

Youth in Action Programme

Call for proposals 2013 EACEA/06/2013

Action 4.6 - Partnerships

GLOSSARY

Applicant

The applicant is a legal entity submitting a project in order to get a grant. The applicant applies for the whole project on behalf of all partners.

Associated partners

The 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.

Coordinator

The coordinator is a legal entity carrying out at least the following tasks:

- 1) Bearing the financial and administrative responsibility for the entire project vis-à-vis the Executive Agency;
- 2) Coordinating the project in cooperation with the partners;
- 3) Managing the EU grant with the partners according to their roles within the project.

The coordinator assumes the role of applicant.

Co-organising partner

A co-organising partner is a legal entity extensively involved in the design and implementation of the project and designated by the applicant at the time of submitting the application. The co-organising partner must provide evidence of its partnership by submitting a mandate duly completed and signed.

Flat rate

The flat rate covers specific categories of expenditure either by applying a standard scale of unit cost (e.g. 85 euros x number of volunteers x number of weeks of EVS Service abroad) or by applying a fixed percentage.

For more details, please refer to the "*Specific eligibility criteria and funding rules*".

Grant agreement

The grant agreement is the legal form through which a selected applicant commits itself to achieve a selected project and the Agency commits itself to allocate the grant. This agreement details the conditions and level of funding that will govern the use of the EU fund. This agreement must be signed by the selected applicant and returned to the Executive Agency. The Executive Agency will be the last party to sign. In the framework of the present call for proposal, grants agreements will be 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.

Grant decision

The grant decision is a unilateral act awarding a subsidy to a selected applicant. Unlike a grant agreement, the beneficiary does not have to sign the grant decision and can start the project immediately upon receipt. General conditions form an integral part of the grant decision and can be downloaded from the Executive Agency web site:

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

In the framework of the present call for proposal, grants decisions will be proposed to selected applicants under procedure A from Member States of the European Union.

Lump sum

The lump sum is a fixed amount covering in global terms certain costs necessary for carrying out the project. For more details, please refer to the "*Specific eligibility criteria and funding rules*".

Mandate

A mandate is a preformatted document integrated in Annex 1 of the e-Form (Description of the project - Part II.C).

With the mandate, a co-organising 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 co-organising partner in the design and implementation of the action. As part of the application package, this document must be signed bilaterally by the applicant and each co-organising partner and addressed to the Executive Agency (copies accepted).

Partner

The partner is a generic category which includes both co-organising partners and associated partners, as well as the coordinator, acting as applicant.

Procedure A and B

Procedure A

The activity programme is implemented directly by the applicant, without co-organising partners. No mandates are needed. The selected projects responding to procedure A will be covered by a mono-beneficiary grant agreement/grant decision.

Procedure B

The activity programme is 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. The selected projects responding to procedure B will be covered by a multi-beneficiary grant agreement.

In both cases (**procedure A** or **procedure B**), 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), of which at least one is a Member State of the European Union. For more details, please refer to the "*Specific eligibility criteria and funding rules*".
