



'Youth in Action' Programme

Call for proposals 2010 EACEA/12/10

Action 4.5 – Support to information activities for young people and those active in youth work and youth organisations

Applicants' Guidelines

1. INTRODUCTION

By Decision No 1719/2006/EC¹ of 15 November 2006, the European Parliament and the Council established the 'Youth in Action' Programme for the period 2007 to 2013. The Programme is part of the European Union's ongoing commitment to youth and consolidates the priorities of European political cooperation in the field, namely: the young people's active citizenship, the European Youth Pact and the mainstreaming of youth in other Union policies.

The general objectives of the 'Youth in Action' Programme are:

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

This call concerns sub-action 4.5 of the 'Youth in Action' Programme related to supporting information activities for young people and those active in youth work and youth organisations. It is published in accordance with the procedures provided for in the Annual Work Programme on grants and contracts for the 'Youth in Action' Programme, adopted by the Commission on 7 October 2009². The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for implementing this call for proposals.

¹ OJ L 327 of 24.11.2006, p. 30.

² http://ec.europa.eu/dgs/education_culture/calls/docs/c_2009_7524.pdf

2. OBJECTIVES AND PRIORITIES

2.1 Objectives

The purpose of this call for proposals is to support projects, which promote information and communication actions with a European dimension that are aimed at young people and youth leaders. The projects proposed must enhance the dissemination of quality information and increase young people's access to information and to various channels of communication at both national and European levels. The projects will aim in the long term to encourage the participation of young people in public life and to facilitate the achievement of their potential as active, responsible European citizens.

The final beneficiaries of these projects are young people and people working in the youth sector, either in youth organisations and structures or in regional and local authorities.

This call provides grants to projects.

2.2 Priorities

Preference will be given to those projects which best reflect the permanent priorities of the 'Youth in Action' Programme:

- participation of young people
- cultural diversity
- European citizenship
- inclusion of young people with fewer opportunities

Preference will also be given to projects reflecting the following annual priorities of the call:

- media literacy;
- global issues affecting young people, such as climate change, sustainable development, migrations, and the Millennium Development Goals (MDGs)³.

2.3 Indicative list of activities to be implemented by the proposals

The proposals may concern activities in the following areas:

1. Involving young people in information and communication activities
 - organising workshops/trainings for young people interested in information and communication issues or related techniques, and ethical questions, conducted by highly profiled specialists;
 - "learning by doing": information products to be developed and disseminated by young people (e.g. websites, newspapers, e-newsletters, videos, etc.);
 - organising information campaigns on relevant topics, developed by young people.
2. Encouraging the participation of young people
 - stimulating interaction of young people with media: commenting, "taking floor" on/reacting to facts provided by media (for example, by sending letters, participating in panel discussions, radio/TV broadcastings);
 - promoting other forms of active use of media, through, inter alia, interactive television, use of Internet, search engines or participation in virtual communities, and better exploiting the potential of media not only for entertainment, but also as a tool to promote active participation, access to culture, intercultural dialogue, learning and daily-life applications (for instance, through libraries, podcasts);
 - promoting critical approaches to media as regards both quality and accuracy of content (for example, being able to assess information, dealing with advertising on various media, using search engines intelligently);

³ More information is available at: <http://www.undp.org/mdg/basics.shtml>

- stimulating interest in the media, explaining their role in a democratic system (for example, with involvement of journalists, politicians, opinion-makers);
 - increasing access to information - via the newspapers, Internet, and ICT tools - of young people with fewer opportunities⁴.
3. Providing and disseminating high quality information addressed to young people
 - organising workshops or trainings for youth workers/representatives of organisations active in the youth field on how to communicate with young people, conducted by highly profiled specialists;
 - developing and disseminating high quality information products designed specifically for young people (e.g. newspapers, magazines, websites, videos);
 - exchanging best practices in the field of information and communication activities addressed to young people.
 4. Increasing media interest in youth issues
 - organising ambitious information campaigns on youth issues to increase the media coverage in this field;
 - creating networks of information channels dealing with youth issues;
 - creating data bases of media/journalists dealing with youth issues for disseminating purposes.
 5. Promoting better-knowledge of youth
 - developing, translating and disseminating periodicals, journals and publications in the area of youth policy and youth research.

The list of activities should be used as a guideline.

3. TIMETABLE

Applications must be sent to the Education, Audiovisual and Culture Executive Agency ('the Agency') no later than **10.09.2010**, the date of the postmark being conclusive. (Please read carefully Section 13.3 of this call for proposals concerning the procedures for submitting applications.)

Projects must start between **1 January 2011** and **31 March 2011**.

They will have a minimum duration of **12 months** and a maximum duration of **18 months**.

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

⁴ Young people with fewer opportunities are young people that are at a disadvantage compared to their peers because they face one or more of the situations and obstacles mentioned in the non-exhaustive list below. In certain contexts, these situations or obstacles prevent young people from having effective access to formal and non-formal education, trans-national mobility and participation, active citizenship, empowerment and inclusion in society at large.

- **Social obstacles:** young people facing discrimination because of gender, ethnicity, religion, sexual orientation, disability, etc.; young people with limited social skills or anti-social or risky sexual behaviours; young people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans; young people from broken families.
- **Economic obstacles:** young people with a low standard of living, low income, dependence on social welfare system; in long-term unemployment or poverty; young people who are homeless, young people in debt or with financial problems.
- **Disability:** young people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities.
- **Educational difficulties:** young people with learning difficulties; early school-leavers and school dropouts; lower qualified persons; young people with poor school performance.
- **Cultural differences:** young immigrants or refugees or descendants from immigrant or refugee families; young people belonging to a national or ethnic minority; young people with linguistic adaptation and cultural inclusion problems.
- **Health problems:** young people with chronic health problems, severe illnesses or psychiatric conditions; young people with mental health problems.
- **Geographical obstacles:** young people from remote or rural areas; young people living on small islands or peripheral regions; young people from urban problem zones; young people from less serviced areas (limited public transport, poor facilities, abandoned villages).

However, if after the signing of the agreement⁵ and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond its control, to complete the project within the scheduled period, an extension of the eligibility period may be granted. A maximum extension of three (3) additional months will be granted, if requested before the deadline specified in the agreement. The project will then run for a maximum of 21 months.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of December 2010.

It is planned that beneficiaries receive the grant agreements for signature during December 2010. If it is possible to adopt a grant decision (with beneficiaries established in a Member State of the European Union), this will be adopted in December 2010.

The eligibility period for costs will start on the date specified in the contract, i.e. the starting date of the project. The date on which expenses first become eligible may not in any event be earlier than the date on which the grant application was submitted.

4. BUDGET AVAILABLE

The total budget allocated to the co financing of projects under this call for proposals is estimated at **EUR 1 000 000**.

Financial assistance from the Agency shall not be granted for more than **80%** of a project's total eligible expenses. The maximum grant shall not exceed **EUR 100 000**.

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

5. ELIGIBILITY CRITERIA

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

5.1 Eligible bodies

Proposals must be submitted by **non-profit organisations**. These organisations can be:

- ▶ non-governmental organisations (NGOs);
- ▶ public bodies at regional or local level; or
- ▶ national Youth Councils.

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

Projects must involve partners from at least **two (2) different Programme Countries** (including the applicant organisation), among which at least one (1) EU Member State.

This call for proposals is open to private organisations operating in the domain of information and communication provided that such organisations take part in the project on a non-profit making basis. It is understood that these private entities can take part only as co-beneficiaries (partners) in this call for proposals and cannot submit applications as coordinator (applicant).

Applicants must provide evidence of the trans-national nature of their project by submitting the **Mandates**⁶ (a preformatted document provided together with the application form) duly completed and signed.

⁵ Unless specified otherwise, the term “agreement” used in this call for proposals refers to both: a grant agreement and a grant decision.

⁶ As part of the application form, this document must be signed bilaterally by the applicant and each partner. With the **'Mandate'** a **'Co-beneficiary/Partner'** grants power of attorney to the **'Coordinator/Applicant'** to act in his/her name and for his/her account during the implementation of the action. This document clearly describes the role and responsibilities of the **'Co-beneficiary/Partner'** in the design and implementation of the action. In case of successful proposals the **'Mandates'** will be annexed to the Grant Agreement/Decision.

Natural persons may not claim a grant under this call for proposals.

5.1.1 Legal entity

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

Legal entities governed by private law:

- the **legal entity identification form**⁷ duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address and registration number of the private-law entity);
- a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required);
- articles of association (statute of entity);
- the **financial identification form**⁸ duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

Legal entities governed by public law:

- the **legal entity identification form**⁷ duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document attesting to the establishment of the public-law entity, such as the legal resolution, law decree or decision;
- the **financial identification form**⁸ duly completed and signed by the bank account holder and certified by the bank (original signatures required) – please note that this certification by the bank is not required if the financial identification form is accompanied by a copy of a recent bank statement.

5.2 Eligible countries

Only applicants that are legal entities and established in one of the Programme Countries shall be eligible to submit applications. The Programme Countries are as follows:

- **the Member States of the European Union**⁹: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- those countries of the European Free Trade Association (EFTA) which are parties to the agreement on the European Economic Area (EEA): **Iceland, Liechtenstein and Norway**;
- candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with these countries with a view to their participation in EU programmes: **Turkey**.

5.3 Eligible activities

The project must include activities of a non-profit-making nature that are related to the field of youth and non-formal education.

⁷ Forms are available on the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm

⁸ The form for the country where the bank is located should be completed even if the applicant organisation's statutory head office is in another country. Forms are available on the following website: http://ec.europa.eu/budget/execution/fiers_en.htm

⁹ Persons from overseas countries and territories and, if applicable, public or private institutions based there, are eligible under the 'Youth in Action' Programme, depending upon the rules of the programme and those which apply in the Member State with which they are connected. A list of these overseas countries and territories is given in Annex 1A of Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Community ('Overseas Association Decision') OJ L 314, 30.11.2001: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001D0822:20011202:EN:PDF>

The following activities are not eligible:

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

5.4 Eligible proposals

Only **typed** proposals submitted in one of the **official EU languages**, using the **official application form, completed in full**, and **sent by the specified deadline (10.09.2010)** will be considered. The application has to be sent in **one unique package** and as a **single copy** (the original document). It must be **dated** and **signed** (original signatures required) by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

The application form must be accompanied by an **official letter from the applicant organisation, documents attesting its financial and operational capacity**, and all the other documents referred to in the application form.

Applicants must submit a **budget that is balanced** in terms of expenditure and revenue and must comply with the ceiling for EU co financing, which is set at **80% of the total eligible expenses of the project**, and with the maximum grant amount set at **EUR 100 000**.

6. EXCLUSION CRITERIA

Applicants must certify that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Union¹⁰ and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) 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;
- f) they are subject to an administrative penalty as referred to in Article 96, paragraph 1, of the Financial Regulation [Council Regulation (EC, Euratom) No 1605/2002, as amended].

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they are in any of the following situations:

¹⁰ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union, as amended.

- (i) they are subject to a conflict of interests;
- (ii) they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or they have failed to supply this information.
- (iii) they are in one of the situations of exclusion, referred to in Article 93, paragraph 1, of the Financial Regulation, for this grant award procedure and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the European Union budget for a maximum period of 10 years.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to be in serious breach of their contractual obligations in relation to a previous contract awarding procedure.

To comply with these provisions, applicants must sign a **declaration on honour** certifying that they are not in any of the situations referred to in Articles 93, paragraph 1, 94 and 96, paragraph 2(a), of the Financial Regulation (declaration included in the application form).

7. SELECTION CRITERIA

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding. They must have the professional competencies and qualifications required to successfully complete the proposed action or work programme.

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

7.1 Operational capacity

In order to allow the assessment of their operational capacity, applicant organisations must submit, together with their applications:

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

7.2 Financial capacity

In order to permit the assessment of their financial capacity, organisations applying for a grant from the 'Youth in Action' Programme amounting to **over EUR 25 000** must submit the following documents together with their applications:

- the **profit and loss accounts**, together with the **balance sheet** for the most recent financial year for which the accounts have been closed (and not older than 18 months)
- a **financial capacity form** for the preceding year (in Euro) drawn up in accordance with the model provided on the Agency's website:

http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_5_en.php

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

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

- ▶ reject the application;
- ▶ ask for further information;
- ▶ require a guarantee (see Section 9.3);
- ▶ offer a grant agreement without pre-financing; or
- ▶ make a first payment on the basis of expenses incurred.

8. AWARD CRITERIA

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

8.1 Qualitative criteria

The qualitative criteria will represent **80%** of the points available within the evaluation procedure (**coefficient 4**).

The following qualitative criteria will be taken into consideration:

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

In this respect the following aspects will be assessed:

- a. the project meets the general objectives of the 'Youth in Action' Programme;
- b. the project meets the objectives and priorities of this call for proposals.

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

In this respect the following aspects will be assessed:

- c. the scope of the project; in other words, its multiplier effect and in particular its sustainable impact, as well as its long-term viability;
- d. the high quality of the work programme in terms of content and methodology, its clearness and consistency;
- e. the trans-national and multilingual character of activities and products developed;
- f. the active involvement of young people in the project;
- g. the visibility of the project and the quality of measures aimed at disseminating and exploiting project's results;
- h. the quality of the partnership, and in particular the clarity of the tasks, description of the partners' actual role in the cooperation, as well as the experience and motivation of the partners to set up the project;
- i. the consistency of the budget with the activities planned for in the work programme.

8.2 Quantitative criteria

The quantitative criteria will represent **20%** of the points available within the evaluation procedure (**coefficient 1**).

The following quantitative criteria will be taken into consideration:

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

- a. the number of partners involved in the project and the number of countries covered by the partnership;
- b. the number of young people and youth workers directly involved in the project.

9. FINANCIAL CONDITIONS

Union grants are incentives to carry out projects that would not be feasible without the European Union's financial support, and that are based on the principle of co-financing. They complement the applicant's own financial input and/or national, regional or private assistance that has been obtained elsewhere.

Acceptance of an application by the Agency constitutes in no way an undertaking to award funding equal to the amount requested by the applicant. The awarding of a grant does not establish an entitlement for subsequent years.

The allocated amount may not exceed the amount requested.



Grant applications must include a detailed provisional budget in which all costs are given in Euro. Applicants from countries which do not belong to the Euro area must, when completing the provisional budget, use the conversion rates published in the *Official Journal of the European Union*¹¹, Series C, as at the publication date of this call for proposals.

The budget for the project attached to the application must show revenue and expenditure in balance and clearly show the costs that are eligible for financing from the Union budget.

The applicant must indicate the source and the amount of any other funding received or applied for in the same financial year, for the same action or any other action and in respect of its routine activities.

The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation.

The Agency's grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced in proportion to the amount of any surplus.

9.1 Payment procedures

If the application is finally approved by the Agency, a financial agreement, expressed in Euro and specifying the terms and the level of financing, will be entered into between the Agency and the beneficiary. If a grant agreement is awarded, the original version of this agreement must be signed and returned to the Agency immediately and the Agency will be the last party to sign. In the case of a grant decision, this will be signed unilaterally by the Agency.

A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date on which the last of the two parties signs the grant agreement and any necessary guarantees have been received. In case of a grant decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 80% of the total grant (where applicable, conditioned by the reception of any necessary guarantees). Pre-financing is intended to provide the beneficiary with a float.

The bank account or sub-account indicated by the applicant in its application must make it possible to identify the funds paid by the Agency. If the funds paid into this account generate interest or give rise to equivalent profits in accordance with the legislation of the country where this account is held, such profit or interest will be recovered by the Executive Agency where it results from a pre-financing of over EUR 50 000.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply the rate of funding to actual eligible costs, and the beneficiary will, where applicable, be required to repay any excess amounts paid by the Agency under pre-financing.

9.2 Certificate on the financial statements and underlying accounts

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his/her assessment of risks.

In the case of a grant for an action or of an operating grant, the certificate shall be attached to the request for payment. The certificate shall certify, in accordance with a methodology approved by the contracting authority, that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

¹¹ The *Official Journal of the European Union* may be consulted online at: <http://eur-lex.europa.eu/JOIndex.do?ihmlang=en>

Except in the case of lump sums and flat rate financing, the certificate on the financial statements and underlying accounts shall be compulsory for interim payments per financial year and for payments of balances in cases of grants for an action of EUR 750 000 or more, when the cumulative amounts of request for payment is at least EUR 325 000, and operating grants of EUR 100 000 or more.

9.3 Guarantee

The Agency may require any organisation having been awarded a grant to provide a financial guarantee in advance, with a view to limiting financial risks connected with the payment of pre-financing. The purpose of such a guarantee is to make a bank or a financial institution, a third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of the grant beneficiary's obligations.

This financial guarantee, which must be made out in Euro, shall be provided by an approved bank or financial institution established in a European Union Member State. When the beneficiary is established in a non-Union country, the Agency may agree that a bank or financial institution established in that country supplies the guarantee if it considers that the latter offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

The guarantee shall be released as the pre-financing is cleared against payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

Public bodies are exempt from this provision.

9.4 Double financing

Subsidised projects may not benefit from any other Union funding for the same activity.

9.4.1 Operating grant

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

Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

9.5 Eligible costs

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

- they are incurred during the duration of the action/project as specified in the grant agreement, with the exception of costs relating to final reports and certificates on the action/project's financial statements and underlying accounts;
- they are connected with the subject of the agreement and they are indicated in the estimated overall budget of the action/project;
- they are necessary for the implementation of the action/project, which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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

Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard to the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- costs for personnel assigned to the project, comprising actual salaries and social security charges as well as other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. These costs must be the actual costs incurred by the beneficiary and its partners. Personnel costs of other organisations are eligible only if they are paid directly or refunded by the beneficiary and/or the partners of the project.

The corresponding salary costs of personnel of national administrations are 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 was not undertaken.

Personnel costs may not exceed 30% of the total other eligible direct costs as set down in the draft budget submitted by the applicant;

- subsistence allowances for personnel participating in the project (for meetings, European conferences, etc.), provided that they do not exceed the scales approved annually by the European Commission¹²;
- travel allowances for personnel taking part in the project (for meetings, European conferences, etc.), provided that they are reasonable, justified, and that they comply with the principle of sound financial management, in particular regarding economy and efficiency. In case of travel by private car a flat reimbursement of EUR 0,22/km applies;
- purchase costs of equipment (new or second-hand), provided that such equipment is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for equipment of the same kind. Only the proportion of the equipment's depreciation corresponding to the duration of the project and the rate of its actual use for the purposes of the project may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency. The depreciation rule applies to any purchase above EUR 500;
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions set out in Section 10 of this call for proposals and in the grant agreement are met;
- costs arising directly from requirements imposed by the implementation of the project (dissemination of information, specific evaluation of the project, audits, translations, reproductions, etc.), including, where applicable, financial services costs (in particular the cost of financial guarantees).

Eligible indirect costs (administrative costs)

A flat-rate amount, capped at 7% of the project's eligible direct costs, is eligible under indirect costs, representing those of the beneficiary's general administrative costs that can be regarded as chargeable to the project.

Indirect costs are eligible provided that they do not include costs posted under another heading in the budget.

¹² The scales approved by the European Commission with regard to daily allowance and accommodation per country can be found at: http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_5_en.php

Indirect costs are not eligible when the applicant organisation also benefits from a Union operating grant.

9.6 Ineligible costs

The following costs shall not be considered eligible:

- return on capital,
- debt and debt service charges,
- provisions for losses or potential future liabilities,
- interest owed,
- doubtful debts,
- exchange rate losses,
- VAT, unless the beneficiary can show that it is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a Union grant,
- excessive or reckless expenditure,
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

Contributions in kind shall not constitute eligible costs.

10. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests¹³.

11. PUBLICITY

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

The Agency will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or on the occasion of activities for which the grant is used.

¹³ Contracts of up to EUR 5 000 may be the subject of a single tender. Contracts of up to EUR 25 000 may be the subject of a negotiated procedure with consultation of at least three candidates. Contracts of up to EUR 60 000 may be the subject of a negotiated procedure with consultation of at least five candidates. The beneficiary is required to document clearly the competitive tender process carried out and to keep these documents in case of an audit. [See Article 120 of Council Regulation (EC, Euratom) No 1605/2002, as amended and Article 184 of Commission Regulation (EC, Euratom) No 2342/2002, as amended.]

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

Furthermore, beneficiaries are required to clearly give prominence to the name and emblem of the European Commission on all publications, posters, programmes and other products realised under the co-financed project. To that end, they shall use the logo of the 'Youth in Action' Programme and the European flag, which the Agency will provide. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

12. DATA PROTECTION

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

The replies by the applicants 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 and correct or complete them.

For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

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.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1 Publication

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

http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_5_en.php

13.2 Application form

Application forms can be obtained from the following website:

http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_5_en.php

¹⁴ OJ L 8 of 12.1.2001, p. 1.

or by writing to:

Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/12/10
BOUR, 4/029
Avenue du Bourget, 1
BE-1140 BRUSSELS

Only one copy of the form will be sent out per request.

13.3 Submission of the grant application

Applications must be sent **no later than 10.09.2010** to the following address:

Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/12/10
BOUR, 4/029
Avenue du Bourget, 1
BE-1140 BRUSSELS

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

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

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

Applicants will be informed of the receipt of their proposals within 20 working days.

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

All unsuccessful applicants will be informed in writing.

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

13.4 Applicable rules

The following regulations and decision apply:

- Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007 (OJ L 343 of 27.12.2007, p. 9) amending Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (OJ L 248 of 16.9.2002, p. 1)
- Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111 of 28.4.2007, p. 13) amending Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 (OJ L 357 of 31.12.2002, p. 1) laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Union
- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 (OJ L 327 of 24.11.2006, p. 30), establishing the 'Youth in Action' Programme for the period 2007 to 2013

13.5 Contact

For any additional information, please contact:

youthcallforproposals@ec.europa.eu

Annexes:

- Application form
- Model agreement

