

## **CALL FOR PROPOSALS – EACEA/32/2015**

### **Erasmus+ Programme KA3 – Support for Policy Reform Civil Society Cooperation in the field of Youth**

### **APPLICANTS' GUIDELINES**

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### APPLICANTS' GUIDELINES

1. INTRODUCTION .....	3
2. FUNDING ARRANGEMENTS .....	3
3. AIMS AND OBJECTIVES OF THE CALL .....	4
4. TIMETABLE .....	5
5. BUDGET AVAILABLE .....	5
6. ADMISSIBILITY REQUIREMENTS.....	6
7. ELIGIBILITY CRITERIA .....	6
7.1. Eligible applicants.....	7
7.2. Eligible countries .....	8
7.3. Eligible activities.....	8
8. EXCLUSION CRITERIA .....	9
8.1. Exclusion from participation .....	9
8.2. Exclusion from award.....	10
9. SELECTION CRITERIA .....	10
10. AWARD CRITERIA .....	10
11. LEGAL COMMITMENTS .....	12
12. FINANCIAL PROVISIONS .....	12
12.1. General principles .....	12
12.2. Funding forms .....	14
12.3. Payment arrangements.....	16
13. PUBLICITY .....	16
13.1. By the beneficiaries.....	16
13.2. By the Agency and/or the Commission.....	16
14. DATA PROTECTION.....	17
15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS .....	18
15.1. Publication.....	18
15.2. Registration in the participant portal .....	18
15.3. Submission of the grant application .....	18
15.4. Rules applicable .....	20
15.5. Contacts.....	21

**CALL FOR PROPOSALS – EACEA/32/2015**  
**Erasmus+ Programme**  
**KA3 – Support for Policy Reform**  
**Civil Society Cooperation in the field of Youth**  
**APPLICANTS' GUIDELINES**

**1. INTRODUCTION**

Cooperation with civil society organisations in the fields of education, training and youth is essential to create a broad sense of ownership in relation to lifelong learning strategies and policies, and to take into consideration stakeholders' ideas and concerns at all levels. It is important for raising awareness about the Europe 2020 strategy for growth and jobs, the Strategic Framework for European cooperation in Education and Training (ET2020), specific policy agendas such as the Bologna process in Higher Education or the Bruges-Copenhagen process in Vocational education and training (VET), as well as the EU Youth Strategy. It is vital for securing the active involvement of stakeholders in the implementation of policy reforms in the different countries, for promoting their participation in the Erasmus+ Programme and other European programmes and for disseminating policy and programme results and good practice through their extensive membership networks.

The Education, Audiovisual and Culture Executive Agency ("the Agency") acting under the powers delegated from the Commission is responsible for implementing the present Call for proposals ("the Call").

**2. FUNDING ARRANGEMENTS**

The present Call offers the opportunity to apply for Annual Operating Grants which focus on short term cooperation at European level. It doesn't concern organisations which signed the Framework Partnership Agreements under the call EACEA/31/2014.

Applications for **Annual Operating Grants** must contain a detailed 12-month work programme (annual work programme) for 2016 together with the information needed to calculate the grant.

### 3. AIMS AND OBJECTIVES OF THE CALL

The objective of the present Call is to provide structural support, referred to as operating grant, to European non-governmental organisations (ENGOS) and EU-wide networks active in the field of youth and pursuing the following general aims:

- ✓ Raise stakeholder awareness of European policy agenda in the field of youth, in particular the EU Youth Strategy.
- ✓ Increase stakeholder commitment and cooperation with public authorities for the implementation of policies and reforms in the field of youth, such as of the country-specific recommendations issued in the framework of the European Semester;
- ✓ Boost stakeholder participation in the field of youth;
- ✓ Boost stakeholder involvement in the dissemination of policy and Programme actions and results and of good practice among their membership and beyond.

These aims should be clearly embedded in the work plans, activities and deliverables of the applicant organisations.

Furthermore, the organisations active in the field of youth that will be supported under this Call are expected to carry out activities that aim to:

- ✓ Promote the employability of young people, notably through activities that foster the development of competences and skills through non formal education;
- ✓ Foster the empowerment of young people in society, and foster their participation in the decision-making processes;
- ✓ Contribute to the personal, socio-educational and professional development of young people in Europe;
- ✓ Contribute to the development of youth work at European, national, regional or local levels;
- ✓ Contribute to the debate on development of policy issues affecting young people and youth organisations at European, national, regional or local levels;
- ✓ Promote intercultural learning, the respect of diversity, and the values of solidarity, equal opportunities and human rights among young people in Europe;
- ✓ Promote the inclusion of young people with fewer opportunities in society;
- ✓ Contribute to the implementation of the Declaration on promoting citizenship and the common values of freedom, tolerance and non-discrimination through education adopted in Paris on 17 March 2015 for example by mainstreaming the promotion of civic education, intercultural dialogue and democratic citizenship in their work programmes.

#### 4. TIMETABLE

Applications must be sent by the **26/11/2015** at 12:00 midday – Brussels time together with all the other documents referred to in Section 15 of these Applicants' Guidelines.

The online submission is considered to be the **master copy**.

	Stages	Date and time or indicative period
a)	<b>Publication of the call</b>	<b>13/10/2015</b>
b)	<b>Deadline for submitting applications</b> All the required compulsory additional annexes must also be sent <u>by the same deadline</u> <b>by email to the Agency</b> .	<b>26/11/2015</b> 12:00 midday Brussels time
c)	<b>Evaluation period</b>	December 2015/January 2016
d)	<b>Information to applicants</b>	February 2016
e)	<b>Signature of grant agreement</b>	February 2016
f)	<b>Starting date of the work programme<sup>1</sup></b>	1 January 2016

#### 5. BUDGET AVAILABLE

The total budget allocated in the budget year 2016 for the present Call is **EUR 600 000**. This amount represents the remaining part of the yearly budget for Civil Society Cooperation in the field of Youth (EUR 3 800 000) after the yearly renewal of the Framework Partnership Agreements signed in 2015 for total budget of EUR 3 200 000 (Call EACEA/31/2014).

The Agency reserves the right not to distribute all the funds available.

Since operating grants strictly adhere to a budgetary year, no applications will be accepted for work programmes scheduled to run for a longer period than specified in the Call. No extensions to the eligibility period beyond the maximum duration will be granted.

As a general rule, the budgetary year starts on 1<sup>st</sup> January 2016 and ends on 31<sup>st</sup> December 2016. Any exception (after the beginning of the starting date) from this rule should be announced by applicants in a letter joined to the application package (see section 15.3 of the present Guidelines).

By way of indication:

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<sup>1</sup> For further information please refer to the part 7.3 Eligible activities

- ✓ Bodies under category 1 (ENGOS) exclusively dedicated to youth will account for about **70%** of the youth strand budget available;
- ✓ Bodies under category 1 (ENGOS) having a broader scope but including a section dedicated to youth will account for about **10%** of the youth strand budget available;
- ✓ Bodies under category 2 (EU-wide networks) exclusively dedicated to youth will account for about **20%** of the youth strand budget available.

The **maximum annual operating grant** available under the present call will be **EUR 35 000**.

## **6. ADMISSIBILITY REQUIREMENTS**

Applications shall comply with the following requirements:

- ✓ they must be sent no later than the deadline for submitting applications referred to in section 4 of the present Guidelines. (**26/11/2015 – 12:00 midday Brussels time**)
- ✓ they must be submitted in writing (see section 15 of the present Guidelines), using the application form
- ✓ they must be drafted in one of the EU official languages.

Please note that only typed applications will be considered.

The application form must be accompanied by an official letter from the applicant organisation and all the other documents required in the application form.

Failure to comply with these requirements will lead to the rejection of the application.

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by different services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present Call.

The Participant Portal allows applicants to upload or update the information related to their legal status and attach the requested legal and financial documents.

See section 15.2 for more information.

## **7. ELIGIBILITY CRITERIA**

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

## 7.1. Eligible applicants

This Call is open to two categories of bodies:

- ✓ Category 1: European non-governmental organisations (ENGO) in the field of education and training or in the field of youth;
- ✓ Category 2: EU-wide networks in the field of education and training or in the field of youth.

An organisation may submit **only one application**, either for category 1 or for category 2.

To be eligible, applicants must be:

- ✓ non-governmental;
- ✓ not-for profit-making.

Neither Erasmus+ National Agencies nor organisations having overwhelmingly Erasmus+ National Agencies as members (2/3 or more) are eligible organisations under this Call.

Please refer to the detailed definitions of the two categories of eligible applicants provided under each Lot.

In the context of civil society cooperation in the field of **youth**, the following definitions apply:

Category 1: A **European non-governmental organisation (ENGO)** must:

- ✓ Operate through a formally recognised structure, composed of a) European body/secretariat (the Applicant) legally established for at least **one year** in a Eligible Country on the date of submission of the application and b) national organisations/branches<sup>2</sup> in at least **twelve Eligible Countries** having a statutory link with the European body/secretariat;
- ✓ Be active in the field of youth and run activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Involve young people in the management and governance of the organisation.

Category 2: An **EU-wide network (informal network)** must:

- ✓ Be composed of legally autonomous non-profit organisations active in the field of youth and running activities that support the implementation of the fields of action of the EU Youth Strategy;
- ✓ Operate through an informal governance setting, composed of a) an organisation legally established for at least **one year** on the date of submission of the application in a Eligible Country with functions of coordination of and support to the network at

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<sup>2</sup> The ENGO must provide proof that all national organisations/branches have statutory links with the European body/secretariat.

European level (the Applicant); and b) other organisations established in at least **twelve Eligible Countries**;

- ✓ Involve young people in the management and governance of the network.

In order to justify the links between the different organisations involved in the informal network a memorandum of understanding signed between all organisations involved must be sent.

## 7.2. Eligible countries

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

- ✓ EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- ✓ The European Free Trade Association (EFTA) countries which form part of the European Economic Area (EEA): Iceland, Liechtenstein, Norway;
- ✓ Candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with those countries with a view to their participation in EU Programmes: Former Yugoslav Republic of Macedonia and Turkey.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required),
- **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity.

## 7.3. Eligible activities

European Union financing under this Call takes the form of an operating grant to support part of the costs incurred by the selected bodies in carrying out a series of activities. These activities must be directly linked to the general and specific objectives of the Call and must be detailed in an annual work programme for 2016.

Activities must not start before 1st January 2016 and must be completed by 31st December 2016. The organisations for which the financial year starts later than the 1st of January must inform the Agency about this situation and send a detailed justification by email together with the compulsory annexes mentioned in section 15.3.

Applications scheduled to run for a longer period than that specified will not be accepted.

No extension to the eligibility period beyond the maximum duration will be granted.

The Applicant must present a consistent work plan integrating non-profit making, youth-led activities which are suitable of pursuing the objectives of the Call.

Notably:

- ✓ Non-formal and informal learning and activity programmes targeted at young people and youth workers;
- ✓ Activities for the qualitative development of youth work;
- ✓ Activities for the development and promotion of recognition and transparency tools in the field of youth;
- ✓ Debates of young people on youth policies and/or European matters (seminars, meetings, workshops, consultations, etc.);
- ✓ Consultations of young people feeding into the Structured Dialogue in the field of youth;
- ✓ Activities for the promotion of young people's active participation in democratic life;
- ✓ Activities for the promotion of intercultural learning and understanding in Europe;
- ✓ Media and communication activities and tools on youth and European matters.

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.

## **8. EXCLUSION CRITERIA**

### **8.1. Exclusion from participation**

Applicants will be excluded from participating in the call for proposals procedure 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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 responsible authorising officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union' financial interests;
  - (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

## 8.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course 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 Agency 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 the above section 8.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

## 9. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting:

- ✓ they have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding;
- ✓ they have the professional competencies and qualifications necessary to complete the proposed work programme;

## 10. AWARD CRITERIA

The quality of eligible applications will be assessed on the basis of the following criteria:

	Criteria	Score
1	<i>Relevance</i>	.../30 points
	The scope of the work programme and activities will be assessed in terms of	

	<ul style="list-style-type: none"> <li>a) their relevance to the aims and objectives of the Call;</li> <li>b) the relevance of the activities and deliverables to the aims and objectives of the Applicant.</li> </ul>	
2	<i>Quality of the work plan's design and implementation</i>	.../20 points
	<p>The following aspects will be assessed:</p> <ul style="list-style-type: none"> <li>a) the quality of the work programme and its planned activities and deliverables in terms of content, approach and methodology in relation to the aims;</li> <li>b) how the tasks are distributed among the organisations/branches/members with regard to relevance, balance and an efficient achievement of the aims ;</li> <li>c) the quality of the management arrangements;</li> <li>d) the cost-benefit ratio: the value for money of the activities relative to the requested budget and intended aims;</li> <li>e) the expected results, outcomes, and deliverables such as policy contributions, position papers and events, awareness-raising and training programmes, events and materials, information and guidance materials and events, etc. ;</li> <li>f) the transnational and multilingual character of activities and products developed;</li> <li>g) if the proposal follows on from previous activities, the added value of the current proposal in relation to these activities.</li> </ul>	
3	<i>Profile, number of participants and countries involved in the activities</i>	.../20 points
	<p>The following aspects will be assessed:</p> <ul style="list-style-type: none"> <li>a) the profile and the number of the participants/stakeholders involved in the activities;</li> <li>b) the number of eligible countries involved in the activities.</li> </ul>	
4	<i>Impact, dissemination and sustainability</i>	.../30 points
	<p>The scope of the work programme, its multiplier effect, the sustainable impact and long-term viability of the activities and deliverables will be assessed against this criterion, in particular :</p> <ul style="list-style-type: none"> <li>a) the expected short- and long-term quantitative and qualitative impact of the activities and deliverables on the target groups, and, beyond these groups, policies, strategies or systems at European, national, regional or local level.</li> <li>b) how the work programme will facilitate exchanges and debates between actors from different sectors and levels and different countries ;</li> </ul>	

	<p>c) the measures planned to ensure the visibility of the activities/deliverables/results;</p> <p>d) how the dissemination and exploitation plans will ensure optimal use of the results among and beyond organisations/branches/members, during the period covered by the grant;</p> <p>e) the proposed contributions/recommendations to be addressed to policy makers, education and training or youth providers and other stakeholders at European, national, regional or local level.</p>	
	Total	.../100 points
	Total %	...%

To be considered for funding, proposals must score:

- at least 60 points overall

and

- at least half of the maximum points in each of the award criteria mentioned above (i.e. minimum 15 points for the criteria "Relevance" and "Impact, dissemination and sustainability", 10 points for the criteria "Quality of the work plan's design and implementation" and "Profile, number of participants and countries involved in the activities").

## 11. LEGAL COMMITMENTS

In the event of a grant awarded by the Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

The 2 copies of the original agreement must be signed first by the beneficiary and returned to the Agency immediately. The Agency will sign them last.

A model of the grant agreement is available on the Agency website at the following address: [https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015_en)

## 12. FINANCIAL PROVISIONS

### 12.1. General principles

#### a) Non-cumulative award

Applicants may receive only one operating grant per financial year from the budget of the European Union.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

Costs eligible for financing may neither have been incurred before the grant application was lodged nor before the start of the beneficiary's budgetary year.

c) Co-financing

Co-financing means that the resources which are necessary to carry out the work programme may not be entirely provided by the EU grant.

Co-financing of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the work programme,
- financial contributions from third parties.

d) Budget

The estimated budget of the work programme is calculated automatically in the eForm in euros.

e) Subcontracting

Where the implementation of the work programme requires the award of procurement contracts, the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>3</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>4</sup> shall abide by the applicable national public procurement rules.

[Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

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<sup>3</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>4</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.]

f) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

## 12.2. Funding forms

In accordance with Commission Decision of 03.09.2014 authorising the use of reimbursement on the basis of unit costs for the Civil Society Cooperation actions under the Erasmus+ Programme [C(2014)6145], operating grants for Civil Society Cooperation in the field of Youth take exclusively the form of reimbursement on the basis of the following unit costs:

- Personnel (unit cost per personnel)
- Statutory Meetings (unit cost per meeting) related to the organisation of statutory meetings.

➤ **Maximum amount requested**

The number of units for personnel shall only refer to persons hired by the beneficiary organisation on the basis of (i) a labour contract, (ii) a contract assimilated to a labour contract<sup>5</sup> or (iii) to temporary staff recruited through a specialised agency (interim staff). Personnel with a contractual relationship other than these (such as volunteers and trainees) shall not be included in the calculation of the number of personnel units.

The beneficiary organisations shall calculate the number of personnel units using the total number of personnel full time equivalent (FTE) hired in the year for which the grant is requested. If the number of FTEs is not specified in the annual accounts, then it should be calculated by dividing the total number of working days actually worked in the previous year ((1) counting 1 day for persons working full time or (2) pro rata to the time actually worked for persons working part time) by 220 days per year.

The number of units for meetings shall only refer to statutory meetings included in the articles of the statutes of the beneficiary organisations such as general assembly,

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<sup>5</sup> This is in case the following conditions are fulfilled: (a) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary, (b) the result of the work belongs to the beneficiary and (c) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

management board, steering committee, regional meeting, etc. For EU-wide networks for which the statutory links are not necessary, the number of units for meetings shall only refer to the meetings organised in the frame of the governance of the informal network. Other meetings organised by the beneficiary organisations (conferences, seminars, roundtables, workshops, etc.) shall not be included in the calculation of the grant.

In order to calculate the maximum amount of the grant, a method following two steps is used:

- Step one: calculating the grant in the form of reimbursement of unit costs by:
  - For personnel costs: multiplying the unit value per FTE by the estimated number of FTEs to be used in the year for which the grant is awarded
  - For statutory meetings: multiplying the unit value per meeting by the estimated number of statutory meetings
  - Adding together the results of the two multiplications above
  
- Step two: limiting the grant to a maximum amount of 35 000.

It is not necessary to apply a co-financing percentage because the unit costs have been calculated taking already into account the beneficiary's co-financing.

The unit cost for personnel both for ENGOs and EU-wide networks is EUR 9 356 and for statutory meetings for ENGOs or governance meetings for EU-wide networks is EUR 3 381.

Example of calculation:

ENGO active in the field of Youth declaring 3 FTEs and 5 Statutory meetings

3 FTEs x 9 356 EUR	28 068 EUR
5 Statutory meetings x 3 381 EUR	16 905 EUR
<b>TOTAL</b>	<b>44 973 EUR</b>
Total Grant requested if applying for an Annual Operating Grant	35 000 EUR

An ENGO in the field of Youth can also declare only Statutory meetings in case has no FTEs but only volunteers.

The grant amount may not exceed the amount requested. Amounts are indicated in euros. Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

#### ➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the work programme, upon:

- approval of a payment request accompanied by a final report providing details of the implementation and results of the work programme;

- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

### **12.3. Payment arrangements**

A pre-financing payment corresponding to 80% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.2 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Agency through a recovery order.

## **13. PUBLICITY**

### **13.1. By the beneficiaries**

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed activities.

To do this they must use the text, the emblem and the disclaimer available at [http://eacea.ec.europa.eu/about/eacea\\_logos\\_en.php](http://eacea.ec.europa.eu/about/eacea_logos_en.php), which will be provided by the Agency.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

### **13.2. By the Agency and/or the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary,
- amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## **14. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.<sup>6</sup>

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time.

A detailed Privacy statement, including contact information, is available on EACEA's website: [http://eacea.ec.europa.eu/about/documents/calls\\_gen\\_conditions/eacea\\_grants\\_privacy\\_statement.pdf](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

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

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<sup>6</sup> Official Journal L 8, 12.1.2001.

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

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

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

### **15.1. Publication**

The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the EACEA Agency at the following address:

[https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015_en)

### **15.2. Registration in the participant portal**

Before submitting an electronic application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: <http://ec.europa.eu/education/participants/portal>.

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting document that need to be uploaded in the portal can be found on the following link:

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>.

### **15.3. Submission of the grant application**

Proposals must be submitted in accordance with the admissibility requirements and by the deadline set out under section 4.

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an application.

Applications must be made using an online grant application form (eForm). The eForm is available in English, French and German at the following Internet address: [http://eacea.ec.europa.eu/documents/eforms\\_en](http://eacea.ec.europa.eu/documents/eforms_en) and must be duly completed in one of the official languages of the EU.

**A complete application package** comprises:

- ✓ The eForm and its compulsory attachment 'Declaration on honour' (to be submitted online)
- ✓ and the compulsory additional annexes (to be sent by email).

**Only applications submitted on the correct form, duly completed, dated, including all the compulsory annexes and signed by the person authorised to enter into legally binding commitments on behalf of the Applicant will be accepted.**

**a) Online submission**

The eForm, including its attachment, duly completed **must be submitted online by 12.00 (midday, Brussels time) on 26/11/2015.**

For more information on the above mentioned eForm compulsory attachment, see Annex I-Section 3.8.

The **online submitted eForm and attachment** will be considered to be the **master copy**.

**b) Email submission**

In order to complete the application package, the compulsory additional annexes described below **must also be sent by email** (separated scanned attachment for each required document, **with a precise reference to the application number**) to the Education, Audiovisual and Culture Executive Agency at the following email address: [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Agency may contact the Applicant for this purpose during the evaluation process.

All applicants will be informed in writing about the results of the selection process.

**Compulsory additional annexes:**

The following documents must be sent by email to the Agency (as separate scanned attachments for each required document). In the subject of the email **a precise reference to the application number**, received upon submission online of the application, should be included.

- a) A **Memorandum of understanding** signed by all organisations involved in the EU-wide network as referred to Section 8.1 (only applicable for Category 2 EU-wide network) available at the following address: [https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/civil-society-cooperation-in-field-youth-eacea322015_en)
- b) The **financial identification form** available at the following address: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm#en](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en)
- c) **Articles of association** (statute of entity);
- d) **A copy of the certificate of liability to VAT** (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- e) **A copy of the official document** attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address, and the date of registration and registration number of the private-law entity).

In case the Participant Identification Code (PIC) of the applicant organisation has been already validated, and thus the documents referred to in c), d) and e) are already available in the participant portal, these documents do not need to be sent.

Please note that the application will only be complete (and hence eligible) when the Agency has received the additional documents to be submitted by email.

**IMPORTANT:** should **the financial year of the organisation not start on 1<sup>st</sup> of January 2016 and end on 31<sup>st</sup> of December 2016** please also join a letter of explanation and official justification.

#### **15.4. Rules applicable**

Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

Regulation (EU) N° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC.

## 15.5. Contacts

In case of questions, please contact: [EACEA-YOUTH@ec.europa.eu](mailto:EACEA-YOUTH@ec.europa.eu)

## **ANNEX I: INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)**

### **1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS**

### **2. REGISTRATION**

2.1 GENERAL PROVISIONS

2.2 REGISTRATION OF THE ONLY ORGANISATION

### **3. CREATION AND FILL IN THE EFORM**

3.1 APPLICATION EFORM COVERPAGE

3.2 LIST OF PARTNER ORGANISATIONS

3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

3.3.1 Part A.1 - Organisation

3.3.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

3.4 PART B - ORGANISATION AND ACTIVITIES

3.4.1 Part B.1 – Structure

3.4.2 Part B.2 - Aims and activities of the organisations

3.4.3. Part B.3 - Other EU grants envisaged for activities for the financial year in question

3.5 PART C- DESCRIPTION OF THE ACTIVITIES

3.5.1 Part C.1 - Consistency with the objectives of the action and of the programme

3.5.2 Part C.2 - Work Programme for the financial year in question

a) Summary of the work programme of 2016

b) Detailed schedule of the activities of the organisation for the financial year of 2016

3.5.3 Part C.3 - Dissemination

3.5.4 Part C.4 - Impact

3.5.5 Part C.5 - Geographical coverage

3.6 PART D - BUDGET

3.7 PART E - ADDITIONAL INFORMATION -

a) Organisations sub-type

b) Types of agreement

3.8 EFORMS' ATTACHEMENT

3.8.1 The declaration on honour

# **ANNEX I: INSTRUCTIONS TO COMPLETE THE ONLINE GRANT APPLICATION FORM (EFORM)**

## **1. PRESENTATION AND ORGANISATION OF THESE INSTRUCTIONS**

For the Call - EACEA/32/2015, applicants must use an online grant application form (eForm) and its attachments, and provide additional information as indicated in section 14 of the Applicants' Guidelines.

The purpose of this part of the Applicants' Guidelines is to offer guidance on the content of the eForm and the application procedure.

Please note that it does not replace the specific "**eForm User Guide**" that is aimed at providing guidance on the technical aspects of completing and submitting the eForm available at: <https://eacea.ec.europa.eu/PPMT/>.

## **2. REGISTRATION**

### **2.1 GENERAL PROVISIONS**

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is settled to ensure that applicants have the greatest chance to submit an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

The Applicant will be able to fill in this eForm by either:

- ✓ clicking inside a text field to enter data;
- ✓ clicking to select options from e.g. dropdown lists, checkboxes, pop-up calendars and radio buttons;
- ✓ pressing **Tab** to move forward one field or **Shift+Tab** to move backward one field;
- ✓ pointing and clicking with the mouse to select a specific field.

### **2.2 REGISTRATION OF THE ONLY ORGANISATION**

In order to submit an application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: <https://ec.europa.eu/education/participants/portal>

Documents related to the organisation can also be uploaded in the portal.

For the Call only one organisation should register, the Applicant. For further information on eligible applicants, please refer to the Call or to Section 6.

### 3. CREATION AND FILL IN THE EFORM

Once carried out the registration procedure, you can proceed to the creation of the eForm.

You will have to input the following information:

- ✓ **Programme:** Erasmus+
- ✓ **Funding opportunity:** Please choose the specific line related to Civil society cooperation in the field of youth;
- ✓ **Language:** German, French or English version of the eForm can be selected by using the dropdown menu;
- ✓ **Participating organisation:** As only **one** organisation is allowed to participate to the Call, the registered organisation will automatically be defined as the Applicant.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

#### 3.1 APPLICATION EFORM COVER PAGE

Most of the information contained in this page is protected and not modifiable (grey lines). Please verify carefully all the information mentioned. In case some of this information is not correct, you will have the opportunity to modify it by entering on the Participant Portal clicking on the icons *enter Participant Portal* and *Revise list of participating organisations and update application eForm*.

The only information to be filled in on this page relates to the *language used to complete the eForm* which must be **an official EU language**. Please note that the application form must be completed in **one language** only.

#### 3.2 LIST OF PARTNER ORGANISATIONS

Not applicable for this Call.

#### 3.3 PART A - IDENTIFICATION OF THE APPLICANT ORGANISATION

### 3.3.1 Part A.1 - Organisation

Here again, as only **one** organisation is allowed to register to the Call, the inputted organisation in the Participant Portal will automatically be defined as the "*Applicant Organisation*".

Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable.

The only field to be filled in on this page is the *Region* of the registered address, by using the dropdown list.

Please note that fields related to *Accreditation Type* and to *Accreditation number* are not applicable for the Call.

### 3.3.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In the Section A2, complete the *title, family name, first name*, role in the organisation and e-mail address of the *contact person*.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.

The Legal Representative will be authorised by the Applicant to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. grant, declaration on honour, any request for amendment, final report). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

## **3.4 PART B - ORGANISATION AND ACTIVITIES**

### 3.4.1 Part B.1 – Structure

On this page, please indicate whether your organisation is a *European NGO* or an *EU-wide Network* by using the dropdown menu.<sup>7</sup>

### 3.4.2 Part B.2 - Aims and activities of the organisation

The Applicant, its aims and objectives, key activities, affiliations, etc. should be described in relation to the domain covered by the work programme.

### 3.4.3 Part B.3 - Other EU grants envisaged for activities for the financial year in question

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<sup>7</sup> Additional information will also be requested on Part 2 Section 3.7 – Part E – Additional Information - Organisation sub-types.

Please inform the Agency of any request for funding submitted or approved after submission of this application.

Please also indicate whether your organisation submitted - or intend to submit any other grant applications to the Agency or to The European Commission for activities planned for the financial year 2016. If so, for each grant please indicate the activity, the Directorate-General and the Programme concerned, as well as the total amount requested.

### **3.5 PART C - DESCRIPTION OF THE ACTIVITIES**

#### 3.5.1 Part C.1 - Consistency with the objectives of the action and of the Programme

Under this section, and by referring to the Call, please **mention** one or two general **and** one or two specific objectives of the Call your organisation and the proposed work programme aim at addressing as a priority.

Explain the relevance of the activities of your organisation, of the proposed work programme and deliverables with these selected objectives. This section should outline how your organisation and the proposed activities and deliverables intend to address the need for action reflected through the objectives of the Call.

#### 3.5.2 Part C.2 - Work programme for the financial year in question

##### a) Summary of the work programme for 2016

Under this section, please provide key information on the proposed work programme, such as: the methodology, the overview of the planned activities and the target groups. Describe the expected results and concrete deliverables. If the proposal follows on from the results of previous EU funded activities, please describe the added value of the proposal in relation to these activities.

##### b) Detailed schedule of the activities of the organisation for the financial year of 2016.

List the main activities of your work programme and planned deliverables and define their schedule and content in the table provided. Please specify whether the described activities and deliverables are part of the statutory activities or related to your projects.

The above information should be provided for each main activity and deliverable by clicking on *Add an Activity/deliverable*.

Under the sub-section *Members taking part*, please specify the profile of participants in the proposed activities.

Under the sub-section *Objectives/results expected* please explain:

- ✓ how the activities and deliverables will enable you to achieve the work programme's objectives ;
- ✓ how the activities/deliverables/tasks will be distributed among your members in a relevant and balanced way in order to efficiently achieve the intended objectives ;

- ✓ how cooperation and communication between members will be ensured and the approach that will be followed to manage the proposed activities and the production of the expected deliverables.

### 3.5.3 Part C.3 - Dissemination

In this section, please provide information on the dissemination plan in order to allow an effective transfer and exchange of the expected results.

Describe the dissemination approach and the actions your organisation will take in order to guarantee visibility of the project results, and to make these results available to the members and beyond during and beyond the lifetime of the grant.

Explain how the work programme will create a multiplier effect among a wider audience beyond those directly involved in the proposed activities and in the production of the planned deliverables.

Describe, if applicable, the proposed content of the contributions and/or recommendations addressed to policy makers and stakeholders at international, national, regional or local level.

### 3.5.4 Part C.4 - Impact

Please describe what are the expected quantitative and qualitative impacts of the activities and deliverables on the target group(s), policy or strategies concerned, in the short and long term and at European, national, regional or local level.

Specify how the target groups will be involved in the proposed activities and in the production of the proposed deliverables.

Explain how the work programme will develop awareness and active commitment, and facilitate exchanges and debates between actors from different sectors, levels and countries on key policy issues.

### 3.5.5 Part C.5 - Geographical coverage

With reference to Section 6 of the Applicants' Guidelines please note that if the Applicant is a:

- ✓ Category 1 *European non-governmental organisation (ENGO)*, it must be composed of national organisations/branches/members in at least **twelve** Eligible Countries having a statutory link with the European body/secretariat;
- ✓ Category 2 *EU-wide network (informal network)*, it must operate through an informal governance setting, composed of other organisations established in at least **twelve** Eligible Countries.

## **3.6 PART D - BUDGET**

Under this section, please provide the figures related to FTEs and Statutory/Governance meetings that will allow you to calculate the grant to be requested. Please refer to Section 12 to complete this section.

### 3.7 PART E – ADDITIONAL INFORMATION

#### a) Organisations sub-type

Following the type of organisation selected by the Applicant in Part 3 Section 7 – Part B-1., this Section will present the following information for confirmation of the organisation sub-type:

- ✓ In case European NGO has been selected, please choose in the drop down menu **European non-governmental organisation (ENGO) exclusively dedicated to youth** or **European non-governmental organisation (ENGO) having a broader scope but including a section dedicated to youth**.
- ✓ In case EU-wide network has been selected, the mention **EU-wide network** will be confirmed automatically.

#### b) Types of agreement

Under this section, please select the type of agreement for **Annual Operating Grant**.

The option Framework Partnership Agreement is reserved for beneficiaries who signed Framework Partnership Agreements in 2015 (Call EACEA/31/2014).

### 3.8 EFORM ATTACHEMENT

The eForm includes the following compulsory attachment:

#### 3.8.1 The declaration on honour

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

Compulsory additional annexes must be sent by email to the Agency by the same deadline. For further information please refer to § 15.3 Submission of the Grant Applications.