



Education, Audiovisual and Culture Executive Agency

GENERAL GUIDELINES
CALL FOR PROPOSALS – EACEA/07/09
(Education, Audiovisual and Culture Executive Agency)
Support for European cooperation in Education and Training

Part A - Raising national awareness of lifelong learning strategies and of European cooperation in education and training

Part B - Support for transnational cooperation in the development and implementation of national and regional lifelong learning strategies

1. INTRODUCTION/BACKGROUND

The development and implementation of coherent and comprehensive national lifelong learning strategies is a crucial issue within the Education & Training Open Method of Coordination¹, which is the framework for European cooperation supporting national reforms in education and training.

Member States committed themselves to putting in place coherent and comprehensive national lifelong learning strategies by 2006. The last joint progress report of the Council and of the Commission on the implementation of the Education & Training 2010 work programme adopted in February 2008 pointed out that, on the one hand, most countries have made progress in defining unified and overarching strategies. On the other hand, the joint report also stressed that implementation is still a great challenge for lifelong learning strategies in most countries.² Implementation needs to be carried out at the national and regional levels.

This call for proposals is based on the decision establishing the Lifelong Learning programme (Decision No 1720/2006/EC) which was adopted by the European Parliament and Council on 15 November 2006 (Transversal programme, Key activity 1: Policy cooperation and Innovation).³ This call for proposals comprises two separate parts: Part A - Raising national

¹ **Delivering lifelong learning for knowledge, creativity and innovation**

2008 Joint progress report of the Council and the Commission on the implementation of the "Education & Training 2010 Work Programme" (February 2008)

http://ec.europa.eu/education/policies/2010/natreport08/council_en.pdf ; **An updated strategic framework for European cooperation in education and training**

Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions (December 2008)

http://ec.europa.eu/education/lifelong-learning-policy/doc/com865_en.pdf

² http://ec.europa.eu/education/policies/2010/natreport08/council_en.pdf

For details also see Commission Staff Working Document SEC (2007) 1484,

http://ec.europa.eu/education/policies/2010/doc/sec1484_en.pdf

³ <http://europa.eu.int/eur-lex/lex/JOhtml.do?uri=OJ:L:2006:327:SOM:EN:HTML>

awareness of lifelong learning strategies and of European cooperation in education and training, and Part B - Support for transnational cooperation in the development and implementation of national and regional lifelong learning strategies. Applications may be submitted for one or both parts of the call but a separate application should be submitted in relation to each part of the call.

The management of this call has been delegated by the European Commission to the Education, Audiovisual and Culture Executive Agency⁴, herewith referred to as "the Agency".

2. OBJECTIVES – THEMES – PRIORITIES

The objectives of the call for proposals are:

- To support awareness-raising activities and the establishment of fora and other activities that will contribute to better coherence and coordination in the establishment and implementation of coherent and comprehensive national lifelong learning strategies.
- To support trans-national cooperation in the development and implementation of coherent and comprehensive national lifelong learning strategies at both the national and regional level, covering all types and levels of learning
- To support the identification of the main critical factors influencing the successful putting into place of national lifelong learning strategies
- To exchange experiences and good practice and to jointly experiment, test and transfer innovation in relation to the development and implementation of lifelong learning strategies.
- To ensure strong institutional commitment, coordination and partnership with all stakeholders
- To implement lifelong learning strategies to achieve efficiency and equity.

In this context, the proposals should be based on the key features of a coherent and comprehensive lifelong learning strategy, which can be summarised as follows:⁵

- Lifelong learning should be viewed as an overarching concept covering all contexts (formal, non-formal) and levels (pre-school, primary, secondary, tertiary, adult, continuing) of education and training.
- A lifelong learning strategy should be an overall framework for education and training policies containing a strategic overview and a coherent set of priorities and the necessary allocation of resources for targeted policy measures. It should be evidence-based.
- A lifelong learning strategy should include flexible learning pathways and effective transition points between all systems and levels of education and training in order to avoid dead-ends.

⁴ <http://eacea.ec.europa.eu>

⁵ Based on Commission Communication on "Making a European area of lifelong learning a reality". COM(2001)678 final, http://ec.europa.eu/education/policies/lll/life/communication/com_en.pdf

- Lifelong learning strategies should build on partnerships with all relevant stakeholders (including policy makers at national, regional and local levels, social partners, learners and representatives of civil society) and must include the necessary implementation and dissemination arrangements.

Applicants should also take into account the challenges and priorities identified in the 2008 joint progress report of the Council and of the Commission on the implementation of the Education & Training 2010 work programme,⁶ notably:

- To ensure a comprehensive vision of lifelong learning covering all types and levels of learning, that is, including also non-formal contexts and the various stages of the lifelong learning continuum.
- To ensure joined-up education and training policy in a lifelong learning perspective with strategic priorities set across the whole system (including a better integration of, for example, higher education, VET and adult learning and improving the interfaces with other relevant policy areas)
- To ensure strong institutional commitment, coordination and partnership with all stakeholders, including appropriate dissemination and investment, in order to make sure that intentions are translated into actual policies.
- Applicants should take into account the priorities included in the 2008 Joint progress report and in the Commission Communication on an updated strategic framework for European cooperation in education and training⁷.

3. TIMETABLE

Final date for submission of applications is 14 August 2009. (please read carefully section 13.2 of this call for proposals concerning the procedures for submitting applications).

Activities must start between 1 January 2010 and 31 March 2010.

The maximum duration of projects is 12 months. No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

No extensions to the eligibility period beyond the maximum duration will be granted. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 3 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 15 months.

⁶ http://ec.europa.eu/education/policies/2010/natreport08/council_en.pdf

⁷ **Delivering lifelong learning for knowledge, creativity and innovation**

2008 Joint progress report of the Council and the Commission on the implementation of the "Education & Training 2010 Work Programme" (February 2008)

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http://ec.europa.eu/education/lifelong-learning-policy/doc/com865_en.pdf

The intention is to complete the award procedure before the end of October 2009 and to inform applicants of the outcome of the selection procedure no later than the end of November 2009.

It is planned that beneficiaries will receive their agreements for signature during December 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.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects amounts to 2,787 million euros .

Financial contribution from the Agency cannot exceed 75% of the total eligible costs.

The maximum grant per project will be 120 000 euro for Part A and 200 000 euro for Part B.

The Agency intends to allocate the amount available according to the following indicative proportion: 1/3 for Part A – 2/3 for Part B. However, the final allocation depends on to the number and quality of the proposals received for parts A and B.

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 (including all partner organisations) established in one of the following countries:

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

At least one country of the partnership must be an EU Member State (applies only to Part B of this call).

There are on-going negotiations with Croatia, the Former Yugoslav Republic of Macedonia and Switzerland as regards their future participation in the LLP, which is subject to the result of these negotiations. Please consult the websites of the Education, Audiovisual and Culture Executive Agency for updates to the list of participating countries.

5.2 Eligible organisations

This call is open to organisations established in the countries participating in the Lifelong Learning Programme.

Applications must be submitted by a legal person having the legal capacity. Natural persons may not apply for a grant.

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 a 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 - Part A - Raising national awareness of lifelong learning strategies and of European cooperation in education and training

Applications for funding may be made by one potential beneficiary or by a partnership composed of several beneficiaries indicated below.

Beneficiaries can be national ministries in charge of education and training, other public bodies and stakeholders' organisations - such as regional, national or European associations or other private bodies - active in the field of lifelong learning (pre-primary, schools, VET, higher education and adult learning).

5.2.2 - Part B - Support for transnational cooperation in the development and implementation of national and regional lifelong learning strategies

Applications for funding may only be made by partnerships consisting of organisations drawn from 3 or more eligible countries.

Beneficiaries can be national ministries in charge of education and training, other public bodies and stakeholders' organisations - such as associations or other private bodies - at the European or national level active in the field of lifelong learning (pre-primary, schools, VET, higher education and adult learning).

5.2.3 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 Eligible activities

Part A - Raising national awareness of lifelong learning strategies and of European cooperation in education and training

The activities to be financed under this part of the call include:

- Awareness-raising activities supporting national debates and dialogue linked to the establishment and implementation of lifelong learning strategies (such as national or regional conferences, seminars or workshops);
- The establishment of fora and other activities which will contribute to better coherence and coordination in the process of establishing and implementing coherent and comprehensive national lifelong learning strategies;
- Dissemination of existing tools or reference material (e.g. information activities, including media campaigns, publicity events, etc.);
- Follow-up action linked to existing national programmes aiming at establishing and implementing the Education and Training Open Method of Coordination⁸ at national level.

⁸ **Delivering lifelong learning for knowledge, creativity and innovation**

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Part B - Support for transnational cooperation in the development and implementation of national and regional lifelong learning strategies

The activities to be financed under this part of the call include:

- Cooperation projects;
- Studies, analysis;
- Development, testing and transfer of innovative practices;
- Conferences, seminars;
- Actions aiming at the creation and development of networks at the regional, national and European level.

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 December 2009/January 2010, and a further meeting. 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 having the legal capacity; natural persons may not apply for a grant;
- Be submitted by organisations from eligible countries, complying with the criteria set in part 5.2 and comprising minimum one organisation for Part A and 3 organisations for 3 different eligible countries for Part B;
- 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 partnership 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 (mono-beneficiary agreement – Part A) or letters of mandate from all partners (multi-beneficiary agreement – Part B), carrying the signature of one person who is authorised to enter into legally binding commitments on behalf of the partner organisation; the letters must use the models provided. Signed fax versions of the letters of intent/mandate 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 12 months;
- Include a budget in euro that is balanced in terms of expenditure and revenue and complies with the ceiling for Community grant (max 120.000 euro per project for Part A and 200.000 euro for part B) 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 as amended) 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 grant 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 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, experience and legitimacy in the development and implementation of coherent and comprehensive lifelong learning strategies.

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 technical 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 experiences in relevant fields.

7.2 Financial capacity

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

- the profit and loss accounts of the applicant organisation together with the balance sheet for the last year for which the 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/projects will be assessed on the basis of the following criteria:

Part A - Raising national awareness of lifelong learning strategies and of European cooperation in education and training

- **Relevance**
The extent to which the activities involve the participation of a wide range of key stakeholders at all levels concerned by the establishment and implementation of lifelong learning strategies, including policy and decision makers, practitioners, providers, social partners, representatives of civil society and learners.
- **Quality of the work programme**
Quality of the preparation of the activities (timetable, detailed list of events, seminars/conferences draft programmes, etc.) and coherence of the activities and of each of the individual activities therein, with the overall objective of supporting the establishment of lifelong learning strategies, and their implementation at national, regional or local levels, which are comprehensive and coherent, in line with the definitions given in section 2 of this call for proposals.
- **Impact**
 - The extent to which the activities support improving coordination in the establishment of coherent and comprehensive lifelong learning strategies and the impact of European cooperation in education and training at national, regional and/or local levels.
 - The extent to which a clear explanation of how the results of the activities will be fed back up to national and regional policy makers and to the European level has been provided.
- **Quality of the valorisation plan**
The extent to which the activities raise the profile of lifelong learning by promoting the widespread dissemination of information to relevant stakeholders, including the citizens, about the establishment and implementation of lifelong learning strategies and of the results of European cooperation in education and training.
- **Budget**
Quality of the preparation of the budget of overall activities.

Part B - Support for transnational cooperation in the development and implementation of national and regional lifelong learning strategies

- **Relevance**
Relevance of the activity and anticipated results in relation to the objectives of the call.
- **Quality of the work programme**

Clarity and consistency of the proposed work-plan in relation to the objectives of the activity.

- Quality of the Methodology
Quality of the methodology, tools and practical approaches proposed.
- Impact
Clarity and consistency of the proposed work-plan in terms of feeding back the results of the activities to the relevant national, regional and European levels.
- Budget
Clarity and coherence of the proposed budget.

All criteria have the same weight.

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.

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 C⁹, 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

⁹ <http://ec.europa.eu/budget/infoeuro/>

between the Agency and the beneficiary. The agreement will be a mono-beneficiary agreement under part A and a multi-beneficiary agreement under part B of this call. 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 if this payment exceeds 50 000 euros.

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.

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.

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 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 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.

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

Eligible costs of the action/project are costs actually incurred by the beneficiary, which meet the following criteria:

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project'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 action/project;
- they are necessary for the implementation of the action/project which is the subject of the grant;
- 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/project with the corresponding accounting statements and supporting documents.

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 Section 4.F, pages 37-38, of the LLP Guide 2009 – Part I:
http://ec.europa.eu/education/llp/doc/call09/part1_en.pdf

Eligible indirect costs (administrative costs)

Please see Section 4.F, pages 39-40, of the LLP Guide 2009 – Part I:
http://ec.europa.eu/education/llp/doc/call09/part1_en.pdf

9.6 Non-eligible costs

Please see Section 4.F, pages 38-39, of the LLP Guide 2009 – Part I:
http://ec.europa.eu/education/llp/doc/call09/part1_en.pdf

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 see Section 4.F, pages 43-44, of the LLP Guide 2009 – Part I:
http://ec.europa.eu/education/llp/doc/call09/part1_en.pdf

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.¹⁰

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

Detailed guidelines of the Call for Proposals and the application form are available on the following website:

http://eacea.ec.europa.eu/llp/funding/2009/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 14/08/2009, date as postmark to:

Education, Audiovisual & Culture Executive Agency
Life Long Learning Programme, Key Activity 1
Call for Proposals EACEA/07/09 Part A or Part B
Avenue du Bourget, N° 1 (BOU2 2/145)
BE-1140 Brussels

Or

- delivered in person, before 5.00 p.m., on or before 14/08/2009, 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 14/08/2009 to the following e-mail address: EACEA-LLP-NLLS@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) 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 last amended by Regulation (EC) No 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007, p. 9).

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 last amended by Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13).

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-NLLS@ec.europa.eu