GUIDELINES FOR APPLICANTS

LIFELONG LEARNING PROGRAMME (LLP) – JEAN MONNET PROGRAMME, KEY ACTIVITY 1
Information and Research Activities for "Learning EU at School"

Call for proposals – EACEA/18/2011

1. INTRODUCTION / BACKGROUND

This call for proposals starts from evidence that the general level of knowledge of the European Union, its policies and its institutions is less than optimal, with a large part of the population having little or no knowledge or information on the Union. This is particularly valid for young people and is reflected in the low turn-out rate at the European Parliament elections in 2009.

The "Learning EU at School" initiative is the European Commission specific response to a request by the European Parliament, which stipulates that the Lifelong Learning Programme "should include measures to promote civic education (teaching and learning) on European Democratic Citizenship including studies of Europe and the European Union in the European Member States' secondary schools".1

The 'Lifelong Learning Programme'2 and more specifically its Jean Monnet Programme (Key Activity 1) constitutes therefore the legal basis of this call for proposals.

The Education, Audiovisual and Culture Executive Agency ('the Agency'), acting under powers delegated from the European Commission ('the Commission'), is responsible for the management of this call for proposals.

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2. **OBJECTIVE(S) – PRIORITY(IES)**

2.1 **Objective(s):**

The general objective is to bring European Union facts and knowledge on its Institutions and its way of functioning to pupils and students.

The specific objective of this call for proposals is to support unilateral projects under the "Information and Research Activities" of the Jean Monnet Programme, in order to:

- raise the level of general knowledge of the European Union, its policies and its institutions, so as to reduce the growing gap between the population and the European institutions.

- develop content for EU teachers at the level of primary and secondary schools and within vocational education and training.

2.2 **Priority(ies):**

Priority is given to projects involving higher education institutions, institutions and/or associations as indicated in point 5.1 demonstrating evident experience in teaching, research and educational activities on European integration issues.

3. **TIMETABLE**

The final date for submission of applications is **15 September 2011** (please read carefully section 13 of this call for proposals concerning the procedures for submitting applications).

The projects activities must start between 1 December 2011 and 31 January 2012.

The maximum duration of projects is 12 months. No extension to this maximum permitted duration will be granted. However, if a beneficiary finds, after the grant decision has been sent and a project has commenced, that due to circumstances beyond his control for which due evidence is furnished it has become impossible to complete the project within the assigned period, an extension of a maximum of three months to the permitted project duration may be granted, on condition it is requested before the final date specified in the grant decision.

The eligibility period for expenditure will begin on the day indicated in the grant decision.

**Costs incurred before the start of the eligibility period will not be considered.**

4. **BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects is estimated at EUR 2 000 000.

The Financial contribution from the Agency cannot exceed 75% of the total project costs.
The maximum grant will be EUR 60 000.

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 establishments/bodies/types of beneficiary**

This call for proposals is open to applications from:

- *Higher education institutions*
- *Institutions and/or Associations:*
  - of professors and researchers specialising in European integration studies;
  - of teachers and pedagogues;
  - ensuring the continuing education and training of teachers;
  - of higher education institutions and/or schools.

5.1.1 **Legal Entity**

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

- Private company, association, etc.:
  - bank details form, duly completed and signed,
  - 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).

- Public-law entity:
  - bank details form, duly completed and signed,
  - legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

5.2 **Eligible countries**

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

- Applicants must be located in countries eligible under the Lifelong Learning Programme:
  - the 27 EU Member States,
  - Iceland, Liechtenstein, Norway, Croatia, Turkey and Switzerland
5.3 Eligible activities

In the framework of this call, eligible activities must have one or more of the following objectives:

- **Developing and delivering appropriate pedagogical content and new/adapted didactic material** for the teaching of European integration at the level of primary and secondary schools and in vocational education and training.

- **Implementing teacher training** and continuing education for teachers by providing them with the appropriate knowledge and skills to teach European integration at the level of primary and secondary schools and in vocational education and training institutions.

- **Providing specifically designed Seminars or Workshops on European integration to pupils** at the level of primary and secondary schools and in vocational education and training institutions. Such projects must be submitted by a higher education institution having evident experience in teaching and research on European integration issues. Projects must list the schools that have agreed to take part in the activities.

5.4 Eligible proposals

The projects under this call for proposals are unilateral.

Only proposals submitted according to the procedure described in section 13, using the official application form, completed in full, signed (original signatures required) and sent by the specified deadline in section 3, will be considered.

The application form must be accompanied by documents attesting the applicant organisation's financial and operational capacity and all the other documents referred to in the application form.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the ceiling for European Union cofinancing, set at 75%.

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European 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 Union's 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;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

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

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

7. **SELECTION CRITERIA**

The applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. 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, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.
7.1 **Operational capacity**

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

- the CVs of the key staff involved showing all their relevant professional experience;

- a list of projects already undertaken in the relevant field by the applicant.

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 financial year for which the accounts have been closed;

- the bank details form completed by the beneficiary and certified by the bank (original signatures required);  

The verification of financial capacity shall not apply to public bodies or to international organisations under public law.

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

- reject the application
- ask for further information
- require a guarantee (see 9.3)
- offer a grant agreement without prefinancing
- make a first payment on the basis of expenses already occurred.

8. **AWARD CRITERIA**

Eligible applications/projects will be assessed on the basis of the following equally weighted criteria:

- **Quality of the applicant(s)**
  Quality (excellence) of the applying organisation(s) and the project coordinator(s) (CVs) in the specific field of European integration studies and/or pedagogy and teacher training;

- **Quality of the methodology and the work programme**
  Quality and detail of the planned activities. Strategy for achieving the anticipated results. Methodology and management of the work programme;

- **Impact and relevance of the results**

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Likely impact of the activities on stimulating teaching of European integration at the level of primary and secondary schools and in vocational education and training institutions. Dissemination and utilisation of the results;

- **Innovative Character**
  Degree of innovation of the project.

### 9. FINANCIAL CONDITIONS

European Union grants are incentives to carry out projects which would not be feasible without the financial support, and are based on the principle of co-financing. The grant complements the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

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 and the grant may under no circumstances exceed the amount initially requested by the applicant.

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

The 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 Funding System

**Flat rate financing system**

Under this call, financial support provides an EU co-financing in the form of grants calculated on the basis of a flat rate system.

The flat rate grant amount is determined on the basis of a calculated *allowance scale for participants* in the following way:

- a. The calculated allowance scale for participants, which covers non-local contributors' participation costs and their travel and subsistence costs, is multiplied by the total number of participants and by the number of days over which the activity runs.

- b. A fixed amount of EUR 25 000 covering production and dissemination costs is added to the result of the above mentioned calculation.

The final grant is obtained by applying the maximum EU 75% funding of total project costs and by respecting the maximum grant ceiling for this project type (EUR 60 000).

The table indicating the conference cost per participant per day, the allowance scale for non-local contributors as well as an example of the calculation of individual grants according to the flat rate financing system are to be found on the tables annexed to these guidelines (Annex 1).
The allowance scale for non-local contributors (covering accommodation and subsistence cost) is based on Commission *per diem* rates but applying a reduction of EUR 35 in order to take into account lunch expenses that are already covered by the conference cost per participant per day (see Annex 1).

*A grant calculator*, included in the specific application forms, enables applicants to calculate the potential grant automatically.

### 9.2 Contractual provisions and Payment procedures

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

- **Decision:** the decision must not be returned to the Agency. The general conditions applicable to the decision are available in the 'Documents register' of the Agency website (see Annex 2).
  
  As regards grant decisions, beneficiaries understand that:

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

For Non-EU member states, a grant agreement will be sent to the beneficiary. A grant agreement must be signed by the two parties (the Agency and the grant beneficiary). The general conditions applicable to the grant agreement are available in the Agency website (see Annex 2).

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

A pre-financing payment of 80% 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 Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the conditions or grounds for granting these contributions (flat rate financing system), as set out in the Grant Decision/Agreement, are not fulfilled or are only partially fulfilled on completion of the action, the Agency shall withdraw or reduce its contributions in line with the actual extent of fulfilment of the conditions or requirements.

### 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 Union funding for the same activity.

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.

11. 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.

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. To do this they must use the format and the logo of the Lifelong Learning Programme, available at the following Internet address: http://eacea.ec.europa.eu/about/eacea_logos_en.php. 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 European Union institutions and bodies and on the free movement of such data.4 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 Union 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. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

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


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

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1 Publication

The call for proposals is published in the Official Journal of the European Union5 and these Guidelines for Applicants are available in English, French and German on the Internet address of the Agency: http://eacea.ec.europa.eu/llp/funding/2011/call_jean_monnet_action_ka1_2011school_en.php

5 http://eur-lex.europa.eu/JOIndex.do?ihmlang=en
13.2 Application form

Grant applications must be drawn up in English, French or German, using the form specifically designed for this purpose. Please note that only typed applications will be considered.

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

13.3 Submission of the grant application

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

Applications which do not include all the stipulated documents in the required languages and which are not submitted by the deadline will not be considered.

Applications must be sent by the deadline specified in section 3, by post, date as postmark, to the following address:

Education, Audiovisual and Culture Executive Agency
Unit P2 – Lifelong Learning: Erasmus, Jean Monnet
Call for proposals – EACEA18/2011 – "Learning EU at School"
Office: BOU2 3/107
Avenue du Bourget/Bourgetlaan 1
1040 Bruxelles/Brussel
BELGIQUE/BELGIË

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

13.4 The application package

- the official application form including the official financial form (grant calculation spreadsheet in Excel) duly completed, dated, submitted in three (one original clearly identified as such, plus two certified copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;

- the financial identification form duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation and certified by the bank (original signatures required). Please fill in the form applicable to the country in which the beneficiary organisation’s bank is located, even if the organisation’s official head office is in another country. All financial identification forms are available at
the legal entity form duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. Any official document showing the legal entity’s name, the address of its registered office and the registration number issued by the national authorities as well as a copy of the VAT registration document, if applicable, and if the VAT number does not appear on the aforementioned official document must not be submitted at this stage. These documents will be requested of only those applicants whose proposals have been pre-selected by the Agency, with the help of a team of independent experts. All legal entity forms are available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm;

a copy of the official annual accounts (balance sheet and profit and loss accounts) of the last financial year (not for the Public-law entity);

the CVs of the key persons responsible for implementation of the work programme.

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, guarantees.

13.5 Rules applicable


13.6 Contacts

If you have any questions, please contact:

Education, Audiovisual and Culture Executive Agency
Unit P2 Lifelong Learning: Erasmus, Jean Monnet
Call for proposals EACEA/18/2011 – "Learning EU at School"
E-mail: EACEA-AJM@ec.europa.eu

Annexes:

- 1. Table for flat rate financing system
- 2. General conditions of Grant decision and Grant agreement
Annex 1

Table for flat rate financing system

National conference cost per participant per day and per diem per non local contributor for Information and Research Activities ("Learning EU at School")

<table>
<thead>
<tr>
<th>Countries</th>
<th>A. Conference cost per participant per day (€)</th>
<th>B. Accommodation and subsistence cost per non-local contributor (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EU Member States</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austria</td>
<td>99</td>
<td>191</td>
</tr>
<tr>
<td>Belgium</td>
<td>90</td>
<td>197</td>
</tr>
<tr>
<td>Bulgaria</td>
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<td>193</td>
</tr>
<tr>
<td>Cyprus</td>
<td>68</td>
<td>202</td>
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<tr>
<td>Czech Republic</td>
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<td>195</td>
</tr>
<tr>
<td>Denmark</td>
<td>94</td>
<td>229</td>
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<tr>
<td>Estonia</td>
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</tr>
<tr>
<td>Finland</td>
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<td>France</td>
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<td>Germany</td>
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<tr>
<td>Greece</td>
<td>84</td>
<td>189</td>
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<td>Hungary</td>
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<td>Ireland</td>
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<td>216</td>
</tr>
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<td>Italy</td>
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<td>195</td>
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<td>Latvia</td>
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<td>179</td>
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<tr>
<td>Lithuania</td>
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<td>Luxembourg</td>
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<td>Malta</td>
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<td>Netherlands</td>
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<td>Poland</td>
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<td>Portugal</td>
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<td>Romania</td>
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<td>Slovakia</td>
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<td>Slovenia</td>
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<td>Spain</td>
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<tr>
<td>Sweden</td>
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<td>218</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>88</td>
<td>234</td>
</tr>
<tr>
<td><strong>Other LLP countries</strong></td>
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<td></td>
</tr>
<tr>
<td>Croatia</td>
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<td>Iceland</td>
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<td>Liechtenstein</td>
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<td>Norway</td>
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<td>Switzerland</td>
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<td>192</td>
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<tr>
<td>Turkey</td>
<td>40</td>
<td>79</td>
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</tbody>
</table>

The travel cost for non-local contributor is estimated at 400 EUR.
EXAMPLE

For a two-day Jean Monnet conference (grant ceiling for Information and Research Activities for "Learning EU at School" is 60,000 €) with 100 participants and 5 non-local speakers in Italy where the national allowance scale per day per participant is 77€ and per non-local speaker is 195€, the calculation of the flat-rate financing would be made in five steps as follows:

<table>
<thead>
<tr>
<th>5-step calculation:</th>
<th>Information and Research Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply automatic mathematical formula to obtain average cost per participant, per day *</td>
<td>96.75€</td>
</tr>
<tr>
<td>2. Multiply result by number of participants and by number of days</td>
<td>100 x 2 x 96.75€ = 19,350.00€</td>
</tr>
<tr>
<td>3. Add 25,000€ lump sum for publications, interpretation etc.</td>
<td>19,350.00€ + 25,000.00€ = 44,350.00€</td>
</tr>
<tr>
<td>4. Multiply by 75% max. Community contribution</td>
<td>44,350.00€ x 75% = 33,262.50€</td>
</tr>
<tr>
<td>4. Reduce in line with grant ceiling (60,000€)</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Result:</strong></td>
<td><strong>33,262.50€</strong></td>
</tr>
</tbody>
</table>

Applicants must indicate on the financial form the number of participants and the number of non-local speakers involved in the event, the number of days it will cover and the country in which it will be delivered. The grant will be calculated automatically.

Due justification of the number of participants involved will be required in the case of awarded funding.

* To obtain a single allowance scale for participants which covers non-local contributors' participation costs and their travel and subsistence costs, the following formula is applied:

\[ B = B_x + \left( B_y + \frac{400}{\text{no days}} \right) \times \frac{Y}{X} \]

\[ 77 + \left( 195 + \frac{400}{2} \right) \times \frac{5/100}{} = 96.75 \]
Annex 2

General conditions of Grant decision based on flat rates financing system are available at:


General conditions of Grant agreement based on flat rates financing system are available at: