

Europe for Citizens Programme 2014-2020

Call for proposals N° EACEA-33/2017

Operating grants

**Structural support for European think tanks and
for civil society organisations at European level**

GUIDELINES FOR 2018-2020

Please note that the standard grant agreements/decisions of the Agency are currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application as from 01 January 2018. For this reason the draft grant agreements/decisions related to this call are sent as an example and consequently the Agency reserves the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the Agency will announce the changes as soon as possible and at the latest before the signature of the grant agreements or grant decisions.

TABLE OF CONTENTS

1. INTRODUCTION: THE EUROPE FOR CITIZENS PROGRAMME 2014-2020	4
2. PROGRAMME PRIORITIES AND OBJECTIVES.....	5
2.1 General Programme objectives.....	5
2.2 Specific Programme objectives	5
2.3. Thematic priorities	5
3. TIMETABLE.....	11
4. AVAILABLE BUDGET.....	11
5. ADMISSIBLE REQUIREMENTS	12
6. ELIGIBILITY CRITERIA	13
6.1 Eligible applicants.....	13
6.1.1. Categories of organisations.....	13
6.1.2. Eligible countries	15
6.2 Eligible activities.....	15
7. EXCLUSION CRITERIA.....	16
7.1. Exclusion from participation	16
7.2. Rejection from the award procedure.....	18
7.3. Supporting documents.....	19
8. SELECTION CRITERIA.....	19
8.1. Financial capacity	19
8.2 Operational capacity	20
9. AWARD CRITERIA.....	20
10. LEGAL COMMITMENTS.....	22
11. FINANCIAL PROVISIONS.....	22
11.1. General Principles.....	22
11.2 Funding forms.....	24
11.3. Payment arrangements.....	28
11.4. Pre-financing guarantee	29

12.	PUBLICITY	29
12.1.	By the beneficiaries	29
12.2.	By the Agency and/or the Commission	30
13.	DATA PROTECTION	30
14.	PROCEDURE FOR THE SUBMISSION OF PROPOSALS	31
14.1	Publication	31
14.2	Registration in the Participant Portal	31
14.3	Submission of the grant application	32
14.4	Rules applicable	32
14.5	Contacts	33
	ANNEX – MANDATORY DOCUMENTS - CHECKLIST	34

1. INTRODUCTION: THE EUROPE FOR CITIZENS PROGRAMME 2014-2020

The European Union is made of its citizens and for its citizens. Encouraging and facilitating their involvement and active participation in the construction of a stronger Union as well as enabling them to understand of the Union's history and the values it is built on is of high importance. The European citizenship is an inherent element in strengthening and safeguarding the process of European integration.

The Europe for Citizens programme¹ adopted for the period 2014-2020 is a key instrument in this context. It aims to contribute to citizens' understanding of the Union, its history and diversity, to foster European citizenship and to improve conditions of enjoying the rights and privileges of being a European Citizen.

The programme comprises two strands: European Remembrance (strand 1) and Democratic and Civic Participation (strand 2).

The aim of the present call for proposals is to select organisations with European outreach which, through their permanent, usual and regular activities, **make a tangible contribution to the objectives of the 'Europe for Citizens' programme.**

Selected organisations will receive structural support, referred to as operating grants. The operating grants will co-finance the operating expenses that enable a body to have an independent existence and to implement a range of activities within the programme's objectives. Organisations receiving operating grants should ensure a maximum visibility to the widest audience possible through the activities and the dissemination plan they foresee. Outreach to regional and local level, as well as to young people, is particularly encouraged.

Support is granted to organisations in the form of Framework Partnerships for three years (2018-2020) awarded further to this call for proposals. Framework Partnerships are cooperation mechanisms established between a particular organisation and the Education, Audiovisual & Culture Executive Agency. Under these Framework Partnerships, annual operating grants will be awarded every year, based on annual work programmes to be submitted by the organisation.

¹ The Programme constitutes the legal basis for this call for proposals, according to art 4 of the COUNCIL REGULATION (EU) No 390/2014 of 14 April 2014. This call follows the provisions of the Commission implementing Decision C(2017)5385 on the adoption of the 2018 work programme and the financing for the implementation of the Europe for Citizens programme.

2. PROGRAMME PRIORITIES AND OBJECTIVES

2.1 General Programme objectives

Under the global objective of bringing the Union closer to its citizens, the general objectives of the programme are

- to contribute to citizens' understanding of the Union, its history and diversity;
- to foster European citizenship and to improve conditions for civic and democratic participation at Union level.

2.2 Specific Programme objectives

The specific objectives of the programme are:

- to raise awareness of remembrance, common history and values and the Union's aim that is to promote peace, its values and the well-being of its peoples by stimulating debate, reflection and development of networks (strand 1);
- to encourage democratic and civic participation of citizens at Union level, by developing citizens' understanding of the Union policy making-process and promoting opportunities for societal and intercultural engagement and volunteering at Union level (strand 2).

2.3. Thematic priorities

Each of the two strands of the programme has specific priorities which have been designed to stimulate debates on dates of European significance and topics having a strong importance also in present times (for the European Remembrance strand) or anchored in the social, economic and political reality of the European Union (for the Democratic engagement and civic participation strand).

The priorities are as follows:

Specific priorities for European Remembrance (Strand 1)

1. Commemorations of major historical turning points in recent European history

One of the Europe for Citizens programme's goals is to create opportunities for a debate on European history beyond national perspectives.

Through its Strand 1 (European Remembrance), the Programme aims to foster a common culture of remembrance and mutual understanding between citizens from different EU Member States, notably by supporting projects that reflect on historical turning points in Europe's 20th century and on their continuous importance for the Europe of today.

During the 2018-2020 period, the following commemorations will be prioritised:

Year of application	Eligible commemorations
2018	1918 The end of the WWI – the rise of nation states and the failure to create a European cooperation and peaceful coexistence 1938/1939 Beginning of WWII 1948 Beginning of the Cold War 1948 The Hague Congress and the integration of Europe 1968 Protest and civil rights movements, invasion to Czechoslovakia, student protests and anti-Semitic campaign in Poland
2019	1979 European Parliament elections – also 40 years since the first directly elected EP in 1979 1989 Democratic revolutions in Central and Eastern Europe and the fall of the Berlin wall 2004 15 years of EU enlargement into central and Eastern Europe
2020	1950 Robert Schuman Declaration 1990 German reunification 2000 Proclamation of the EU Charter of Fundamental Rights

2. *Civil society and civic participation under totalitarian regimes*

Under totalitarian regimes, democratic concepts such as "civil society", "freedom" and "democracy" and "democratic procedures" lost their meaning.

Free speech and open public debate, political demonstrations of different political actors, and public gatherings were not allowed. One essential acts of democratic engagement, membership in a political party, was also diverted from its natural purpose to prove loyalty toward a leading party and conformity with the ruling political regime.

By contrast, free social movements emanating from the civil society were often ostracised, threatened and repressed. Civil society and democratic movements were absorbed and exploited by the one-party system. Public information was monopolised and distorted by

official institutions. Any diverging view was treated as "dissidence". Free speech was forbidden and independent voices were silenced. Political decisions were applied without democratic deliberation.

Activities of the organisations should reflect on the exploitation and manipulations of democratic practices notably by means of "propaganda" and official media in the past and the current upsurge of populism. The objective is define the role civil society, free media and open debate play for democracies and to come up with means how to encounter populism .

The activities should also reflect on the significance of contemporary democratic achievements such as rule of law, civil liberties, civic rights, and underline the fragility of civic rights (freedom of speech, right to vote...) without strong checks and balances. The aim is also to debate on the concrete ways and mechanisms by which civil liberties and civic rights can be preserved and civil dialogue ensured at EU and national levels, as well as the impact of the social media in this context.

3. Anti-Semitism, Anti-Gypsyism, xenophobia, homophobia and other forms of intolerance: drawing the lessons for today

20th century's totalitarianisms deprived some of their citizens from their basic rights to the point of total exclusion and genocide. This was the case for the Jewish and Roma communities as well as other minorities under Fascist regimes, including LGBTI (lesbian, gay, bisexual, transexual/transgender and intersexual) people. Justified by misleading ideologies and supported by deceptive propaganda, exclusionary legislation as well as a repressive apparatus, these enabled those regimes to commit mass murders.

Past manifestations of anti-Semitism, xenophobia, homophobia and other forms of intolerance should be analysed and debated so as to inform the present. Through their work programmes, applicants should address the following themes and questions: How to create open societies without exclusions? How can destructive discourse and hate speech be encountered? What are the educational tools at EU and national levels to prevent these forms of intolerance and to preserve the values the European Union is built on?

4. Democratic transition and accession to the European Union

For Member States that experienced in their recent history a transition to democracy, accession to the European Union played an important role in supporting and consolidating democratisation. The Copenhagen criteria including "democratic and economic conditionality", required political changes and structural reforms, strengthened administrative and judicial capacities, improved economic governance and a full guarantee of fundamental rights as reflected in the European Charter of Fundamental Rights.

Organisations with activities under this specific priority should analyse how the EU accession perspective influenced democratic standards and practices of the new Member States.

While taking stock of the enlargements processes accomplished in the last two decades and the changes implied, they should also reflect on the sustainability of democratic values and guarantees once these countries are Member States and how any "backlash" could be prevented or addressed. Reflection should be made on how to support countries in the wider neighbourhood in the same endeavours.

Specific priorities for "Democratic engagement and civic participation" (Strand 2)

1. Debating the future of Europe and challenging Euroscepticism

Under this multi-annual priority of the Europe for Citizens programme, activities of organisations shall give citizens an opportunity to express what kind of Europe they want and to outline their long term vision for the future of European integration. In this context the White Paper on the Future of Europe represents a point of departure.

This debate should be based on the concrete achievements of the European Union and on lessons learnt from history. But it should as well reflect on current trends, and enable participants to challenge Euroscepticism and to suggest possible actions that the European Union could undertake to foster a sense of belonging to Europe, to understand the benefits of the European Union and to reinforce the EU's social and political cohesion.

The debate on the future of Europe should not be limited to those already supporting the idea of the European Union, but in particular reach out to citizens who reject or put in question the European Union and its achievements, or remain indifferent. The ambitious aim is to try to channel criticism of the EU into a useful, constructive and positive driver for European integration in the long run and to help the EU to come closer to its citizens.

The Commission expects organisations granted under this multi-annual priority to reflect on a new narrative for Europe, citizen-oriented, forward-looking and constructive, that would in particular ensure a stronger engagement by the younger generation. Activities may lead to debates about concrete ways to ensure a stronger democratic engagement in the European Union by its citizens, to develop a stronger sense of ownership of the European project.

Another aim of work programmes under this multi-annual priority could be to identify ways and concrete tools of further enhancing the democratic legitimacy of the EU decision-making process. In the light of the low turnout rates in European elections of the past years and the rise of populism in many Member States, activities may address the question how to motivate EU citizens to go to the polls and how to build a momentum for their active democratic participation in the EU at all levels. The European Parliament elections in 2019 provide an opportunity and a challenge to which the activities financed by the programme can contribute.

Applicants are also invited to organise debates or activities on the rise of Euro-scepticism and its implications for the future of the European Union. Such debates or activities are expected to enable participants to deepen their knowledge of the EU institutions and policies, and better understand the EU's achievements and benefits, as well as to understand the cost of not being part of the European Union. Concrete tools should be developed to encounter Euroscepticism.

2. *Promoting solidarity in times of crisis*

The European Union is built on solidarity: solidarity between its citizens, solidarity across borders between its Member States, and solidarity through support actions inside and outside the Union. Solidarity is a shared value which creates cohesion and responds to societal challenges.

The notion of solidarity usually refers to a mutual support within a group unified by a community of interest or by shared values. It is intrinsically linked to the concept of generosity, but also to those of reciprocity and responsibility. But what does solidarity mean within the European Union, especially in times of crisis?

Under this multi-annual priority of the Europe for Citizens programme, activities of organisations shall give citizens the opportunity to discuss the topic of solidarity and to assess existing solidary mechanisms inside the EU. They shall reflect on policy areas where such common mechanisms could be further developed while considering other possible channels of European solidarity like volunteering, donations, foundations, civil society organisations, charities, crowdfunding, etc.

One aspect of the discussion will be to highlight the added value of the EU's intervention in times of crisis when national responses seem insufficient. Activities developed under this multi-annual priority will contribute to overcoming national perceptions of crisis situations of the past years by fostering a mutual understanding of the situation, and by creating fora where common solutions can be discussed in a constructive way. Their aim should be to raise awareness of the importance of reinforcing the European integration process based on solidarity and common values.

A new instrument set up in this context is the European Solidarity Corps.

In his State of the Union speech of September 2016, the President of the European Commission announced the setting up of a European Solidarity Corps with the aim to give young people across the EU the opportunity to volunteer where help is needed and to respond to crisis situations. In a first phase of its implementation, the European Solidarity Corps will build on existing EU programmes including the Europe for Citizens programme.²

² See also the Communication "A European Solidarity Corps", COM(2016)942, 7.12.2016

Organisations receiving an operating grant from the Europe for Citizens programme have the possibility to use the European Solidarity Corps to recruit young people to volunteer, provided the organisations meet the criteria for becoming a host organisation and subscribe to the Charter of the European Solidarity Corps (See: https://europa.eu/youth/solidarity/mission_en).

The European Solidarity Corps offers opportunities for volunteering, traineeships or jobs that will provide young people between the ages of 18-30 with a chance to gain experience, develop their skills and make a contribution to society. By joining the Corps, participants will express their willingness to practice solidarity and to devote a period of their lives to helping others. By supporting others, the volunteers will not only put the core EU value of solidarity into practice, but also contribute to reinforcing cohesion within European society.

Organisations are invited to raise awareness about this new European instrument and to make use of the European Solidarity Corps in implementing their activities.

3. Fostering intercultural dialogue and mutual understanding and combatting the stigmatisation of migrants and minority groups

Intercultural dialogue is essentially the exchange of views and opinion between cultures. It seeks to establish linkages and common ground between different cultures, communities and people by promoting understanding and interaction.

Intercultural dialogue is essential for avoiding conflict and the marginalisation of citizens on the basis of their cultural identity. The Europe for Citizens Programme can contribute to promoting intercultural dialogue by bringing European citizens of different nationalities and different languages together and by giving them the opportunity to participate in common activities.

Organisations granted under this multi-annual priority will raise awareness on the richness of the cultural and linguistic environment in Europe and promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity based on common values.

Under this multi-annual priority a specific focus will be put on the situation of migrants in our society. Today, in the European Union, extremist or populist movements regularly stigmatise "others", "migrants" or "minorities" in their political discourse amalgamating distinct concepts (crisis and migration; terrorism and migration) in order to polarise public opinion and to claim moral monopoly.

Against this background, the Europe for Citizens programme through this multi-annual priority will fund organisations promoting diversity, tolerance and the respect of common values. Organisations will in particular encourage intercultural dialogue and mutual

understanding between EU citizens and migrants. These projects will help overcome stereotypes about migrants by deconstructing past and present processes of stigmatisation.

3. INDICATIVE TIMETABLE

28 August 2017	Publication of the Call
18 October 2017 no later than 12:00h CET/CEST (Midday, Brussels time)	Deadline for the submission of applications
November – December 2017	Evaluation period
January 2018	Information to all the applicants of the outcomes of the selection and publication of the selection results on the Executive Agency's website
February - March 2018	Signature of Framework Partnership Agreement and 1st Specific Grant Agreement, Notification of Framework Partnership Decision and 1st Specific Grant Decision
1 January 2018	Starting date of the work programme/eligibility of costs

4. AVAILABLE BUDGET

A maximum of **37** organisations will be selected under this call, up to 6 organisations under strand 1 "European remembrance" and up to 31 organisations under strand 2 "Democratic engagement and civic participation" of the Europe for Citizens programme.

The **total budget** earmarked for the co-financing of **specific annual operating grants** to be concluded for 2018 is estimated at **6.8 million euros**. In particular, 1.2 million euros are estimated for Strand 1 and 5.6 million euros for Strand 2.

This amount is subject to the availability of the appropriations provided for in the draft budget for 2018 after the adoption of the budget for 2018 by the budgetary authority or provided for in the provisional twelfths.

The maximum grant awarded in 2018 by category is set as follows:

Type	Maximum amount per year	Maximum co-financing rate
A. Civil society organisations for European remembrance (strand 1)	EUR 200.000	70%
B. Civil society organisations working at European level (strand 2)	EUR 200.000	70%
C. European Think tanks (strand 1 or 2)	EUR 350.000	70%
D. Platforms of pan-European organisations (strand 2)	EUR 600.000	90%

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

5. 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 3 of the present guidelines.
- they must be submitted in writing (see section 14 of the present guidelines), using the online application form (eForm).
- they must be drafted in one of the EU official languages

The application form must be accompanied by all the other documents referred to in the application form including a balanced budget in terms of expenditure and income.

Failure to comply with those 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 other services of the European Commission. If an applicant already has a PIC that has been used for the Europe for Citizens programme or for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

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

Section 14.2 provides for more information on the registration in the Participant Portal.

6. ELIGIBILITY CRITERIA

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

6.1 Eligible applicants

6.1.1. Categories of organisations

To be eligible for a framework-partnership, the organisations must belong to one of the following categories:

A. Civil society organisations for European remembrance (strand 1):

Organisations carrying out activities reflecting on causes of totalitarian regimes in Europe's modern history and commemorating the victims of their crimes.

Organisations implementing activities concerning other defining moments and reference points in recent European history.

Organisations focusing on the common values of the EU: raising citizens' awareness on the importance of maintaining and promoting democratic values in Europe i.e. through the memory of European personalities such as the founding fathers of the European project or others who have made a significant contribution to later stages of European construction.

B. Civil society organisations working at European level (strand 2):

Umbrella organisations, networks and other civil society organisations encouraging democratic and civic participation of citizens at Union level, by developing citizens' understanding of the Union policy making-process and promoting opportunities for civic engagement at Union level.

C. European think tanks (strand 1 or 2):

These organisations provide a link between research and policy-making at European level. They help to find solutions to problems and facilitate interaction between scientists, intellectuals and decision-makers. The call targets think tanks that essentially focus on the objectives and priorities of the Europe for Citizens programme, performing activities that go beyond mere research and are not aimed exclusively at specialist groups. The think tanks should have a clear transnational activity, reaching also out to local and regional audience. In particular, open and free debate and access to objective information should be supported.

D. Platforms of pan-European organisations (strand 2):

Platforms are organisations whose members are themselves umbrella organisations on a European level. These platforms of pan-European organisations represent a very large number of European citizens and cover a wide range of policy domains.

The activities of the selected organisations must aim to contribute to a better shared future of civic participation while recalling the importance of the fundamental values at the heart of the European project.

The organisations should have a clear transnational activity, reaching also out to local and regional audience.

Common rules for eligible applicants under A-D above

This call is open to organisations which are:

- a) non-profit organisations;
- b) Playing an active role in the field of European citizenship as defined in their articles of association or mission statement and correspond to one of the categories mentioned above;
- c) **Legally established** and with legal personality **for at least four years (at 1/11/2017) in an eligible country.**
- d) Ensuring transnational activity links to several countries, reaching out to local and regional audience;
- e) Performing their activities in **eligible countries** with the following **geographical coverage**:
 - Civil society organisations for European remembrance (Category A) and Civil society organisations at European level (Category B) must have members or activities **in at least 12 eligible countries**;
 - Platforms of pan-European organisations (D) must have at least **20 umbrella member organisations**, ensuring presence in all EU Member States;

Private individuals and public bodies are not eligible within this call for proposals.

6.1.2. Eligible countries

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

a) **EU Member States:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

For British applicants: Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article of the framework partnership agreement or decision (Article II.16.2.2(a) or General Condition 16.2.2.(a) respectively).

b) Albania, Bosnia & Herzegovina, former Yugoslav Republic of Macedonia, Montenegro, Serbia³.

In order to assess the applicants' eligibility, the following supporting documents are requested and need to be uploaded in the Participant Portal:

- 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).

6.2 Eligible activities

The activities of the applicant must make a **tangible** contribution to the development and implementation of the general and specific programme objectives.

The applicants must provide:

- a **strategic work programme** for a period of three years starting in 2018, and
- a detailed **annual work programme** for a period of 12 months starting in 2018.

³ EU Delegations will be consulted in relation to applications submitted by organisations established in these countries.

The applicant organisation's strategic work programme should cover its statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, outreach to young people, and their other recurrent European activities related to the activities of the Europe for Citizens Programme.

Activities linked to the European Solidarity Corps are also eligible.

Eligibility period

The Framework Partnership has a duration of 3 years, starting at the earliest on 1 January 2018. For its specific annual grants, the period of eligibility must correspond to the applicant's budget year, as evidenced by the organisation's certified accounts.

For applicants with a budget year that differs from the calendar year, the period of eligibility will have the starting date of their budget year in 2018.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

- a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;
- c) it has been established by a final judgement or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other persons with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency during the award procedure;

- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it has been established by a final judgement that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;
 - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 - iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
 - (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it has been established by a final judgement or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :
- i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
 - iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
 - v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- (h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard

to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

(i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

7.2. Rejection from the award procedure

An applicant will not be awarded a grant for this procedure if

- (a) it is in an exclusion situation established in accordance with the above section 7.1;
- (b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1⁴:

- (a) the name of the applicant concerned;
- (b) the exclusion situation;
- (c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall

⁴ This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

The declaration is available at https://eacea.ec.europa.eu/europe-for-citizens/strands/operating-grants_en and constitutes an integral part of the application form.

8. SELECTION CRITERIA

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

8.1. Financial capacity

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. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- a) Low value grants (\leq EUR 60 000):
 - a declaration on their honour.

- b) Grants $>$ EUR 60 000:
 - a declaration on their honour
 - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last financial year for which the accounts have been closed;
 - financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

- c) Grants for an action > EUR 750 000 or operating grants > EUR 100 000 or Framework Partnership Agreements (FPAs), in addition to the above:
- an audit report produced by an approved external auditor certifying the accounts for the last financial year available [the two last years for FPA].

On the basis of the documents submitted, if the Agency considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a grant agreement without pre-financing;
- propose a grant agreement with a pre-financing paid in instalments;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- reject the application.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60.000 the following information need to be provided in the application:

- description of the profile of the people primarily responsible for managing and implementing the operation;
- report on the organisations' activities;
- lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- a description of the technical equipment, tools or facilities at the disposal of the applicant;

9. AWARD CRITERIA

Only eligible applications will be assessed on the basis of the following criteria

- **Consistency with the objectives of the Programme and Programme Strand: 30%**
 - Appropriateness of the proposed work programme with regard to the objectives of the Europe for Citizens Programme; the organisation's work programme should demonstrate the impacts of its activities leading to the achievement of the objectives of the Europe for Citizens Programme.
 - The mission of the organisation must be in consistency with the objectives of the Europe for Citizens Programme.
- **Quality of the activity plan /work programme: 30%**

- The proposed work programme must be appropriate to reach the organisation's objectives.
 - Coherence: correspondence between the different objectives of the proposed activities and adaption of the proposed inputs and resources to the objectives.
 - Effectiveness: effects should be obtained at reasonable cost.
 - Work programmes have to present a clearly elaborated European dimension.
 - Organisations use new working methods or propose innovative activities.
- **Dissemination: 20%**
 - Organisations receiving operating grants must make the necessary efforts for ensuring the exploitation and dissemination of its results. This includes also translations of relevant outputs if appropriate.
 - The proposed work programme must create a multiplier effect among a wider audience than that directly participating in the activities, in particular at local and regional level.
 - A realistic and practical dissemination plan should be in place in order to allow an effective transfer and exchange of the results foreseen by the work programme.
- **Impact and Citizen involvement: 20%**
 - The number of involved organisations, participants, policy inputs and countries involved should be large enough to ensure a real European outreach of the proposed work programme.
 - Impact: The work programme should aim at reaching its objectives, notably as regards concrete inputs to policy making. It should support open public debate and access to objective information.
 - The applicant should demonstrate the added value that the operating grant would bring to the activities of the organisation and how these activities could be sustained after the end of the grant agreement.
 - Sustainability: Proposed work programme should aim at reaching long-term effects.
 - The proposed work programme should give participants the possibility to engage actively in the activities and with the issues raised.
 - A balance should be sought between citizens who are already active within organisations/institutions and citizens who are not yet involved.
 - Organisations involve participants of the European Solidarity Corps.
 - Organisations involve citizens from underrepresented groups or with fewer opportunities.

10. LEGAL COMMITMENTS

In the event of a successful application, the Agency will formalise a long-term cooperation mechanism with its partner via a Framework Partnership Decision (FPD) or a Framework Partnership Agreement (FPA).

Based on the FPD/FPA, **specific annual grants** drawn up in euro and detailing the conditions and level of funding, are awarded.

Framework Partnership Agreement and Specific Grant Agreement: 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. **They apply to the beneficiaries established outside of the EU.**

Framework Partnership Decision and Specific Grant Decision: Contrary to Grant Agreements, the beneficiary does not have to sign. The Framework Partnership Decisions and the Specific Grant Decisions are signed only by the Agency. **They apply to the beneficiaries established within the EU.** The decisions must not be returned to the Agency.

The general conditions applicable to Framework Partnership Decisions and Specific Grant Decisions ("**General conditions for framework partnership decision awarded as from October 2016**") are available in the 'Documents register' of the Agency website: http://eacea.ec.europa.eu/about-eacea/document-register_en

As regards Framework Partnership Decisions and Specific Grant Decisions, beneficiaries understand that:

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

11.1. 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) Balanced budget

The estimated budget of the work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm on the date of the publication of this call for proposals.

e) Implementation contracts/subcontracting

Where the implementation of the work programme requires the award of procurement contracts (implementation 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.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU⁵ or contracting entities in the meaning of Directive 2014/25/EU⁶ shall abide by the applicable national public procurement rules.

⁵ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC.

⁶ Directive 2014/25/EU (repealing 2004/17/EC) coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014L0025>

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the 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:

- 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.

11.2 Funding forms

Reimbursement of eligible costs

The grants financed through reimbursement of eligible costs are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

➤ **Maximum amount requested**

The EU grant is limited to a maximum co-financing rate ***of 70% of eligible costs for all categories of organisations except for platforms of pan-European organisations for which the ceiling is set at 90%.***

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The grant amount may neither exceed the eligible costs nor 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.

✓ **Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- they are incurred during the duration of the work programme as specified in the grant agreement or grant decision, with the exception of costs relating to final reports and certificates.

- they are indicated in the estimated overall budget of the work programme;

- they are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the work programme;

- 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 revenues declared in respect of the project with the corresponding accounting statements and supporting documents.

Eligible direct costs:

The eligible direct costs for the work programme 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 work programme and which can therefore be booked to it directly, such as:

- *the cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration **NB: this cost must be actual cost incurred by the beneficiary.** These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;*

- *subsistence allowances (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices;*

- *costs of travel (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel;*

- *depreciation cost of equipment (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use*

*for the purposes of the action may be taken into account by the Agency, **except where the nature and/or the context of its use justifies different treatment by the Agency***

- *costs of consumables and supplies, provided that they are identifiable and assigned to the project;*
- *costs entailed by other contracts awarded by the beneficiary for the purposes of carrying out the project, provided that the conditions laid down in grant agreement or grant decision are met;*
- *costs arising directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the action/project, translations, reproduction, etc.),*
- *costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;*
- *costs relating to external audits where required in support of the requests for payments;*
- *non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States*
- *costs related to the members of the European Solidarity Corps involved by the beneficiary in its activities covered by the operating grant (such as costs for travels, accommodation, subsistence, insurance, etc.). Those costs will be further detailed as of the operating grants 2019.*

✓ **Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind
- excessive or reckless expenditure.

- expenses for travel to or from countries other than those participating in the programme; (this rule may be waived for civil society organisations for European remembrance if due justification is provided);

✓ **Calculation of the final grant amount – Supporting documents**

The final amount of the grant to be awarded to the beneficiary is established after completion of the work programme, upon approval of the request for payment containing the following documents:

- a yearly final report providing details of the implementation and results of the work programme; it has to be provided within 60 days after the end of the eligibility period at the latest.
- the final financial statement of costs actually incurred,
- documents foreseen below according to the amount of grant awarded (see Option 1,2 and 3)

Option 1

In case of grants for an operating grants equal or inferior to EUR 60.000, the beneficiary is required to submit the following sample of supporting documents:

In relation to staff costs: The three highest consolidated staff costs (i.e. staff member costs) for the whole eligibility period ⁷.

In relation to subcontracting: The three highest value subcontracts⁸

In relation to Travel and subsistence costs: 25% of the highest costs declared under this budget item⁹.

Option 2

In case of:

- Operating grants of more than EUR 60.000, but less than EUR 100.000

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: https://eacea.ec.europa.eu/about-eacea/document-register_en

The use of the report format set by the “Guidance Notes” is compulsory.

⁷ Example of underlining documents to be submitted in support of the final payment for Staff costs: employment contract (or equivalent), payslips, proof of payments.

⁸ contracts, invoices and proofs of payments;

⁹ copy of tickets and boarding passes, hotel invoices (and proof of payments).

Option 3

In case of:

- Operating grants of EUR 100.000 or more

The beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type II” produced by an approved auditor or in case of public bodies, by a competent and independent public officer. The certificate shall certify, in accordance with a methodology approved by the Agency, 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 or grant decision.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: https://eacea.ec.europa.eu/about-eacea/document-register_en

The use of the report format set by the “Guidance Notes” is compulsory.

In all cases:

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement or grant decision to the expenditure actually incurred.

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

Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **Profit shall be defined as a surplus of receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance.** In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the work programme.

The verification of the non-profit does not apply to low value grants, i.e. ≤ EUR 60 000.

Amounts dedicated to the building up of reserves shall not be taken into account for the purpose of verifying compliance with the no-profit principle.

11.3. Payment arrangements

For each Specific annual Grant Decision/Grant Agreement, a pre-financing payment corresponding to a rate between 60% and 80% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the

agreement, or of the notification of the grant decision, 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 Commission through a recovery order.

11.4. Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The 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. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee 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.

12. PUBLICITY

12.1. 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 project.

To do this they must use the text, the emblem and the disclaimer available at https://eacea.ec.europa.eu/about-eacea/visual-identity_en, 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 or grant decision.

Results/output of the beneficiary must be clearly promoted, made visible and put at the disposal to the widest public possible.

12.2. 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 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: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹⁰ if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the 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.

13. 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.¹¹

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

¹⁰ European Union Official Journal L39, of 10 February 2007.

¹¹ Official Journal L 8, 12.1.2001.

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

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (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 Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the 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 and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 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/europe-for-citizens/funding_en

14.2 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 https://eacea.ec.europa.eu/europe-for-citizens/strands/operating-grants_en

14.3 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

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.¹²

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

➤ Electronic submission

Applicants are requested to log in at https://eacea.ec.europa.eu/europe-for-citizens/funding_en and follow the procedure for submitting an application.

14.4 Rules applicable

Regulation (EU, Euratom) N° 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) as amended by the Regulation (EU, Euratom) No 1929/2015 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

Commission Delegated Regulation (EU) N° 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) N° 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) as amended by the Commission Delegated Regulation (EU)

¹² Art.96 FR

No 2462/2015 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 342, 29.12.2015, p. 7).

Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the 'Europe for Citizens' programme for the period 2014-2020

14.5 Contacts

In case of questions, please contact:

eacea-c1-operatinggrants@ec.europa.eu

Annexes:

- Model of the Application form
- Model grant agreement and grant decision
- Model of the budget form

Models and information available at:

https://eacea.ec.europa.eu/europe-for-citizens/funding_en

ANNEX – MANDATORY DOCUMENTS - CHECKLIST
--

Note: Where documents need to be signed, the signature has to be the one of the legal representative of the applying organisation.

Note: For documents with * mandatory templates are to be found at https://eacea.ec.europa.eu/europe-for-citizens/funding_en

TO BE ATTACHED TO THE E-FORM	
BUDGET FORM * (Excel)	<input type="checkbox"/>
SIGNED DECLARATION ON HONOUR *	<input type="checkbox"/>
TO BE UPLOADED IN PARTICIPANT PORTAL	
SIGNED LEGAL ENTYTY FORM * AND THE REQUIRED ANNEXES	<input type="checkbox"/>
TO BE PROVIDED UPON REQUEST	
SIGNED FINANCIAL IDENTIFICATION FORM AND THE REQUIRED ANNEXES INCLUDING THE STATUTE OF THE ORGANISATION	<input type="checkbox"/>
FINANCIAL CAPACITY FORM * (only if grant > EUR 60 000)	<input type="checkbox"/>
FINANCIAL STATEMENT FOR THE LAST TWO YEARS FOR WHICH THE ACCOUNTS HAVE BEEN CLOSED (only if grant > EUR 60 000)	<input type="checkbox"/>