

CALL FOR PROPOSALS EACEA/15/2009

"ACTIVE CITIZENS FOR EUROPE" INNOVATIVE ACTIONS

“Europe for Citizens” Programme - Action 1, Measure 1.6

2009

1. INTRODUCTION / BACKGROUND

1.1. The Europe for citizens programme 2007-2013

This call for proposals EACEA/15/2009 is based upon the decision of the European Parliament and Council establishing the Europe for citizens programme for the promotion of active European citizenship for the period 2007-2013 (hereafter "the programme") (cf. point 13.5, the rules applicable).

The programme represents the legal base for this call for proposals and refers to action 1 "active citizens for Europe" innovative actions.

1.2. Political background

The right to be mobile across national borders is one of the fundamental freedoms of European citizens. Not only is the European Union seeking to guarantee this right, but it also actively promotes it. There are two major reasons behind this, recently recalled by the High level Forum on Mobility¹ :

- **To strengthen Europe's competitiveness, building its knowledge-intensive society.** Trans-national mobility boosts people skills including languages, and employability, enabling them to pick up new knowledge and experience. In a rapidly changing knowledge based economy, labour market mobility is critical and has been identified as too low within the EU. Mobility involving enterprises can help bring about economies of agglomeration and clustering effects which will strengthen Europe's competitiveness and capacity for innovation. It increases "brain circulation", the flow of knowledge between institutions which could otherwise risk being locked into national patterns. Cross border mobility is thus a crucial part of the EU strategy for growth and jobs/ the Lisbon Strategy.
- **To deepen the sense of European identity and citizenship.** Trans-national mobility helps break down barriers between people and groups, building a sense of EU citizenship. It helps make European integration more meaningful and tangible. By

¹ "Report of the High level Experts Forum on Mobility "Making learning mobility an opportunity for all", July 2008- http://ec.europa.eu/education/doc/2008/mobilityreport_en.pdf

promoting language learning, it also facilitates mutual understanding. In an increasingly multicultural society, cross border experience can also contribute to a greater respect for diversity.

It should be underlined that benefits from cross-border mobility reach both individuals and organisations or institutions, and, ultimately, European society as a whole.

The European Union delivers support for structured mobility within several programmes, of which Erasmus is the best known. Promoting the willingness/openness to be mobile is a particular focus of these actions. Mobility can thus make an important and distinct contribution to the development of the human capital of European citizens and help equip them to fully participate in and benefit from the European Union.

Still, it has been recognised that Europe suffers a deficit in relation to mobility: only 18% of Europeans have moved to another region, and 4 % to another Member state. Mobility is also uneven : willingness to be mobile is highest among young people and among those with high education, which equips them to overcome barriers such as language differences and which opens their minds to the experience of mobility; it also tends to be higher in Member states which became members of the Union on or after 1st May 2004.

Therefore more needs to be done with a view to overcome obstacles and make cross border mobility a real "opportunity for all", in line with the vision set out by the afore mentioned High Level Group of experts.

New opportunities need to be explored and proposed so as to enlarge the categories and number of potential beneficiaries, beyond students and young people. The Europe for Citizens programme already supports very short term mobility schemes through its town-twinning activities. In the light of its general objectives outlined above, the Programme can provide more opportunities to explore and develop innovative trans-national mobility schemes, which is the overall purpose of this call.

2. OBJECTIVE(S) – THEME(S) – PRIORITY(IES)

2.1. Objectives

2.1.1. General objectives of the Programme

This call for proposals is intended to contribute to the following **general objectives of the Europe for citizens programme**:

- a) giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- b) developing a sense of European identity, based on common values, history and culture;
- c) fostering a sense of ownership of the European Union among its citizens;
- d) enhancing tolerance and mutual understanding between European citizens respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

2.1.2. Specific objectives of this call for proposals

The global purpose of this call is to test and develop innovative transnational exchange schemes with a view to building long-term partnerships between civil society organisations

operating in different participating countries in the area of the Europe for Citizens programme.

More specifically, projects funded under **this call for proposals** are to contribute to the following objectives:

- a) to develop and test new forms of transnational mobility between civil society organisations
- b) to promote the concept of transnational mentoring between civil society organisations
- c) to support innovative project methodologies in relation to transnational mobility and mentoring between civil society organisations.

2.2. Themes

Projects should focus on assisting civil society organisations to develop their capacity to actively promote one or more of the themes of the Europe for citizens programme:

- Future of the European Union and its basic values: in 2010 this theme has a specific symbolic importance with, notably, the 60th anniversary of the Declaration of Robert Schuman which marked the beginning of the construction of Europe.
- Active European Citizenship: participation and democracy in Europe: promoting the participation and engagement of citizens in the decision making process notably, the participation of women in political life, the 2009 European Parliament elections, and the development of volunteering which is a form of civic participation.
- Inter-cultural dialogue: promoting cultural diversity and tolerance by encouraging dialogue, and by organising common activities between persons of multiple cultural, ethnic, and religious origins. Activities in this domain should contribute to the follow-up and mobilisation from the 2008 European year of inter-cultural dialogue. Inter-cultural dialogue is equally important in the context of the 2010 European year for combating poverty and social exclusion.
- People's well-being in Europe: employment, social cohesion and sustainable development: promoting the engagement of citizens with the big societal issues which constitute the European Union's political priorities, such as climate change and the debate concerning energy. Specific attention will be given to the consequences of the economic crises.
- Impact of EU policies in societies: promoting debates and reflection on European political questions having a positive influence on the daily lives of individuals. Activities in this domain should contribute to raising awareness on current problems (e.g. the challenge of immigration).

3. TIMETABLE

3.1. Submission of applications and information on the results of the selection

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|--------------------------------|--|
| 30 September 2009 | Deadline for submission of applications |
| October – November 2009 | Analysis phase – selection of candidates (eligibility, exclusion, and attribution criteria, then selection) |
| December 2009 | Publication of the selection results on the web-site of the Executive Agency: http://eacea.ec.europa.eu/citizenship/index_en.php and written notification to candidates |
| December 2009 | Grant decisions / agreements sent to beneficiaries |

3.2. Duration of projects

Activities must start between **01/01/2010** and **31/03/2010**.

The maximum duration of projects is 12 months.

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals.

However, if after the decision/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 to the eligibility period may be granted. A maximum extension of 3 additional months will be granted, if requested before the deadline specified in the decision/agreement. The maximum duration will then be 15 months.

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects within this call for proposals is estimated at €1,100,000.

The grant awarded may not exceed **80 %** of the total amount of the project's eligible costs as specified in the detailed budget estimate.

The minimum grant will be €75,000.

The maximum grant will be €150,000.

The Agency reserves the right not to distribute all the funds available on the basis of the quality of applications.

5. ELIGIBILITY CRITERIA

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

5.1. Eligible applicants

5.1.1 Eligible establishments/bodies/types of beneficiary

This call for proposals is open to non profit civil society organisations with a legal status: NGOs, federations, associations, trade unions², EU level umbrella organisations or platforms or their national members, which have the capacity to develop such mobility schemes in a structured and systemic way.

NB. Public organisations, municipalities, schools, colleges, universities and natural persons are **not eligible** to participate in this call for proposals.

Legal Entity

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

- a legal entity form, duly completed and signed;
- a copy of the applicant organisation's statutes;
- extract from the official gazette/trade register, and, if applicable, 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).

Applicants will find the legal entity form on the Europa web-site at the following address: http://ec.europa.eu/budget/execution/legal_entities_en.htm .

5.1.2. Partnerships

A project must involve eligible organisations from at least 2 eligible countries, of which at least one is an EU Member State.

5.2 Eligible countries

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

a) the 27 Member States of the European Union:

² Trade union organisations consulted for social dialogue purposes in accordance with Article 138 of the Treaty may be eligible to receive grants, even if they may not have a legal personality under the applicable national law.

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, the Slovak Republic, Slovenia, Spain, Sweden, United Kingdom.

b) **Croatia**

c) **Former Yugoslav Republic of Macedonia (FYROM)**

d) **Albania**

Information concerning the agreements establishing the participation of other countries can be consulted on the following web-site: http://eacea.ec.europa.eu/citizenship/index_en.php .

5.3 Eligible activities

Eligible activities should be contained within a plan of activities which forms part of the grant application form.

The activities must contribute, or be capable of contributing, to the development and implementation of the specific objectives, and one or more of the themes, identified for this call for proposals.

The types of activities supported by this call for proposals should promote transnational mobility between the staff and/or volunteers, the voluntary officers and board members of the partner organisation(s). This could include:

- a) mentoring on a one to one basis;
- b) the mentoring of groups of staff/volunteers;
- c) exchanges of staff between the partner organisations.

Joint conferences, workshops, and meetings between the partner organisations may only be supported if they are in direct support of points a, b, and c, mentioned in the previous paragraph.

Project activities should seek to develop and apply innovative methodologies to mentoring and exchanges of staff; for example blended mentoring (i.e. on-site and on-line activities).

5.4 Eligible proposals

The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period. The official application form is available at: http://eacea.ec.europa.eu/citizenship/index_en.php .

The application form must be accompanied by documents attesting to the financial and operational capacity of the applicant, as well as all other documents mentioned in this call for proposals.

The applicant must also submit a budget that is balanced in terms of expenditure and revenue and which must comply with the ceiling for Community co-financing, set at 80%.

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

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

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

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

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are

found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

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

7. SELECTION CRITERIA

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

7.1 Operational capacity

In order to permit an assessment of their operational capacity, organisations must submit together with their application a list of projects carried out for the last financial year for which the accounts have been closed.

7.2 Financial capacity

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

- a copy of the official profit and loss account and balance sheet of the applicant organisation for the last financial year for which the accounts have been closed;
- the bank details form completed by the beneficiary and, if required, certified by the bank (original signatures required); (Applicants will find the bank details form for each country on the Europa web-site at the following address: http://ec.europa.eu/budget/execution/ftiers_en.htm).

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

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

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor to public bodies, or to international organisations under public law.

8. AWARD CRITERIA

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below:

8.1. Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25 % of points available)
Projects should be relevant to:
 - General objectives of the Programme;
 - Specific objectives of this call for proposals;
 - Permanent and annual priorities of the Programme;
 - Horizontal features of the Programme (for details see the Programme guide).

- **Pertinence of the project and methods proposed** (25 % of the points available)
 - Quality of project's framework (clearly defined learning objectives, definition of the plan of activities, quality of the evaluation phase; cooperation with the partner organisation(s).
 - Quality of project's content and methodology (appropriate and innovative methodology applied taking into account the three phases of any mobility experience - before, during and after -, relevant for the target group chosen and the typology of activities proposed; European dimension).

- **Impact** (15% of the points available)
 - Impact of the project on the participants, its multiplier effects.

- **Visibility and Follow-up** (15% of the points available)
 - The quality of the project's reach (visibility of the project and of the 'Europe for Citizens' Programme'; follow up - the potential for the dissemination, transfer and exploitation of the project results).

8.2. Quantitative criteria

Quantitative criteria will represent the 20% of points available within the evaluation procedure.

- **Geographical impact** (10% of the points available)
 - number of eligible countries involved.

- **Target Group** (10% of the points available)

- number of participants involved.

9. FINANCIAL CONDITIONS

Community grants are incentives to carry out projects which would not be feasible without the Agency'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.

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. 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. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.

The allocated amount may not exceed the amount requested.

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 action and for routine activities.

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties.

The Agency grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

9.1. Payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment, equivalent to 50% of the grant, will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency 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 Agency under the pre-financing payment.

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 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 Agency where it results from the pre-financing payment if this payment exceeds 50 000 euros.

The beneficiary shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

9.2 Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

The certificate shall certify, in accordance with a methodology approved by the contracting authority, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

9.3. Guarantee

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he

considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

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

9.4. Double financing

Subsidised projects may not benefit from any other Community funding for the same activity.

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

9.5. Eligible costs

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

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

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

Eligible direct costs:

The eligible direct costs for the action/project 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 the action 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 project, 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 the actual cost incurred by the beneficiary, and staff costs of other organisations are eligible only if they are 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 project concerned were not undertaken;
- subsistence allowances for staff taking part in the project (for meetings, European conferences, etc.) provided that they do not exceed the scales approved annually by the Commission;
- travel allowances for staff taking part in the project (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 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 project;
- costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Eligible indirect costs (administrative costs):

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, 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 already receives an operating grant.

9.6 Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- travel and related costs for visits and events in non-eligible countries.

Contributions in kind shall not constitute eligible costs.

10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

In the event of sub-contracting exceeding €30,000, the beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

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 Agency will publish the following information:

- name and address of the beneficiary,
- subject of the grant,

- amount awarded and rate of funding.

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

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which this grant is used.

Beneficiaries are required also to give prominence to the name and logo of the European Commission and the name and logo of the Programme financed by the Community on all their publications, posters, programmes and other products produced under the co-financed action. To do this, they will use the logos and the graphic characters supplied by the Agency, which can be downloaded at the following website of the Agency:

http://eacea.ec.europa.eu/about/eacea_logos_en.php .

Evidence of this publicity must be included in the final reports. Furthermore, beneficiaries are required to promote the results when carrying out their activities thanks to the Community grant. If these provisions are not complied with in full, the grant awarded can be reduced.

12. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.³

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1. Publication

The call for proposals is published in the Official Journal of the European Union and on the Internet site of the Education, Audiovisual and Culture Executive Agency at the following address: http://eacea.ec.europa.eu/citizenship/index_en.php .

³ Official Journal L 8, 12.1.2001.

13.2. Application forms

The application form and all related documents are available on the Internet at the following address: http://eacea.ec.europa.eu/citizenship/index_en.php .

13.3. Submission of the application form

Applications can be submitted:

- by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of dispatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the postal services/courier service; or
- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA
Unit P7 Citizenship
Applications – ‘Innovative Actions’
Avenue du Bourget, 1 (BOUR 01/17)
B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

Applicants will be informed of the reception of their application by an acknowledgement receipt.

13.4 Additional sources of information

For further information, please consult the Internet site of the Agency EACEA at the following address:

http://eacea.ec.europa.eu/citizenship/index_en.php

E-mail: eacea-p7@ec.europa.eu

Fax: +32 2 296 23 89

13.5 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. (OJ L 248, 16.9.2002, p. 1, as amended by Regulation (EC Euratom) No 1995/2006 of 13 December 2006, and Regulation (EC Euratom) No 1525/2007 of 17 December 2007.

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. (OJ L 357, 31.12.2002, p. 1, as amended by Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, Regulation (EC, Euratom) No 1248/2006 of 7 August 2006, and by Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

Programme 'Europe for Citizens' 2007 – 2013, Decision N° 1904/2006/EC of the European Parliament and of the Council of 12 December 2006, OJ L 378, 27.12.2006, p. 32, as amended by Decision No 1358/2008/EC of the European Parliament and of the Council of 16 December 2008 (OJ L 350/58, 30.12.2008).