



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY

Directorate F : Security  
**Unit F4 : Financial support - Security**

**PROGRAMME**

**“PREVENTION, PREPAREDNESS AND  
CONSEQUENCE MANAGEMENT OF TERRORISM  
AND OTHER SECURITY-RELATED RISKS”**

**2007-2013**

**CALLS FOR PROPOSALS**

**CIPS Action Grants 2010**

**Deadline I: 28 July 2010 (CIPS 2010 I)**

**Deadline II: 15 November 2010 (CIPS 2010 II)**

## **1. BACKGROUND AND MAIN OBJECTIVES**

On 12 February 2007, the Council adopted Decision No 2007/124/EC, Euratom<sup>1</sup>, establishing the specific Programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related Risks for the Period 2007-2013" (hereafter: the CIPS Programme) as part of the general Programme on "Security and safeguarding liberties".

In order to implement the Programme, the Commission has adopted on 2 October 2009 the 2010 Annual Work Programme<sup>2</sup>, specifying its specific objectives and thematic priorities.

These Calls for Proposals correspond to the implementation of Part A of the Work Programme and aim at awarding grants to transnational and/or national projects that contribute to the development of the "European Programme for Critical Infrastructure Protection" (EPCIP)<sup>3</sup> as well as policy measures aiming at upholding, and/or guaranteeing security and public order during a crisis situation. The financial support should achieve the general and specific objectives stated both in the 2010 Work Programme and the Programme itself.

The Programme, and consequently these Calls for Proposals, do not apply to matters that are covered by other financial instruments in particular by the Rapid Response and Preparedness Instrument for Major Emergencies (now renamed Civil Protection Financial Instrument) and by the research activities in the areas of Security and Space in the 7th RTD Framework Programme.

These Calls for Proposals invite applications for financial support for actions in the field of critical infrastructure protection. Actions funded under this Programme have to be based on an all-hazards approach, while considering threats from terrorism as a priority.

## **2. BUDGET ALLOCATED FOR GRANTS**

The total amount proposed for co-financed projects in 2010 on the basis of these Calls for Proposals is €16.080.000 (maximum EU funding: 70% of the total eligible costs of the projects).

The budget dedicated to the first Call (CIPS 2010 I) is 8.080.000 € For the second Call (CIPS 2010 II), the budget is 8.000.000 € plus, possibly, the outstanding amount from the first Call.

## **3. PRIORITIES AND EXPECTED RESULTS**

All areas identified in the specific programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related risks" are open for proposals.

### **3.1. Priorities**

The following priorities have been identified for 2010. Proposals submitted outside these priorities may also be considered, subject to project quality and budget availability after funding projects matching the priorities:

---

<sup>1</sup> OJ L58 of 24.02.2007, p.1, available on: [http://ec.europa.eu/justice\\_home/funding/intro/funding\\_intro\\_en.htm](http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm)

<sup>2</sup> Commission Decision C (2009) 7474 of 2 October 2009 adopting the Annual Work Programme for 2010 is available at: [http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

<sup>3</sup> COM(2004)702 Critical Infrastructure means:

- (i) those assets, systems or parts thereof which are essential for the maintenance of critical societal functions, including the supply chain, health, safety, security, economic or social well-being of people, and the disruption or destruction of which would have a significant impact in a Member State as a result of the failure to maintain those functions; or
- (ii) any other (hazardous) assets, systems or parts thereof the disruption or destruction of which, would, as a direct consequence, have a significant impact on the maintenance of critical societal functions.

- Facilitating the implementation of Council Directive 2008/114/EC on the identification and designation of European critical infrastructures and the assessment of the need to improve their protection (energy and transport sector);
- Supporting the policy initiative and the action plan on Critical Information Infrastructure Protection (CIIP) - COM(2009) 149 - in particular through developing pan-European exercises on network security incidents with a view to support the European participation in global exercises, strengthening the cooperation between National/Governmental Computer Emergency Response Teams and advancing the development and deployment of a European Information Sharing and Alert System reaching out to citizens and SMEs providing to them tailored information on threats, risks and alerts affecting electronic networks;
- Developing good practices in business continuity planning / Operator security plans;
- Development/evaluation/propagation of tools and methods to design public spaces to improve protection against terrorist attacks (including simulation and testing);
- Interdependency analysis;
- Increasing the security awareness of critical infrastructure operators;
- Development of tools needed to coordinate inter-sectoral CIP activities;
- Improving information management with regard to critical infrastructures;
- Increasing critical infrastructure protection capacity in the transport, energy, ICT, chemical, financial, water, food, health, space, research and nuclear sectors

### 3.2. Expected results

Projects should achieve the following results, amongst others:

- development of methods, techniques and instruments for operational or training use in this particular field;
- exchange and dissemination of information, experience and best practices between Member States and between the different organisations or bodies responsible for the protection of critical infrastructures;
- development and improvement of the relationship between public authorities and private sector in the field covered by the Programme;
- improvement of mutual knowledge of the Member States' protection systems;
- enhancement of the capacity to share good practices;
- creation of informal contact networks between authorities;
- development of a culture of trust and cooperation.

## 4. DEFINITIONS AND CONTRACTUAL RELATIONSHIPS

The following definitions and relationships are used when an application is lodged and when a grant agreement is signed, following a successful evaluation of the proposal:

- **The "Coordinator" (Applicant organisation)** is the organisation that will sign a grant agreement with the Commission on behalf and with the authorisation of the entire partnership. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility and selection criteria for all its Partners. Once a grant agreement is signed, the Coordinator is legally responsible for

managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its Partners.

- **"Co-beneficiaries" (or Partners)** are those organisations participating in the implementation of the project activities that are eligible for EU co-financing. Once the grant agreement is signed, they will be considered as Co-beneficiaries of the EU grant as they will receive co-financing for their part in the action. They will sign a mandate to allow the Coordinator to sign on their behalf. The Coordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant.
- **"Beneficiaries"**: the Coordinator and the Co-beneficiaries are jointly referred to as beneficiaries.
- **"Associate Partners"** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant. None of their costs incurred for the project activities will receive EU co-financing. This type of partnership is first and foremost to be used by organisations in third countries (including acceding and candidate countries), international organisations and EU Agencies which may only participate on a non-cost basis to the CIPS programme.

Each "Co-beneficiary" and each "Associate Partner" must complete and sign a Partnership Declaration Form, which must be attached to the Application package. **The originals of the draft Mandate, the Partnership Declaration and Legal Entity Forms (and its supporting documents) of EACH "Co-beneficiary"** must be attached to the Application package.

The Evaluation Committee expects to complete its work indicatively by **end December 2010 for CIPS 2010 I** and **by end April 2011 for CIPS 2010 II**. Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than **end January 2011 for CIPS 2010 I** and **end May 2011 for CIPS 2010 II**.

The Commission reserves the right:

- to award a grant lower than the amount applied for by the Applicant organisation,
- to decrease the value of some expenditure in the Budget Estimate Form, if they are deemed as ineligible or higher than their market value, and
- to remove expenditure from the Budget estimate Form, if they do not explicitly relate to the project.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a grant agreement in writing.

Applicants should take note that **no further budget review will take place after the Commission has taken the award decision and that the amount of the awarded grant may be less than the amount applied for.**

Therefore, **the Budget Estimate Form submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs.**

For beneficiaries of a grant under the CIPS programme, a pre-financing payment of 60% will be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided by the Coordinator and Co-beneficiaries.

## 5. EVALUATION CRITERIA

### 5.1. Exclusion criteria

Applicant organisations/coordinators and partner organisations shall be excluded from participating in these Calls for proposals if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation<sup>4</sup>, i.e.:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;
- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

The Authorised signatory of the Applicant organisation/coordinator must sign the declaration in Section 3 of the Application Form. The Commission may request a copy of the decision authorising the Authorised signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/coordinator. Applicants who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an EU procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from EU contracts and grants in accordance with Article 96 of the Financial Regulation and Articles 133(a) and 133(b) of the Implementing Rules<sup>5</sup>.

Only applications which meet the above exclusion criteria will be further processed.

---

<sup>4</sup> Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulations (EC, Euratom) No 1995/2006 of 13 December 2006 and No 1525/2007 of 17 December 2007.

<sup>5</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

## 5.2. Eligibility criteria

To be eligible, grant applications must meet **ALL** the following criteria:

- a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In case no proof of the legal status of the Applicant organisation/coordinator is attached to the Application Form, the application will be automatically rejected;

**Bodies and organisations which are profit oriented<sup>6</sup>** may have access to grants and may be Applicant organisation/coordinator **only** in conjunction with non-profit oriented or state organisations/public entities. In a project submitted by a profit-oriented organisation, the partnership must include **at least one "non-profit oriented or state organisation/public entity" as a Co-beneficiary**. Projects presented by a profit-oriented Applicant organisation/coordinator and including only Associate Partners will not be eligible. **The originals of the draft Mandate, the Partnership Declaration and Legal Entity Forms (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH non-profit oriented or state organisation/public entity" which is a Co-beneficiary must be attached to the Application Form.** Moreover, the project susceptible to be awarded a grant must present a balanced budget.

**Entities established in third countries, international organisations and EU Agencies** may participate as Associate Partners **on a non-cost basis**, and are not permitted to submit applications. None of their costs incurred in the project can be eligible for EU co-financing.

- b. Projects must match **one or more objectives of the CIPS Programme<sup>7</sup>**. Both national and transnational projects can be submitted.
- c. **Transnational projects** must involve partners in at least two Member States, or at least one Member State and one candidate country. In a transnational project, the Applicant organisation/coordinator must have **at least one Co-beneficiary from another Member State**. Projects including the Applicant organisation/coordinator and only Associate Partners from other Member States will not be eligible. **The originals of the draft Mandate, the Partnership Declaration and Legal Entity Forms (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH Co-beneficiary from another Member State must be attached to the Application Form.**

For each Associate Partner, the original of the Partnership declaration Form must be attached to the Application Form.

- d. **National projects** (projects/actions to be carried out within a single Member State without the active involvement of Co-beneficiaries and Associate Partners from a different Member State or candidate country) must:
- prepare transnational projects and/or Union actions ("starter measures"), or
  - complement transnational projects and/or Union actions ("complementary measures"), or
  - contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods and technologies with the view to transferring them to other Member States.

Applicants must clearly explain how their project proposal complies with one of the above mentioned conditions.

---

<sup>6</sup> Article 6 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.4)

<sup>7</sup> Articles 3, 4, 5 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.1)

- e. Project proposals seeking EU co-funding of less than **€100.000** will not be eligible. There is no maximum limit but the amount of EU co-financing requested will be assessed with regard to the expected results and the quality of budgeting and project management.
- f. **The amount of EU funding requested cannot exceed 70%** of the total eligible costs of the action, i.e. complementary funding from other sources must be secured and demonstrated in the Application and Budget Estimate Forms. **A minimum of 30%** of the total eligible costs of the action must be provided as **a contribution in cash**, and borne either by the Applicant organisation/coordinator, and/or Co-beneficiaries, and/or Associate Partners, and/or from another donor organisation/third party. This financial contribution must be clearly indicated in the CIPS 2010 Budget Estimate Form; **contributions in kind (such as staff costs) are not allowed.**
- g. **Subcontracting** must be duly justified in the Application Form and any case **cannot exceed 30%** of the total eligible costs of the project.
- h. Projects cannot be already completed and **should be scheduled to start after the grant agreement is signed by all parties.** An earlier start of the project may take place only where the Applicant organisation can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of award. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the Applicant organisation and its Partners and there is no obligation for the Commission to accept such action. The indicative starting date is mandatory information and must be indicated in the Application Form and in the Timetable attached to the Budget Estimate Form.
- i. Projects cannot last more than **two years.**
- j. Applicant organisations must **respect the deadline and the address** stipulated under Section 6.2 of these Calls for Proposals; as a proof of a respected deadline, the Commission accepts the postmark or the dispatching slip of the courier service attached to the envelope or the proof of receipt ("accusé de réception") signed by the Commission Central Mail Department.
- k. Applications must be submitted **using the Application and Budget Estimate Forms for CIPS 2010 Action Grants** made available by the Commission in electronic format on its website<sup>8</sup>; no other forms will be accepted; **all sections of both Forms must be completed electronically (not by hand), duly dated and signed by the Authorised signatory representing the Applicant organisation/coordinator.** Only the information provided in both Forms will be taken into account (i.e. any additional annexes will NOT be considered).
- l. Applications must include **ALL required documents listed in Section 6.1 of these Calls for Proposals.** If **ANY** of these requested documents are missing, the application will **NOT** be eligible.
- m. The Commission may request confidentiality and security clearances: where relevant, Applicants will have to conform to the rules of access to classified information drawn up in the Member States and to make sure that its personnel holds the appropriate access rights and all persons involved in a proposal shall be in possession of an official accreditation to handle confidential documents granted by a Member State and valid for the duration of the project. Any such proposal will have to contain a statement on the honour of the Applicant that the above condition is fulfilled. The Commission will check the accreditations prior to the signing of a contract. Applicants may be required to send proof of this with their proposals - i.e. a copy of the letters from the national authorities accrediting them - so this can be verified by

---

<sup>8</sup> [http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

the Commission's security office. The Applicant's staff shall sign a declaration of confidentiality.

Only applications which meet **ALL** the above eligibility criteria will be further processed. If **ANY** of these eligibility criteria are not met, the application will **NOT** be eligible.

### 5.3. Selection criteria

In accordance with Articles 115 and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, project proposals shall be evaluated on the basis of the following selection criteria:

- a. the Applicant organisation/coordinator's and partner organisations' **operational and professional** competencies and qualifications in the specified area required to complete the proposed action including relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. Applicant organisation/coordinator must also demonstrate that they have the operational means and resources to complete the project and show, if applicable, references relating to participation in other actions financed by the European Commission.

The assessment will be based on the submitted documents as requested under Section 6.1 of these Calls for Proposals:

- the Applicant organisation/coordinator's chart (Part E),
- the project chart and the CVs of the persons involved in the project (Part F),
- the Applicant organisation/coordinator's annual activity reports (Annexes 6 and 7 – *Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities*),
- the duly completed Section 1.6 of the Application Form (other EU funded projects), and
- other relevant documents submitted by the Applicant organisation /coordinator.

This assessment is applicable to ALL Applicant organisations/coordinators (profit/non-profit oriented, public/private).

In case the capacity, the experience, the expertise and the resources to successfully carry out the proposed project are not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

- b. the Applicant organisation/coordinator's **financial capability**, i.e. stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.

The assessment will be based on the submitted documents as requested under Section 6.1 of these Calls for Proposals:

- completed simplified balance, profit and loss account sheets of the Budget Estimate Form (Part B),
- a detailed forward budget for 2010 (Annex 8),

- complete, signed and audited<sup>9</sup> financial statements or reports for the past three closed years (Annex 9),
- an external audit report if the amount of grant sought exceeds 500.000 EUR (Annex 10).

This assessment is not applicable to public entities<sup>10</sup> as Applicant organisations/coordinators.

In case the financial capacity to cover its share of the costs/co-financing is not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

Only applications which meet the above mentioned selection criteria will be selected and further processed.

#### 5.4. Award criteria

Only proposals which have passed the exclusion, eligibility and selection stages will be assessed against the award criteria. The evaluation for award will cover **both the content/policy part and the budgeting and project management part**. Applicants should take note that, since no further budget review will take place after the award decision, **proposals with low quality budgeting and project management will be scored lower**.

Proposals will be scored and ranked on the basis of the following award criteria:

- (a) **Conformity**. Projects will be assessed on the extent to which they match the priority areas identified in Section 3.1 above and in the relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention, Preparedness and Consequence management of Terrorism and other Security related Risks. **15 points**
- (b) **Impact** of the expected results on the general objectives of the CIPS Programme and on measures taken in the different domains as specified in Articles 3 and 4 of the Council Decision. In particular, the likelihood of a continuation in the stream of benefits produced by the project after the period of external CIPS support has ended will be favoured. **15 points**
- (c) **Quality** of the proposed action regarding the rationality and effectiveness of its conception, organisation, presentation, methodology, expertise, project management, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **25 points**
- (d) **Value for money**. Amount requested for financial support and its appropriateness as to expected results (i.e. cost effectiveness, innovativeness of the activities, cost/benefit ration, etc). In particular, a well structured, detailed and balanced budget with reasonable and realistic expenditure. Duly justified subcontracting (max. 30% of the total eligible project costs) **15 points**
- (e) **European added value**. European added-value includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that, over and above **15 points**

---

<sup>9</sup> If audit of accounts is required under national law.

<sup>10</sup> Public entities refer to Ministries, law enforcement and judicial authorities, other Member States' public authorities and public universities.

the attempt to run the project in a number of Member States and build true transnational partnerships, Applicants must look beyond the confines of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.

To have a European dimension means *inter alia* that:

**in case of transnational projects**

- partners from several Member States are involved in the project implementation,
- the action spans largely across the Union, and/or
- the expected result(s)/output(s) will be implemented in / will apply to a large number or a majority of Member States;

**in case of national projects**

- the impact / outcome of the action and its results concern a large number or a majority of Member States.

- (f) **Economies of scale.** Larger projects in terms of, for example, ambition, partners, participants, target groups, time frame, results, deliverables and impact on CIPS areas, will be favoured. In particular, the likely multiplier effect of the results. **15 points**

**TOTAL**

**100**

Proposals scoring **below 65 points** will be rejected. Awarding a grant is **subject to availability of funds**.

## **6. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION**

Applicant organisations **must use ALL the forms published by the European Commission specifically for the Calls for Proposals CIPS 2010 Action Grants, available on:**

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

Applications submitted on a form that has been altered or used before, as well as forms filled in by hand, will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "non applicable" and provide justification if needed.

### **6.1. Documents to be submitted**

The entire application must be submitted on paper. Applicants are kindly requested not to bind the documents. Parts of the application must also be submitted electronically in word and excel format only (USB memory stick or CD-ROM – Note that submission is not accepted by e-mail), and should not be password protected.

Applicants should make sure that the contents of the paper and the electronic versions are identical. In case of discrepancy between the paper and the electronic versions, only the paper version will be considered.

The application package must include **ALL the following compulsory documents:**

Document	On paper		Electronically
	3 copies <sup>11</sup>	1 copy	
<b>Part A: the Application Form</b> for CIPS 2010 Action Grants, <b><u>duly completed, dated and signed by the person authorised</u></b> to enter into legally binding commitments on behalf of the Applicant organisation/coordinator (hereafter the Authorised signatory). <b><u>All pages of the Form must be submitted and initialled.</u></b> The declaration about exclusion criteria in Section 3 of the Application Form must be duly signed.	X		X
<b>Part B: the Budget Estimate Form</b> for CIPS 2010 Action Grants, <b><u>duly completed, dated and signed by the Authorised signatory,</u></b> including a detailed breakdown of expected expenditure and revenue. <b><u>All pages of the Form must be submitted and initialled,</u></b> regardless if they are applicable or not to the project proposal (i.e. a summary first page "Budget", Headings A/B/C/D/E/F/H/J/K/L, Timetable for implementation, Simplified Balance and Profit and Loss Account Sheets). The budget estimate has to be <b>in Euro and in balance. Relevant supporting documents must be attached.</b> <b>Estimated/Indicative project start date</b> must be completed on the Timetable Sheet.	X		X
<b>Part C: one original CIPS 2010 Partnership Declaration Form</b> for each partner organisation (Co-beneficiary AND Associate Partner) <b><u>duly completed, dated and signed by the Authorised signatory.</u></b>		X	
<b>Part D: one original CIPS 2010 draft Mandate Form</b> for each Co-beneficiary Partner <b><u>duly completed, dated and signed by the Authorised signatory.</u></b>		X	
If applicable, one <b>CIPS 2010 Declaration of co-financing</b> per donor organisation/third party.		X	
<b>Part E: an organisation chart of the Applicant organisation/coordinator.</b>	X		X
<b>Part F: an organisation chart of the project</b> and a description of the tasks of the staff involved in the project, including the <b>CVs</b> of all staff members responsible for carrying out the activities specified in the Application and Budget Estimate Forms.	X		X
<b>ANNEXES for the Applicant organisation/coordinator</b>			
<b>Annex 1: the original of the Legal Entities Form (LEF),</b> duly completed, dated and signed <b>by the Authorised signatory.</b> All the required annexes mentioned on the Form must be attached (Annex 2). Form available at <a href="http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm">http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm</a> .		X	
<b>Annex 2: evidence of legal status</b> – depending on the legal status of the entity, this should include: <ul style="list-style-type: none"> <li>the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;</li> <li>a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;</li> <li>in addition, the statute of the organisation – if applicable.</li> </ul> These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation/coordinator. No self-made word documents without authorised signature can be accepted.		X	
<b>Annex 3: the original of the Financial Identification Form (BAF),</b> duly completed, dated and signed by the Authorised signatory, or a recent bank statement. Form available at <a href="http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm">http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm</a> .		X	
<b>Annex 4: a copy of the VAT registration</b> document, if applicable and if the VAT number does not appear on the official documents referred to above.		X	

<sup>11</sup> 3 copies: 1 original marked 'original' and two identical copies marked 'copy 1' and 'copy 2'.

<b>Annex 5: For Universities (private and public):</b> clear evidence that the Applicant organisation/coordinator and the Authorised signatory can enter into financial commitments on behalf of the University.		<b>X</b>	
<b>Annex 6: the report or description of the activities</b> carried out by the Applicant organisation/coordinator in 2008 and 2009 <sup>12</sup> . No self-made word documents without authorised signature can be accepted.		<b>X</b>	
<b>Annex 7: the annual activity programme for 2010</b> of the Applicant organisation/coordinator, including the list of the planned activities and their timing, location and costs <sup>12</sup> . No self-made word documents without authorised signature can be accepted.		<b>X</b>	
<b>Annex 8: the forward budget for 2010</b> of the Applicant organisation/coordinator, showing a detailed breakdown of the expected expenditure and revenue <sup>12</sup> . No self-made word documents without authorised signature can be accepted.		<b>X</b>	
<b>Annex 9: the latest signed financial statements</b> of the Applicant organisation/coordinator for the past three closed financial years (balance sheet, profit and loss account - in coherence with the simplified sheets included in the Budget Estimate Form), including audited accounts when required under the national law <sup>12</sup> . No self-made word documents without authorised signature can be accepted.		<b>X</b>	
<b>Annex 10: an external audit report</b> if the amount of grant requested exceeds 500.000 Euro; this audit report shall certify the Applicant organisation/coordinator's accounts of the last financial year available <sup>12</sup> .		<b>X</b>	
<b>ANNEXES for EACH Co-beneficiary</b> which will receive a part of the EU grant			
<b>Annex 11: the original of the Legal Entities Form (LEF)</b> , duly completed, dated and signed <b>by the Authorised signatory of each Co-beneficiary</b> . All the required annexes mentioned on the Form must be attached (Annex 12). Form at <a href="http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm">http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm</a> .		<b>X</b>	
<b>Annex 12: the scanned version of supporting documents to evidence the legal status of each Co-beneficiary</b> – depending on the legal status of the entity, this should include: <ul style="list-style-type: none"> <li>• the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;</li> <li>• a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;</li> <li>• in addition, the statute of the organisation – if applicable.</li> </ul> These documents will also be used to establish the profit/non-profit oriented and public/private status of each Co-beneficiary. No self-made word documents without authorised signature can be accepted.		<b>X</b>	<b>X</b>
<b>Annex 13: For Universities (private and public):</b> clear evidence that the <b>Co-beneficiary</b> and the Authorised signatory can enter into financial commitments on behalf of the University.		<b>X</b>	
<b>Annex 14: an external audit report</b> if the amount of grant requested exceeds 500.000 Euro; this audit report shall certify <b>each Co-beneficiary's</b> accounts of the last financial year available <sup>12</sup> .		<b>X</b>	

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

<sup>12</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

## 6.2. Deadlines and practical information for submitting an application

There are **two deadlines** for the CIPS 2010 Calls for Proposals.

No reminder will be sent or published, unless modalities for submitting an application are modified for the second deadline.

Applications must be submitted in a sealed envelope,

**a) either, by registered mail or by courier service to the following address :**

**Call for Proposals 2010 CIPS Programme  
"Prevention, preparedness and Consequence management  
of Terrorism and other security related risks"**

European Commission  
Directorate-General Justice, Freedom, Security  
Unit F4 Financial support – Security  
Office LX-46 6/020  
**B-1049 Brussels**

**Not later than 28 July 2010** (for CIPS 2010 I)

**Not later than 15 November 2010** (for CIPS 2010 II)

as evidenced by the postmark or by the date of the deposit slip,

**b) or, by hand-delivery to the following address :**

**Call for Proposals 2010 CIPS Programme  
"Prevention, preparedness and Consequence management  
of Terrorism and other security related risks"**

European Commission  
Directorate-General Justice, Freedom, Security  
Unit F4 Financial support – Security  
Office LX-46 6/020  
**Mail Department  
Rue du Bourget, 1  
B-1140 Brussels-Evere**

**Not later than 28 July 2010** (for CIPS 2010 I) **at 15.00** (Brussels time).

**Not later than 15 November 2010** (for CIPS 2010 II) **at 15.00** (Brussels time).

as evidenced by the receipt signed by the EC official who took delivery.

**Any application sent, dispatched or hand-delivered after the deadline or at the wrong address will be automatically rejected.**

## 6.3. Acknowledgement of receipt

Following the registration of proposals, the Commission will send an acknowledgement of receipt to all Applicants, indicating whether or not the application met the above mentioned deadline and informing them of the reference number of their application.

The template of that letter is in Section 4 of the Application Form for CIPS 2010 Action Grants.

## **7. FURTHER INFORMATION**

Applicants should consult the "Guide for Applicants to the 2010 CIPS Programme" at the following address:

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm).

Questions may be sent by e-mail to the address listed below, indicating clearly the reference of the Call for Proposals:

e-mail address: JLS-CIPS@ec.europa.eu

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question.

In the interest of equal treatment of Applicants, the Commission cannot give a prior opinion on the eligibility and selection of an Applicant, a partner or a project, or on the outcome of the Call before the official announcement of results.

### **7.1. Examination of applications**

The Commission may contact Applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly until the end of the award process. When the Commission contacts an Applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

### **7.2. Ex-post publicity**

All grants awarded in the course of a financial year must be published on the Internet site of the Commission 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 by any other appropriate medium, including the Official Journal of the European Union. The following will be published:

1. the name and address of the beneficiaries;
2. the subject of the grant;
3. the amount awarded and the rate of funding of the costs of the project.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries of grants must clearly indicate the financial support received from the EU.

Moreover, in agreement with beneficiaries, the European Commission may make the outputs and deliverables of CIPS co-financed projects available to Member States' public authorities on a secure website (Critical Infrastructure Warning Information Network - CIWIN).

## **8. DATA PROTECTION**

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) mentioned in the application package 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 EU institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the EU grant programme concerned. On

request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.01.2001). If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.

## **9. DECISION ON THE EARLY WARNING SYSTEM (EWS) AND REGULATION ON THE CENTRAL EXCLUSION DATABASE (CED)**

Grant 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.