

**2010 CALL FOR ACTION GRANTS
JLS/2010/JPEN/AG
UNDER THE PROGRAMME "CRIMINAL JUSTICE"**

1. INTRODUCTION

The aims of the Criminal Justice programme, adopted by Council Decision No 2007/126/JHA on 12 February 2007¹, include promoting judicial cooperation based on mutual recognition and mutual confidence, promoting the compatibility in rules applicable in the Member States as may be necessary to improve judicial cooperation, improving contacts, exchange of information, best practices and mutual trust.

All areas identified in the "Criminal Justice" programme are open for proposals. However, in 2010, specific priorities have been identified. The amount available for action grants awarded under this call for proposals will be **EUR 10.000.000**.

2. SCOPE OF THE CALL

This call for proposals aims at selecting proposals of Union interest to be co-funded by the European Commission within the framework of the Specific Programme "Criminal Justice". Projects have to be either national under certain conditions stipulated in section 4 or transnational, involving at least two EU Member States or at least one Member State and one other country which may either be an acceding or a candidate country.

All proposals submitted must be within the scope of the Criminal Justice Specific Programme (2007-2013) and will be judged against the criteria set out in this call for proposals.

The selected projects must enable progress to be made in attaining one or more of the general objectives of the Programme.

The projects are expected to commence shortly after the award of a grant (most likely at the beginning of 2011) and may have a maximum duration of 24 months.

3. PRIORITIES OF THE CALL

The priorities for 2010 in the area of criminal Justice are:

- Judicial training
- Supporting, or improving the implementation of adopted EU Instruments with a view to networking and exchanging best practice among practitioners, including on procedural rights and restorative justice
- Supporting victims of crime

¹ OJ L 058, 24.02.2007, p.13

- Interconnection of criminal records
- European e-Justice.

3.1 Judicial training (transnational projects)

In conformity with the Resolution of the Council 2008/ C 299/01, European judicial training will be reinforced. European judicial training concerns initial and continuous training, both theoretical and practical, for legal professionals (see target groups under 4).

European judicial training should demonstrate one or more of the following aspects:

- Judicial training sessions on EU legal instruments and policies organised in one Member State (MS) and open to legal professionals from more than one Member State and fully advertised as such;
- Training sessions organised at European level by structures dealing with judicial training, whether they are permanent such as the Europäische Rechtsakademie (ERA), European Judicial training Network (EJTN), European Institute of Public administration (EIPA), lawyers' associations, academic networks, etc. or organised on an ad-hoc basis;
- Judicial training sessions organised in a Member State and using training modules about EU legislation developed or validated at European level for use in more than one Member State in order to develop a European judicial culture;
- Judicial training through the use of e-learning modules developed or validated at European level for use in more than one Member State.
- Language training specific to the legal field. For example, the development and/or implementation of appropriate training modules and methodologies for linguistic training of judges and prosecutors

Activities with this objective may include training, exchanges activities, meetings and seminars and dissemination of results, or a combination of these activities.

The projects should consist of sustainable programmes which can be considered as part of a European training scheme, taking into consideration results of previous training projects where applicable, putting emphasis on development of re-usable methodologies, and dissemination of results amongst all legal professions.

The priorities are:

- Training in EU legal instruments and policies in criminal matters
- Development and/or implementation of appropriate training modules and methodologies for linguistic training of judges and prosecutors
- Training for legal professionals regarding fraudulent activities in the context of bankruptcy

3.2 Supporting, or improving the implementation of adopted EU Instruments

3.2.1 Improving judicial cooperation in criminal matters

- a) Supporting or improving the implementation of adopted EU instruments, in particular with a view to
 - networking and exchange of best practice between practitioners,or
 - introducing a kind of "after sales service" for national administrations and citizens
- b) Cooperation with and through Eurojust and the European Judicial Network (EJN) in criminal matters as well as direct cross border cooperation between judicial authorities,
- c) Experience in international conventions, such as the EU 2000 Convention on Mutual Assistance in Criminal Matters and its 2001 Protocol and European Arrest Warrant (EAW).
- d) Procedural rights, including transnational cases,
- e) Cooperation between victim support organisations or institutions,
- f) Identification of effective measures in the area of restorative Justice.

3.2.2 Improving mutual knowledge and exchanging best practice

Projects should be comparative studies or concrete projects based on direct cooperation, such as twinning (of courts, prosecution offices, bar associations or prison/probation administrations), for example, and with the objective of identifying best practice and/or developing common projects in the following areas:

- a) Administration of justice and case management, including offender assessment,
- b) Restorative justice and mediation,
- c) Access to justice and information on rights,
- d) Translation and interpretation in criminal proceedings,
- e) Evaluation by relevant professionals of specific EU instruments,
- f) Prosecuting violations of international humanitarian law,
- g) Implementation of EU instruments and detention conditions.

3.3 Supporting victims of crime

Projects should aim to inform and support victims of crime and/or family members to recover from their experience, on the basis of knowledge on the situation of victims of crime, their need for information and support, including information on preventing victimisation, whether

primary, secondary or repeat victimisation, by means of legal, social or medical and psychological support provided by organisations and/or their networks; Actions may include training, dissemination of information², exchange of information and best practice, sharing of resources, cooperation building and solidarity networks or seminars as well as solidarity and assistance programmes.

3.4 Interconnection of criminal records

National and transnational projects concerning the interconnection of national criminal record IT systems within the EU presented by national central authorities (see eligibility criteria 5.2.c). Exchange of information about convictions in the EU is to be facilitated through the creation of a computerised system of exchange of information ECRIS-European Criminal Records Information System. Projects should have one or more of the following objectives:

- a) Appropriate modernisation and computerisation of national criminal records IT systems where necessary for European interconnection: this could involve preparatory/feasibility studies, project development, purchase of computer software.
- b) Dedicated training of personnel working for national criminal record authorities, e.g. training on the functioning of their newly updated national information system, as well as specific training for those in charge of dealing at European level with other criminal record systems/foreign authorities;
- c) Projects aimed at facilitating the exchange of information extracted from criminal records between Member States' central authorities for purposes other than criminal proceedings.
- d) Projects aimed at preparing the future implementation of ECRIS. These may include studies, preparatory meetings, translation of documents, technical and legal support to improve mutual understanding of criminal records information and technical exchanges.

3.5 European e-Justice

A separate call for European e-Justice with specific conditions is foreseen and has already been published. However, European e-Justice is also one of the priorities of this general call under the Criminal Justice Programme in 2010. In this general call, non-profit organisations are encouraged to participate in the development of European e-Justice. Their projects should help develop the use of electronic tools in the context of justice, taking into consideration national developments on the basis of exchange of best practice.

All projects should aim to provide practical tools to enable better access to cross-border justice for EU citizens.

Projects will have to show how they contribute to the improvement of interoperability of existing national tools at European level. Projects promoters

² Bearing in mind that by the end of 2010 factsheets on victims' rights in all Member States will be published on the European e-Justice portal in all 22 languages

should indicate whether or not their projects have some relation to the 2008 Council Action Plan on European e-Justice. Possibilities of future integration in the European e-Justice portal for the benefit of the citizens and legal practitioners of the 27 Member States should be indicated.

Projects could relate to:

- Support to multilingualism through translation of legal online sources of information,
- Development of multilingual tools necessary to find a legal professional in another Member State
- Development of multilingual tools necessary to communication or exchange of data between legal practitioners
- Support to workshops relating to exchange of best practices in the field of e-Justice and dissemination of information on the results of existing national or cross-border projects
- Development of secure paperless procedures, between citizens and legal professions or amongst legal professions
- Creation or interconnection of national or European-level databases with national legislation and/or case law of the Member States relevant for the application of mutual recognition instruments or instruments approximating substantive criminal law

4. WHO MAY APPLY

- **Legal status:** institutions and public or private organisations, including professional organisations, universities, research institutes and legal and judicial training institutes for legal practitioners and non-governmental organisations. Bodies and organisations which are profit oriented shall have access to the programme only in conjunction with non profit oriented or public organisations and the proposal susceptible to be awarded a grant must present a non-profit budget .
- **Origin:** they are based in one of the Member States of the European Union
- **Target group:** The participants and/or target group for the projects should be legal practitioners, including judges, prosecutors, advocates, solicitors, academic and scientific personnel, ministry officials, court officers, bailiffs, court interpreters, representatives of victim's assistance services and other professionals associated with the judiciary in the area of criminal law, national authorities and citizens of the Union in general.
- **National projects:** projects to be carried out within a single Member State.
They may be of three types:
 - a) Preparing transnational projects and/or Union actions ("starter measures");
 - b) Complementing transnational projects and/or Union actions ("complementary measures");
 - c) Contributing to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods or technologies with a view to transferring them to other Member States and/or other country which

may either be an acceding or a candidate country under the conditions stipulated here below.

- **Trans-national projects:** projects that involve beneficiaries (coordinators/co-beneficiaries) in at least two Member States or in at least one Member State and one other country which may either be an acceding or a candidate country under the following conditions. Transnational projects may not be presented by third countries or by international organisations but they may participate as associate partners.

NOTES:

Applications from natural persons (private individuals) are not eligible.

The Programme is also open to the participation of organisations from acceding and candidate countries associated to the EU and the Western Balkan countries, but specific conditions for these countries must first be met before they can be funded (i.e.: these countries must have signed a Memorandum of Understanding in order to participate in the Programme and must have contributed to the Budget of the European Union). Under this call the specific conditions **are not met** and organisations from these countries therefore cannot apply (but they can be involved in project proposals of other applicants as associate partners on a non-funded basis, see below).

If, before the deadline for submission of proposals, the required conditions are met by any one of these countries, a notification will be placed on the Criminal Justice website informing applicants that organisations from such countries can participate as applicants.

❖ **Partnership (if applicable)**

If the proposal is submitted by a partnership (applicant plus one or more partners), the organisation coordinating the project (applicant) will be required to put together a team of partners/associate partners (see below for the definition of these terms).

There must be only one grant application per project, and this should be presented by the coordinating organisation.

❖ **Applicant (referred to as 'the beneficiary' in the mono-beneficiary grant agreement or as 'the co-ordinator' in the multi-beneficiary grant agreement)**

The applicant organisation (coordinating organisation/lead organisation) is responsible for the project application to the Commission. If a grant is awarded, this organisation will be responsible for overall management of the project, coordination of the tasks, liaison with the Commission and management of the budget.

NOTES:

According to article 114 of the Financial Regulation of the European Communities, potential applicants and partners may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in the Articles 93(1), 94 and 96(1) of the Financial Regulation of the European Communities. The "Declaration on exclusion criteria" is an obligatory part of the application form and must be duly dated.

An applicant may apply for support for several separate projects. In this case, separate applications should be submitted. Only one application is required for each project. In case more than one project is selected for funding, the applicant must demonstrate its technical and financial capacities to implement all of its projects. Applicants selected as the project coordinators may also participate as partners (co-beneficiaries) in projects submitted by other organisations.

❖ **Partners (referred to as 'co-beneficiaries' in the grant agreement)**

Partners may be the organisations and institutions eligible for EU funding which, in cooperation with the applicant (coordinating organisation), implement project activities as described in the grant agreement. The coordinating organisation and the partners share the relevant tasks and finance. Applicants' partners participate in the designing and implementing the action and the costs they incur are eligible, subject to the same conditions, as those incurred directly by the grant beneficiary.

❖ **Associate partners**

Associate partners are not eligible for EU funding. Organisations from any third country may participate in project activities as associate partners. The associate partners of the project, other than the applicant, must sign a Partnership Declaration by which they agree on how they will contribute to the implementation of the project, as described in the application.

IMPORTANT NOTE: the following types of action will not be funded by the Commission:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences or congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions concerned either solely or mainly with the operational aspects of the applicant and/or its partners;
- Actions supporting individual political parties;
- Actions through which the beneficiaries use the budget of the project to award grants under their own procedures and authority to third parties.

5 EVALUATION OF PROPOSALS

The submitted proposals will be evaluated against exclusion, eligibility, selection and award criteria.

5.1 Exclusion criteria

Potential applicants and partners may not participate in calls for proposals or be awarded grants 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 European Union's financial interests;
- f. they are currently subject to an administrative penalty referred to in Article 96(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as last amended by Council Regulation (EC) N° 1525/2007 of 17 December 2007 (OJ L 343, 27.12.2007), due to having been guilty of misrepresentation in supplying the information required by the contracting or grant awarding authority as a condition of participation in another grant or procurement procedure or failing to supply this information or due to having been declared to be in serious breach of their obligations under contracts covered by the budget.
- g. they are subject to a conflict of interest;
- h. they 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..

5.2 Eligibility criteria

Proposals will be declared ineligible if they do not respect one of the following criteria. If a grant application is declared ineligible, it will not be considered for evaluation.

- (a) Projects may be submitted by institutions and public or private organisations including professional organisations, universities, research institutes and legal and judicial training institutes for legal practitioners and non-governmental organisations established in the Member States with legal personality.

Bodies and organisations which are profit oriented shall have access to the programme only in conjunction with non profit oriented or public organisations and the project susceptible to be awarded a grant must present a non-profit budget .

- (b) Projects may be either national projects (definition see above section 4 Who may apply) or transnational projects (at least two Member States or at least one Member State and a candidate/acceding country eligible to participate in the actions of the Programme³ whether they are working together to organise them or actually participating). Third countries and international organisations may participate as partners, but are not permitted to submit projects;

³ Participation of acceding countries and candidate countries is subject to compliance with the conditions specified in the legal base (Art. 5 (1))

- (c) With regard to projects related to criminal records, only national authorities designated under Article 1 of Council Decision 2005/876/JHA of 21 November 2005 on the exchange of information extracted from the criminal record⁴ may apply;
- (d) The minimum amount of grant is €100.000, project proposals requesting a grant of less than €100.000 will be considered ineligible.
- (e) Projects may have a maximum duration of 24 months.
- (f) Projects should be within the scope of the Criminal Justice programme and/or the priorities of the AWP 2010;
- (g) Projects cannot be already completed and should be scheduled to start not before the signature of the grant agreement. An earlier start of the project may take place only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application;
- (h) Only requests submitted on the standard application form, signed and accompanied by the annexes required in the call for proposals, will be taken into account. Any alterations made to the form will disqualify the application. It must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- (i) Requests must be submitted until the date defined in the call for proposals in accordance with the modalities defined the same call notice and guide for applicants;
- (j) The maximum rate of co-financing by the Commission is 80% of the total eligible costs of the project. The applicant must provide written proof of secured⁵ co-financing amounting at least to 20% of the total eligible costs of the project.

5.3. Selection criteria

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, eligible proposals shall be evaluated on the basis of the following selection criteria:

- (a) the applicant's operational and professional competence and qualifications in the specified area to complete the proposed action, including evidence of relevant professional training and/or experience of the key personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational

⁴ OJ L 322, 9.12.2005, p.33.

⁵ secured in the sense of being pledged by the applicant, a partner or any donor (in writing through the co-financing declaration form, or through signature of the budget form when it comes to co-financing provided by the applicant himself) with the sole condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution "unsecured". For co-financing from public authorities, an additional condition of compliance with the relevant national budgetary regulations may be accepted

and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed;

- (b) the applicant's financial capacity, i.e. stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out and to participate in its funding, based on of the applicant organisation's financial results in previous years and of the resources available to it for co-financing the project and for financing all project-related expenditure up to payment of the Commission's contribution. This requirement is not applicable to universities and public bodies.

Only proposals which meet the above selection criteria will be examined further.

5.4. Award criteria

Proposals that are eligible and meet the selection criteria will be assessed by the evaluation committee and they will be ranked on the basis of the following award criteria:

- (a) **Conformity:** Projects will be assessed on the extent to which they fall within the objectives of the programme and the priority areas identified in this call and, on a subsidiary basis, in the relevant EU strategic documents and/or action plans. Each project should demonstrate that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in Criminal justice **(15 points)**
- (b) **Quality** of the proposed action (particularly regarding its conception, organisation, clarity, methodology, allocation of resources, expected results and strategy for their dissemination). In particular, the ability of the project to attain the desired objectives will be assessed **(30 points)**
- (c) **Value for money.** Appropriateness of the amount requested for financial support as to expected results (cost/benefit ratio) **(15 points)**
- (d) **Sustainability of the project** i.e. likely impact of the expected results, measures planned for the dissemination of the results and to ensure adequate follow-up of project outputs **(20 points)**
- (e) **European dimension.** Geographical scope of the project in terms of partners, participants and target groups and/or its added value at European level **(20 points)**

Proposals scoring below 65 points will be rejected.

Once the evaluation procedure is completed, including receipt of the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken, including reasons for rejection, and of the next steps. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

6. BUDGET AND FINANCIAL ASPECTS

6.1 Budgetary information

In 2010, the indicative budget available for this call is €10.000.000.

6.2 General provisions

○ The EU's financial contribution may not exceed 80 % of the total direct eligible costs of the action; proposals requesting more than 80% of eligible costs will be considered ineligible. A minimum of 20 % of the total eligible costs must therefore be provided as co-financing, either by the applicant organisation and/or partners (co-beneficiaries) if applicable, or by another donor. Evidence should be provided by the applicants that the funding is secured⁶, and the applicant must submit budget estimates in Euro, in which revenue and expenditure are in balance. The rules on eligible costs are described in the standard grant agreement.

○ Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project.

○ Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.

○ Co-financing of a project under the Programme cannot be combined with any other co-financing by another programme financed by the Budget of the European Union. Costs incurred in third countries are not eligible.

○ Recommendations to award a grant are always subject to the condition that the checking process which precedes the signature of the agreement does not reveal problems requiring significant modifications of the budget. As for the terms and conditions of the grant agreement to be concluded with the beneficiaries, a model is published on the website of DG JLS, together with other documents relevant for the applicants under this call. However, the actual grant agreement that will be proposed to each beneficiary will depend on the structure of the project at hand (and – where applicable - the working arrangements between the applicant and the partners).

As a general rule, selected projects will begin once the grant agreement is signed by both parties or on an agreed specific date given in the agreement. Expenditure is eligible from the date given in the grant agreement. Any costs incurred before the agreement is signed are at the risk of the applicant and may not be eligible. Costs incurred in third countries are not eligible.

○ Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind will not be accepted as co-financing from the Beneficiary. Costs of staff

⁶ secured in the sense of being pledged by the applicant, a partner or any donor (in writing through the co-financing declaration form, or through signature of the budget form when it comes to co-financing provided by the applicant himself) with the sole condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution "unsecured". For co-financing from public authorities, an additional condition of compliance with the relevant national budgetary regulations may be accepted.

assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners. Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

- The amount of grant and the percentage of co-financing as a result of corrections may not be increased. It is therefore in the applicant's interest to provide a realistic and cost-effective budget with their grant application. Only eligible costs can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated in article II.14 of the General Conditions to the Standard Grant Agreement. Note that the eligible costs must be real costs based on supporting documents (except for indirect costs where flat-rate funding applies and subsistence costs).

- The Commission cannot reimburse any costs that have been incurred in non-EU countries. However, representatives of associate partners may participate in project meetings, conferences etc. held in EU countries as long as travel tickets have been purchased in a country eligible for funding and any per diems/eligible costs are also incurred in a country eligible for funding⁷.

6.3 Payment procedures

- As a general rule, the grant is provided in two instalments: a pre-financing payment on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.

- An advance payment of 80 % of the Commission's contribution will be paid within 45 days of the signature of the grant agreement. The balance will be paid once the Commission has accepted the final report and financial accounts.

- At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs.

- Sums due shall be paid by the Commission within no more than forty-five calendar days for the pre-financing and ninety calendar days for the final payment. On expiry of the time-limit, the creditor shall be entitled to late payment interest.

7 PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

7.1 Deadline for submitting applications

Applications must be submitted electronically via the PRIAMOS system.

Deadline for submissions is 15 September 2010, 16:00 CET.

⁷ Example: *an associate partner from Turkey (not eligible for funding in 2010) might attend a conference in Brussels. The Belgian coordinator/partner could purchase their air ticket in Belgium. Costs incurred during the meeting in Brussels would be covered.*

The PRIAMOS system will not accept any application after the deadline. Applications submitted after the deadline will be automatically rejected.

Please note that the documents submitted via the PRIAMOS system **do not need** to be sent by regular mail. However, the applicants should also print out the Application Form for their own records.

Following the conclusion of the selection process, applicants placed sufficiently high on the merit list to be considered for a grant will be requested to provide a paper copy of the application (printed out at the moment of submitting it via the PRIAMOS system) and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will lead to disqualification of the project proposal concerned.

Practical information about PRIAMOS and submission of electronic application through PRIAMOS are available on

http://ec.europa.eu/justice_home/news/information_dossiers/priamos/index_en.htm

Please note that, before being able to submit a proposal, applicants

- have to consult the "**2010 Guide for submitting a grant application**" for Criminal justice

NOTE:

The details and the explanations concerning the annexes to be provided by the applicant are available in the "**2010 Guide for submitting a grant application**" for submitting a grant application form which is an integral part of this call notice. The conditions contained therein are used as part of the evaluation process.

The call text and the "**Guide for submitting a Grant Application**" and the relevant links can be accessed from the Specific Programme Criminal Justice 2007-2013 website at the following address:

. http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm

- need to enter in PRIAMOS system to obtain a password for registration. The registration process may take up to 15 days. It remains the applicant's responsibility to register in PRIAMOS in due time. Questions about the electronic version of applications may be sent to JLS-PRIAMOS-USM@ec.europa.eu.

7.2 Content of applications

Applications under this call for proposals must contain the following elements (using standard forms provided for as annexes to the application form in PRIAMOS):

List of the annexes provided in PRIAMOS

- ✓ **A grant application form** for action grants specific for this call available on PRIAMOS must be filled. There is a grey field on the cover of the Application Form where your proposal number will be added by the Commission. You should not write in this field.

- **Annex 1: Technical Annex.** Additional information on the applicant organisation and proposal presented (The purpose of this document is to complement the information provided in the application form produced in PRIAMOS and published on the DG JLS website)
- **Annex 2: Financial budget and reporting module** completed in Excel. The applicant declares its co-financing by signing the budget form
- **Annex 3: Project Timetable:** The applicant is required to present a timetable in the form of an excel table broken down into activities as described in the technical annex.
- **Annex 4: Curriculum vitae:**
Only the CVs of key staff performing the work in connection with the project are required. Please use the EUROPASS CV format if possible in order to facilitate evaluation. Each CV must contain maximum 3 pages. You can download a template at this address:
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>
- **Annex 5: Legal entity form** (1 signed original), typewritten and signed by the legal representative of the applicant (co-ordinator) and the co-beneficiaries. This form must be duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein (statutes, certification, VAT, etc.). The Excel file containing the Legal Entity Form can be downloaded from the following web page: http://ec.europa.eu/budget/execution/legal_entities_en.htm
- **Annex 6: Financial identification form**, typewritten, signed and stamped by both the applicant's legal representative (co-ordinator) and the bank. The stamp of the bank and the signature of the bank's representative are not required if a copy of a recent bank statement is attached. The Excel file containing the Financial Identification Form can be downloaded from the following web page: http://ec.europa.eu/budget/execution/ftiers_en.htm
This file contains one page (sheet) per country. The following steps should be taken:
 - Choose the sheet corresponding to the country of the applicant; Fill out and sign this sheet in one copy. In the first box, 'account holder', put the name of the organisation or institution. The account specified in the application and into which the grant will be paid, must be in the name of the contracting organisation – personal accounts are not acceptable under any circumstances;
 - Make sure the bank signs and stamps the FIF and that the legal representative not only signs, but also adds the date in the corresponding box at the bottom of the page. It is preferable to attach a copy of a recent bank statement, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases.
 - Print out the form, making sure it fits onto one printed page, and attach it to the Grant Application Form.
- **Annex 7: Partnership declaration**
- **Annex 8: Declaration of co-financing** per donor organisation/third party/applicant/partner

- **Annex 9:** Evidence of **legal status** and Certificate of legal registration of applicant organisation. This is to allow verification of the applicant's legal status and that it is properly constituted under the law: for private entities: an extract of the commercial registration and a copy of a document proving VAT registration (in case the VAT number does not show on the certificate, for public bodies, copy of the resolution, law, decree or decision establishing the body in question or any other official document attesting the establishment of the body

Additional Scanned documents to be added to the grant application form

- Evidence of legal status and Certificate of legal registration of applicant organisation

The following documents are not requested from Ministries, public universities and other MS public authorities

- Report or description of the activities carried out by the applicant organisation in 2008 and 2009
- Latest financial statements demonstrating the applicant's financial capacity
- Most recent audit report by an independent authorised auditor if the requested co-financing is more than 500.000 EUR.

NOTE:

Only requests submitted on the standard application form, signed and accompanied by all documents listed here will be considered eligible.

7.3 Where to get further information

Questions may be sent by e-mail to the following address indicating clearly the reference of the Call for proposals – action grants JLS/2010/JPEN/AG:

e-mail address: JLS-JPEN@ec.europa.eu

The Commission shall reply according to the code of good administrative conduct within 15 working days from the receipt of the question.

The Commission may contact applicants to request additional information at any time prior to taking its decision. Failures to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

7.4 Approximate timetable

The indicative schedule of this call for proposals will most probably be as follows:

Publication of the call for proposals on the Commission website:	Q2 2010
Deadline for submission of proposals:	15/09/2010
Opinion of the Programme Committee:	Q3 2010
Commission Decision:	Q4 2010
Commitments and grant agreements:	Q4 2010
Projects' starting date (at the earliest):	Q1 2011

8. PUBLICITY

All grants signed 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 by any other appropriate means, including the Official Journal of the European Union.

The following will be published with the agreement of the beneficiary:

1. the name and address of the beneficiaries;
2. the subject and purpose of the grant,
3. the amount awarded and rate of funding of the total eligible costs of the amount granted and the proportion of the action's total cost covered by the funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Commission may agree to forgo such publicity if disclosure of the information indicated above would risk compromising the beneficiaries' security or prejudicing their commercial interests.

Unless the Commission requests otherwise, any communication or publication by the beneficiaries, about the action, including at a conference or seminar, shall indicate that the action has received funding from the European Union.

9. DATA PROTECTION

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this 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 requested to send personal data and correct or complete them. For any question relating to these data, please contact the Commission department to

which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

10. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE

Applicants are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

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