

## **GUIDELINES FOR APPLICANTS**

### **European Associations active at European level in the field of education and training**

#### **LIFELONG LEARNING PROGRAMME (LLP) – JEAN MONNET PROGRAMME**

#### **1. INTRODUCTION / BACKGROUND**

The legal basis for this call for proposals is Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning (the "Lifelong Learning Programme")<sup>1</sup>. Within the Lifelong Learning Programme (LLP), Key Activity 3 of the Jean Monnet programme authorises the Community to provide operating grants to support certain operational and administrative costs of European Associations active in the fields of education and training.

#### **2. OBJECTIVES**

In the implementation of key activity 3 of the Jean Monnet Programme, the objectives of this call for proposals are:

- to support the existence of high-quality European Associations active in the field of education and training;
- to support European Associations contributing to the implementation of the Education and Training 2010 work programme;<sup>2</sup>
- to support European Associations contributing to increasing knowledge and awareness on the European integration process through education and training.

Community financing under this call for proposals takes the form of one-year operating grants for 2010 to support certain operational and administrative costs of the selected European Associations.

#### **Potential beneficiaries**

The potential beneficiaries are European Associations active in the field of education and training at European level, particularly those which are most representative in terms of the target groups that are likely to be covered: for example, European Associations of learners' or

<sup>1</sup> See <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:EN:PDF>

<sup>2</sup> See [http://ec.europa.eu/education/lifelong-learning-policy/doc28\\_de.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc28_de.htm).

parents' associations, European Associations of education professionals, European Associations representing educational and/or training establishments, European Associations focussing on particular aspects or themes of education and/or training and European Associations focussing on education and/or training in European integration studies.

Eligible European Associations must themselves be composed of member-associations at transnational, national, regional or local level. Eligible European Associations have to be composed of member-associations from the LLP participating countries. To ensure that they are representative at EU level, eligible European Associations must include member-associations based in at least 12 Member States.<sup>3</sup>

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

### **3. TIMETABLE**

The **deadline** for submission of the online application is **10 December 2009, 12:00, Brussels time**.

Applicants will be informed of the outcome of the selection procedure during the first quarter of 2010.

The period of eligibility of costs must correspond to the beneficiary's budget year 2010 and will begin on the date of commencement of the beneficiary's budget year (between 1 January 2010 and 1 April 2010). The maximum duration of the period of eligibility is 12 months.

No application shall be accepted for a work programme scheduled to run for a longer period than 12 months.

### **4. BUDGET AVAILABLE**

The total indicative Community budget for the co-financing of European Associations under this call is 600 000 €. The Agency reserves the right not to distribute all the funds available.

The maximum operating grant per European Association for an annual work programme of 12 months (corresponding to one budget year in 2010) shall not exceed 100 000 €

The Community financial support shall not exceed 75% of the European Association's estimated annual budget (see chapter 9 "Financial Conditions" for more details).

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<sup>3</sup> A European Association may, however, also include member-associations based in other LLP participating countries that are not EU Member States.

## 5. ELIGIBILITY CRITERIA

### 5.1 Eligible European Associations

The activities of the applicant European Association must contribute to the development and implementation of Community policy and actions in the field of education and training. The activities conducted by the applicant must be compatible with the priorities of the "Education and training 2010"<sup>4</sup> work programme and/or contribute to increasing knowledge and awareness on the European integration process through education and training.

A European Association is eligible if it satisfies the following conditions. The organisation

- is a non-profit making organisation;
- is located and has legal status and seat for more than two years uninterrupted (on 10 December 2009) in an eligible country;
- undertakes the majority of its activities in the Member States of the European Union, in countries belonging to the European Economic Area and/or in the candidate countries;
- exists as a body pursuing an aim of general European interest as defined in Article 162 of the implementing rules for the Financial Regulation laid down by Commission Regulation (EC, Euratom) No 2342/2002;<sup>5</sup> most recently modified by Regulation 478/2007 of 28.04.2007;
- operates in the field of education and training at European level and pursues clear and well-defined objectives laid down in the articles its official statutes;
- conducts activities that are compatible with the priorities of the "Education and training 2010" work programme and/or contributes to increasing knowledge and awareness on the European integration process through education and training;
- includes member-associations having their seat in at least 12 different EU Member States.<sup>6</sup> Such member-associations must have "full member" status (associated members and observers are not counted as "full members") at transnational, national, regional or local level.

Please note: Private individuals, individual contractors, individual higher education institutions, or public bodies and institutions that are part of the administrative structure of the Member States are not considered to be "associations".

*European Associations active in the field of education and training that have entered into a three-year framework partnership agreement with the Agency for the period 2008-2010<sup>7</sup> do not need to apply. The next call for proposals for three years framework partnership agreements for the period 2011-2013 will be published in 2010.*

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<sup>4</sup> See for details [http://ec.europa.eu/education/lifelong-learning-policy/doc28\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc28_en.htm)

<sup>5</sup> According to this definition, an organisation pursuing an aim of general European interest is:

- a European body involved in education, training, information or research and study in European policies or a European standards body; or
- a European network representing non-profit bodies active in the Member States or in the candidate countries and promoting principles and policies consistent with the objectives of the Treaties.

<sup>6</sup> In addition, the European Association may include member-associations based in other LLP participating countries that are not EU Member States

<sup>7</sup> Following the call for proposals DG EAC/28/07

## 5.2 Eligible countries

Applicant organisations must be established and located in a country participating in the Lifelong Learning Programme:

- the 27 EU Member States<sup>8</sup>
- Iceland, Liechtenstein, Norway
- Turkey

## 5.3 Eligible applications

To be eligible, an application must:

- comply with the requirements laid down in the Decision of the European Parliament and of the Council establishing the LLP, specifically Article 2 (Definitions), as well as the articles regarding access to the Jean Monnet programme (Article 34)<sup>9</sup>;
- comply with the submission procedures defined in Chapter 11;
- comply with the deadline set out in this call;
- comply with the maximum duration (12 months) of the work programme and the minimum of 12 full member associations from a minimum of 12 different EU member states;
- be duly completed in its entirety in one of the official languages of the EU
- be submitted using the *official online application form* (eForm) for this call, available at the website of the Agency: <http://eacea.ec.europa.eu/index.htm> with the following two annexes:
  - for the budget based financing the presentation of a detailed and balanced budget with eligible costs in Euro or for the flat rate financing system the calculation of the number of staff employed by the European Association (grant calculator).
  - a declaration of honour<sup>10</sup> signed by an authorised legal representative of the European Association in which the latter certifies that the legal body is not in a situation of exclusion (see Chapter 6) and attesting to their status as the legal body and to its financial and operational capacity to successfully implement the project described in the application submitted.

## 5.4 Complete Application

A complete application includes additional documents that are to be sent by the deadline of 10 December 2009 to the Agency by postal mail together with a copy of the eForm application. Please refer to Chapter 11 "Submission procedure" for a detailed description of all required documents.

Only applications that fulfil the eligibility criteria and are complete shall be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons shall be sent to the applicant.

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<sup>8</sup> Includes applicants from the following regions: Canary Islands, Guadeloupe, Martinique, French Guiana, Réunion, Azores, and Madeira.

<sup>9</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:EN:PDF>

<sup>10</sup> This declaration has to be printed and signed by the authorised legal representative of the European Association and as a scanned version to be annexed to the online application form (eForm).

## 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.

Applicant organisations will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous 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>11</sup>

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<sup>11</sup> Article 114 of the Financial Regulation; Article 174 of the Implementing Rules.

## **7. SELECTION CRITERIA**

Proposals which comply with the eligibility and exclusion criteria are subject to an in depth evaluation on operational and financial capacity, in order to establish whether the European Association is able to carry out the proposed work programme.

Applicants must submit documents to attest to their operational and financial capacity. If, on this basis, the Agency considers that the operational and/or financial capacity has not been proved or is not satisfactory, it may reject the grant application or ask for further information.

### **7.1 Operational Capacity**

The applicant organisation will be evaluated as regards the professional competencies and qualifications necessary for carrying out the proposed action or work programme.

For that purpose, the applicant organisation must submit:

- the CVs of the key persons responsible for carrying out the work programme showing their relevant professional experience;
- the annual activity report of the European association covering the last available financial year.

### **7.2 Financial Capacity**

The applicant organisation must have stable and sufficient resources of funding to maintain their proposed activities in work programme throughout the period during the year for which the grant is awarded, and to participate in their co-funding.

In order to permit the assessment of their financial capacity, applicants must submit:

- one copy of the official and certified annual accounts for the most recent financial year for which accounts have been closed (usually year N-2), including the profit and loss accounts of the organisation together with the balance sheets (assets and liabilities);
- the Financial Capacity form, except if they fall in cases explained in art.7.3
- the Financial Identification form duly completed with bank details by the beneficiary and certified by the bank (original signatures required) – see relevant part of the grant application form.

Subject to the outcome of the assessment of the application and the examination of the applicant's financial capacity in relation to the grant application, the Agency may reject the application, ask for further information, offer the applicant a grant agreement with an obligation to provide a guarantee for pre-financing, a grant agreement without pre-financing or a grant agreement with pre-financing payments in several instalments.

### **7.3 Associations considered to have sufficient financial and organisational stability**

For the purpose of this call for proposals, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial

stability and do not need to provide the information requested under points 7.1 and 7.2: institutions or organisations in the education and training sector, which have received over 50% of their annual revenues from public sources over the last two years. These applicants are nevertheless required to sign the declaration of honour stating that they comply with the conditions mentioned above.

The Agency reserves the right to request additional documentation to prove the veracity of this declaration.

## **8. AWARD CRITERIA**

Eligible applications will be assessed on the basis of the quality of the detailed 12 months work programme for 2010.

The award criteria under this call are:

- the relevance, clarity and coherence of the short-term objectives (12 months);
- the quality of the management of the work programme (clarity and coherence of the activities and budgets proposed to achieve the objectives, timetable);
- the probable impact of the activities on education and/or training at European level (in particular the degree to which the applicant European Associations contribute to the implementation of the Education and Training 2010 work programme and/or to increasing knowledge and awareness on the European integration process), visibility and promotion of planned activities and dissemination of results, European added value.

All three award criteria have the same weighting and a more detailed description of what information is to be provided for each award criteria by the applicant is contained in ANNEX 1 and should be read carefully.

The Decision establishing the Lifelong Learning Programme encourages the participation of associations having not participated in the Lifelong Learning Programme or its predecessors (Article 1.3.f) and of people with special needs and disadvantaged groups.

All applicants will be informed individually in writing of the results of the assessment, stating the score obtained by their application and the experts' comments on the award criteria. The list of selected proposals will also be published on the website of the Agency.

## **9. FINANCIAL CONDITIONS**

### **9.1. General Financial Conditions**

Community grants are incentives to carry out a work programme which would not be feasible without the financial support of the European Union 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.

Grant applications must include a detailed estimated budget in which all prices are given in euro. The operating budget attached to the application must have revenue and expenditure in balance. Beneficiaries of grants equal to or less than EUR 25.000 are not required to provide evidence of co-financing.

Each operating budget may give rise to the award of only one grant from the Community budget. The grant may not have the purpose or effect of producing a profit for the beneficiary. Profit means a surplus balance on the operating budget of the beneficiary. The amount of the grant will be reduced by the amount of any surplus. Grants may not be awarded retrospectively for operating budget already completed.

The decision to award a grant in respect of an operating budget is formalised through the issue of a Grant Agreement to be signed by the two parties (the Agency and the grant beneficiary). This Agreement shall contain the payment arrangements as well as the bank account or sub-account to which funds will be transferred.

The general conditions of the grant agreement will lay down the arrangements and time limits for modification, suspension and termination of the Agreement. Beneficiaries found to have seriously failed to meet their contractual obligations may have their agreements cancelled and/or be subject to financial penalties.

Grant Agreements may be amended only by additional written Agreements. Such additional Agreements shall not have the purpose or the effect of making changes that would call into question the decision to award the grant or be contrary to the equal treatment of applicants.

## **9.2 Specific Financial Conditions**

Grants for operating costs (structural support) of a European Association active at European level in the field of education and training are different from project grants as they provide financial support to costs necessary for the proper conduct of the usual statutory and permanent activities of an organisation. These costs include staff costs, costs of internal meetings, publications, information and dissemination and other costs directly linked to the European Association's work programme.

For the calculation of the amount of the operating grant, applicant organisations can choose between two systems of financing:

- (1) a flat rate financing
- (2) the traditional eligible costs budget financing

The flat rate financing simplifies the calculation of the grant amount considerably in comparison with the traditional system where the grant is calculated on the basis of a detailed budget of eligible costs. In the flat rate financing system the beneficiary receives a fixed (average) amount per staff member of its organisation. This average amount per staff member

takes into consideration the different cost levels in the LLP countries and varies therefore between different countries. Also the Community funding is limited by the maximum cofunding amount of 100.000 Euro per project and the Community's maximum cofunding percentage of 75%.

The organisation applying the flat rate system will be able to use the grant for the implementation of its agreed work programme without being limited by predetermined budget categories and thresholds. This allows for greater flexibility and an easier use of the grant.

Though the flat rate system changes the basic calculation of the grant all other conditions like the maximum funding thresholds continue to apply.

## 9.2.1 Flat Rate Based Financing

### Principles

Under the flat rate system, the grant amount is calculated on the basis of a fixed amount per staff member on the payroll - full and / or part-time - of the organisation up to a maximum. It includes all persons working for the applicant organisation (such as management, secretaries, assistants) on the payroll, but excludes subcontracting, voluntary work and trainees.

The Agency shall base the calculation of the grant on the *estimated* number of staff employed by the organisation in the year for which the organisation requests the grant. **Organisations will have to provide evidence on the actual number of staff members at the end of the financial year in their certified annual accounts, or in a separate certificate by an approved external auditor.**

### Calculation of the grant amount

The applicant organisation will use the number of staff members / year that is foreseen on its payroll for the calculation of the grant.

The number of staff is defined by using the total number of staff's working days divided by 220 working days<sup>12</sup>.

For the final calculation of the grant are considered only those working days of persons certified in the annual accounts of the organisation, or in a separate auditor's certificate.

The flat rate amounts for staff members depend on the country in which the organisation has its main activities, usually its headquarter. The country where the organisation practices its main activity is seen as the one where at least 50% of permanent staff effectively works. This approach reflects the variation of cost levels in different countries and flat rates to be applied for all staff categories in the eligible countries are listed in the table below:

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<sup>12</sup> One year is supposed to have 220 working days and one working day counts at least 7,5 hours.  
Example : 583 working days = 2,65 person/years)

Countries	Codes	Rate per person in EUR
Austria	AT	40.295
Belgium	BE	38.627
Bulgaria	BG	11.186
Cyprus	CY	28.880
Czech Republic	CZ	24.890
Germany	DE	36.043
Denmark	DK	40.033
Estonia	EE	21.260
Greece	EL	27.768
Spain	ES	32.053
Finland	FI	36.992
France	FR	35.095
Hungary	HU	20.802
Ireland	IE	45.528
Iceland	IS	42.650
Italy	IT	32.511

Countries	Codes	Rate per person in EUR
Liechtenstein	LI	42.225
Lithuania	LT	17.989
Luxemburg	LU	45.855
Latvia	LV	17.106
Malta	MT	22.797
Netherlands	NL	41.244
Norway	NO	45.855
Poland	PL	16.713
Portugal	PT	22.829
Romania	RO	11.709
Sweden	SE	37.940
Slovenia	SI	27.343
Slovakia	SK	19.428
Turkey	TR	9.223
United Kingdom	UK	38.333

The Community financial aid may not exceed 75% of the summary of provisional expenditure and income statement of the European Association for the relevant year.

As the non-profit rule applies, organisations should not ask for the maximum indicated by the *calculation*, if they can foresee that with that amount a surplus balance will be generated for the organisation.

The Agency reserves the right to propose a co-funding amount lower than the amount requested by the applicant.

### **Required documents**

In order to use the flat rate financing system, applicants have to submit the following information and documents:

- together with their work programme, the official annual accounts (balance sheet and profit and loss accounts) for the last closed financial year, certified by an approved external auditor;
- a summary of provisional expenditure and income statement for 2010, including the estimated number of staff in the financial year of the work programme's implementation (Grant calculator to be submitted with the eForm).

## 9.2.2 Budget Based Financing

### Principles

Budget based grants are calculated on the basis of a detailed *estimated* budget of eligible costs, established in EUR. The calculation of the final grant amount by the Agency is based on a detailed final financial statement of the beneficiary, accompanied by supporting documentation for the incurred expenditure.

The Community grant is limited by the maximum Community cofunding rate of 75% of the total estimated budget of eligible costs. Accordingly, a part of the total estimated eligible expenses must be financed from sources other than the Community grant. Applicants must provide evidence that the remainder of the total expenses is covered by (secured) co-financing.

The budget attached to the application form must have income and expenditure in balance and clearly show the costs that are eligible for financing from the Community grant.

### Eligible Costs

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

- they are incurred during the duration of the operating budget as specified in the Grant Agreement , with the exception of costs relating to final reports and certificates on the action's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget;
- they are necessary for the implementation of the working programme which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable and, justified and comply with the requirements of sound financial management, in particular economy and efficiency.

The internal accounting and auditing procedures of the *beneficiary* must permit direct reconciliation of the costs and income declared in respect of the action with the corresponding accounting statements and supporting documents.

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

- the cost of staff assigned to the implementation of the work programme, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding

to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary; The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action concerned was not undertaken;

- subsistence allowances for staff taking part into the implementation of the work programme (for meetings, European conferences, etc.) provided that they do not exceed the scales approved annually by the Commission;
- travel allowances for staff taking part into the work programme (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency;
- purchase cost of equipment (new or second-hand), provided that it is 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 action/project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- costs of consumables and supplies, provided that they are identifiable and assigned to the work programme;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in grant agreement are met;
- costs arising directly from requirements linked to the performance of the work programme (dissemination of information, specific evaluation of the work programme, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees);
- costs to attend coordinators' meetings organised by the Agency.

### **Ineligible costs**

- capital increases and return on capital;
- debt and debt service charges;
- provisions;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared and covered by a specific action receiving a Community grant;

- excessive or reckless expenditure;
- contributions in kind

### **Required documents**

In order to use the budget based financing system, applicants have to submit the following information and documents:

- together with their work programme, the official annual accounts (balance sheet and profit and loss accounts) for the last closed financial year, certified by an approved external auditor;
- an expenses/income statement together with the Detailed Budget Form of *estimated* costs for the 2010 work programme (to be submitted with the eForm).

### **9.2.3 Non profit rule and use of exchange rate**

The applicant must indicate the sources and amounts of all other finance receiving or requested during the *eligibility period* the proposed work programme or for any other action.

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit in the case of an operating grant is defined as a surplus balance on the operating budget of the beneficiary. The amount of the grant will be reduced by the amount of any surplus.

Applicants from countries outside the "euro zone" must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate General of Budget<sup>13</sup> for the month of the date of publication of the Call.

## **9.3. Payment procedures for annual operating grant agreements**

### **Pre-financing**

A pre-financing payment of 80% is transferred to the beneficiary within 45 days of the date when the Agency signs the Grant Agreement and all the requested guarantees are received, if applicable.

If the pre-financing paid into the beneficiary bank account/s give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held and provided that the pre-financing is more than EUR 50.000 such interest shall be recovered by the Executive Agency.

### **Final payment**

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.

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<sup>13</sup> <http://ec.europa.eu/budget/inforeuro>

If in the case of the flat rate financing system the actual number of staff members employed during the cofunding period is less than the estimated staff number the Agency will recover the resulting surplus amount.

The Community financial aid may not exceed 75% of the summary of provisional expenditure.

If in the case of the budget based financing system the actual eligible costs incurred are lower than the estimated eligible costs, the Agency will apply its *co-financing rates* to the actual eligible costs and the beneficiary will then be required to pay back the surplus amount already paid by the Agency as the pre-financing payment.

In case the organisation has not fully implemented the agreed work programme or has made a surplus, the grant will be reduced.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account generate interest or other equivalent profits under the legislation of the country in which the account is held, such interest or profits will be recovered by the Agency where they result from the pre-financing payment.

In case the beneficiary is established in a country outside the "euro zone", the expenses should be converted into EUR, using the monthly accounting rate established by the European Commission and published on its website, for the seventh months after the start of the period of eligibility of costs.

#### **Documents to be submitted for flat rate based financing:**

- the final activity report on the implementation of the work programme and 2 copies of all relevant publications;
- the annual accounts (balance sheet and profit and loss accounts) for the financial year for which the grant has been received, including *a statement on the number of staff*, certified by an approved external auditor or, in case of public organisations, by a competent and independent public officer.

#### **Documents to be submitted for budget based financing:**

- the final activity report on the implementation of the work programme and 2 copies of all relevant publications;
- the final financial statement of the *eligible costs* actually incurred, together with the amount of non eligible costs, following the structure of the estimated budget;
- a full summary statement of the receipts and expenditure of the work programme (list of invoices);
- the annual accounts (balance sheet and profit and loss accounts) for the financial year for which the grant has been received, certified by an approved external auditor or, in case of public organisation, a competent and independent public officer. The certificate shall certify, in accordance with a methodology approved by the Executive Agency, that the costs declared by the organisation in the final financial statements on which the request of payment is based are real, accurately recorded and eligible and that all receipts have been declared, in accordance with the agreement.

#### **9.4. Audit**

Selected applications may be subject to audits. The responsible person in the organisation undertakes to provide evidence that the EU grant has been used correctly. The Agency, the European Commission, and the Court of Auditors of the European Communities, or any body mandated by them, may check the use made of the grant, at any time during the term of the Grant Agreement and during a period of five years following the date of the final payment.

#### **9.5. Guarantee**

The Agency may require any organisation which has been awarded a grant to provide a guarantee in advance, 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 stand as irrevocable collateral security or first-call guarantor of the grant beneficiary's obligations.

This financial guarantee, in euro, must be provided by an approved bank or financial institution established in one of the eligible countries. If the beneficiary is established in a third country, the Agency 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 to 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 or decision.

The guarantee will be released as pre-financing is cleared against interim payments or payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement or decision.

#### **9.6. Double financing**

Applicants may receive only one **operating** grant from the European Community budget per financial year. Applicants' attention is drawn to the fact that, in the case of organisations receiving an operating grant, indirect costs are no longer eligible under grants for a specific action. To this end, they must give details in their application form of any other grant they have been awarded, they have submitted or intend to submit to the European institutions for the same operating year, stating, for each grant, the budget heading, the Community programme and the amount requested.

#### **9.7. Subcontracting**

Where implementation of the work plan requires subcontracting or the awarding of a procurement contract, beneficiaries must award the contract to the economically most advantageous offer, i.e. to the bid offering the best value for money, and taking care to avoid a conflict of interests.

The costs of subcontracting **may not exceed an amount of 30% of the total eligible costs** covered by the work programme. Any amount in excess of this limit will not be considered eligible.

- Subcontracting is allowed only if the staff of the applicant organisation does not have the skills required for the performance of the work concerned. In order to be eligible, the subcontracting must have been fully described in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency needs to be obtained. The only subcontracting expenditure allowed concerns costs in accordance with the provisions of this call for proposals<sup>14</sup>.

For public bodies, national rules on tenders apply and take precedence over those indicated in this Call for proposals.

The beneficiary undertakes to take all the necessary measures to prevent any risk of conflicts of interests in case of tenders, for every kind of amount. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest

## 10. 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. This information may also be published using any other appropriate medium, including the Official Journal of the European Union.

For legal entities which have received a grant the following information will be published<sup>15</sup>:

- name and address of the beneficiary;
- subject of the grant;
- amount awarded and rate of funding.

Legal entities which have received a grant are required to:

- clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.
- 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 action. If this requirement is not fully complied with, the beneficiary's grant may be reduced<sup>16</sup>.

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<sup>14</sup> Subcontracting agreements should normally contain at least the following information:  
subject of the subcontracting; dates of start and end of subcontracting; the amount payable; detailed description of costs; work schedule or phases; payment procedures (one or more instalments); penalty clause(s) in the event of non-fulfilment of the contract or delays in the performance of work (if this is feasible or possible).

<sup>15</sup> The application form includes an explicit agreement from the applicant allowing the Commission or the Agency to publish the above mentioned data if the grant application is approved. However, a beneficiary may request an exemption from this provision if publication would jeopardise its security or financial interests.

<sup>16</sup> [http://eacea.ec.europa.eu/about/logos\\_en.htm](http://eacea.ec.europa.eu/about/logos_en.htm)

## 11. PROCEDURE FOR THE SUBMISSION OF GRANT APPLICATIONS

### 11.1 Publication of the call and Guidelines for applicants

The call for proposals is published in all official EU languages in the Official Journal of the European Union<sup>17</sup> and these Guidelines for applicants are available in English, French and German on the Internet address of the Agency: <http://eacea.ec.europa.eu>

### 11.2 Grant application form

The official online grant application (eForm) is available at the following Internet address: <http://eacea.ec.europa.eu> in English, French and German and must be duly completed in one of the official languages of the European Union.

Applications for operating grant agreements for the 2010 budgetary year **must be made using the online grant application form (eForm)**. This online submission is considered to be the **master copy**.

However, in order to provide safeguards for both applicants and for the Agency, and in order to submit additional required information a complete paper copy of the submitted eForm together with additional documents (see section 11.3.B) must be sent by postal mail to the Agency.

### 11.3 Submission of the grant application

- A. The deadline for submitting an **eligible grant application** (see Chapter 5.3) via the **obligatory eForm** is

**10 December 2009, 12:00 Brussels time**

The eForm must be duly completed in full in one of the official languages of the European Union and include the budget form and declaration of honour (scanned and signed by the organisation's legal representative):

- B. In addition, in order to submit a **complete application**, the applicant organisation has to provide by

**10 December 2009 (date of postmark)**

the following documents in paper form that complement the eForm:

- B1  a paper copy of on the submitted eForm including the budget form and the signed declaration of honour as a safeguard

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<sup>17</sup> <http://eur-lex.europa.eu/JOHtml.do?uri=OJ%3AC%3A2009%3A247%3ASOM%3AEN%3AHTML>

B2 All supporting documents making it possible to evaluate the applicant organisation's eligibility and its operational and financial capacity.

These required supporting documents include:

- a copy of the organisation's **duly registered articles of association**;
- 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: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm);
- 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** should be enclosed with this form, 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. All legal entity forms are available at: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm);
- a copy of the **official annual accounts** for the last closed financial year (balance sheet and profit and loss accounts);
- an **external audit certification on the financial accounts** produced by an approved auditor (this person may not belong to the applicant organisation or take part in its management). This report should certify the last available financial accounts.
- an **activity report for the last financial year** available;
- the **CVs** of the key persons responsible for implementation of the work programme in the Europass format available at: <http://europass.cedefop.europa.eu/>;
- the organisation chart of the applicant association.

**The complete set of required documents must be sent by the deadline of 10 December 2009 to the following address:**

Education, Audiovisual and Culture Executive Agency  
Lifelong Learning : Erasmus, Jean Monnet  
Call for Proposals EACEA/26/09  
Mr Ralf RAHDERS  
Office: BOU2 3/57 Avenue du Bourget 1  
B-1140 Brussels

**It is strongly recommended** sending the paper version of your application by such means that allow you to have a **proof of dispatch** (registered post, express courier, etc.). Should the paper version of the application **not** have been received by the Executive Agency, it's up to applicant to provide proof of sending within the within the deadline.

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

No changes may be made to the dossier 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 applicants will be informed individually in writing of the results of the assessment and list of selected proposals will also be published on the website of the Executive Agency.

#### **11.4. Applicable rules**

The following rules are applicable to the administration and financing of the actions supported by the LLP:

Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 (establishing the Lifelong Learning programme) as amended consequently;

Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006;

Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, modified most recently by Commission Regulation No 478/2007 of 23 April 2007.

## **12. PROTECTION OF PERSONAL DATA**

The grant application 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<sup>18</sup>. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency 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: <http://www.edps.europa.eu>.

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<sup>18</sup> Official Journal L 8, 12.1.2001.

### **13. CONTACTS**

If you have any questions, please contact:

Education, Audiovisual and Culture Executive Agency

Lifelong Learning : Erasmus, Jean Monnet

Mrs Ilona POKORNA

Office: BOU2 3/147

Avenue du Bourget 1

BE-1140 Brussels

E-mail : [Ilona.Pokorna@ec.europa.eu](mailto:Ilona.Pokorna@ec.europa.eu)

Telephone: direct line (32-2) 295. 83. 94.

<http://eacea.ec.europa.eu/index.htm>.

ANNEX 1: Award Criteria – Details

As indicated in the call text and chapter 8 of these Guidelines (see chapter 8) the quality of the application for an annual operating grant in 2010 will be assessed on the basis of a detailed 12 month work programme.

The award criteria under this call are:

- (1) the relevance, clarity and coherence of the short-term objectives (12 months);
- (2) the quality of the management of the work programme (clarity and coherence of the activities and budgets proposed to achieve the objectives, timetable);
- (3) the probable impact of the activities on education and/or training at European level (in particular the degree to which the applicant European Associations contribute to the implementation of the Education and Training 2010 work programme and/or to increasing knowledge and awareness on the European integration process), visibility and promotion of planned activities and dissemination of results, European added value.

Please find below more detailed information on the points that should be covered when providing information concerning the award criteria in Part C "Description of the activities" of the eForm. Following the eForm structure award criteria (1) is covered by section C1 and C2.A, award criteria (2) relates to section C2.B and award criteria (3) is covered by sections C3 to C5:

#### **C1 Relevance to the specific objectives and priorities of the programme**

- Please indicate (tick) the objectives and priorities covered by your application.
- Explain how the proposed activities of your work programme relate to the objectives and priorities ticked (indicated).

#### **C2 Work Programme 2010**

##### **A. Summary of the work programme**

- Please indicate the main tangible objectives to be attained through the proposed activities under the work programme.
- Please explain the target group (s) and how the activities of the work programme will satisfy identified needs or supply solutions for problems.
- Explain how the achievements and results will change the present situation.

If your proposal follows on from the results of one or several previous activities, describe the added value of your proposal in relation to this/these activity(ies).

**B. Detailed schedule of the activities of the organisation for 2010**

- Please define and explain the content of the main activities of your work programme by using the table(s) provided in the application provided
- Describe how these activities envisaged in the work programme will make it possible to achieve the planned aims. Explain in particular
  - how the methodological approach selected will enable the objectives to be achieved.
  - how your association distributes tasks among its members in order to achieve balance and relevance leading to attainment of objectives in an efficient way.

(If applicable, give details of the allocation of tasks to third parties who do not belong to the partnership and explain why these tasks cannot be carried out within the partnership).

  - how cooperation and communication between partners will be maintained and explain the role of the "coordinator" in management.
- Describe briefly, how these activities relate to the budget proposed/expenses

**C3 Impact**

- Describe the expected impact of the actions included in the work programme on the target groups in the short and long term and, if appropriate, the impact of this work programme on the horizontal (local, regional or European) and sectoral level field concerned. Please explain also the method of calculating the impact, referring to any applicable statistics, published studies, etc.
- Please describe the foreseen evaluation methods and how the quality of results is ensured.

**C4 European added value/Geographic impact of the activities planned**

- Explain how the work programme and/or partnership will enhance the European added value.

**C5 Visibility and dissemination of results**

- Describe the measures envisaged to guarantee the visibility of the activities/outcomes planned and the dissemination of expected results.