

**CALL FOR PROPOSALS – DG EAC 62/05**

**Call for submission of innovative co-operation, training and information projects  
Action 5 – Support Measures**

## 1. INTRODUCTION & BACKGROUND

Council Decision N°1031/2000/EC of the European Parliament and of the Council of 13 April 2000 established the Youth Community Action programme. [http://europa.eu.int/comm/youth/program/legal\\_en.html](http://europa.eu.int/comm/youth/program/legal_en.html)

The objectives of this Programme are to allow young people to acquire knowledge, skills and competences, which may be one of the foundations of their future development, and to exercise responsible citizenship so as to become an active part of society.

Against this background, the **Youth programme**

- contributes to develop understanding of the cultural diversity in Europe and its fundamental common values,
- strengthens young people's sense of solidarity through more extensive participation by young people in transnational community service activities within the Community and third countries,
- encourages young people's initiative, enterprise and creativity and
- reinforces co-operation in the field of youth by fostering the exchange of good practice, the training of youth workers/leaders and the development of innovative actions.

These activities are carried out within the framework of non-formal education. They are not part of a formal educational curriculum. Nevertheless, they are distinguished by a detailed work programme of personal and social education.

The concept of non-formal education also plays an important role in the White Paper "A new impetus for Youth", which – on the basis of a wide consultation carried out among young people – outlines main challenges for youth policy and youth work. [http://europa.eu.int/comm/youth/whitepaper/index\\_en.html](http://europa.eu.int/comm/youth/whitepaper/index_en.html)

As one of the five Actions of the Youth programme, **Action 5 – Support Measures<sup>1</sup>** – has the following basic aims:

- To assist in the development of the three major Actions of the Youth programme (Youth for Europe, European Voluntary Service and Youth Initiatives - through the support of training, cooperation and information projects;
- To contribute to achieving the objectives of the Youth programme as well as fostering and strengthening cooperation in European youth matters;

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<sup>1</sup> In the context of this Call for proposals, the term "Action 5" is used as in the Annex to "Council Decision N°1031/2000/EC of the European Parliament and of the Council of 13 April 2000" [http://europa.eu.int/comm/youth/program/legal\\_en.html](http://europa.eu.int/comm/youth/program/legal_en.html) which established the 'Youth' Community Action Programme and not in the more specific sense, limited to a number of 9 different project formats, as specified in the User's Guide of the Youth Programme [http://europa.eu.int/comm/youth/program/index\\_en.html](http://europa.eu.int/comm/youth/program/index_en.html) Within the framework of this Call for projects, the text of the Call prevails over the text of the User's Guide.

- To support capacity building and innovation with regard to international training and cooperation in the field of youth work.

## **2. OBJECTIVES – PRIORITY THEMES – PROJECT FORMATS**

### **2.1 Objectives**

Within the framework of this **Action 5 Call for innovative projects** the European Commission aims to support innovative co-operation, training and information projects in the field of non-formal education.

**All applications must follow one of the priority themes defined in article 2.2 of this Call. It is essential that project promoters specify in the application the innovative elements they intend to introduce. Standard activities of organisations or networks are not supported through this Call.**

The projects must have a clear transnational European dimension and contribute to European co-operation in youth matters. More specifically, they must lead to the creation and/or consolidation of strong partnerships between youth organisations or partnerships between youth organisations and local or regional authorities.

### **2.2 Priority themes**

**1. Cultural diversity and tolerance:** projects promoting cultural diversity and tolerance and addressing non-violent conflict transformation by facilitating dialogue and joint activities of young people from multicultural, multiethnic and multifaith backgrounds;

**2. Less favoured regions:** projects aiming at the inclusion of young people with fewer opportunities who face multiple obstacles in geographical (e.g. deprived urban areas, isolated rural areas or islands) and socio-economic terms. Projects need to address how young people can deal with issues of concern to them (participation, decision making, education and training, employment, housing ...). They should lead to an increase in self-confidence, new skills and competencies and have a positive impact on the young persons' educational or professional pathway;

**3. Eastern Europe - Caucasus - South East Europe:** projects aiming at enhancing the promotion and visibility of the Youth programme in Eastern Europe (Eastern neighbouring countries of the enlarged EU: Belarus, Moldova, Russia, Ukraine), the Caucasus (Armenia, Azerbaijan, Georgia) or South East Europe (Albania, Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Serbia and Montenegro), with a focus on training of regional multipliers as well as the development of networks and partnerships among stakeholders in the field of youth in these countries;

**4. Innovation in European Citizenship education:** projects aiming at innovative and effective ways of bringing Europe closer to young citizens, of involving them in European Citizenship education and a process to show how European Citizenship can be made a reality. Projects should inform young people on various issues of the European construction and/or build the bridge towards the implementation of this knowledge and experience in youth work and youth activities. Projects should play a role in having young citizens have their say in the

European project and should show how young people can play their part in the European construction. The multiplier effect and visibility of measures taken is essential;

**5. Co-operation between local or regional authorities and youth NGOs:** Projects under this theme have to be clearly focused on one of the priorities (e.g. cultural diversity, inclusion, participation of young people) of the Youth programme. They have to be submitted by local or regional authorities and shall involve non-profit organisations active in the field of youth from partner countries, leading to a strong trans-national partnership between these entities. The number of local or regional authorities and youth NGOs participating in the project should be balanced.

### **3. TIMETABLE**

Only proposals submitted on the official application form, completed in full, duly signed and posted (as per postmark) by the specified closing date **July 1, 2006, at the latest** will be considered. (Please read carefully section 12.3 of this Call for proposals concerning the procedures for submitting applications.)

Activities must start between January 1, 2007 and February 28, 2007.

Projects must have duration of **at least 18 months** in order to ensure that the activity is sustainable. If justified, a maximum duration of **up to 3 years** will be accepted. No applications will be accepted for projects scheduled to run for a shorter or longer period than that specified in this Call for proposals. At application level, no extensions to the eligibility period beyond the maximum duration will be granted.

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension up to 3 additional months to the eligibility period may be extended if requested before the deadline specified in the agreement.

The intention is to inform applicants of the outcome of the selection procedure no later than November 2006.

It is planned that beneficiaries will receive their agreements for signing by December 2006.

The period of eligibility of costs will start on the day the contract is signed by the last of the parties. If a beneficiary can demonstrate the need to start the project before the agreement is signed, expenditure may be authorised before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

### **4. PROJECT/BUDGET FORMATS AND BUDGET AVAILABLE**

#### **4.1 Project/budget formats**

**Applicants have to choose between two different project/budget formats depending on the type of activities/instruments they intend to use.**

**Project/budget format 1:** The request for funding may not exceed **65%** of the eligible costs. It is recommended that the amount budgeted for personnel costs is not higher than 35% of the budget.

**Project/budget format 2:** The request for funding has to be based on the Youth programme's User's Guide<sup>2</sup> funding rules for the different Actions and types of activities as far as **flat rates** (standard flat rates as indicated in the User's Guide apply) are concerned. For all other costs (such as coordination, travel costs etc.) the request for funding may not exceed 50% of eligible costs.

## **4.2. Budget available**

The total amount earmarked for the co-financing of projects in the context of this Call for projects is EUR 2.000.000, subject to approval of the budgetary authority for the budget year 2006.

For any of the themes and project formats, the maximum funding amount per project will not exceed EUR 100.000 per year (12 months) of activity and the maximum grant will not exceed EUR 300.000.

The European Commission reserves the right not to distribute all the funds available and to decrease the amount requested in the application.

It is expected that this Call will allow supporting about 10 – 15 high quality projects.

## **5. ELIGIBILITY CRITERIA**

Only applications which comply with the following criteria will be the subject of an in-depth evaluation.

### **5.1 Eligible establishments/bodies/types of applicant**

All non-profit making organisations and local and regional authorities with a legal identity, which have their seat in one of the Programme countries and are willing to develop activities in line with the Youth programme's objectives, are entitled to apply under this Call.

Not eligible applicants are, for example, natural persons.

Applicants must submit a copy of the applicant organisation's articles of association and official certificate of legal registration.

Applicants must demonstrate the transnational nature of the project by submitting letters from partner organisations confirming their participation. Original signatures are required.

Applications from organisations, which have previously received a grant from the European Commission, will be considered only if proper use of this previous subsidy has been duly proven.

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<sup>2</sup> For the User's Guide, please see the following web address  
[http://europa.eu.int/comm/youth/program/index\\_en.html](http://europa.eu.int/comm/youth/program/index_en.html)

## 5.2 Eligible countries

Legal entities established in the so-called “Programme countries” may submit an application and may participate as partners in the context of this Call.

The Programme countries are:

- The 25 Member States of the European Union
- The three EEA/EFTA countries (Iceland, Liechtenstein and Norway)
- The candidate countries Bulgaria, Romania and Turkey

The European Commission may select proposals from applicants in the Programme countries, provided that, on the date of the selection at the latest, a letter of intent from the partner organisations was received at the Executive Agency at the address indicated in paragraph 12.3.

Organisations from neighbouring countries of the EU (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Palestinian Authority of the West Bank and Gaza Strip, Belarus, Moldova, Russia, Ukraine, Armenia, Azerbaijan, Georgia, Albania, Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Serbia and Montenegro) may participate as partners in the context of this Call; they are, however, not entitled to submit an application.

Projects have to involve partner organisations from **at least four different countries** (including the applicant), one of which has to be an EU Member State. (Please see also paragraph 8.2.)

Organisations and participants from countries, which are not explicitly listed in article 5.2 here above are not eligible in the context of this Call.

## 5.3 Eligible activities

Eligible activities in the framework of this Call are, for example:

- conferences;
- training activities;
- seminars;
- youth exchanges;
- voluntary service activities;
- information activities;
- networking activities;
- other activities ...;

The purpose of this list of eligible activities is to give examples. With a view to this Call’s focus on innovation, applicants are invited to propose other/additional kind of activities, which are useful within the framework of this Call.

Not eligible is all kind of profit making activities. As for publications resulting from activities under this Call, they may be sold after case-by-case approval of the European Commission.

Not eligible are also activities carried out as part of formal education curricula.

#### **5.4 Eligible proposals**

Only proposals submitted using the official application form, completed in full (typed), duly signed (original signatures required) and posted by the stipulated deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents referred to in the application form and in this Call.

For projects submitted under project/budget format 1 (please see paragraph 2.3), applicants must submit a budget that is balanced in terms of expenditure and revenue. For projects submitted under project/budget format 2, budgets must follow the provisions of this Call and of the application form for this Call. Applications under any of the two project/budget formats 1 or 2 must comply with the financial provisions described in Article 4 here above.

All the other conditions set out in section 12 of this Call for proposals must be complied with.

#### **6. EXCLUSION CRITERIA**

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002)<sup>3</sup> 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, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) if they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) if they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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<sup>3</sup> Please find a synoptic presentation of the Financial Regulation and its implementing rules at the following web site: <http://europa.eu.int/comm/budget/docus/rf/EN/indice.htm>

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 for participation in the grant award procedure, or fail to supply this information.

In accordance with Articles 93-96 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.<sup>4</sup>

## **7. SELECTION CRITERIA**

Applicant must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.

They must have the professional competencies and qualifications required to complete the proposed project or work programme.<sup>5</sup>

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.<sup>6</sup>

### **7.1 Technical capacity**

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

- the CVs of the persons responsible within each partner organisation/institution showing all their relevant professional experience;
- a list of projects already undertaken in the relevant field by the applicant, by the partners.

### **7.2 Financial capacity**

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

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<sup>4</sup> Article 114 FR; Article 174 IR.

<sup>5</sup> Article 115(1) FR; Article 176 IR.

<sup>6</sup> Article 173(2) IR.



- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial years for which the accounts have been closed;
- the financial identification form completed by the beneficiary and certified by the bank (original signatures required);

The need to verify financial capacity does not apply to public bodies.<sup>7</sup>

NB: If, on the basis of the documents submitted, the European Commission 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 9.2)
- offer a grant agreement without prefinancing.

## **8. AWARD CRITERIA**

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

### **8.1 Qualitative criteria**

- the project must be in line with the objectives of the Youth programme;
- the project must clearly meet one of priority themes mentioned in this Call;
- the project must be innovative and show new approaches how to deal with the priority themes mentioned; the project must not aim at supporting standard activities of the organisations involved;
- the project must be based on the needs of all partner organisations and not the applicant organisation only;
- the project must aim at a strong involvement of partner organisations in the preparation, implementation and follow-up of activities;
- the project must combine co-operation, training and information aspects;
- the projects work plan/action plan must be of high quality and coherent; applications submitted without work plan/action plan will not be considered;
- the project promoter must indicate how the envisaged activities can lead to sustainable impact and developments;
- applications for project format 2 have to fulfil the criteria related to the different Actions in the User's Guide of the Youth programme; applications will be judged according to the diversity of the project's work programme and the effective synergetic use of the different Actions chosen;

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<sup>7</sup> Article 176(4) IR.

## 8.2 Quantitative criteria

- projects have to involve partner organisations from at least four different countries (including the applicant), one of which has to be an EU Member State;
- the project must have a strong trans-national European component; activities should not focus on one or a couple of countries only;
- the number of participants per partner country (for project 'format 2', per country and activity) should be balanced;
- the project must involve young people and youth workers into the preparation, implementation and follow-up of an activity;
- the budget needs to be coherent; for projects under project/budget format 1, the budget needs to be balanced;
- the project needs to be cost-effective;
- applicants should make efforts to ensure co-financing of the project;
- the project must ensure a high visibility and multiplier effect of both the activity in question and the Youth programme
- the project must pay specific attention to the dissemination of results, for example, by co-operation with the YOUTH National Agencies and SALTOs<sup>8</sup>;

## 9. FINANCIAL CONDITIONS

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

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

Grant applications must include a detailed forward budget in which all costs are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union<sup>9</sup>, series C, on the date of publication of this Call for proposals.

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<sup>8</sup> SALTO stands for "Support and Advanced Learning and Training Opportunities". It is a network of 8 Resource Centres working on European priority areas within the youth field. It provides youth work and training resources and organises training and contact making activities to support organisations and National Agencies within the framework of the European Commission's Youth programme and beyond. <http://www.salto-youth.net/>

<sup>9</sup> The web address of the Official Journal is: <http://europa.eu.int/eur-lex/en/index.html>

The budget for the project / operating budget attached to the application must show revenue and expenditure in balance and clearly show the costs which are eligible for financing from the Community budget.<sup>10</sup>

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same project or for any other project and for routine activities.<sup>11</sup>

The European Commission 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.<sup>12</sup>

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

## **9.1 Payment procedures**

In the event of definitive approval by the European Commission, an agreement, drawn up in euro and detailing the conditions and level of funding, will be entered into between the European Commission and the beneficiary. The original of the agreement must be signed and returned to the European Commission immediately. The European Commission will sign it last.

A pre-financing payment of 50% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement. Pre-financing is intended to provide the beneficiary with a float. It may be split into a number of payments.

A second pre-financing payment of 30% of the total grant amount will be made within 45 days of the approval, by the European Commission, of the progress report on the project. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up.

The pre-financing payments intend to cover the beneficiary's expenditure on the basis of a statement of account when the project has been partly carried out. The pre-financing may be settled in full or in part, without prejudice to the provisions of the basic act.

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

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<sup>10</sup> Article 173(3) IR.

<sup>11</sup> Article 173 IR.

<sup>12</sup> Article 109(2) FR, Article 165 IR.

## **9.2 Audit report**

An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.<sup>13</sup>

## **9.3 Guarantee**

The European Commission 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 pre-financing payment.

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

This financial guarantee, in euro, must be provided by an approved bank or financial institution established in a Programme country.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee from the project partners of a project who are parties to the same grant agreement.

The financial guarantee will be returned once the pre-financing payment is offset by further pre-financing or final payments to the beneficiary, in accordance with the provisions of the grant agreement.

This requirement does not apply to public bodies, international organisations under public law established by inter-governmental agreements and specialised agencies created by such organisations.

## **9.4 Double financing**

Subsidised projects may not benefit from any other Community funding for the same activity.<sup>14</sup>

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

## **9.5 Eligible costs**

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

- be necessary for the implementation of the project, included in the forward budget attached to the agreement, necessary and reasonable for the completion of the project, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;

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<sup>13</sup> Compulsory for pre-financing or interim payments the sum of which exceeds €750 000 per financial year and per agreement; in the case of a balance payment exceeding €150 000. Article 180(2) IR.

<sup>14</sup> Article 109 FR; Articles 170 and 173 IR.

- be incurred during the lifetime of the project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

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

Eligible direct costs:

The eligible direct costs for the project are those costs which, with due regard for the eligibility conditions set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be directly charged to it. In particular, the following direct costs are eligible, provided they satisfy the criteria set out in the previous paragraph:

- the costs of personnel assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remunerations, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: these costs must be actual costs incurred by the beneficiary and its partners. Personnel costs of other organisations are eligible only if they are paid directly or reimbursed by the beneficiary;
- travel and subsistence costs for personnel and participants taking part in the project (for meetings, European conferences, etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs or do not exceed the scales approved annually by the European Commission;<sup>15</sup>
- purchase costs of equipment (new or second-hand), provided that they are written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the European Commission, except where the nature and/or the context of its use justifies a different approach by the European Commission;
- costs of consumables and supplies, provided that they are identifiable and charged to the project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions laid down in Article II.9 of the agreement are met;

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<sup>15</sup> Article 181(2) IR.

- costs deriving directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the operation, audits, translations, reproduction, etc.), including, where applicable, financial service costs (in particular the cost of financial guarantees).

Eligible indirect costs (administrative costs):

- a flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary receives an operating grant from the European Commission.

This does not apply in the event of an operating grant.

## **9.6 Ineligible costs**

The following costs are not considered eligible:

- return on capital,
- debts and debt service charges,
- reserves for possible future debts or losses,
- other interest on debts owed,
- bad debts receivable,
- exchange rate losses,
- VAT, unless the beneficiary shows that it cannot be recovered,
- costs declared and covered in connection with another project or work programme receiving a Community grant,
- inordinate or ill-considered costs,
- cost of replacing persons involved in the project,
- expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the European Commission.

Contributions in kind do not constitute eligible costs.

## **9.7 Legal entity<sup>16</sup>**

The European Commission can propose an agreement only on the basis of acceptance of documents which make it possible to define the applicant's legal personality. Legal persons are, for example, local and regional authorities, non-profit organisations, etc.

The beneficiary must provide the following documents:

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<sup>16</sup> From the 2005 financial year, budgetary implementation transactions are permissible only if they include a reference to a "legal entity" already registered in the Legal Entities File (FEL).  
[http://europa.eu.int/comm/budget/execution/legal\\_entities\\_fr.htm](http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm)

Non-profit making organisations etc.:

- legal entity form including the 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),
- financial identification form, duly completed and signed,

Public-law entity – local or regional authority:

- legal entity form including the legal resolution or decision established in respect of the public company, or other official document established for the public-law entity,
- financial identification form, duly completed and signed.

## **10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT<sup>17</sup>**

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.

## **11. PUBLICITY**

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

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

- name and address of the beneficiary and the partner organisations,
- subject of the grant,
- amount awarded and rate of funding.<sup>18</sup>

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 cofinanced project. To do this they must use the graphic and logo specifications, which will be provided by the European Commission. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

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<sup>17</sup> Article 120 FR; Article 184 IR;

<sup>18</sup> Article 110 FR; Article 169 IR

## **12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **12.1 Publication<sup>19</sup>**

The Call for proposals is being published in the Official Journal of the European Union and on the Internet site of the Directorate-General Education and Culture at the following address:  
[http://europa.eu.int/comm/youth/call/index\\_en.html](http://europa.eu.int/comm/youth/call/index_en.html)

### **12.2 Application form**

Grant applications must be drawn up in one of the official EU languages, 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:  
[http://europa.eu.int/comm/youth/call/index\\_en.html](http://europa.eu.int/comm/youth/call/index_en.html)

or by writing to:

**Education, Audiovisual and Culture Executive Agency**  
Rue Colonel Bourg 139, Kolonel Bourg Straat  
B – 1140 Brussels

Only one copy of the form will be sent out per request.

### **12.3 Submission of the grant application**

Only applications submitted on the correct form, duly completed, dated, submitted in 1 original clearly identified as such, plus 2 certified copies, 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 one of the official EU languages or which are not submitted before the deadline will not be considered.

Applications must be sent to the following address by **July 1, 2006 at the latest**:

**Education, Audiovisual and Culture Executive Agency**  
Rue Colonel Bourg 139, Kolonel Bourg Straat  
B – 1140 Brussels

- by post, date as postmark;**
- in person, date as receipt, before 16h00**
- by courier service, date of receipt by the courier service.**

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

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<sup>19</sup> Article 110 FR; Articles 166 and 167 IR



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 European Commission may contact the applicant for this purpose.

Applicants will be informed of the receipt of their proposal within 20 working days.

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 European Commission may ask the persons responsible for the proposed projects to provide additional information and, if appropriate, guarantees.

#### **12.4 Rules applicable**

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (rules for the implementation of the Council Regulation)

Decision N° 1031/2000/EC of the European Parliament and of the Council of 13 April 2000 establishing the 'Youth' Community programme

#### **12.5 Contacts**

If you have any questions, please contact one of the following persons/institutions:

##### **Education, Audiovisual and Culture Executive Agency**

Rue Colonel Bourg 139, Kolonel Bourg Straat  
B – 1140 Brussels

The YOUTH National Agency in the applicant's organisation country

The contact details of the YOUTH National Agencies are available on the last pages of the User's Guide of the Youth programme at the following address:

[http://europa.eu.int/comm/youth/program/index\\_en.html](http://europa.eu.int/comm/youth/program/index_en.html)

#### **Annexes:**

- Application form
- Checklist of the documents to submit
- Model agreement

## **Checklist of the documents to submit**

**The application form, including a full work plan, description and time table of the project as well as a detailed budget, signed by the organisation's legal representative will only be considered 'duly completed' if accompanied by the following documents:**

### **For non-profit making organisations:**

- an official letter of application, dated and signed (original signature is required);
- legal entity form ("private companies") including the 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);
- financial identification form, duly completed and signed;
- the latest annual activity report;
- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last three financial years for which the accounts have been closed;
- the financial capacity form, duly completed and signed;
- a declaration on the applicant's honour that the applicant organisation is not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation and attesting the applicant organisation's status as a legal person on its financial and operational capacity to complete the proposed activities;
- the letters of endorsement from partner organisations on their official letterhead to the applicant organisation by which they outline their motivation for participating in the project and declare their capacity to actively participate in all phases of the project (original signatures are required);
- the curricula vitae of the persons responsible for the implementation of the project (one person per applicant and partner);
- a list of projects already undertaken in the relevant field by the applicant and by the partners;

### **For public-law entities (local or regional authorities):**

- an official letter of application, dated and signed (original signatures are required);
- legal entity form ("public entities") including the resolution or decision established in respect of the public company, or other official document established for the public-law entity,
- financial identification form, duly completed and signed.

- the letters of endorsement from partner organisations on their official letterhead to the applicant organisation by which they outline their motivation for participating in the project and declare their capacity to actively participate in all phases of the project (original signatures are required);
- the curricula vitae of the persons responsible for the implementation of the project (one person per applicant and partner);
- a list of projects already undertaken in the relevant field by the applicant and by the partners;

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**All documents have to be submitted in one of the 20 official languages of the European Union.**

Applicants should note that the evaluation of the application is made easier if the documents are submitted in the above order.