, ensuring the exchange of ideas and experiences between different types of stakeholders (cross-fertilisation).

- The contribution of the work programme to creating, developing or strengthening sustainable European partnerships, or to the use of existing partnerships with proven added value (networking).

### **e) The visibility of activities and the dissemination and exploitation of results towards European citizens and other stakeholders (10%)**

- The extent to which the activities of the planned work programme will become visible and be communicated (expected media coverage).

- Strategies and measures devised to facilitate a transfer of successful results to citizens and other stakeholders (public authorities, institutions, etc.) at national and European levels.

## **8.2 Quantitative Criteria (20%)**

The following factors will be assessed:

a) The number of eligible countries involved in the activities of the work programme (10%).

b) The number of potential direct and indirect beneficiaries (10%).

On a subsidiary basis, for the countries which are manifestly under-represented, and respecting fair treatment as regards the quality, the Commission and the Executive Agency reserve the right to ensure a balanced geographical distribution of the selected projects for each action.

## **9. FUNDING CONDITIONS**

An EU grant is an incentive to carry out activities that would not be possible without the support of the Union. It is based on the principle of co-financing. The EU grant supplements the applicant organisation's own financial involvement and/or any national, regional or private support it may have obtained.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The award of a grant does not establish an entitlement for subsequent years.

**Union financial aid may not exceed 80% of the eligible provisional expenses except for platforms of pan-European organisations described under point 5.3 D, for which the ceiling is set at 90%.**

For organisations that have already received EU grants, the co-financing rate for 2013 may not exceed the percentage authorised during the previous years.

The total expenses submitted for 2013 may not exceed 10% of those for 2011.

Moreover, the maximum grant awarded by category is set as follows:

Category	Annual Grant ceiling	Transitional Grant ceiling	Percentage of co-funding
	<i>At least 1 year of existence</i>	<i>At least 4 years of existence</i>	
A. Think tanks :	100.000€	500.000€	80%

	<i>At least 1 year of existence &amp; 8 countries involved</i>	<i>At least 4 year of existence &amp; 12 countries involved</i>	
B. Civil society organisations at European level, promoting citizenship at European level:	100.000€	500.000€	80%
C. Civil society organisations dedicated to Remembrance of the origins of the European integration:	100.000€	250.000€	80%
		<i>At least 4 year of existence &amp; 27 Member States involved</i>	
D. Platforms of pan-European organisations :	N/A	700.000€	90%

### 9.1 Contractual provisions and payment procedures

In the event of definitive approval by the Agency, a grant agreement or a grant decision, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary depending on the amount granted and the place where it is legally established.

- *The Grant Agreement* : The 2 copies of the original agreement must be signed by the beneficiary and returned to the Executive Agency immediately. The Executive Agency will be the last party to sign them. The Grant Agreement applies to operating grants above 250.000 euro and to all the cases if the beneficiaries are established outside of the EU.
- *The Grant Decision*: is a unilateral act awarding a subsidy to a beneficiary. Contrary to the Grant Agreement, the beneficiary does not have to sign the decision. The Grant Decision applies to the beneficiaries established within the EU and covers all the operating grants equal or below 250.000 euros.

As regards grant decisions, beneficiaries understand that:

**Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.**

A pre-financing payment of 80% will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, or of the reception of the

payment request (grant decision) , provided all possible guarantees are received. Pre-financing is intended to provide the beneficiary with cash flow.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports.

## **9.2 Guarantee**

As a pre-condition to the payment of pre-financing, the Agency may require any organisation awarded a grant exceeding EUR 60 000 to provide a guarantee in advance in order to limit the financial risks linked to the pre-financing payment (see section 9.1).

The purpose of this guarantee is to make a bank or a financial institution stand as irrevocable collateral security, or first-call guarantor of the grant beneficiary's obligations.

This financial guarantee must be denominated in EUR and be provided by an approved bank or financial institution established in one of the Member States of the European Union. If the beneficiary is established in a third country, the Executive Agency 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 to those offered by a bank or financial institution established in a Member State.

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

The guarantee will be released as pre-financing is cleared against interim payments or payment of the balance to the beneficiary under the conditions of the grant agreement or decision.

## **9.3 Double financing**

Applicants **may not receive more than one operating grant from the budget of the European Union for a given financial period.** However, they may receive other EU grants for specific projects. To this end, they must give details in their application form of any other grant requests they have submitted or intend to submit to the European institutions for the same operating year, stating for each grant the budget heading, the EU programme and the amount requested.

## 9.4 Funding method

Applicants can choose between two systems of financing:

- 1) A flat-rate grant;
- 2) Reimbursement of a proportion of actual eligible costs (a budget-based grant)

### 9.4.1 Flat-rate grant

#### ✓ General provisions

Under this system, approved by Commission Decision C(2008)3926 of 30 July 2008, the grant is calculated on the basis of a fixed amount per full and / or part-time staff member on the payroll of the organisation. It includes all the people working for the applicant organisation (such as management, secretaries, assistants) on the payroll, but excludes subcontracting, voluntary work and trainees.

The grant is calculated on the basis of the real number of people employed by the organisation during the year for which it receives the grant. At the end of the financial year for which the grant is awarded, the organisation is therefore obliged to provide proof of the number of employees in its annual accounts or in a certificate drawn up by an approved external auditor.

A revision of the flat-rate grants has been realised for 2013.

#### ✓ Calculation of the grant

The grant is calculated on the basis of the planned number of people working per year at the applicant's organisation. The number of people is calculated by dividing the total number of days worked by staff by 220 (number of working days in a year).

One year = 220 working days (e.g.: 583 days = 2.65 people/year)

1 working day = minimum of 7.5 hours

The flat rate varies according to the country in which the organisation is based, and reflects the cost of living there. The flat-rate amount applied is that of the country in which at least 50% of the organisation's permanent staff work.



**Flat-rate amounts applicable for 2013 in the eligible countries for all the categories:**

<b>Country</b>	<b>Code</b>	<b>Rate per person in EUR</b>
Austria	AT	46.173 €
Belgium	BE	43.608 €
Bulgaria	BG	16.124 €
Cyprus	CY	36.279 €
Czech Republic	CZ	29.316 €
Germany	DE	43.242 €
Denmark	DK	46.540 €
Estonia	EE	23.453 €
Greece	EL	32.981 €
Spain	ES	36.646 €
Finland	FI	42.142 €
France	FR	39.577 €
Croatia	HR	22.354 €
Hungary	HU	23.820 €
Albania	AL	11.302 €
Bosnia-Herzegovina	BA	11.360 €
Montenegro	ME	15.025 €

<b>Country</b>	<b>Code</b>	<b>Rate per person in EUR</b>
Ireland	IE	46.942 €
Italy	IT	37.012 €
Lithuania	LT	21.460 €
Luxembourg	LU	49.105 €
Latvia	LV	19.866 €
Malta	MT	30.416 €
Netherlands	NL	48.739 €
Poland	PL	23.087 €
Portugal	PT	29.316 €
Romania	RO	16.857 €
Sweden	SE	45.074 €
Slovenia	SI	31.515 €
Slovakia	SK	27.118 €
United Kingdom	UK	41.043 €
Former Yugoslav Republic of Macedonia	MK	13.192 €
Serbia	RS	12.826 €

A Grant Calculator allocates the maximum grant requested. This amount corresponds to the potential maximum grant claim after applying the rules governing the maximum grant awardable and other conditions (see point 9).

The calculator works in EUR. This currency should also be used when submitting the 2013 income and expenditure estimate requested on the application form. Applicants not based in the eurozone must use the exchange rate published in the Official Journal of the European Union of the month in which they submit their application (see website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>)

✓ **Calculation of the final payment – documents to be submitted for flat-rate financing:**

**The Executive Agency will establish the final amount of the grant** on the basis of the following documents:

- A final report providing details of the implementation, results of the work programme, and a copy of the most significant publications;
- The profit and loss accounts for the year the grant was received (annual accounts), certified by an approved external auditor including a statement on the total number of staff employed (number of people/years/days)

The grant may be reduced if the organisation has not fully implemented the agreed work programme.

Furthermore, the grant will be reduced if the beneficiary's final report shows that:

- The number of staff mentioned in the declaration above is lower than originally foreseen in the Grant Calculator (this rule applies only if this change would have led to a reduction in the grant amount calculated in the initial application);
- The profit and loss accounts show a surplus;
- The grant received is more than 80% or 90% - according to the case - of the expenditure incurred during the beneficiary's budget year.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

**9.4.2 Reimbursement of a proportion of actual eligible costs financing** (a budget-based grant)

✓ **General provisions**

In this case grants are calculated on the basis of a detailed estimated budget of eligible costs.

The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must equal total funding expected from income (including the Executive Agency grant application). The budget must indicate clearly the costs that are eligible for EU funding. The EU grant is limited to a maximum co-financing rate **80% of the eligible costs except for platforms of pan-European organisations described under point 5.3 D, for which the ceiling is set at 90%.**

The budget must be drawn up in EUR. Applicants not established in the eurozone must use the exchange rate published in the Official Journal of the European Union on the date of the publication of this call for proposals.(see website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>).

Part of the total estimated eligible expenses must be financed from sources other than the Union grant. Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the work programme concerned.<sup>4</sup>

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The allocated amount may not exceed the amount requested.

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over eligible costs incurred by the beneficiary. The amount of the grant will be reduced by the amount of any surplus<sup>5</sup>.

#### ✓ **Eligible costs**

To be eligible for this call, costs must meet the following criteria:

- they are incurred during the duration of the work programme as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/work programme's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the work programme;
- they are necessary for the implementation of the work programme which is the subject of the grant;

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<sup>4</sup> Article 173(5) IR.

<sup>5</sup> Article 117 (4a) FR 2013. This provision does not apply for grants which are lower than or equal to €60 000.

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

Eligible direct costs:

The eligible direct costs for the work programme are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- The cost of staff, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary;
- Rental and property maintenance charges;
- Subsistence allowances for staff taking part in the work programme (for meetings, European conferences, etc.) provided that they do not exceed the scales approved annually by the Commission;<sup>6</sup>
- Travel allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;
- The cost of organising statutory meetings and any other working meetings necessary under the beneficiary's normal operational procedures;
- The purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency. The depreciation rules used by the beneficiary must be stated in the application;
- Costs of consumables and supplies provided that they are identifiable and assigned to the action;

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<sup>6</sup> Art. 181 (1) IR

- Costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the work programme, provided that the conditions laid down in the grant agreement are met;
- Costs arising directly from requirements imposed by the grant agreement/decision (particularly audit costs), including the costs of any financial services (especially the cost of financial guarantees).
- Non deductible VAT unless it is related to activities of the public authorities in the Member States

We would draw applicants' attention to the fact that, for organisations receiving an operating grant, indirect costs are no longer eligible under EU grants for a specific action.

✓ **Ineligible costs**

The following costs shall not be considered eligible:

- Return on capital;
- Provisions for losses or potential future liabilities;
- Debts and debt service charges;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- Costs declared and covered in connection with another action or programme receiving an EU grant;
- Excessive or reckless expenditure;
- Travel costs to or from ineligible countries (this rule may be waived for civil society organisations for European remembrance if due justification is provided);
- Contributions in kind.

✓ **Calculation of the final grant amount - Documents to be submitted for the reimbursement of a proportion of actual eligible costs financing:**

The Executive Agency will establish the final amount of the grant on the basis of the following documents:

- The final activity report on the implementation and results of the work programme and a copy of the most significant publication;
- The final financial statement of costs actually incurred,

and

- in cases of Operating grants of less than EUR 100 000.

a "Report of Factual Findings on the Final Financial Report - Type I" produced by an approved auditor.

The procedure and the format to be followed by an approved auditor are detailed in the following “Guidance Notes”:

<http://intranet.eacea.cec.eu.int/reference-documents/SitePages/Programme%20management.aspx><sup>7</sup>

The use of the report format set by the “Guidance Notes” is compulsory.

- in cases of Operating grants of EUR 100 000 or more.<sup>8</sup>

a “Report of Factual Findings on the Final Financial Report - Type II” produced by an approved auditor. The certificate shall certify, in accordance with a methodology approved by the Agency, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

The procedure and the format to be followed by an approved auditor are detailed in the following “Guidance Notes”:

<http://intranet.eacea.cec.eu.int/reference-documents/SitePages/Programme%20management.aspx>

The use of the report format set by the “Guidance Notes” is compulsory.

The grant may be reduced if the organisation has not implemented the agreed work programme in full.

The calculation of the final grant amount by the Agency is based on a detailed final financial statement of the beneficiary, accompanied by supporting documentation for the incurred expenditure. If the eligible costs actually incurred by the beneficiary for implementing the working programme or action are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement/decision to the actual costs borne.

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.<sup>9</sup>

The Agency has the right to recover the percentage of annual profit corresponding to the EU contribution to the operating budget of the organisations in question when these are financed by public authorities which are in turn obliged to recover the percentage of annual profit corresponding to their contribution.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

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<sup>8</sup> Article 180(2) IR.

<sup>9</sup> Article 109(2) FR, Article 165 IR.

## **10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT**

Where implementation of the work programme requires subcontracting or the awarding of a procurement contract, beneficiaries must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest.

In the event of subcontracting exceeding a value of EUR 60 000, the Executive Agency may impose special rules on these beneficiaries, in addition to those referred to in the previous paragraph.

Subcontracting costs may not exceed 30% of the total eligible costs covered by the work programme. Subcontracting is allowed only if the staff of the applicant organisation do not have the skills required to perform the work concerned. To be eligible, the subcontracting must have been described fully in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency should be obtained.

## **11. PUBLICITY**

All grants awarded during a financial year must be published on the Internet site of the European Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

The beneficiary authorises the Agency to publish the following information in any form and medium, including via the Internet:

- Name, address and website of the beneficiary;
- The subject of the grant;
- The amount awarded and, when appropriate, the rate of co-financing.

Upon a reasoned and duly substantiated request by the beneficiary, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products created under the co-financed action. To this end, they must use the logos and graphical identities provided by the Executive Agency, which can be downloaded from the following website: [http://eacea.ec.europa.eu/citizenship/logos\\_en.htm](http://eacea.ec.europa.eu/citizenship/logos_en.htm).

Evidence of this publicity must be included in the final reports.

If these provisions are not met in full, the grant awarded may be reduced.

## **12. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

The applicant's replies to the questions in the application form are necessary in order to assess the grant application and these will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, the applicant may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

## **13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **13.1 Publication**

The call for proposals is published in the Official Journal of the European Union and on the Executive Agency's website: [http://eacea.ec.europa.eu/citizenship/index\\_en.htm](http://eacea.ec.europa.eu/citizenship/index_en.htm)

### **13.2 Application form**

Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose.

The forms can be obtained on the Internet at the following address:

[http://eacea.ec.europa.eu/eforms/index\\_en.php#1](http://eacea.ec.europa.eu/eforms/index_en.php#1)



### 13.3 Submission of the grant application

**The deadline for submission of applications is 15 November 2012 at 12.00 p.m.** (midday Brussels time). The applications have to be submitted using only the currently available grant application electronic form (eForm), which can be found at the EACEA website ([http://eacea.ec.europa.eu/eforms/index\\_en.php#1](http://eacea.ec.europa.eu/eforms/index_en.php#1)).

Applications submitted on paper by post, fax or e-mail will NOT be accepted for further evaluation.

Once you have downloaded the eForm you must complete all of the data fields. In addition, you must complete and attach the 2 documents considered as integral part of the application (e.g. Declaration of honour and Grant calculation sheet/Budget completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation) using the official forms available on the website at: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

A successfully submitted application MUST contain its submission number, which will be automatically recorded upon its submission.

In addition to the above form to be sent electronically, the following documents must be submitted by post respecting the deadline of 15 November 2012 (as proved by the post-mark).

- Check list containing the submission number of the application and indicating the set of attachments sent to the Agency;
- Legal Entity form (applicants can find the appropriate forms at the following address: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm));
- with a copy of an official VAT document if your organization has a VAT number;
- a copy of the resolution, law, decree or decision establishing the entity in question;
  
- Financial Identification form duly completed and certified by the bank preferably with a copy of a recent bank statement (see the corresponding financial identification form for each country at the following address: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm));
  
- Financial capacity form: if the requested grant is **higher than 60 000 euro**. In such case, the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed (these should not be more than 18 months old) must be attached to the duly completed financial capacity form;

The official forms of these documents are also available at: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

- For requested grants above 60.000 euro: Annual activity report for the last financial year.
- For transitional grants: External Audit report approved by an external auditor for the last year available

In addition to this, The Executive Agency reserves the right to request any additional information it may require.

**These documents have to be sent by post to the following address:**

**EACEA**

**Unit P7 Citizenship**

**Applications – „ACTION 2 Measures 1 and 2“**

**Avenue du Bourget, 1 (BOUR 01/04A)**

**B-1140 Brussels, Belgium**

Please DO NOT SEND A COPY of the eForm, declaration of honour and grant calculation sheet by post to the Agency.

For more information regarding the submission procedure please consult our website at: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php).

No information on the outcome of individual applications may be given before the end of the selection procedure. The outcome of the selection results will be published at the latest by the end of March 2013 on the Executive Agency website: [http://eacea.ec.europa.eu/citizenship/funding/2013/index\\_en.php](http://eacea.ec.europa.eu/citizenship/funding/2013/index_en.php).

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.

Applicants selected to receive funding will be sent an EU grant agreement/decision. Applicants whose applications have not been selected will be informed in writing. Applications will not be returned to applicants at the end of the evaluation and selection procedure.

#### **13.4 Rules applicable**

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 248, 16.9.2002, p. 1), as subsequently amended.

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities. (OJ L 357, 31.12.2002, p. 1), as subsequently amended.

Proposal for Regulation (EU) No .../2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (expected to enter into force as from 1 January 2013)

Proposal for Commission Delegated Regulation (EU) No .../.. of XXX on the rules of application of the Regulation (EU) No .../2012 of the European Parliament and of the Council

on the financial rules applicable to the general budget of the Union (expected to enter into force as from 1 January 2013)

‘Europe for citizens’ programme 2007-2013, Decision No 1904/2006/EC of the European Parliament and of the Council of 12 December 2006 (JO L 378, 27.12.2006), as amended by Decision No 1358/2008/EC of the European Parliament and of the Council of 16 December 2008 (JO L350/8 of 30.12.2008).

### **13.5 Contacts**

If you have any questions, please contact:

[EACEA-P7-OPERATINGGRANTS@ec.europa.eu](mailto:EACEA-P7-OPERATINGGRANTS@ec.europa.eu)