

Youth in Action Programme

Call for proposals 2013 EACEA/06/2013

Action 4.6 - Partnerships

APPLICANTS' GUIDELINES

1. INTRODUCTION

By Decision No 1719/2006/EC¹ of 15 November 2006, the European Parliament and the Council established the Youth in Action Programme for the period 2007 to 2013.

The Programme is part of the European Union's ongoing commitment to youth and consolidates the priorities of European political cooperation in the field, namely: the young people's active citizenship, the European Youth Pact and the mainstreaming of youth in other Union policies.

The general objectives of the Youth in Action Programme are:

- To promote young people's active citizenship in general and their European citizenship in particular;
- To develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- To foster mutual understanding between young people in different countries;
- To contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth sector;
- To promote European cooperation in the youth sector.

This call is launched within the framework of sub-action 4.6 – Youth Support Systems: Partnerships – of the Youth in Action Programme, and in accordance with the 2013 Annual Work Programme on grants and contracts for the Youth in Action Programme (Commission Decision C(2012) 5749 of 16 August 2012)².

The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for implementing this call for proposals.

¹ OJ L 327 of 24.11.2006, p. 30.

² http://ec.europa.eu/dgs/education_culture/documents/calls/c_2012_5749.pdf

2. OBJECTIVES AND PRIORITIES

2.1 Background and general objective

In today's globalised and ageing society, the acquisition of attitudes, values, skills and knowledge through non-formal learning experiences is becoming more and more an essential aspect of the personal, social, educational and professional development of young people in Europe.

The European Union, through its programmes and policies in the field of youth over the last 20 years, has been able to create and implement successful models and typologies of non-formal learning activities³ with a clear European dimension (such as Youth Exchanges, European Voluntary Service, etc.). These activities enable young people to acquire essential competences and to contribute to their personal development, social inclusion and active citizenship, thereby improving their employment prospects. Such non-formal-learning activities also provide significant added value for the economy and society at large.

Along the same lines, many regions, municipalities and civil society actors have nowadays become aware of the importance of undertaking initiatives in the field of non-formal learning as means to invest in youth living in their areas or belonging to their network. Many of these actors have also recognised and valued the important role of youth workers in tackling challenges such as school failure, youth unemployment and social exclusion, as well as better using leisure time and improving skills. In this sense, the main purpose of this call is to support partnerships with regional or local public bodies or other stakeholders active in the youth sector at European level in order to develop over the long-term projects which combine various measures of the Youth in Action Programme.

This mechanism aims at encouraging synergies and cooperation between the European Commission – via the Education, Audiovisual and Culture Executive Agency – and the different actors working in the field of youth by pooling resources and practices with a view to maximising the impact of the programme and to reaching out to a higher number of beneficiaries.

This call shall provide grants to projects.

2.2 Specific objectives and priorities

The specific objectives of such partnerships are to:

- Encourage the involvement of public bodies at regional or local level or other stakeholders active in the youth sector in European youth and non-formal education activities;
- Support their capacity building as bodies active in the youth field providing non-formal education opportunities to young people and youth workers;
- Promote the development of sustainable networks, the exchange of best practices as well as the recognition of non-formal education.

2.3 Priorities

Preference will be given to those projects which best reflect the following priorities:

(i) Permanent priorities of the Youth in Action Programme

- Participation of young people;
- Cultural diversity;
- European citizenship;
- Inclusion of young people with fewer opportunities.

³ Non-formal learning refers to the learning which takes place outside formal educational curriculum. Non-formal learning activities involve people on a voluntary basis and are carefully planned, to foster the participants' personal and social development. Non-formal learning activities are complementary to the formal education and training system; they have a participative and learner-centred approach, are carried out on a voluntary basis and are therefore closely linked to young people's needs, aspirations and interests. By providing an additional source of learning and a route into formal education and training, such activities are particularly relevant to young people with fewer opportunities.

(ii) Annual priorities of the Youth in Action Programme

- **Awareness raising of the rights linked to the EU citizenship:** projects proposing awareness-raising activities about EU Citizenship and the rights that go with it, in the context of the European Year of Citizens, which is aimed at helping European citizens exercise their right to move and reside freely, within EU and at stimulating their active participation in EU policy-making, with a special focus on projects aimed at encouraging participation in the 2014 European elections;
- **Inclusive growth:** projects promoting young people's commitment towards a more inclusive growth, notably projects tackling the issue of youth unemployment or aimed at stimulating unemployed young people's mobility and active participation in society, as well as projects addressing the issue of poverty and marginalisation, with a special emphasis on young migrants, disabled young people and, where relevant, Roma youth;
- **Creativity, entrepreneurship and employability:** projects stimulating young people's spirit of initiative, creativity and entrepreneurship, employability, in particular through youth initiatives;
- **Healthy behaviours:** projects promoting healthy behaviours, social inclusion and active participation through the promotion of the practice of grassroots sport and outdoor activities.

Furthermore, preference will be given to well-structured projects which are framed within a longer-term perspective and planned with a view to achieve a multiplying effect and a sustainable impact.

Multiplication and greater impact may for instance be obtained in those projects that have a concrete strategic approach which is reflected in the objectives of the project as well as in the activities planned, the targets identified and the methods applied. This approach may have various connotations (e.g. set of activities that aim to develop a common thematic, set of activities that aim to reinforce the action in a particular area relevant to the youth field, set of activities that focus on investing in a specific target of young people, set of activities that aim to reinforce the cooperation with certain actors/bodies).

2.4 Characteristics of the partnership

This call for proposals will support the development of a **programme including one activity or combining several activities** taking inspiration from the Youth in Action Programme.

Such activity programme can be:

- ❖ Either **directly implemented** by the applicant itself (**procedure A**);
- ❖ Or **cooperatively implemented** with 'co-organising partner(s)' who are extensively involved in the design and implementation of the project and designated by the applicant at the time of submitting the application (**procedure B**).

In both cases (**procedure A** or **procedure B**) the activity programme can involve 'associated partners'. Associated partners take part in the implementation of the proposed activities of the project, but not to the same extent and at the same level of participation as co-organising partners. Costs borne by associated partners are not eligible for funding unless they are directly paid or refunded by the applicant and/or co-organisers.

3. TIMETABLE

5 September 2013	▪ Deadline for submission of applications.
September - October 2013	▪ Evaluation of eligibility and exclusion criteria.
October - November 2013	▪ Evaluation of award and selection criteria.
December 2013	▪ Selection of applications (Award Decision). ▪ Written notification to the applicants. ▪ Publication of the selection results on the web-page of the Executive Agency: http://eacea.ec.europa.eu/youth/index_en.htm
January 2014	▪ Start of the dispatching of financing agreements.

Please read carefully Section 14 of the present Applicant's Guidelines concerning the procedures for submitting applications.

4. BUDGET AVAILABLE

The total budget allocated to the cofinancing of projects under this call for proposals is estimated at **EUR 2 500 000**.

The maximum grant allocated to each project shall not exceed **EUR 100 000**.

Financial assistance from the EU shall not be granted for more than 50% of a project's total eligible expenses.

Following the principles of a partnership, the applicant must financially contribute to the realisation of each activity included in the programme of activities with at least the same amount of funding applied for from the European Union budget.

Applicants must submit a **budget that complies with the funding rules applicable to each of the eligible activities**. More details on funding rules can be found in the "*Specific eligibility criteria and funding rules*", available at: http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php

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

In addition, although balanced geographical representation will be sought among the selected beneficiaries, the major determining factor will be the quality of the proposals.

5. ELIGIBILITY CRITERIA

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

5.1 Formal criteria

Only proposals submitted by **12:00** (mid-day Brussels time) on **5 September 2013** in one of the EU official languages, using the official electronic form (e-Form), completed in full, will be considered.

The application form must be accompanied by an **official letter from the applicant organisation**, a **detailed description of the project**, a **balanced budget**, a **declaration on honour** signed by the legal representative of the applicant organisation (original signature or equivalent required) and all the other documents referred to in the **check list** prepared by the Executive Agency.

Please note that **no more than one project proposal** can be submitted by the same applicant under this call for proposals.

5.2 Eligible countries

Only applicants who are legal entities and legally registered in one of the Programme Countries shall be eligible to submit applications.

This applies equally to partners (co-organisers / associated partners) involved in the project.

The Programme Countries are as follows:

- **The Member States of the European Union⁴**: Austria, Belgium, Bulgaria, 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;
- Those countries of the European Free Trade Association (EFTA) **Iceland, Liechtenstein, Norway and Switzerland**;

⁴ Persons from overseas countries and territories and, if applicable, public or private institutions based there, are eligible under the 'Youth in Action' Programme, depending upon the rules of the programme and those which apply in the Member State with which they are connected. A list of these overseas countries and territories is given in Annex 1A of Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Union ('Overseas Association Decision') OJ L 314, of 30.11.2001:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001D0822:20011202:EN:PDF>

- 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 these countries with a view to their participation in EU Programmes: **Croatia and Turkey**.

5.3 Eligible bodies

Proposals must be submitted by:

- ▶ A public body at regional or local level;
- ▶ An association or network of regional and/or local public bodies;
- ▶ An European Grouping for Territorial Cooperation⁵;
- ▶ A non-profit body active at European level in the youth field (ENGO) which has member organisations in at least 8 Programme Countries of the Youth in Action Programme;
- ▶ A foundation active at EU level in the youth field;
- ▶ A company / undertaking / profit-making body active in Corporate Social Responsibility in favour of youth.

Applicants must have a legal status and must – at the specified deadline for submitting their proposals – have been legally registered for **at least 2 years** in one of the Programme Countries (see Section 5.2 for the full list of Programme Countries).

For all types of activities (with the exception of National Youth Initiatives), the project must involve partners from **at least 2 different Programme Countries** (including the applicant organisation), of which at least one is a Member State of the European Union. For full details as to the number of partners, see the "*Specific eligibility criteria and funding rules*".

If the project indicates that the programme of activities is to be implemented jointly with one or more co-organisers (**procedure B**) this/these organisation/s can be:

- ▶ Public bodies at regional or local level
- ▶ Associations or networks of regional and/or local public bodies
- ▶ European Groupings for Territorial Cooperation;
- ▶ Non-profit non governmental organisations (NGO)
- ▶ Non-profit bodies active at European level in the youth field (ENGO) which have member organisations in at least 8 Programme Countries of the Youth in Action Programme;
- ▶ Foundations active at EU level in the youth field;
- ▶ Companies / undertakings / profit-making bodies active in Corporate Social Responsibility in favour of youth.

Organisations applying under **procedure B** must provide evidence of their partnership by submitting the **Mandates**⁶ (a preformatted document provided together with the application form) duly completed and signed.

5.3.1 Legal entity

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

⁵ Regulation (EC) No 1082/2006 of the European Parliament and of the Council of 5 July 2006 on a European grouping of territorial cooperation (EGTC) – OJ L 2010, 31.07.2006, p.19.

⁶ With the '**Mandate**' a '**Partner**' grants power of attorney to the '**Applicant**' to act in his/her name and for his/her account during the implementation of the action. This document clearly describes the role and responsibilities of the '**Partner**' in the design and implementation of the action. As part of the application form, this document must be signed bilaterally by the applicant and each partner and addressed to the Executive Agency (copies accepted). **Any proposal presented under procedure B and not including all mandates bilaterally signed will be declared ineligible.**

Legal entities governed by private law:

- The **legal entity identification form**⁷ duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- 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 registration number of the private-law entity);
- 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);
- **Articles of association** (statute of entity);
- The **financial identification form**⁸ duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

Legal entities governed by public law:

- The **legal entity identification form** duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- A copy of the **official document attesting to the establishment of the public-law entity**, such as the legal resolution, law decree or decision;
- The **financial identification form** duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

5.4 Eligible activities

Projects must be set up including an activity programme of non-profit-making purpose and come under the field of youth and non-formal education. The following activities⁹ are eligible under this call:

- **Trans-national Youth Exchanges** offering an opportunity for groups of young people from different countries to meet and learn from their peers about different cultures, habits, lifestyles, values and interests.
- **National or Trans-national Youth Initiatives** giving young people the chance to become inventive in their daily life, to speak out on their needs and interests, and to realise initiatives for the benefit of their local community/environment.
- **European Voluntary Service**¹⁰ enabling young people to carry out a voluntary service in a country other than their country of residence for up to 26 weeks.
- **Training and Networking** supporting youth work and youth organisations, in particular the exchange of experiences, expertise and good practice as well as activities which may lead to long-lasting quality projects, partnerships and networks.

⁷ Forms are available on the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

⁸ The form for the country where the bank is located should be completed even if the applicant organisation's statutory head office is in another country. Forms are available on the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

⁹ More information about the eligible activities can be found in the "Specific Eligibility Criteria and Funding Rules", as well as in the document "How to develop a good project", available at:

http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php

¹⁰ With regards to the European Voluntary Service, the coordinator of the selected project will register the volunteers to the "Group Insurance Plan for EVS volunteers" foreseen by the Youth in Action Programme: An insurance Guide including all the information on the coverage and support provided, as well as instructions on the online enrolment process, is available at www.europeanbenefits.com

The activity programme must encompass activities aiming at ensuring the coordination of the project and the visibility of the partnership.

The following activities are not eligible:

- **Profit-making activities**, of whatever type (publications resulting from activities under this call may be sold after case-by-case approval by the Agency);
- Activities performed as part of **formal educational programmes** (i.e. school, university, post university activities);
- **Statutory meetings** of partner organisations (including the applicant).

Projects must start between **1.03.2014 and 1.09.2014** and will have a maximum duration of **2 years (24 months)**.

Applications will not be accepted if the project is scheduled to run for a longer period than that indicated herein.

However, if after the signing of the agreement¹¹ and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond its control, to complete the project within the scheduled period, an extension of the eligibility period may be granted.

A maximum extension of six (6) additional months will be granted, if requested before the deadline specified in the agreement. The project will then run for a maximum of 30 months.

6. EXCLUSION CRITERIA

Applicants and (co-)beneficiaries must state that they are not in any of the situations described in Articles 106(1), 107 and 109 of the Financial Regulation applicable to the general budget of the Union and set out below.¹²

Applicants will be excluded from participating in this 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 contracting authority 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's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

¹¹ Unless specified otherwise, the term "agreement" used in this call for proposals refers to both: a grant agreement and a grant decision.

¹² This provision does not apply for grants which are lower than or equal to EUR 60 000.

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 Article 106 (1) of the Financial Regulation;

In accordance with Article 109 of the Financial Regulation, administrative and financial penalties may be imposed on beneficiaries who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants for a grant exceeding EUR 60 000 must sign a **declaration on their honour**¹³ certifying that they are not in any of the situations referred to in Articles 106(1) and 107 of the Financial Regulation.

7. SELECTION CRITERIA

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

They must have the professional competencies and qualifications required to successfully complete the proposed action.

Applicants must submit a **declaration on their honour**¹³, completed and signed, attesting to their status as a legal person and that they have the operational and financial capacity to successfully complete the proposed activities.

7.1 Operational capacity

In order to allow the assessment of their operational capacity, organisations applying for a grant above EUR 60 000 must submit, together with their applications:

- A copy of the **Curriculum Vitae** of the person responsible for the general coordination/implementation of the action (project manager) showing all his/her relevant professional experience;
- A list, in the relevant part of the application form, of **projects already undertaken in the relevant field(s)** by the applicant.

For recurrent beneficiaries, the evidence demonstrated by previous Youth in Action projects will also be used to assess operational capacity.

7.2 Financial capacity

In order to allow an assessment of their financial capacity, organisations applying for a grant above EUR 60 000 must submit the following documents together with their applications:

- The **financial identification form** completed by the beneficiary and certified by the bank (original signatures required).
- The **profit and loss accounts**, together with the balance sheet for the most recent financial year for which the accounts have been closed (and not older than 18 months);
- A **financial capacity form** for the preceding year (in euro) drawn up in accordance with the model provided on the Agency's website:
http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php;

NOTE: If, on the basis of the documents submitted, the Agency considers that the financial capacity has not been proven or is unsatisfactory, it may:

- Reject the application;

¹³ Please refer to the model to be attached to the application form.

- Ask for further information;
- Require a guarantee (see Section 9.2);
- Offer a grant agreement without pre-financing or with a reduced pre-financing;
- Make a first payment on the basis of expenses incurred.

The verification of financial capacity shall not apply to public bodies.

8. AWARD CRITERIA

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

❖ **Relevance of the project in relation to the objectives, priorities and themes of the call (30%)**

In this respect the following aspects will be assessed:

- (a) The project meets the general objectives of the Youth in Action Programme;
- (b) The project meets the objectives and priorities of this call for proposals, including the annual priorities for 2013.

❖ **Quality of the project and of the working methods that it comprises (50%)**

In this respect the following aspects will be assessed:

- (c) The high quality of the activity programme in terms of content and methodology, its clearness and consistency. Where applicable, the clarity of the description of the partners' actual role in the cooperation, as well as the experience and motivation of the partners to set up the project/cooperation;
- (d) The visibility of the Youth in Action Programme in general and of the partnership between the Commission and the applicant in particular;
- (e) The scope of the project; in other words, its multiplier effect and in particular its sustainable impact, as well as its long-term viability;
- (f) The active involvement of young people in the project;
- (g) The quality of measures aimed at disseminating and exploiting project's results;
- (h) The consistency between the budget and the activities planned in the work programme.

❖ **Profile and number of participants and of promoters involved in the project (20%)**

In this respect the following aspects will be assessed:

- (a) The number of countries involved in the project;
- (b) The number of young people – including those with fewer opportunities – and youth workers directly involved in the project.

9. FUNDING CONDITIONS

An EU grant is an incentive to carry out activities that would not be possible without the support of the Union. It is based on the principle of co-financing.

The EU grant supplements the applicant organisation's own financial involvement and/or any national, regional or private support it may have obtained.

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.

Furthermore, under no circumstances may the amount awarded exceed the amount requested.

The award of a grant does not establish an entitlement for subsequent years.

9.1 Contractual provisions and payment procedures

In the event of definitive approval by the Agency, a grant agreement or a grant decision, drawn up in Euro and detailing the conditions and level of funding, will be sent to the beneficiary.

- Agreement (*proposed, under **procedure A**, to selected applicants from Programme Countries other than the member States of the European Union and, under **procedure B**, to all selected applicants*): the 2 copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign them last.
- Decision (*proposed to selected applicants under **procedure A** from Member States of the European Union*): the decision must not be returned to the Agency. The general conditions applicable to the decision [General Conditions: Mixed financing (re-imbursement based on percentage of eligible costs + lump sums and/or flat-rate financing in the form of scales of unit costs)] are available in the '**Documents register**' of the Agency at the following website: <http://eacea.ec.europa.eu/index.htm>

As regards 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.

The bank account or sub-account indicated by the applicant in its application must make it possible to identify the funds transferred by the Agency.

A pre-financing payment of 80% will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all possible guarantees are received.

In case of a grant decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 80% of the total grant (where applicable, conditioned by the reception of any necessary guarantees).

Pre-financing is intended to provide the beneficiary with a float. It may be paid in several instalments.

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

9.2 Guarantee

The Agency may require any organisation which has been awarded a grant exceeding EUR 60 000 to provide a guarantee in order to limit the financial risks linked to the prefinancing payment.

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

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union.

When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

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 or grant decision.

This requirement does not apply to public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.

9.3 Double financing

Applicants may receive only one grant for the same application from the budget of the European Union.

To ensure this, they must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions during the same operating year, stating in each case the budgetary year, the budget heading, the Union programme and the amount requested.

9.4 Funding method

General provisions

Grant applications are based on a mixed system between budget based, lump sums and flat rate.

Mixed financing grants are calculated on the basis of a **detailed estimated budget** in which **all costs are given in Euro**. Applicants not based in the euro zone must use the exchange rate published in the *Official Journal of the European Union* on the date of the publication of this call for proposals.

The budget for the action must have **revenue and expenditure in balance** and show clearly the **costs which are eligible for financing from the Union budget**.

The EU grant is limited to a maximum co-financing of 50% of the eligible costs.

For each activity included in the programme of activities, the grant requested must comply with the funding rules related to the eligible activities, as listed in the "**Specific Eligibility Criteria and Funding Rules**".

Part of the total estimated eligible expenses must be financed from **sources other than the Union grant**. Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the project concerned.

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

The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The allocated amount may not exceed the amount requested.

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

Eligible costs

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

- They are incurred during the duration of the project as specified in the grant agreement or grant decision, with the exception of costs relating to final reports and certificates on the project's financial statements and underlying accounts. The period of eligibility of costs will start on the day the grant agreement is signed by the last of the parties or on the date the grant decision is signed by the Executive Agency. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application. **Costs incurred prior to the 1st of March 2014 will not be considered;**
- They are connected with the subject of the agreement and they are indicated in the estimated overall budget of the project;
- They are necessary for the implementation of the project, which is the subject of the grant;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the

country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;

- They comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

Costs borne by associated partners are not eligible, unless they are directly paid or refunded by the applicant and/or co-organisers.

✓ **Eligible direct costs**

Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out above, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it.

Non-deductible VAT is an eligible cost unless it is related to activities of the public authorities in the Member States.

Financing of eligible direct costs can take the form of:

(a) percentage reimbursement

The following headings of eligible direct costs shall be financed on the basis of the percentage reimbursement:

- Activity costs ensuring the coordination of the project and the visibility of the partnership
- Travel costs, for all activities

(b) financing on the basis of lump sums

The following headings of eligible direct costs shall be financed on the basis of lump sums:

Activity costs for:

- Youth Initiatives

(c) financing on the basis of flat-rate in the form of scales of unit costs

The following headings of eligible direct costs shall be financed on the basis of flat-rate in the form of scales of unit costs:

Activity costs for:

- Trans-national Youth Exchanges
- European Voluntary Service
- Training and Networking

9.5 Ineligible costs

The following costs shall not be considered eligible:

- Return on capital;
- Debt and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Doubtful debts;
- Exchange rate losses;

- Costs declared by the beneficiary and covered by another action or work programme receiving a Union grant;
- Excessive or reckless expenditure;
- Expenses for travel to or from countries other than those participating in the project, unless explicit prior authorisation is granted by the Agency;
- Cost borne by associated partners, unless they are directly paid or refunded by the applicant and/or co-organisers;
- Contributions in kind.

Calculation of the final grant amount - Documents to be submitted

The Executive Agency will establish the final amount of the grant on the basis of the following documents:

- A final report providing details of the implementation and results of the project;
 - The final financial statement of costs actually incurred;
- a) In case of grants for an action equal or inferior to EUR 60 000, the beneficiary is required to submit the following sample of supporting documents:

Budget heading	Sample to be annexed to the final financial statement
Travel costs	25% of the costs declared under this budget heading (copy of tickets and boarding passes)

- b) In cases of grants for an action of more than **EUR 60 000**, 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”:

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

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

The calculation of the final grant amount by the Agency is based on a detailed final financial statement of the beneficiary, accompanied by supporting documentation for the incurred expenditure.

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 to the eligible expenditure actually incurred. For actual eligible costs financed on the basis of flat rates and/or lump sums, the Agency's contribution shall be determined by application of the corresponding formulas, taking into account the actual implementation of the action.

The Agency also reserves the right to reduce the amount of the grant if the organisation has not fully implemented the agreed project.

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus. Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

10. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the

principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the beneficiary or its partners themselves. In all cases, tasks to be subcontracted have to be identified in the proposal and the estimated amount entered in the budget. If this is not the case, prior written authorisation from the Agency must be obtained.

11. PUBLICITY

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

The beneficiary authorises the Agency to publish the following information in any form and medium, including via the Internet:

- The name and the address of the beneficiary and where applicable of the co-organisers
- The subject and purpose of the grant,
- The amount awarded and rate of funding.

Upon a reasoned and duly substantiated request by the beneficiary, the Agency may agree to forgo such publicity, if disclosure of the information indicated above would threaten the safety of the beneficiaries or harm their business interests.

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project. Beneficiaries must clearly acknowledge the European Union's contribution in all communications or publications, in whatever form or whatever medium, including the Internet, or in conjunction with activities for which the grant is used. This must be done according to the provisions that will be included in the grant agreements or grant decisions.

If these provisions are not fully complied with, the beneficiary's grant may be reduced.

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

Furthermore, beneficiaries are required to clearly 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 that end, they shall use the name of the Youth in Action Programme and the European flag, which the Agency will provide. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

If the activities related to the programme of activities are carried out jointly by the applicant and the co-organisers (**procedure B**), the same obligations relating to publicity apply to these organisations.

12. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.¹⁴

¹⁴ *Official Journal L 8, 12.1.2001.*

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. 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 have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- 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.

13. VALIDATION OF NON-FORMAL LEARNING EXPERIENCE

Each person who takes part in a Youth in Action project under this call for proposals is entitled to receive a **Youthpass** certificate, which describes and validates the non-formal and informal learning experience acquired during the project.

Issuing a **Youthpass** certificate supports the learning process within the Youth in Action projects and enhances the quality of the projects.

Each beneficiary of a Youth in Action grant under this call for proposals is responsible for:

- Informing all participants involved in the project that they are entitled to receive a **Youthpass** certificate;
- Issuing such certificates to all participants who request one.

More information can be found in the **Youthpass** Guide, available at: www.youthpass.eu.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

This call for proposals is being published in the *Official Journal of the European Union* and on the EACEA Agency's website at the following address:

http://eacea.ec.europa.eu/youth/funding/2013/call_action_4_6_en.php

14.2 Application form

Grant applications must be drawn up in one of the official EU languages, using the electronic form specifically designed for this purpose.

The forms can be obtained on the Internet at the following address:

http://eacea.ec.europa.eu/eforms/index_en.php#1

14.3 Submission of the grant application

The electronic application form duly completed must be submitted by **12:00 (mid-day, Brussels time) on 5/09/2013**.

A paper version of the e-Form application, as well as all documents referred to in Section 5. **Eligibility criteria**, above, must also be sent by **5/09/2013** at the latest to the following address:

Education, Audiovisual and Culture Executive Agency
Youth in Action Programme – EACEA/06/2013
BOUR, 4/029
Avenue du Bourget, 1
BE-1140 BRUSSELS

- by post, date of postmark,
- by an express courier company, the date of receipt by the courier company being taken as proof of posting (a copy of the original deposit date receipt must be included in the application form).

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

In the event of inconsistency or discrepancy between the e-Form version and the paper version, the e-Form version shall prevail.

Confirmation that their proposal has been received will be sent to applicants, at the e-mail address given in their application, when submitting the e-Form.

No changes to the application file can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Only applications that meet the procedure of submission of proposals and the eligibility criteria will be considered for possible award of a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

The selected proposals will be subject to a financial analysis. The Agency may ask the persons responsible for the proposed project to provide additional information and, if appropriate, financial guarantees.

14.4 Applicable rules

The following regulations and decision apply:

- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 (OJ L 327 of 24.11.2006, p. 30), establishing the Youth in Action Programme for the period 2007 to 2013;
- 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 (therein referred to as the "Financial Regulation").
- Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

14.5 Contact

For any additional information, please contact:

eacea-p6@ec.europa.eu