Youth in Action Programme

Call for proposals 2013
EACEA/12/2013

Action 4.3 - Support to Youth Workers' Mobility

APPLICANTS' GUIDELINES

1. INTRODUCTION

By Decision No 1719/2006/EC\(^1\) of 15 November 2006, the European Parliament and the Council established the Youth in Action Programme for the period 2007 to 2013.

The Programme is part of the European Union’s ongoing commitment to youth and consolidates the priorities of European political cooperation in the field, namely: the young people's active citizenship, the European Youth Pact and the mainstreaming of youth in other Union policies.

The general objectives of the Youth in Action Programme are:

- To promote young people’s active citizenship in general and their European citizenship in particular;
- To develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- To foster mutual understanding between young people in different countries;
- To contribute to improve the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- To promote European cooperation in the youth field.

This call is launched within the framework of sub-action 4.3 – Youth Support Systems: Support to Youth Workers' Mobility – of the Youth in Action Programme, and in accordance with the 2013 Annual Work Programme on grants and contracts for the Youth in Action Programme (Commission Decision C(2012) 5749 of 16 August 2012)\(^2\).

The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for implementing this call for proposals.


2. OBJECTIVES AND PRIORITIES

2.1 Objectives

In its Resolution of 27 November 2009 on a renewed framework of cooperation in the youth field (2010-2018) the Council agreed that "under this framework of cooperation, supporting and developing youth work should be regarded as cross-sectoral issues" (Article 5).

The Resolution defines youth work as "a broad term covering a large scope of activities of a social, cultural, educational or political nature by, with and for young people. Increasingly, such activities also include sport and services for young people.

Youth work belongs to the area of "out-of-school" education, as well as specific leisure time activities managed by professional or voluntary youth workers and youth leaders and is based on non-formal learning processes and on voluntary participation".

Based on the definition of youth work provided in the Council Resolution, and considering the differences in the status of youth workers across Europe, this call is addressed to all professionals and experienced volunteers working with young people in a variety of non-formal contexts to facilitate their personal, social and educational development. Being learning facilitators may be their main task, but it is also as likely that youth workers take a social pedagogic or directly social work based approach. In many cases, these roles and functions are combined with each other.

The purpose of this call for proposals is to support youth workers’ mobility and exchanges with a view to promoting the acquisition of new skills and competences in order to enrich their profile as professionals in the youth field.

By promoting long-term transnational learning experiences for youth workers, this action will also aim at strengthening the capacities of the structures involved in the project, which will benefit from the experience and new perspective brought by a youth worker from a different background. In doing so, this call will enhance networking among youth structures in Europe and will contribute to the policy priority to support, recognise and professionalize youth work as a cross-cutting policy tool in Europe.

This call provides grants to projects.

The objectives of the call for proposals are as follows:

- To give youth workers the opportunity to experience a different working reality in another country;
- To gain a better understanding of the European dimension of youth work;
- To improve youth workers' professional, intercultural and language competences;
- To promote the exchange of experiences and approaches to youth work and non-formal education in Europe;
- To contribute to develop stronger and better quality partnerships between youth organisations across Europe;
- To strengthen the quality and the role of youth work in Europe.

2.2 Priorities

Preference will be given to those projects which best reflect the following priorities:

(i) Permanent priorities of the Youth in Action Programme

- Participation of young people;
- Cultural diversity;
- European citizenship;
- Inclusion of young people with fewer opportunities.

(ii) Annual priorities of the Youth in Action Programme

- **Awareness raising of the rights linked to the EU citizenship**: projects proposing awareness-raising activities about EU Citizenship and the rights that go with it, in the context of the European Year of Citizens, which is aimed at helping European citizens exercise their right to move and reside freely, within EU and at stimulating their active participation in EU policymaking, with a special focus on projects aimed at encouraging participation in the 2014 European elections;

- **Inclusive growth**: projects promoting young people's commitment towards a more inclusive growth, notably projects tackling the issue of youth unemployment or aimed at stimulating unemployed young people's mobility and active participation in society, as well as projects addressing the issue of poverty and marginalisation, with a special emphasis on young migrants, disabled young people and, where relevant, Roma youth;

- **Creativity, entrepreneurship and employability**: projects stimulating young people's spirit of initiative, creativity and entrepreneurship, employability, in particular through youth initiatives;

- **Healthy behaviours**: projects promoting healthy behaviours, social inclusion and active participation through the promotion of the practice of grassroots sport and outdoor activities.

3. **TIMETABLE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10(^{th}) of September 2013</td>
<td>Deadline for submission of applications.</td>
</tr>
</tbody>
</table>
| September – October 2013 | Evaluation of eligibility and exclusion criteria.  
| | Evaluation of award and selection criteria. |
| November 2013 | Selection of applications (Award Decision).  
| | Written notification to the applicants.  
| December 2013 | Dispatching of financing agreements. |

Please read carefully Section 13 of the present Applicant's Guidelines concerning the procedures for submitting applications.

Projects must start between **1.1.2014** and **1.07.2014** and will have a maximum duration of **12 months**.

The mobility experience of the youth worker(s) will have a **minimum duration of 2 months** and a **maximum duration of 6 months**.

Applications will not be accepted if the project is scheduled to run for a shorter or longer period than that indicated herein.

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

It is planned that beneficiaries receive the grant agreement for signature during **December 2013**.

4. **BUDGET AVAILABLE**

The total budget allocated to the cofinancing of projects under this call for proposals is estimated at **EUR 755.000**.

The maximum grant shall not exceed **EUR 25 000**.


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

Only applications that comply with the following criteria will be considered eligible and will be the subject of an in-depth evaluation.

5.1 Formal criteria

Only proposals submitted by **12:00** (mid-day Brussels time) on **10 September 2013** in one of the EU official languages, using the official electronic form (e-Form), completed in full, will be considered.

The application form must be accompanied by an **official letter from the applicant organisation**, a **detailed description of the project**, a **detailed budget table** and a **declaration on honour** signed by the legal representative of the applicant organisation (original signature or equivalent required).

Please note that **no more than one project proposal** can be submitted by the same applicant under this call for proposals.

5.2 Eligible countries

Only applicants who are legal entities and legally registered in one of the Programme Countries shall be eligible to submit applications. This applies also to partner organisations. The Programme Countries are as follows:

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

- those countries of the European Free Trade Association (EFTA): **Iceland, Liechtenstein, Norway and Switzerland**;

- candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with these countries with a view to their participation in EU Programmes: **Croatia and Turkey**.

5.3 Eligible bodies

Proposals must be submitted by **non-profit organisations**. These organisations can be:

- Non-governmental organisations (NGOs);

- Bodies active at European level in the field of youth (ENGO), which have member organisations in at least eight (8) Programme Countries of the Youth in Action Programme;

- Public bodies based at regional or local level.

This applies to both applicant and partner organisations. Applicants must have a **legal status** and must – at the specified deadline for submitting their proposals – have been legally registered for at least **two (2) years** in one of the Programme Countries (see Section 5.2 for the full list of Programme Countries).

Projects should be based on a solid partnership between **two (2) partners** from **two (2) different Programme Countries** of which at least **one (1) from an EU Member State**, acting respectively as sending and host organisation of the youth worker(s) involved in the project.

One of the two partners assumes the role of coordinating organisation and applies to the Executive Agency for the whole project on behalf of both.

---

4 Persons from overseas countries and territories and, if applicable, public or private institutions based there, are eligible under the Youth in Action Programme, depending upon the rules of the programme and those which apply in the Member State with which they are connected. A list of these overseas countries and territories is given in Annex IA of Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Union ("Overseas Association Decision") OJ L 314, of 30.11.2001: [http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001D0822:20011120:EN:PDF](http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001D0822:20011120:EN:PDF)
Applicants must provide evidence of the trans-national nature of their project by submitting the Mandate (a preformatted document provided together with the application form) duly completed and signed.

Natural persons may not claim a grant under this call for proposals.

5.3.1 Legal entity

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

**Legal entities governed by private law:**
- the legal entity identification form\(^6\) duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address and registration number of the private-law entity);
- a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- articles of association (statute of entity);
- the financial identification form\(^7\) duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

**Legal entities governed by public law:**
- the legal entity identification form duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document attesting to the establishment of the public-law entity, such as the legal resolution, law decree or decision;
- the financial identification form duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

5.4 Eligible participants (youth workers)

Participants in the projects submitted under this call for proposals must be professional youth workers, both paid employees and experienced volunteers working in non-governmental organisations or local or regional public bodies active in the field of youth are concerned.

They should be legally resident in one of the Youth in Action Programme Countries.

There is no age limit of the participants.

In order to ensure the maximum benefits from the learning mobility experience both for the individual participant(s) and their sending and host organisations, a minimum of two years of relevant and documented professional experience in the field of youth work is required.

---

\(^5\) With the Mandate a Partner grants power of attorney to the Applicant to act in his/her name and for his/her account during the implementation of the action. This document clearly describes the role and responsibilities of the Partner in the design and implementation of the action. As part of the application form, this document must be signed bilaterally by the applicant and each partner and addressed to the Executive Agency (copies accepted). Any proposal not including the bilaterally signed mandate will be declared ineligible.

\(^6\) Forms are available on the following website: [http://ec.europa.eu/budget/execution/legal_entities_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

\(^7\) The form for the country where the bank is located should be completed even if the applicant organisation’s statutory head office is in another country. Forms are available on the following website: [http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)
Youth workers must have a clear, regular, structured and stable cooperation with their sending organisation. They must be identified in the application form.

Youth workers engaged on a voluntary basis should provide proof that they have a solid connection as well as a regular, structured and long-term cooperation with their sending organisation.

A CV and a motivation letter from the youth worker(s) should be attached to the application. Please note that these elements will be used to assess the motivation and commitment of the youth worker(s).

Projects will support individual mobility of up to two (2) youth workers.

When 2 youth workers are involved the project must be based on the principle of reciprocity, i.e. there should be a mutual exchange of youth workers between the two partner organisations. This will also allow partners to maintain stability in their human resources. The exchange must take place - simultaneously or not – within the project eligibility period.

This call is not targeted at youth workers working occasionally in a youth organisation or public body.

5.5 Eligible activities

The project must include activities of a non-profit-making nature that are related to the field of youth and non-formal education.

Youth workers should be fully integrated into the life of the organisation, to which they are sent, with a clear set of tasks to be accomplished during their period abroad.

This should be well prepared in advance by the organisation in which the youth worker is based and the organisation to which he/she is sent in close cooperation with the participant(s) in the mobility experience.

The activities to which youth workers may contribute should be relevant to the field of youth and non-formal education.

Indicative list of activities in which the youth workers may be involved:

- Initiating, developing and assisting in the preparation, implementation and evaluation of activities, projects, initiatives relating to the field of non-formal education and youth;
- Introducing or reinforcing the European dimension in the host organisation;
- Providing support for young people with fewer opportunities;
- Building long-term partnerships and networks;
- Learning, developing innovative approaches to youth work to be spread in their home context at the end of the mobility experience;
- Activities aimed at encouraging young people's entrepreneurship;
- Research and documentation activities related to youth work.

The following activities are not eligible:

- Profit-making activities of whatever type (publications resulting from activities under this call may be sold after case-by-case approval by the Agency);
- Activities performed as part of formal educational programmes (i.e. school, university, post-university activities);
- Statutory meetings of partner organisations (including the applicant).

6. SELECTION CRITERIA

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project 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 successfully complete the proposed action.

Applicants must submit a *declaration on their honour*, completed and signed, attesting to their status as a legal person and that they have the *operational* and *financial* capacity to successfully complete the proposed activities (declaration included in the application form).

7. **AWARD CRITERIA**

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

- **Relevance to the objectives and priorities of the Youth in Action Programme and of the call for proposals (25%)**
  
  In this respect the following aspects will be assessed:
  
  (a) the project meets the general objectives and priorities of the Youth in Action Programme;
  
  (b) the project meets the specific objectives and priorities of this call for proposals.

- **Quality of the project and of the working methods that it comprises (60%)**
  
  In this respect the following aspects will be assessed:
  
  (a) the high quality of the work programme in terms of content and methodology, (including the quality of the preparation and evaluation phases), its clearness, consistency, innovative aspects and European dimension. The coherence of the programmes of activities when two youth workers are involved;
  
  (b) the quality of the partnership, and in particular the clarity of the tasks, description of the partners’ actual role in the cooperation, as well as the experience and motivation of the partners to set up the project and further develop youth work. The commitment of the partners to provide appropriate support to the participants;
  
  (c) the active involvement of youth workers in the definition of the project;
  
  (d) the impact and relevance of the project on participants’ professional competences, as well as on the capacity-building of the partners involved (e.g. stronger involvement in international activities or further development of youth work activities);
  
  (e) the demonstrated added value of the project on the structures involved;
  
  (f) the visibility of the project as the quality of measures aimed at disseminating and exploiting project's results;
  
  (g) the project's multiplier effect as well as its long-term viability and potential to result in continued, sustained cooperation, in complementary activities or in long-lasting benefits for the partners and participants involved;
  
  (h) the consistency of the budget with the activities planned in the work programme.

- **Profile of promoters/participants involved in the project (15%)**
  
  In this respect the following aspects will be assessed:
  
  (a) involvement of promoters and/or participants working with young people with fewer opportunities or with unemployed young people;
  
  (b) motivation and commitment of the youth worker(s) to participate in the mobility experience, to contribute to the activities of the host structure and to spread the learning outcomes of the experience in their home context upon their return.

8. **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.

8.1 Contractual provisions and payment procedures

In the event of definitive approval by the Agency, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

Two copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

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 provided all possible guarantees are received.

Pre-financing is intended to provide the beneficiary with a float. It may be paid in several instalments.

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.

8.2 Double financing

Applicants may receive only one grant for the same application from the budget of the European Union. 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 budgetary year, stating in each case the budget heading, the Union 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.

8.3 Funding method

General provisions

Grant applications are based on a mixed system between budget based, lump sums and flat rate. Mixed financing grants are calculated on the basis of a detailed provisional budget in which all costs are given in Euro. Applicants from countries which do not belong to the Euro area must, when completing the provisional budget, use the conversion rates published in the *Official Journal of the European Union*, Series C, as at the publication date of this call for proposals.

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 project concerned.

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.

---

Eligible costs

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

- They are incurred during the duration of the project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the project’s financial statements and underlying accounts.

The period of eligibility of costs will start on the day the grant agreement is signed by the last of the parties.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.

Costs incurred prior to the 1st of January 2014 will not be considered;

- They are connected with the subject of the agreement and they are indicated in the estimated overall budget of the project;

- They are necessary for the implementation of the 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 with the corresponding accounting statements and supporting documents.

✓ Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out above, can be identified as specific costs with a direct link to the project’s realisation and directly chargeable to it.

Non-deductible VAT is an eligible cost unless it is related to activities of the public authorities in the Member States.

Financing of eligible direct costs can take the form of:

(a) percentage reimbursement

The following headings/items of eligible direct costs shall be financed on the basis of the applicable percentage of reimbursement:

- Participants' travel costs
- Exceptional costs (if applicable)

(b) financing on the basis of lump sums

The following headings/items of eligible direct costs shall be financed on the basis of lump sums:

- Activity costs

(c) financing on the basis of flat-rate in the form of scales of unit costs

The following headings/items of eligible direct costs shall be financed on the basis of flat-rate in the form of scales of unit costs:

- Participants' Subsistence costs
• Activity costs

Applicants are requested to read carefully the document "Specific funding rules" before completing and submitting their applications.

Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- costs declared by the beneficiary and covered by another action receiving an European Union grant;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Agency;
- contributions in kind.

Calculation of the final grant amount - Documents to be submitted

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 and results of the project;
- The final financial statement of costs actually incurred;

The beneficiary is required to submit the following supporting documents:

<table>
<thead>
<tr>
<th>Budget heading</th>
<th>To be annexed to the final financial statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel costs</td>
<td>Full justification of the costs actually incurred</td>
</tr>
<tr>
<td>Exceptional costs</td>
<td></td>
</tr>
</tbody>
</table>

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

9. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the 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.

Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the beneficiary or its partners themselves. In all cases, tasks to be subcontracted have to be identified in the proposal and the estimated amount entered in the budget. If this is not the case, prior written authorisation from the Agency must be obtained.

---

10. PUBLICITY

All grants awarded in the course of 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:
- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount awarded.

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.

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project. Beneficiaries must clearly acknowledge the European Union’s contribution in all communications or publications, in whatever form or whatever medium, including the Internet, or in conjunction with activities for which the grant is used. This must be done according to the provisions that will be included in the grant agreements.

If these provisions are not fully complied with, the beneficiary’s grant may be reduced.

The European Commission has opened a free public multilingual electronic platform for the dissemination and exploitation of project results. This platform is called EVE (*Espace Virtuel d'Echange*). Its objective is to improve the access to the results of Commission Programmes and initiatives in the area of, *inter alia*, education and training, and to increase their visibility. European project coordinators are expected to upload information on EVE about the project and its results, such as products, pictures, links or presentations. A link to the EVE webpage can be found on: [http://www.ec.europa.eu/eve](http://www.ec.europa.eu/eve)

Furthermore, beneficiaries are required to clearly give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. To that end, they shall use the logo of the Youth in Action Programme and the European flag, which the Agency will provide. If this requirement is not fully complied with, the beneficiary’s grant may be reduced.

11. 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.10

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals.

Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller).

Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law.

---

10 *Official Journal L 8, 12.1.2001.*
The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller.

Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website:

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:


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.

12. VALIDATION OF NON-FORMAL LEARNING EXPERIENCE

Each person who takes part in a Youth in Action project, including participants in the projects to be granted under this call for proposals, is entitled to receive a Youthpass certificate, which describes and validates the non-formal and informal learning experience acquired during the project.

Issuing a Youthpass certificate supports the learning process within the Youth in Action projects and enhances the quality of the projects.

Each beneficiary of a Youth in Action grant under this call for proposals is responsible for:

- informing all participants involved in the project that they are entitled to receive a Youthpass certificate;
- issuing such certificates to all participants who request one.

More information can be found in the Youthpass Guide, available at: www.youthpass.eu

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1 Publication

This call for proposals is being published in the Official Journal of the European Union and on the EACEA Agency’s website at the following address:

13.2 Application form

Grant applications must be drawn up in one of the official EU languages, using the electronic 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

13.3 Submission of the grant application

The electronic application form duly completed must be submitted by 12:00 (mid-day, Brussels time) on 10/09/2013.

A paper version of the application, as well as all documents referred to in section 5. Eligibility criteria above, must also be sent by 10/09/2013 to the following address:
by post, date of postmark,

by an express courier company, the date of receipt by the courier company being taken as proof of posting (a copy of the original deposit date receipt must be included in the application form).

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

In the event of inconsistency or discrepancy between the e-form version and the paper version, the e-form version shall prevail.

Confirmation that their proposal has been received will be sent to applicants, at the e-mail address given in their application, when submitting the e-form.

No changes to the application file 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 meet the procedure of submission of proposals and the eligibility criteria will be considered for possible award of 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.

The selected proposals will be subject to a financial analysis. In relation to this, the Agency may ask the persons responsible for the proposed project to provide additional information.

13.4 Applicable rules

The following regulations and decision apply:


13.5 Contact

For any additional information, please contact:

eacea-p6@ec.europa.eu