



**CALL FOR PROPOSALS EACEA/16/08
(Education, Audiovisual and Culture Executive Agency)
UNDER THE LIFELONG LEARNING PROGRAMME**

**AWARD OF GRANTS FOR ACTIONS TO DEVELOP AND IMPLEMENT THE
EUROPEAN QUALIFICATIONS FRAMEWORK (EQF), INCLUDING NATIONAL
AND SECTORAL QUALIFICATIONS FRAMEWORKS**

1. Introduction

1.1. The European Qualifications Framework (EQF) and the Lifelong Learning Programme

The European Parliament and Council adopted the Lifelong Learning Programme for the period 2007 to 2013 by Decision 1720/2006/EC¹.

On the basis of the Decision, and in particular Key Activity 1 "Policy cooperation and innovation in lifelong learning" of the Transversal Programme, the Commission is inviting proposals to support the development and implementation of the European Qualifications Framework for lifelong learning (EQF).

This call is open to organisations in the countries participating in the Lifelong Learning Programme. Applications for funding may only be made by consortia consisting of organisations drawn from 5 or more countries. A designated co-ordinator will manage each project or network, mandated by the partner organisations.

The management of this call has been delegated by the European Commission to the Education, Audiovisual and Culture Executive Agency², herewith referred to as "the Agency".

1.2 Information and background - the European Qualifications Framework for Lifelong Learning (EQF)

The EQF is a common European reference framework which links countries' qualifications systems together, acting as a translation device to make qualifications more readable and understandable across different countries and systems in Europe. It has two principal aims: to promote citizens' mobility between countries and to facilitate their lifelong learning.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:EN:PDF>

² <http://eacea.cec.eu.int>

The EQF was formally adopted as a Recommendation by the European Parliament and Council on 23 April 2008. It sets 2010 as the recommended target date for countries to relate their national qualifications systems to the EQF, and 2012 for countries to ensure that individual qualification certificates bear a reference to the appropriate EQF level.

The Recommendation can be accessed at:

http://ec.europa.eu/education/policies/educ/eqf/index_en.html

The EQF will relate different countries' national qualifications systems and frameworks together around a common European reference - its eight reference levels. The levels span the full scale of qualifications, from basic (Level 1, for example school leaving certificates) to advanced (Level 8, for example Doctorates) levels. As an instrument for the promotion of lifelong learning, the EQF encompasses all levels of qualifications acquired in general, vocational as well as academic education and training.

The European Qualifications Framework was developed from 2004 in response to requests from the Member States, the social partners and other stakeholders for a common reference to increase the transparency of qualifications. Following an extensive consultation in late 2005, the Commission adopted in September 2006 a proposal for an 8-level framework based on learning outcomes, which aimed to facilitate the transparency and portability of qualifications and to support lifelong learning.

The European Parliament and Council successfully negotiated the proposal during 2007, leading to the EQF's formal adoption in April 2008.

To test and develop the EQF, before its formal adoption, DG EAC and the Executive Agency launched Calls for Proposals to test and develop the EQF, in 2006 and in 2007. 23 projects are therefore already underway. Details of these can be found on the European Training Village (Cedefop Virtual Community) site at:

[http://communities.trainingvillage.gr/credittransfer-
eqf?login=1&uid=21DAF3AF35BBDC24CB3C0FEE742266AA&cid=161268&error=1&go=
=1568995](http://communities.trainingvillage.gr/credittransfer-
eqf?login=1&uid=21DAF3AF35BBDC24CB3C0FEE742266AA&cid=161268&error=1&go=
=1568995)

To oversee the EQF's implementation, an Advisory Group has been established, comprising representatives of the countries and social partners. The Group will carry out a variety of tasks. These will be extensive but will include seeking to develop procedures and principles for self-certification, developing guidance on "best fit" (i.e. the placing of levels of national or sectoral qualifications against the EQF levels), quality assurance, sectoral qualifications and frameworks and supporting guidance materials and tools e.g. manuals. It will be important for the Advisory Group to use the results of the work of the chosen projects.

2. Objectives of the Call for Proposals

2.1. General Objectives

The objective of this call for proposals is to award grants to approximately 10-12 proposals, with participants from the maximum number of countries and sectors, to organise actions to facilitate consortia:

- in supporting the implementation and development of the EQF, including by relating national and sectoral qualifications systems and frameworks to the EQF as a common reference, and strengthening the relationship with the European Higher Education Area
- in developing and implementing National Qualifications Frameworks (NQFs)

The Call is seeking to support consortia in devising enduring and cost-effective practical solutions.

2.2. Specific objectives

The proposals under this call should aim to establish transnational consortia which would support the implementation and development of the EQF. In particular, partnerships should seek to:

- develop principles, methods and procedures for placing levels of national or sectoral qualifications - by comparing their learning outcomes to the EQF descriptors- against the EQF levels, including applying the principle of "best fit";
- develop and apply at national and sectoral levels the learning outcomes approach promoted by the EQF
- develop and support the relationship between the EQF and the qualifications framework for the European Higher Education Area
- support the development and implementation of National Qualifications Frameworks (NQFs), taking account of the different types of NQF possible and appropriate; such proposals should also take account of associated issues such as quality assurance systems
- explore how the EQF and National Qualifications Frameworks can open up formal education and training systems to the validation of non-formal and informal learning
- explore how the EQF can facilitate comparison of qualifications awarded by national authorities with qualifications issued by industry sectors and enterprises at national or international level
- as a transversal aim, applying where appropriate to the above objectives, develop and produce supporting guidance tools e.g. manuals, which will assist experts and stakeholders in interpreting and applying the EQF.

3. Timetable

Applications must be despatched by post, recommended by registered mail, no later than 13 August 2008, date as postmark. Proposals sent after this deadline will not be considered. The date of postmark will be taken as proof of date of submission. All applications will receive an acknowledgement of receipt.

The intention is to complete the award procedure before the end of November 2008 and to inform applicants of the outcome of the selection procedure no later than the end of December 2008.

It is planned that beneficiaries will receive their agreements for signature during December 2008 - January 2009. The period of eligibility of costs will start on the day indicated in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the agreement is signed. However, under no circumstances can the eligibility period start before the date of submission of the grant application.

Activities must start not later than the end of March 2009. The maximum duration of projects is 24 months. No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

If, after the signing of the agreement and the start of the action, it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the action within the scheduled period, an extension to the eligibility period may be granted for a maximum of 6 months.

4. Budget available

The total budget earmarked for the co-financing of projects under this call amounts to €2 million euros. Grants will amount to between €50,000 and €200,000 per project.

The Community financial contribution will not exceed 75% of the total eligible costs.

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 Eligible countries

Applications may be submitted by organisations established in one of the following countries:

- the 27 EU Member States
- the three EFTA-EEA countries (Iceland, Liechtenstein, Norway)
- Turkey

5.2 Organisations that can apply

The submission of applications for grants under this Call is open especially to consortia of European, national, regional and sectoral organisations, including, for example, ministries, qualifications authorities, sectoral associations, social partners and other key stakeholders with an interest and role in qualifications systems. Applicants should also be sufficiently representative in terms of the sector, labour market or education and training system(s) that their project is intended to benefit. Any product of their project must have "currency" in the

relevant sector. It is unlikely that applications from consortia consisting solely or mainly of single organisations, with no representative function, will be awarded grants.

For the purpose of this call, all higher education institutions specified by Member States (participating countries), and all institutions or organisations providing learning opportunities which have received over 50 % of their annual revenues from public sources over the last two years (other Community grants for an action excluded), or which are controlled by public bodies or their representatives, are considered to be public bodies. Such organisations are required to state in the signed declaration of honour (included in the application form) that their organisation complies with the above-mentioned definition of public body. The Agency reserves the right to request documentation to prove the veracity of this declaration.

5.2.1 Legal Entity

The Agency can propose an agreement only on the basis of acceptance of documents which make it possible to define the beneficiary's legal personality (public administration, private company, or non-profit organisation, etc.) and on the provision of financial identification/bank details.

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

Private company, association, etc.:

- legal identification form, available via the link to the Call web page at section 13.1 below,
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required)
- the bank details form completed by the beneficiary and certified by the bank (original signatures required), available via the link to the Call web page at section 13.1 below.

Public-law entity:

- legal identification form, available via the link to the Call web page at section 13.1 below,
- legal resolution or decision established in respect of the public company, or other official document established for the public-law entity,
- the bank details form completed by the beneficiary and certified by the bank (original signatures required), available via the link to the Call web page at section 13.1 below.

5.3 Activities that can be funded

The activities eligible under this call, which will be carried out by consortia, may include projects which produce networks through which the mutual exchange of experiences produces concrete outcomes and enduring (that is, beyond the life of the project) solutions. The project's intended concrete outcomes and proposed solutions must be precisely formulated and made explicit in the application.

Activities could include, for example:

- surveys and research in the chosen field to identify issues, challenges and barriers
- workshops and seminars to examine the challenges, and to propose solutions to these
- establishing specialised working groups to progress solutions
- developing a project web site
- drafting guidance and other information tools/manuals to assist experts and stakeholders in interpreting and applying the EQF; providing translations as appropriate
- promoting awareness of the project's activities and disseminating results to relevant stakeholders

Consortia must allow in their budgets and planning provision for two meetings in Brussels bringing all the successful projects together – an inception meeting, probably in spring/early summer 2009, and a further meeting in 2010. It is expected that each consortium will be invited to send two representatives.

5.4 Eligible proposals

To be eligible, applications must:

- Be dispatched by the specified deadline to the correct address;
- Be submitted by a legal person; natural persons may not apply for a grant;
- Be submitted by consortia of at least 5 organisations from 5 different eligible countries;
- Be submitted using the official application form, in one of the official Community languages (which should also be the language which will be used in the consortium for the implementation of the work programme), completed electronically in full, signed in original (on the declaration of honour included in the form) by the person who is authorised to enter into legally binding commitments on behalf of the applicant organisation;
- Include letters of intent from all partners, carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of the partner organisation, mandating the promoting organisation; the letters must use the model provided. Signed fax versions of the letters of intent will be accepted at proposal stage, but originals will have to be available at the moment of establishing the agreement;
- Comply with the maximum project duration of 24 months;
- Include a budget in euro that is balanced in terms of expenditure and revenue and complies with the ceiling for Community grant (max 200.000 euro per project) and cofinancing (max. 75%);
- Be accompanied by documents attesting to the financial and technical capacity of the applicant organisation, a copy of their articles of association and/or legal registration documents and all the other documents referred to in the application form;
- Comply with all conditions set out in section 13 of this call for proposals.

6. Exclusion criteria

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

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

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they 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 Communities' financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date 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.

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 must sign a declaration on their honour (included in the application form) certifying that they are not in any of the situations referred to in Articles 93, 94 and 96(2)(a) of the Financial Regulation.

7. Selection criteria

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.

The applicants - co-ordinators and partners - must demonstrate that they have the technical competence and experience in the field of qualifications systems and frameworks relating to lifelong learning (that is, covering general education/higher education and/or vocational education and training). Consortium co-ordinators must additionally show that they can establish and run a cohesive international partnership.

Applicants 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. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

Applicants must submit a declaration on their honour (included in the application form), 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 Technical capacity

In order to permit an assessment of their technical capacity, organisations must submit, together with their applications:

- a list of projects, actions or activities already undertaken in the relevant field by the members of the consortium;
- CVs for key persons participating in the project activities, giving information on their professional experience in relevant fields.

7.2 Financial capacity

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- a copy of the official accounts for the most recent financial year for which accounts have been closed,
- a completed financial capacity form, available via the link to the Call web page at section 13.1 below,
- the bank details form completed by the beneficiary and certified by the bank (original signatures required), available via the link to the Call web page at section 13.1 below.

The verification of financial capacity shall not apply to public bodies. Therefore, public bodies need not send the first two documents referred to above.

If the documents submitted suggest to the Agency that an applicant's financial capacity is not proven or is insufficient, it may:

- reject the application;
- demand a guarantee (see Section 9.3);
- suggest a grant agreement without pre-financing.

8. Award criteria

Eligible applications will be assessed on the basis of the following criteria:

- the relevance of the activity and anticipated results in relation to the objectives of the call (20%)
- the quality of the methodology, tools and practical approaches proposed (20%)
- the clarity and consistency of the proposed work-plan in relation to the objectives of the activity; clarity and coherence of the proposed budget, including value for money in terms of the activities planned and the budget associated with them (20%)
- the potential impact of the activities (40%), in particular:
 - the extent to which the proposal encompasses a lifelong learning approach, for example including general and higher education, vocational education and training, and formal, nonformal and informal learning
 - the representativeness of the applicant organisations and the proposed partnerships in terms of the labour market, education and training systems for both general/higher education and vocational education and/or the sectors they represent
 - geographical representation
 - the capacity of the partnership to ensure effective follow-up and to disseminate the results achieved.

9. Financial conditions

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without Community financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere. The allocated amount may not exceed the amount requested.

The Community grant will not cover more than 75% of the eligible costs.

Grant applications must include a detailed estimated budget in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The Community 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.

9.1 Payment and reporting procedures

In the event of definitive approval of the proposal by the Agency, a financial agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. This agreement (the original) must be signed and returned to the Agency immediately. The Agency will sign it last.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the prefinancing payment.³

For projects exceeding 18 months duration a pre-financing payment of 40% of the maximum amount of the grant will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

The beneficiary will provide an interim technical implementation/progress report and financial statement 12 months after the day the contract is signed by the last of the parties. A second pre-financing payment of 30% of the maximum amount of the grant will be made within 45 days of the approval, by the Agency, of the progress report on the action's implementation. If 70% of the first pre-financing payment has not been spent, the second pre-financing will be reduced accordingly.

For projects whose duration is 18 months or less, a pre-financing payment representing 70% of the maximum Community contribution shall be made to the Contractor within 45 calendar days of the date when the latter of the two parties has signed the Agreement. A progress or interim report does not have to be provided for projects with a maximum duration of 18 months.

³ Not due for pre-financing of less than €50.000 Article 3 IR; Article 5 FR.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Agency under the pre-financing payments.

9.2 Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the contracting authority, 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.

Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750 000 or more, when the cumulative amounts of request for payment is at least EUR 325 000, and operating grants of EUR 100 000 or more.⁴

9.3 Guarantee

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

The guarantee may be replaced by a joint and several guarantee 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 shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

⁴ Article 180(2) IR.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies. Beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

9.4 Double financing

Subsidised projects may not benefit from any other Community funding for the same activity.

Applicants may receive only one operating grant from the budget of the European Institutions per financial year. To ensure this, they must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions during the same operating year, stating in each case the budget heading, the Community programme and the amount requested.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

9.5 Eligible costs

In order to be eligible under this call for proposals, costs must:

- be necessary for the implementation of the action/project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action/project, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the action/project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

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

Please see Section 4.2.1 of the *Guide for Applicants: Administrative and Financial Rules*:
http://ec.europa.eu/education/programmes/llp/guide/admin_en.html

Eligible direct costs:

The eligible direct costs for the action/project 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 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:

- staff
- travel and subsistence allowances
- equipment
- consumables and supplies
- sub-contracting

Please see Sections 5 of the *Guide for Applicants: Administrative and Financial Rules* for definitions of eligible costs (except sections 5.1.2, 5.1.3, 5.2.4):

http://ec.europa.eu/education/programmes/lfp/guide/admin_en.html

Eligible indirect costs (administrative costs)

Please see Section 4.3.2 of the *Guide for Applicants: Administrative and Financial Rules* for definitions of eligible indirect costs:

http://ec.europa.eu/education/programmes/lfp/guide/admin_en.html

9.6 Non-eligible costs

Please see section 4.2.3 of the *Guide for Applicants: Administrative and Financial Rules* for definitions of non-eligible costs:

http://ec.europa.eu/education/programmes/lfp/guide/admin_en.html

10. Sub-contracting and award of procurement contract

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Please refer to the *Guide for Applicants: Administrative and Financial Rules*, Article 5.4, at:

http://ec.europa.eu/education/programmes/lfp/guide/admin_en.html

11. Publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Community 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.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with 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 realised under the co-financed project. If this requirement is not fully complied with, the beneficiary's grant 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 Community institutions and bodies and on the free movement of such data.

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

13. Procedure for the submission of proposals

13.1 Publication and application forms

The full text of the Call for Proposals and the application form are available on the following website:

http://eacea.ec.europa.eu/llp/funding/2008/index_en.htm

13.2 Submission of the grant application

Only applications submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in one original clearly identified as such and signed in original by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, plus three copies, will be accepted.

Applications must be:

- despatched by post, recommended by registered mail, on or before **13 August 2008**, date as postmark to:

Education, Audiovisual & Culture Executive Agency
Life Long Learning Programme, Key Activity 1
Call for Proposals EACEA/16/08

Avenue du Bourget, N° 1 (BU29 2/5)
BE-1140 Brussels

Or

- delivered in person, before 5.00 p.m., on or before 13 August 2008, the date of receipt being applicable, or by a member of staff of an express courier service, the date of receipt by the courier company being applicable, to the same address.

In addition to the paper version, *an electronic version* of the application form (project description and budget) should be sent on or before the deadline of 13 August 2008 to the following e-mail address: EACEA-LLP-EQF@ec.europa.eu

Applications sent by fax or only by e-mail will not be accepted.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

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.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, financial guarantees.

13.3 Rules applicable

COUNCIL REGULATION (EC, Euratom) N° 1995/2006 of 13 December 2006 (OJ L 390/2006 of 30 December 2006); amending Council Regulation N° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.09.2002);

COMMISSION REGULATION (EC, EURATOM) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 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;

Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning.

13.4 Contacts

If you have any questions, please contact: EACEA-LLP-EQF@ec.europa.eu