



EUROPEAN COMMISSION

Employment, Social Affairs and Equal Opportunities DG

Equality between Men/Women, Action against discrimination, Civil Society

Integration of People with Disabilities

CALL FOR PROPOSALS

VP/2010/017

PILOT PROJECTS ON EMPLOYMENT OF PERSONS WITH AUTISM SPECTRUM DISORDERS

BUDGET HEADING: 04.04 13

TABLE OF CONTENTS

1.	INTRODUCTION AND BACKGROUND	4
2.	OBJECTIVES AND EXPECTED RESULTS	5
3.	SUBMISSION AND EXAMINATION OF GRANT APPLICATION.....	7
3.1.	Submission date and implementation.....	7
3.2.	Available budget and co-financing.....	7
3.3.	Eligibility and Exclusion Criteria.....	7
3.3.1.	Eligible countries.....	7
3.3.2.	Eligible organisations	7
3.3.3.	Eligible applications	8
3.3.4.	Eligible proposals	8
3.4.	Selection criteria.....	8
3.5.	Award criteria.....	9
4.	PROCEDURE FOR THE SUBMISSION OF APPLICATIONS	9
5.	ANNEXES	12
	Annex 1 – Financial guidelines for applicants	12
	FINANCIAL GUIDELINES FOR APPLICANTS.....	13
6.	GENERAL PRINCIPLES	13
7.	RULES RELATED TO THE GRANT REQUESTED	14
8.	THE ESTIMATED BUDGET OF THE ACTION	15
8.1.	The budget must be detailed and balanced.....	15
8.2.	Expenditure.....	15
8.2.1.	General criteria for eligibility of costs	15
8.2.2.	Eligible direct costs	16
8.2.3.	Eligible indirect costs - Overheads.....	21
8.2.4.	Non-eligible costs.....	21
8.3.	Income	22
9.	HOW THE GRANT WILL BE CALCULATED	22
10.	AGREEMENT GOVERNING THE GRANT	24
11.	PAYMENT PROCEDURES.....	24
12.	GUARANTEE.....	25

13. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS.....	25
14. SUBMISSION OF REPORTS AND OTHER DOCUMENTS	26
15. PUBLICITY	27
16. EVALUATION	28
17. CHECKS AND AUDITS	28
17.1. Audit report in support of grant applications.	28
17.2. Audit report in support of requests for payment	29
18. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM.....	29
18.1. Introduction of grant applications	30
18.2. Requests for payments and budgetary modifications.....	30
19. DATA PROTECTION	30
20. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE.....	31
Annex 2 – Checklist for documents VP/2010/017	32

1. INTRODUCTION AND BACKGROUND

Access to employment is recognized as a fundamental human right in the UN Convention on the Rights of Persons with Disabilities¹ and in the Charter of Fundamental Rights.

It is also more important than ever to ensure that all groups of the population throughout working life are given a real chance to contribute to the output of the society in the light of the shrinking working population due to the demographic changes. One of these groups is people with disabilities, as specifically mentioned in Council Conclusion nr 34 of the Spring Council of March 2006. Key challenges Member States are facing with respect to disability policy include low employment rates, a high dependency on benefits, high and increasing public spending on sickness and/or disability benefits as well as an increased poverty risk among those with disabilities. The available figures from 2002 on employment of person with disabilities show that the inactivity rate of people with disabilities is twice that of non-disabled people. Only 15.9% of working disabled persons is provided with some assistance to work. At the same time, 43.7% of respondents believe they could work if they were given adequate assistance.² This applies certainly also to the group of persons with Autism Spectrum Disorders (ASD).³

ASD is characterised by a triad of symptoms: impairments in social interaction; impairments in communication; and restricted interests and repetitive behaviour. The manifestation of ASD covers a wide spectrum and the condition can affect individuals who are severely intellectually impaired as well as those of average or above average cognitive abilities. It is often also associated with other sensory disabilities. Because it varies widely in its severity and symptoms ASD might go unrecognised.⁴ The particularly complex situation of persons with ASD or other complex needs is bound to have a serious negative impact on the chances of those persons to enter or remain in the labour market.

Throughout Europe the situation is diverse but as a general pattern people with severe disabilities do not participate in regular vocational training or employment, most adults with severe disabilities have limited access to education, and even if separate services exist inclusion into the labour market is hardly a reality and people with severe disabilities either stick to sheltered workshops or they visit day care centres.⁵ This is also the case for persons with ASD. The situation for young persons is in particular worrying, transition from education into employment is for young persons with ASD even more difficult as educational systems, to which they have limited access, are in this case strongly determining work (or rather non-work) biographies.

¹ In particular - Article 27

² Labour Force Survey 2002

³ Autism Europe

⁴ Autism Europe (2008): Persons with Autism Spectrum Disorders; Identification, Understanding, Intervention.

⁵ The Specific Risks of Discrimination Against Persons in Situation of Major Dependence or with Complex Needs (2007) (<http://ec.europa.eu/social/BlobServlet?docId=3009&langId=en>)

Low education opportunities and general lack of training and of adapted support could explain to a large extent why people with ASD or other complex care needs are almost entirely absent from the labour market. Their actual capability to work may be hugely underestimated. At the same time, on the autism spectrum, many persons are considered not to qualify for assistance due to a disability because their condition is regarded as minor. Yet practice shows that many people with ASD can thrive in a structured and well-organised environment. Some of them have strengths that are advantageous to an employer, such as accuracy, a good eye for detail, reliability and meticulous application of routine tasks.⁶ Although ASD is frequently a clinically impairing disorder, there is no doubt that many individuals with this condition have made significant contributions to the field of science in particular. Research suggests that persons with ASD rarely receive professional and/or continuous training, do not want or cannot work and that their participation in social life remains difficult. Barriers to social participation including work are numerous, but can be attributed to a failure to adapt the environment, lack of adequate services or negative attitudes from the general public.⁷

The European Parliament has expressed its concern about the low employment situation of persons with ASD and requested the Commission to implement a pilot action to explore possibilities to improve this situation.

2. OBJECTIVES AND EXPECTED RESULTS

The aim of this call for proposals is to offer grant funding to applicants which may involve for-profit or not-for-profit organisations including public authorities, universities and research centres and civil society/stakeholder organisations.

Grants will be for projects which demonstrate innovative practices in actual employment settings in the open labour market that can help develop policies for employment and social integration of people with ASD. It should therefore support innovative and integrated projects, addressing multiple disadvantages faced by persons with ASD, while taking account their potential, and promoting their inclusion in the open labour market leading to better participation in social and economic activities.

Proposed projects shall develop or test approaches to improve access to and retention in the open labour market for persons with ASD in a practical manner including all relevant stakeholders. The projects should be constructed around real cases that will allow a number of persons with autism to perform paid work in inclusive settings during the project duration aiming at sustaining the jobs after EU funding ends.

Taking into account the wide range of the autistic spectrum resulting in diverse accommodation needs in the workplace for persons concerned and a general scarce availability of data and knowledge about satisfying policy initiatives projects to be financed shall contribute to:

- gaining better understanding of autism and of challenges and obstacles faced by people with autism in entering the labour market;

⁶ National Autistic Society UK

⁷ Membership Survey by Autism Europe (2001/02)

- adaptation of workplaces and related environments for inclusion and participation of persons with disabilities, in particular for persons with ASD as well as basic accessibility needs;
- assessing what tangible labour market measure ought to be taken in order to prevent unemployment and raise the employment levels of people with autism;
- identifying existing policy approaches in the Member States, and mapping the types of measures aimed at developing employment opportunities for people with autism and helping them access and sustain employment;
- assessing the effectiveness of the measures undertaken and producing usable conclusions for transferring the experiences made in the projects;
- promoting the exchange of good practices.

The proposed projects will:

- Have a concrete plan of action and a methodology for implementation
- Include one or more work settings (can be both in the profit and non-profit sectors) where workplaces will be made available to persons with ASD
- Identify a number of persons with ASD and include their representative organisations
- State clearly the number and types of jobs to be created during the project
- Describe an internal evaluation methodology
- Propose a plan for sustainability of the results of the initiative

The proposed projects must include a detailed methodology for an evaluation plan to be carried out before the end of the grant period as well as a plan for dissemination of the project results. Projects' have to be designed in a way to achieve a sufficient sustainability after EU funding has ended and their outcome shall have the potential to inspire relevant national, regional or EU policies in the area of employment in the EU and its Member States to take measures in favour of person with autism and if possible other disabilities in the open labour market.

As reflected in the award criteria under point 3.5 priority will be given to projects which have as a major component the practical development of sustainable measures to alter working conditions and places to enable persons with ASD to perform up to their full potential in open labour market employment in a for profit (company) or in a non-profit organisation.

The project description excluding annexes shall not exceed 25 pages and make clear references to the award criteria under point 3.5. In that respect it has to be clearly mentioned how many direct beneficiaries (people with ASD) will be involved in the project and how.

3. SUBMISSION AND EXAMINATION OF GRANT APPLICATION

3.1. Submission date and implementation

Applications must be submitted electronically **and** sent by post to the Commission **not later than 19 August 2010**. Proposals sent after this deadline will not be considered.

The estimated project start date is December 2010. The period of eligibility of costs will start on the day the contract is signed by the last of the parties, i.e. the European Commission.

Projects should have a runtime of 12, 18 or 24 months.

3.2. Available budget and co-financing

The budget earmarked for the co-financing of the projects selected under this call for proposals is one million Euros (€1.000.000), co-financing of single projects will be between 150.000 and 350.000 Euros.

The maximum EU financial contribution will not exceed 80% of the total eligible costs for each of the selected projects.

The European Commission reserves the right not to distribute part or all of the funds available if the quality of the applications received does not merit it.

3.3. Eligibility and Exclusion Criteria

Applications must satisfy the criteria described below:

3.3.1. Eligible countries

Applications may only be submitted by organisations legally established in one of the 27 Member States.

3.3.2. Eligible organisations

Financial contributions may be awarded to an organisation,

- a) which is a properly constituted and registered legal entity in a Member State. In application of Article 114 of the Financial Regulation, social partners' organisations without legal personality are also eligible provided their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability.
- b) whose mission falls under the objectives and scope of the priorities established under each relevant section of the call;
- c) which does not fulfil the conditions of exclusion listed in Articles 93 (1), 94 and 96 (2) (a) of the Financial Regulation;
- d) the activities can be carried out either by the applicant alone or with the involvement of other partner organisations. The role and responsibility of the partners in the action should be clearly defined in the proposal and partners have to provide a written confirmation that they would be ready and willing to participate in the project.

3.3.3. *Eligible applications*

To be eligible, applications must:

- be submitted electronically on-line and by post in three hard copies (1 original and 2 copies) by the deadline for submitting the application indicated in section 3.1;
- be complete and include all supporting documents requested as indicated in the checklist (Annex 2).

Applicants should note that the Evaluation Committee will not examine applications lacking one or more of the documents detailed in Annex 2

3.3.4. *Eligible proposals*

To be considered as eligible for funding under this call, proposals must

- be clearly related to the objectives of the call;
- not run counter to any fundamental objectives and principles of the European Union;
- comply with the EU rules for co-financing and guarantee a co-financing of 20 % of the total eligible costs;
- be fully carried out in the Member States
- demonstrate that the proposed actions are not being financed twice from two different sources within the EU budget (particularly in cases where applicants are already participating in preparatory actions or other programmes). The applicant shall indicate the sources and amounts of any other funding received under the EU budget since 1 January 2007 and applied for in 2010 for any other project.

3.4. Selection criteria

Only organisations with the necessary financial and operational capacity may be awarded a grant.

- Financial capacity to carry out the action: the applicant must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary. (The verification of financial capacity will not apply to public bodies).

To demonstrate their financial capacity applicants shall provide:

- the letters of commitment signed by the legal representatives of the co-funding organisations and specifying the amount of each cash contribution, proving that together they co-finance the project for at least 20 percent of the total action eligible costs;
- the annual balance sheet and profit and loss account for the most recent financial year for which the accounts have been closed for the applicant.

- Operational capacity to complete the proposed action: the applicant must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully complete the proposed action, as well as the ability to implement it. The applicant must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

This will be demonstrated by the following:

- the CVs of the persons responsible for carrying out the action, showing all relevant professional experience;
- a list of projects already undertaken within the last 3 years in the relevant fields by the applicant.

3.5. Award criteria

The grants will be awarded following a competitive assessment of the proposals on the basis of the following criteria (each with the same weight of 20%):

- Relevance to the objective of the call for proposals and the related EU policies
- Overall quality of the proposal
- Innovative character of the proposal
- Sound cost-effectiveness ratio and financial quality of the proposal
- Consideration of accessibility requirements in project design and implementation

4. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Only applications submitted on or before the deadline and on the prescribed forms will be considered. Applicants are strongly advised not to wait until the deadline to submit their on-line applications as the application process may prove difficult if too many applicants are trying to submit at the same time.

Applicants are invited to fill in the application form and present the project proposal preferably in English, in order to facilitate the treatment of the proposals and carry out the evaluation as soon as possible. However, it should be noted that applications in other EU languages will be accepted.

Applicants must complete an online application form (create a 'SWIM account') by registering on the following internet site (web gate):

<https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

Before starting to fill in the application form on SWIM, please read carefully the User's Guide (click on the 'Help on SWIM' button at the top of the page):

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

After creating an 'account', applicants or their legal representatives will receive access details (user name and password) enabling them to access the form (which can be completed at their convenience, saved for future reference or printed). A step-by-step online explanation is provided to help users fill in the boxes, sections and annexes of this form.

The compulsory annexes must also be filled in online on the SWIM site (and then printed out for signature).

After filling in the form, applicants or their legal representatives must submit it both electronically and in hard copy.

- **ELECTRONICALLY:** validate the request (click on the 'send' button). This step is irreversible and must be carried out on or before the deadline.
- **THREE HARD COPIES** (i.e. one should be marked 'original' and two should be marked 'copy'): Please send your covering letter of application together with all the other documents listed in the checklist (Annex II) as signed originals as well as two copies of all these documents by the deadline to the following *postal* address:

Call for Proposals VP/2010/017
European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit G.3 Integration of people with disabilities
B-1049 Brussels, Belgium

Please ensure that your application is sent by registered post and keep proof of the date of sending (the date of post office stamp will be considered as proof of the date of sending).

For hand-delivered applications or applications delivered by express courier services (DHL, UPS, etc.) these must be received by the European Commission on or before 16h00 on the last day for submission. **The address for hand deliveries/express courier service delivery** of documents for the European Commission is:

Call for Proposals VP/2010/017
European Commission
Employment, Social Affairs and Equal Opportunities DG
Unit G.3 Integration of people with disabilities
Avenue du Bourget n°1, B-1140 Evere, Belgium

Proof of delivery will be provided to the delivery service in the form of a signed and date stamped receipt from the Commission's Central Postal Service in Evere.

If an applicant submits more than one proposal, each one must be submitted separately.

The Annexes attached to the present call set out the way in which the application form should be completed with:

- Instructions for presenting the proposal's provisional budget along with the rules on which categories of expenditure are eligible and which are not, and the main provisions of the grant agreement;
- A check-list of the required documents to accompany your application;
- A model for tender specifications for subcontracting external expertise.

Should applicants have any further queries on the requirements of the call for proposals or on the application process, please put your query – **in writing only** - quoting the reference '**VP/2010/017- query**' to the e-mail address below:

empl-vp-2010-017@ec.europa.eu

5. ANNEXES

Annex 1 – Financial guidelines for applicants

The purpose of this document is to enable applicants to prepare their grant applications.

Please be sure to read these guidelines carefully before replying to the current call for proposals.

FINANCIAL GUIDELINES FOR APPLICANTS

MAIN FINANCIAL AND MANAGEMENT RULES

Disclaimer: this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities⁸ and its Implementing Rules⁹. The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

6. GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

Co-financing principle

Union grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).¹⁰

No double financing rule

⁸ Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

⁹ Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

¹⁰ Art. 113 FR and 172 IR

Each action may give rise to the award of only one grant, there can be no duplicate European Union funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.¹¹

No-profit rule

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action. Any income of the action must be indicated in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.¹²

7. RULES RELATED TO THE GRANT REQUESTED

- The Union grant will not exceed (80%) of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least (20%) of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.
- Signed letters of commitment from the applicant organisation and/or other sources must be provided stating the precise amount of each financial (cash) contribution to the budget. If other institutions or organisations (partners) are involved in carrying out the project, the letter of commitment/partnership, from each of the partners, should also provide the name, address and person responsible and explain the nature of their involvement.
- An external audit report of the previous accounts of the applicant organisation produced by an approved external auditor must be provided for grant applications where the cost to be financed exceeds EUR 500.000.¹³ The report must certify the accounts for the last financial year available.
- The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to impose financial and administrative penalties¹⁴.

¹¹ Art. 111 FR and 173(5) IR

¹² Art. 109(2) FR and 165(1) IR

¹³ Art. 173(4) IR (No audit report is required from public bodies or international organisations.)

¹⁴ Art. 175 IR

8. THE ESTIMATED BUDGET OF THE ACTION

8.1. The budget must be detailed and balanced

Grant applications must include a detailed estimated budget presented in Euro (see application form). Applicants established in countries outside the Euro zone must use the conversion rates published in the Official Journal of the European Union (<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>). Applicants should be aware that they fully carry the exchange rate risk.

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure¹⁵. Please make sure that all the items related to the implementation of the action are included and not just those for which financing is being sought.

8.2. Expenditure

Expenditure must include the estimated costs exclusively for the implementation of the action.

8.2.1. General criteria for eligibility of costs

In order to be eligible for Union funding, costs must meet the following criteria¹⁶:

- (a) be incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
- (b) be indicated in the estimated overall budget of the action attached to the grant agreement;
- (c) be necessary for the implementation of the action which is the subject of the grant;
- (d) be 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;
- (e) comply with the requirements of applicable tax and social legislation;

¹⁵ Art. 173(3) IR

¹⁶ Art. 172a IR

(f) be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The successful applicant must take care to avoid any unnecessary or unnecessarily high expenditure.

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

Documentation justifying costs must be kept by the beneficiary for **five years** following final payment by the Commission.

Expenditure eligible for financing may not have been incurred before the grant application was lodged.

Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters.

8.2.2. Eligible direct costs

The eligible direct costs for the action are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly.

In particular, the following direct costs may be considered eligible:

Staff costs

The costs of staff (permanent or temporary staff employed by the beneficiary or the partners) assigned to the implementation of the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, are eligible. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

The form reserved for these costs in the budget estimate (see application form) should be completed by indicating the persons to be remunerated (full-time/part-time), the number of days of work to be performed and the daily rate calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per year.

When submitting the request for final payment, the beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

The cost of any work to be performed by external experts by means of subcontracting must not be included in staff costs but under services.

Travel, accommodation and subsistence allowances

Travel costs must not exceed the most reasonable rates available on the market. Accommodation and subsistence costs related to the participants to the action are eligible provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved periodically by the Commission which are set out in the table below.

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The *Daily subsistence allowances (DSA)* are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and two main meals, local transport, the cost of telecommunications and all other sundries. Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);
- more than 6 hours up to 12 hours inclusive: 0.5 DSA;
- more than 12 hours up to 24 hours inclusive: 1 DSA;

- more than 24 hours up to 36 hours inclusive: 1.5 DSA;
- more than 36 hours up to 48 hours inclusive: 2 DSA;
- more than 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country are set out in the table below, and applicants are advised to adhere to these rates in their budget estimates¹⁷:

<i>Destinations</i>	<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>	<i>Destinations</i>	<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT Austria	95,00	130,00	LU Luxembourg	92,00	145,00
BE Belgium	92,00	140,00	LV Latvia	66,00	145,00
BG Bulgaria	58,00	169,00	MK F.Y.R. of Macedonia	50,00	160,00
CY Cyprus	93,00	145,00	MT Malta	90,00	115,00
CZ Czech Republic	75,00	155,00	NL The Netherlands	93,00	170,00
DE Germany	93,00	115,00	PL Poland	72,00	145,00
DK Denmark	120,00	150,00	PT Portugal	84,00	120,00
EE Estonia	71,00	110,00	RO Romania	52,00	170,00
EL Greece	82,00	140,00	SE Sweden	97,00	160,00
ES Spain	87,00	125,00	SI Slovenia	70,00	110,00
FI Finland	104,00	140,00	SK Slovakia	80,00	125,00
FR France	95,00	150,00	TR Turkey	55,00	165,00
HR Croatia	60,00	120,00	UK United Kingdom	101,00	175,00
HU Hungary	72,00	150,00	IS Iceland	85,00	160,00
IE Ireland	104,00	150,00	LI Liechtenstein	80,00	95,00
IT Italy	95,00	135,00	NO Norway	80,00	140,00
LT Lithuania	68,00	115,00	CH Switzerland	80,00	140,00
			RS Serbia	80,00	140,00

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the beneficiary and these should therefore not be included in the budget estimate.

¹⁷ The daily allowance rates are subject to periodic review by the Commission.

Catering

The total amount calculated according to the above mentioned rules regarding Daily subsistence allowances shall constitute a maximum. If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly.

Costs of services

Information dissemination, publications costs can be taken into account provided that they are directly related to the action. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned the frequency and language of publication, an indication of the production costs per copy as well as an estimate of the distribution costs where appropriate.

Translation costs must include the following details: the number of languages, the number of pages to be translated and the rate applied per page. These rates may not exceed the most reasonable market rates.

Interpretation: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. The accepted daily fee of an interpreter may not exceed EUR 700 (including VAT). Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

Evaluation: if the proposal supported requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an on-going basis, the progress of the action in relation to the objectives defined at the beginning and the results. The cost of such work will be regarded as eligible expenditure.

Subcontracting

Any service undertaken by an external party in connection with the implementation of the action is considered to be **subcontracting**.¹⁸.

¹⁸ Art. 120FR, 184 IR

Applicants should have the operational capacity to complete the action to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that¹⁹ the relevant terms applicable to itself under the agreement are also applicable to the subcontractors. Which tasks will be subcontracted and why this subcontracting is necessary, must be clearly specified in the annex foreseen to this purpose in the application form.

Main rules related to subcontracting activities

When concluding external contracts in order to implement the action, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money, i.e. the best price-quality ratio**. In doing so, the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests²⁰.

Contracts as referred above may be awarded only in the following cases:

- a) They may only cover the execution of a limited part of the action;
- b) Recourse to the award of contracts must be justified in relation to the nature of the tasks necessary for the implementation of the action;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts while the action is underway shall be subject to prior written authorisation by the Commission;
- e) The beneficiary shall retain sole responsibility for the implementation of the action and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under the agreement;
- f) The beneficiary must undertake to ensure that the terms, mentioned above, applicable to itself under the agreement are also applicable to the subcontractor.

Administration costs

¹⁹ The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits

²⁰ In addition to these general rules, where the value of the external contract exceeds EUR 60 000, beneficiaries may be required to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the estimated value of the contracts concerned, the relative size of the Union contribution in relation to the total cost of the action and the management risk

Depreciation for purchase of equipment²¹: the purchase cost of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Union funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission. A justification for the need of purchasing such equipment is to be annexed to the budget estimate.

Other eligible administrative costs are: rent of meeting rooms (coffee breaks included), rent of interpretation booths, communications' costs, charges for financial services, costs relating to a bank guarantee and to external audits, etc. Indicative amounts for rental of booths, excluding technical equipment: EUR 750 (excluding VAT) per day. Rental of booths with equipment and technical assistance: EUR1200 (excluding VAT) per day.

8.2.3. *Eligible indirect costs - Overheads*

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs for the action. They are limited to a maximum flat-rate of 7% of the total eligible direct costs for the action. These can include maintenance, stationery, photocopying, mailing postage, telephone and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes a provision for flat-rate funding in respect of indirect costs, they need not to be supported by accounting documents.

Indirect costs are not eligible for an action where the beneficiary already receives an operating grant from the Union budget during the period in question.

8.2.4. *Non-eligible costs*

The following expenses are ineligible and not accepted:

- contributions in kind: these are contributions that are not invoiced, such as voluntary work, equipment or premises made available free of charge;

²¹ Art. 172 IR

- return on capital;
- debt and debt service charges;
- doubtful debts;
- provisions for losses or potential future liabilities;
- interest owed;
- exchange losses;
- VAT, unless the beneficiary can show that he/she is unable to recover it according to the applicable national legislation;²²
- excessive or reckless expenditure;
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant.

8.3. Income

Total income must be identical to total expenditure. The income side of the budget must show:

- The beneficiary's contribution in cash: the direct monetary (cash) contribution from the applicant's own resources and/or the contribution from any other fund providers. This means a financial flow that can be traced in the written accounts of the beneficiary.
- The revenue generated by the action: any income expected to be generated by the implementation of the action should be detailed (such as. the yield from sales of publications).
- The Union grant: the grant requested from the Commission.

9. HOW THE GRANT WILL BE CALCULATED

If the proposal is selected for a grant, the Commission will calculate the Union contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action.

²² It should be noted that VAT paid by a public body to operators who are subject to VAT (when purchasing goods or supplying services within the framework of the implementation of the co-financed action) is not eligible. The VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body. Considering this VAT as an eligible cost would lead to double financing (by the Union and by the fiscal revenue).

The Commission reserves the right to reduce the grant requested if the proposal is acceptable but considered too expensive, and to reduce individual unit costs if these are estimated to be too high.

Determination of the final amount of the grant

The Union final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the no-profit rule.

- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement

The Union final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the Union grant laid down in the grant agreement.

As a result, if the actual expenditure turns out to be lower than the expenditure you budgeted, the actual grant will also be reduced in application of the percentage contribution which will remain the same. If the actual expenditure turns out to be higher than the expenditure budgeted, the Union grant will not be increased. It is therefore in the applicant's interest to submit a realistic estimate of expenses.

- Verification of compliance with the no-profit rule

The grant may not have the purpose or effect of producing a profit for the beneficiary²³.

On the basis of the above rule if the total income of the action is higher than the total costs, the final grant amount will be reduced accordingly so that it will not produce a profit.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity

²³ Art. 109(2) FR

report and the final statement of expenditure. The expenditure that is committed to the implementation of the action must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than inputted costs.

10. AGREEMENT GOVERNING THE GRANT

Should the Commission award a grant, a standard grant agreement for an action setting out the conditions and maximum level of funding will be concluded with the beneficiary.

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both of these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

11. PAYMENT PROCEDURES

The payment arrangements will be laid down in the grant agreement.

Generally, payment of the grant will be made in three instalments (two pre-financing payments and a final payment under the following conditions:

- A pre-financing payment of 30% at the signature of the grant agreement.
- A second pre-financing payment of 40% of the total amount awarded upon receipt and approval by the Commission of a progress report on implementation of the action and detailed statement of the costs already incurred, showing that at least 70% of the previous pre-financing payment has been used up. Where the consumption of the previous pre-financing is less than 70%, the amount of the new-pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment²⁴.
- The balance will be paid upon acceptance by the Commission of the final technical implementation report and final financial statement.

²⁴ Art. 180(1) IR

12. GUARANTEE²⁵

The Commission may require the beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial institution established in one of the Member States.

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.

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

13. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS²⁶

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro. The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission.

If the funds paid into the account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits, if they have been generated by pre-financing payments which remain the property of the European Union, shall not be treated as a receipt for the action.

The beneficiary shall, as specified in the grant agreement, inform the Commission of any interest or equivalent benefits yielded by pre-financing payments higher than EUR 50

²⁵ Compulsory in the case of pre-financing representing over 80% of the total amount of the grant and exceeding EUR 60 000. However, this requirement may be waived for public-sector bodies and international organisations or for beneficiaries who have signed a framework partnership agreement with the Commission. (Art.118 FR and 182(1) IR)

²⁶ Art. 5(a) FR, Art. 3, 4 , 4(a) IR

000, it has received from the Commission. Notification must be made when the request is introduced for interim payment or for payment of the balance that clears the pre-financing.

Interests yielded by pre-financing payments between EUR 50 000 and 750 000 will be directly deducted from payments. Interests generated by pre-financing payments higher than EUR 750 000 will be recovered through a recovery order.

Interests shall not be due to the Union for pre-financing paid to Member States, to their regional or local authorities including organisms and administrative and instrumental structures under their control, or paid in the framework of joint management with international organisations.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

14. SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The final report on the implementation of the action along with a final financial statement of all actual expenditure and actual revenue are to be sent within three months from the closing date of the action. The final report should answer at least to the following questions:

- 1) How was the project performed? Was it performed in accordance with the description of the action annexed to the grant agreement? (Describe the project, its results and methodology, planned activities, timetable, partners, participants, etc.).
- 2) To what extent did the project meet the objectives set?
- 3) What was the European added value of the implementation of the action?
- 4) How was the project presented to the public and how were the results disseminated?
- 5) What lessons have been learned from this experience?
- 6) Describe the results of the evaluation (internal/external) of the implementation of the action.

The final report must be completed using the template annexed to the grant agreement.

In addition to these requirements, other documents that might be indicated in the text of the call for proposals must also be provided.

Should the final report be deemed to be inadequate or of low quality, the Commission reserves the right to request additional information within 60 days of reception of the final report, and, if necessary, to suspend the final payment until the requested information is provided.

15. PUBLICITY

Beneficiaries of the grant are required to mention clearly the fact that they have received funding from the Union in any publication or in other materials, and during activities (conferences or seminars, etc.), for which the grant is used, using the following wording: "**With support from the European Union**". The logo of the EU, given at the following web address: http://europa.eu/abc/symbols/emblem/index_en.htm should also be visible.

Any communication or publication by the beneficiary, in any form and medium, including the Internet, shall indicate that sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

In addition to these minimum requirements, references specified in the text of the call for proposals must also be indicated.

All grants awarded in the course of a financial year shall be published on the Internet site of the Union institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.

By signing the grant agreement for an action, the beneficiary authorises the Commission to publish the following information in any form and medium, including via the Internet site of the Union²⁷:

- the beneficiary's name and the address

²⁷ Art. 110(2) FR, 169(2) IR

- the subject of the grant,
- the amount awarded and the rate of funding of the costs of the action.

Upon a duly substantiated request by the beneficiary, publication of this data can be waived if it threatens the safety of the beneficiary or harms his business interests.

16. EVALUATION

If the proposal should include a specific evaluation component for ongoing monitoring and final evaluation of the action, these costs can be taken into account as eligible in the budget estimate.

Successful proposals could be the subject of an ongoing and ex-post evaluation led by the Commission and/or by independent experts selected by the European Commission. Therefore, the beneficiaries of the grant undertake to make available to the Commission and/or persons authorised by it, all necessary documents or information as will allow the evaluation to be successfully completed and give these persons the rights of access required.

17. CHECKS AND AUDITS

An external audit report is required in the following cases:

17.1. Audit report in support of grant applications²⁸.

Organisations' proposals for an action for which the grant exceeds EUR 500 000, shall be accompanied by an external audit report produced by a certified auditor. That report shall certify the accounts for the last financial year available.

²⁸ Art. 173(4) IR

17.2. Audit report in support of requests for payment²⁹

In the case of a grant for an action over EUR 750 000, requests for payment shall, when the cumulative amounts per financial year of requests for interim payments and for payment of the balance is at least EUR 325 000, be accompanied by an external audit report produced by an approved auditor or in case of public bodies, by a competent and independent public officer. Its purpose is to certify that the submitted accounts comply with the financial provisions of the agreement, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible according to the grant agreement and that all receipts have been declared.

The obligation to provide such a certification of the financial statements and underlying accounts may be waived in the cases of grant beneficiaries that are public bodies or international organisations. If an external audit of the action's accounts is not required, the beneficiary himself shall certify on his honour that information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

The beneficiary undertakes to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the action and the provisions of the agreement are being properly implemented. The beneficiary must enable the Commission and/or the Court of Auditors to verify the organisation's accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant's organisation for five years following final payment by the Commission.

18. PROCEDURE: ELECTRONIC MEANS OF SUBMISSION - SWIM

The Internet Web application called "SWIM" (SAGA Web Input Module) allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed in the following web address³⁰: <https://webgate.ec.europa.eu/swim>

²⁹ Art. 180(2) IR

³⁰ For more technical details on SWIM utilisation, a user's manual is available on line

18.1. Introduction of grant applications

The grant application form has to be electronically filled in as follows: first, access the system at the address mentioned above and click on the link "New grant application", then, select the number of the call for proposals you wish to apply for and, eventually, fill in your application. Once your application is completed, click on the "submission" button in order to finalised the submission procedure. Please note that after submitting your application form electronically no changes to the application are possible.

After its electronic submission, the application form must also be printed out, signed by the legal representative of the organization submitting the proposal and sent by post to the responsible Unit, as specified in the text of the call for proposals.

Failure to respect this procedure will render the application ineligible.

18.2. Requests for payments and budgetary modifications

In addition to the documents specified in the grant agreement, financial documents required in support of requests for further pre-financing payments and for payment of the balance, as well as requests for modifications of the budget estimate to be made by addendum must also be electronically submitted using SWIM.

To be allowed to log on to SWIM and access its grant file, the beneficiary will be asked to enter in the login page the same File number and Access code assigned by the system to the grant application when it was created.

19. DATA PROTECTION

The grant application will be processed by computer. 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 EU institutions and bodies and on the free movement of such data.³¹ Replies to the questions in the application form are necessary in order to assess the grant application and they will be processed solely for that purpose by the department responsible for the Union grant programme concerned. On request, applicants may be sent personal data to correct or complete. For any question relating to these data, please contact the Commission department to which the form must be returned.

³¹ Official Journal L 8, 12.1.2001.

Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

20. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

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.

Annex 2 – Checklist for documents VP/2010/017

<i>Order</i>	<i>Document</i>	<i>Check</i>	<i>To be downloaded from SWIM</i>
1	The original letter of application quoting the reference number of the call (VP/2010/017), duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
2	A print-out of the online application form (https://webgate.ec.europa.eu/swim) duly completed, dated and signed by the legal representative. NOTE: The application form must be electronically submitted before printing. After the electronic submission no further changes to the application are possible.	<input type="checkbox"/>	
3	Printed version of Annex E1: Declaration on honour, dated and signed by the legal representative of the beneficiary on his/her honour that the organisation is not in one of the situations listed in Article 93 (1) and Article 94 and 96(2) (a) of the Financial Regulation applicable to the general budget of the European Communities, the organisation has access to stable and adequate funding to maintain activities for the period of the project to help finance it as necessary and has the operational capacity and the operational resources (technical, management) to successfully complete the activity.	<input type="checkbox"/>	X
4	Printed version of Annex E2: Participation commitment from the partners, if any, confirming their participation into the proposal including, if applicable, co-funding commitments signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution.	<input type="checkbox"/>	X
5	Printed version of Annex E3: Financial identification form duly filled in, dated and signed by the legal representative and bearing the bank stamp and signature of the bank representative.	<input type="checkbox"/>	X
6	Printed version of Annex E4: Legal entities form, duly completed and signed by the legal representative. (In case of social partner's organisation without legal personality under the applicable national law a declaration stating the capacity to undertake legal obligations signed by the legal representative.)	<input type="checkbox"/>	X
7	Annex E5: Description of the project (no template provided) dated and signed by the legal representative.	<input type="checkbox"/>	
8	Annex E6: Work programme of the project (no template provided) dated and signed by the legal representative, including a timetable linking months to activities and outputs	<input type="checkbox"/>	
9	Annex E7: Contracts for implementing the action, if any	<input type="checkbox"/>	X
10	CVs of the project manager and of the other main experts involved in the project implementation, with a brief description of their outputs related to the subject of the proposal.	<input type="checkbox"/>	
11	Annual balance sheet and profit and loss account for the last financial year, duly signed and dated by the legal representative of the applicant organisation.	<input type="checkbox"/>	
12	Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies).	<input type="checkbox"/>	
13	Copy of articles of association/statutes or equivalent, proving the eligibility of the organisation.	<input type="checkbox"/>	