

**SPECIFIC PROGRAMME "FUNDAMENTAL RIGHTS AND
CITIZENSHIP" (2007-2013)**
CALL FOR PROPOSALS FOR ACTION GRANTS JUST/2013/FRC/AG
SUPPORT TO TRANSNATIONAL PROJECTS

1. INTRODUCTION

On 19 April 2007, the Council adopted Decision No 2007/252/EC¹ establishing the Specific Programme "**Fundamental Rights and Citizenship**" (FRC) for the period 2007-2013 as part of the General Programme 'Fundamental Rights and Justice', promoting the development of a European society based upon respect for fundamental rights, fighting against racism, xenophobia and anti-Semitism and promoting better interfaith and intercultural understanding and improved tolerance in the EU.

This call for proposals for action grants is based on the FRC Annual Work Programme for 2013². It aims to co-fund transnational projects that fall under the objectives of the FRC Programme³ and the priorities of this call. The indicative available budget for this call for proposals is **EUR 10 900 000**.

All proposals must demonstrate that they will generate an **added value at EU level** as opposed to national or regional level.

All organisations interested in submitting applications are strongly encouraged to study the detailed terms and conditions set out in this call for proposals and in the Guide for applicants published together with this call and constituting an integral part of the conditions of the call.

2. CALL PRIORITIES

2.1. Target groups

The call is targeted at European Union citizens or third countries nationals legally residing within the European Union territory and civil society associations, among other groups active in promoting the objectives of the programme. The beneficiaries of the call could be institutions and public or private organisations, universities, research institutes, non-governmental organisations, national, regional and local authorities, international organisations and other non-profit organisations established in the European Union.

2.2. Priority areas

Applicants must indicate in the Grant Application Form (select from the drop-down menu) which one of the below priorities their proposal addresses. **Projects submitted should focus on these priorities**. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion⁴. Projects submitted outside these priorities will also be evaluated but their assessment will take into account that they are not in conformity with the priorities of this call.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:110:0033:0039:EN:PDF>

² http://ec.europa.eu/justice/newsroom/files/frc_awp_2013_en.pdf

³ Art. 2 and Art. 3, Council Decision No 2007/252/JHA

⁴ Cf. Section 4.4: Relevance of application

Proposals shall complement the efforts of the EU in the area of fundamental rights; Duplications of already existing actions or of activities of EU bodies, in particular of the Fundamental Rights Agency, or of international organisations competent in the field of fundamental rights, such as the Council of Europe, will not be funded.

The proposals under this call shall focus on the annual priorities described below:

- Rights of the child
- Information on where the EU Charter of Fundamental Rights applies and where to turn to if fundamental rights are violated
- Combating different forms and manifestations of racism and xenophobia
- Fighting homophobia: Enhanced/improved understanding and tolerance
- Training and networking between legal professions and legal practitioners
- Awareness-raising about Union citizenship and the rights attached to it and identification of obstacles to their effective exercise
- Awareness-raising and information about the EU rules on free movement, in particular Directive 2004/38/EC
- Facilitation of the sharing of knowledge and exchange of best practices on acquisition and loss of Union citizenship
- Address the gender imbalance in participation in the European Parliament elections
- Data protection and privacy rights

2.2.1. Rights of the child (RoC)

Priority will be given to proposals that focus on or explicitly include a majority of children from vulnerable groups. All projects should not only develop a sound methodology using recognized existing good practice or tried and tested intervention models, but also consist of a large proportion of concrete and practical delivery to the specific target groups identified.

Within this context the following actions will be considered for funding:

- Training for practitioners/professionals dealing with children in residential care or detention: on the rights of the child and on how to communicate with children in an age- and context-appropriate manner⁵.
- Development and delivery of training modules on child-friendly justice⁶ for legal and other (e.g. social and health workers, police) professionals and practitioners who interact with children in the context of judicial proceedings (civil, criminal or administrative law). Modules should be developed in order to be made available and be easily adaptable for use in all EU Member States. Modules must be piloted and adapted where necessary as a result of piloting and as part of the project. Specific focus should be on:

⁵ See Council of Europe guide: Securing Children's Rights: Guide for Professionals in alternative care (2013):

http://www.coe.int/t/dg3/children/ChildrenInCare/ChildrenInCare_en.asp

⁶ In accordance with the 2010 Guidelines on child-friendly justice of the Council of Europe

http://www.coe.int/t/dghl/standardsetting/childjustice/default_en.asp

- Interdisciplinary training on the rights and needs of children of different age groups and on proceedings that are adapted to them in the context of implementation of Article 12 of the UN Convention on the rights of the child (UNCRC)⁷ (The right to be heard).
- Modules for professionals having direct contact with children must include training on communicating with them at all ages and stages of development, and with children of particular vulnerability.
- Fostering participation of Roma children through identification and development of effective approaches to involve them in matters that concern them. The aim should be to empower Roma children and to build a basis for their meaningful participation at local, regional and national levels.
- Structural improvements to the provision of general information to children on their rights, namely by piloting good practice or the further rollout of good practice in the provision of general legal/rights-related advice for children, such as by way of legal advice clinics for children or mobile legal advice units, whose work is firmly grounded in the rights contained in the EU Charter of Fundamental Rights and the UN Convention on the rights of the child.

2.2.2. Information on where the EU Charter of Fundamental Rights applies and where to turn to if fundamental rights are violated (CFR)

In order to strengthen a shared culture of fundamental rights within the European Union and the effective enforcement of the Charter of Fundamental Rights of the EU, this call seeks to promote information and training activities to improve the knowledge and understanding of the scope and application of the Charter. Priority will be given to projects with a focus on directing individuals who believe their fundamental rights have been violated towards the appropriate authorities. More precisely, the Commission explained in the 2011 Report on the application of the Charter of Fundamental Rights (COM(2012)169final), that it would examine how to encourage authorities that handle complaints on fundamental rights to establish citizen-friendly "admissibility check lists" enabling complainants to determine whether their case can likely be dealt with by the bodies concerned. Priority will be given to projects targeting National Human Rights Institutions, Ombudsmen (including for children) and Equality bodies, which promote exchange of best practices in the elaboration of such admissibility check lists and that include at least three EU Member States. Project proposals should clearly state their complementarity and added value with the work carried out by the EU Agency for Fundamental Rights (FRA) in the framework of the CLARITY' (Complaints, Legal Assistance and Rights Information Tools for You) project⁸.

2.2.3. Combating different forms and manifestations of racism and xenophobia (RaX)

Proposals under this priority should aim to raise awareness on racism and xenophobia or contribute to the development of effective reporting data collection and exchange of practices as regards redress mechanisms to address these phenomena, in particular hate speech and hate crimes, to support the implementation of the Framework Decision on Combatting certain

⁷ United Nations Convention on the Rights of the Child <http://www2.ohchr.org/english/law/crc.htm>

⁸ FRA, Annual Work Programme 2013, available at:

http://fra.europa.eu/fraWebsite/attachments/FRA_AWP2013_EN.pdf

forms and expressions of Racism and Xenophobia by means of Criminal Law⁹. In particular, the Commission seeks to fund the projects aiming at strengthening the competences of law enforcement authorities. Project proposals should avoid any duplication with the work carried out by the EU Agency for Fundamental Rights (FRA).

2.2.4. Fighting homophobia: Enhanced/improved understanding and tolerance (HMPB)

Proposals under this priority should emphasise the fundamental rights perspective in the fight against homophobia; in particular, projects should aim at better identifying homophobic attitudes and stereotypes. Priority will be given to projects aimed at analysing and improving the redress and reporting mechanisms, methods, practices of hate speech and hate crimes. In particular, the Commission seeks to fund the projects aiming at strengthening the competences of the law enforcement authorities.

2.2.5. Training and networking between legal professions and legal practitioners (TRAI)

In order to strengthen a shared culture of fundamental rights within the European Union, this call seeks to support training and awareness-raising activities aimed at improving the knowledge and understanding of legal, judicial and administrative authorities, legal professionals and practitioners of the rights and principles laid down in the Charter of Fundamental Rights of the EU. Priority will be given to projects aiming at training of national authorities, in particular law enforcement authorities, in the areas of the fight against racism, xenophobia, antisemitism and homophobia. In addition, the Commission will also support cooperation and exchange of information between the legal professions and all legal practitioners in the area of fundamental rights.

2.2.6. Awareness-raising and information about Union citizenship and the rights attached to it and identification of obstacles to their effective exercise (CITI)

In the follow-up of the 2013 European Year of Citizens, the proposals under this priority should be aimed at

- raising awareness about Union citizenship, the rights attached to this status and its concrete benefits for Union citizens
- identifying obstacles to the effective exercise of these rights by Union citizens in their daily lives as well as solutions and best practices to tackle these obstacles, in line with the exercise launched by the EU Citizenship report.

2.2.7. Awareness raising and information about the EU rules on free movement, in particular Directive 2004/38/EC (FREE)

With a view to enhancing on the ground the implementation of the right to free movement and residence for EU citizens and their family members, the proposals should aim at improving:

- the knowledge and expertise on the EU rules on free movement, in particular Directive 2004/38/EC, of local/regional/national authorities involved in implementing those EU rules

⁹ OJ L 328/55, 6.12.2008, p.

- the understanding of wider implications of free movement, including the exchange of best practices in tackling abuses of free movement.
- the awareness by EU citizens of their right to free movement and assisting them in enforcing effectively their rights.

2.2.8. Facilitation of the sharing of knowledge and exchange of best practices on acquisition and loss of Union citizenship (BPoC)

Proposals should aim at acquiring and sharing knowledge and exchanging experience on conditions and procedures for forfeiting Member States' nationality and, consequently, EU Citizenship, with a view to disseminating good practices and, where necessary, facilitating cooperation without encroaching on national competences.

N.B: The introduction of Union citizenship does not compromise the principle of international law that States have the power to lay down the conditions for the acquisition and loss of nationality. This principle is not affected by the Treaty on the Functioning of the European Union and has been confirmed in case-law of the European Court of Justice. According to this case-law, when exercising their powers in the sphere of nationality, Member States must have due regard to EU law, in so far as their relevant decisions affect the rights conferred and protected by the legal order of the Union.

2.2.9. Address the gender imbalance in participation in the European Parliament elections (GEND)

Electoral turnout for the European Parliament elections is lower among women than among men and women consider in a higher proportion not to be sufficiently informed on the elections. Only 35% of the members of the European Parliament elected in 2009 are women.

Proposals should aim at observing and examining the evolution of women's participation in European Parliament elections as voters and candidates, including in the context of the 2014 European Parliament elections. On basis of the lessons learned the proposals should focus on further improving women's involvement and turnout in the future.

2.2.10. Data protection and privacy rights (DATA)

The protection of personal data is a fundamental right and is explicitly recognised by Article 8 of the EU's Charter of Fundamental Rights, but individuals do not always feel in full control of their personal data: three out of four Europeans are worried about how companies – including search engines and social networks – use their information. Only a third of Europeans are aware of a national public supervisory authority responsible for protecting their personal data rights (33%).¹⁰ This erodes their trust in online and other services and holds back the growth of the digital economy in general. The Commission's 2012 proposals for a EU data protection reform further strengthen individual rights.¹¹

Under this priority, proposals should focus on:

- Training and awareness raising on data protection, including general information on the fundamental right to the protection of personal data and on the possibilities

10 Special Eurobarometer 359 Attitudes on Data Protection and Electronic Identity in the European Union, June 2011

11 COM (2012) 11, COM (2012) 12

for individuals to seek redress. Such awareness-raising campaigns can for example take place on the occasion of the European Data Protection Day (28th January);

- Improving practical cooperation between European Data Protection Authorities;
- Training and awareness raising on reinforcing children's protection of personal data in the online environment, especially taking into consideration the development of mobile devices ;
- Identifying and tackling the challenges posed by new technologies for the fundamental right to data protection;
- Raising awareness and developing knowledge of technological and organisational means to improve data protection compliance, including personal data protection by design and by default, and data protection certification and verification methods and techniques.

2.3. Type of activities

For reporting and monitoring purposes, applicants must indicate clearly on the application form (under "main type of activities") which one of the four categories listed below best reflects the core activities on which their proposal will be focusing. However, the proposal may also include activities belonging to other categories.

- **Analytical activities:** Carrying out studies, surveys and data collection activities in the fundamental rights and citizenship field.
- **Training activities** in the fundamental rights and citizenship field.
- **Mutual learning, exchange of good practices, cooperation:** Identification, analysis, promotion and dissemination of good practices in the fundamental rights and citizenship field at European level.
- **Awareness-raising, information and dissemination** in the fundamental rights and citizenship field.

3. ADMINISTRATIVE AND FINANCIAL PROVISIONS

3.1. How many proposals can be submitted?

An organisation may submit several applications but with each application they shall propose a different distinct project. Only one application will be accepted for any given project. In case there are several applications for the same project the Applicant will be asked to clarify which application shall be evaluated.

An organisation can participate in multiple projects as partner. Project coordinators can participate as partner or associate partner in a project submitted by a different project Coordinator¹². However, organisations interested in participating in multiple projects shall have sufficient operational and financial capacity to implement the activities assigned to them in case more than one proposal gets selected.

A project may receive only one grant from the EU budget.

¹² For further information on who can be a Coordinator, Co-beneficiary partner or associate Partner please consult the Guide for Applicants.

3.2. Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed. Applicants should take into account the time needed for the evaluation of the proposals and the time required for preparing the Grant Agreement (indicatively, not less than 5 months after the deadline of the call). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement.

Start of the project before signature of the Grant Agreement will be accepted only under exceptional circumstances, where the Applicant can demonstrate the need to start the action before the Grant Agreement is signed. **A project that has already started before the date the grant application was submitted is not eligible for funding.**

Projects should have an initial duration not exceeding 24 months.

3.3. Financial provisions

The funding under this call is provided based on the co-financing principle: **the grant cannot constitute more than 80% of overall eligible project costs.** The organisations implementing the action should ensure that the outstanding balance is covered from sources other than the EU budget. The project budget must have revenue and expenditure in balance.

The co-financing not covered by the Union grant may come from own resources of the organisations implementing the action or from another donor organisation or from income generated by the project. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Contributions "in-kind", i.e. non-financial resources made available free of charge by third parties to the project, **are neither an eligible cost nor are they accepted as income of the project. They cannot be included in the project budget.** They can however be indicated in the application for information. More details on contributions in kind can be found in the Guide for Applicants.

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

The EU grant applied for shall be reasonable and proportionate to the proposed activities. There is no maximum limit, but **a minimum limit:** the grant applied for cannot be less than **EUR 75.000.**

In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the Guide for Applicants published together with this call for proposals. As a result of this budget review, **the amount of the grant contained in the Grant Agreement may be lower than the amount requested** by the Applicant.

Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred. The agreement is a standard agreement. Its terms and conditions may not be altered and are not subject to negotiation.

For detailed information on the payment conditions please consult the Guide for Applicants.

Please note that new rules concerning **eligibility of VAT** are in force since 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Applicants for more detailed information.

4. SELECTION PROCEDURE

Proposals will be evaluated by an evaluation committee made up of Commission staff. The Committee may be assisted by external experts. The submitted proposals will be evaluated exclusively on the basis of the criteria outlined below.

4.1. Exclusion criteria

Organisations may not participate in this call for proposals if they are in any of the situations referred to in Article 106(1) of the Financial Regulation¹³. They may not be awarded a grant if they are in one of the situations referred to in Articles 107(1) of the Financial Regulation. A full list of the exclusion criteria is included at the end of the Grant Application Form and of the Partner/Associate Partner Declaration Form. By submission of an application via PRIAMOS, the Applicants declare that they are not in one of the situations of exclusion. Co-beneficiary partners make this declaration by signing the Partner Declaration Form.

4.2. Eligibility criteria

To be eligible, applications must fulfil all of the following criteria. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

4.2.1 Eligibility of the Applicant and of the co-beneficiary partners

Applicants and co-beneficiary partners must comply with the following requirements:

- 1) **Legal status:** Applicants and partners must be legally constituted public or private organisations or institutions (non-governmental organisations, national, regional and local authorities, university departments and research centres) or international organisations.

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot submit applications.

Only organisations/legal entities can participate: natural persons (private individuals) are not allowed to submit applications

- 2) **Non-profit:** The Applicant must be non-profit-oriented. This will be assessed on the basis of the statutes of the organisation, in particular whether those allow for the possibility to distribute profit to members/shareholders. Bodies and organisations which are profit-oriented shall have access to grants under the call only as partners if justified by the nature of the action.
- 3) **Eligible country:** Applicant and co-beneficiary partners must be legally established in an eligible country.

¹³ Regulation (EU, Euratom) n° 966/2012 of 25/10/2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/2012, p.1.

Eligible countries: all EU Member States.

The FRC Programme is also open to organisations from acceding and candidate countries under certain conditions. However, for this call these conditions are still not met and organisations from these countries therefore cannot participate. If, before the deadline for submission of proposals, the required conditions are met by any one of these countries, a notification will be placed on the FRC website informing applicants that organisations from such countries can participate as applicants.

4.2.2 Eligibility of the application

- 1) The grant application must have been submitted no later than the deadline set out under section 6.1 of this call for proposals;
- 2) The grant application must be submitted using the online application tool of Directorate-General Justice (PRIAMOS) on the standard Grant application form, including all mandatory information and be accompanied by all compulsory documents and annexes requested under section 6.3 of this call for proposals;
- 3) Projects cannot have already started prior to the date of submission of the grant application;
- 4) The project must be transnational and must be submitted by a partnership of at least two eligible organisations (an applicant plus minimum one partner) from two different eligible countries (i.e. from two different EU Member States);
- 5) The EU grant applied for cannot be lower than EUR 75 000;
- 6) The application must contain a balanced budget presenting the sources of co-financing other than the EU grant, taking into account that the EU co-financing cannot exceed 80% of the total eligible costs.

4.3. Selection criteria

Applications will be evaluated on the basis of the following selection criteria:

- 1) The Applicant's **operational and professional capacity** to complete the proposed action:

The Applicant must have appropriate competencies and experience to implement the proposed action and to maintain its activities during its period of implementation. The key staff involved in the project (Applicant and Partners) must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. For the purpose of the evaluation, the applicant must provide a description of its activities (Annual technical/narrative report of the applicant organisation) and the CVs of key staff with the Grant Application Form.

The application will be eliminated if it does not demonstrate sufficient operational and professional capacity.

- 2) The Applicant's **financial capability** to implement the proposed action:

The Applicant must have stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding; it should be able to cover the funding which is not covered by the Commission's grant. For the purpose of the evaluation, the applicant must present its annual financial statements (profit and loss account and, if available, balance sheet) for the last year available, and if applicable, an external audit report.

If the Commission considers that financial capacity is not satisfactory, it may request further guarantees, impose risk mitigation measures or reject the application.

4.4. Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

All projects will be assessed against the following criteria:

1) Relevance to the call priorities (30 points):

Proposals will be assessed as to their degree of relevance to the priorities of the call for proposals, complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes, and on their ability to attain the desired objective, particularly in terms of the relevance of the expected results and practical impact.

2) Quality of the proposed action (30 points):

Quality in terms of conception, organisation, clarity of presentation, methodology, allocation of resources and expected results.

3) Value for money (10 points):

Appropriateness of the amount requested for co-financing in relation to expected results (cost/benefit ratio).

4) European dimension: the partnership and geographical scope of the project (20 points):

Geographical scope of the project in terms of partners, participants and target group and its added value at European level. Overall priority will be given to large-scale projects built on a wide partnership involving organisations from a significant number of Member States and offering a true European scope and relevance.

5) Sustainability of the project, impact and dissemination (10 points):

Adequate follow-up of project outputs, impact of the expected results and measures planned for the dissemination of the results.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available. **Proposals not attaining an individual score of 21 points for the relevance criterion (award criterion 1)) and an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.**

Once the evaluation procedure is completed, including the opinion of the Programme Committee and the adoption of the Commission's award decision, the Commission will inform each Applicant of the final decision taken. The Commission will then prepare the Grant Agreements for the selected applications (this may or may not include dialogue with the Applicant concerning any necessary technical and financial adjustments).

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of the projects that can be funded from the available budget.

Therefore, the Commission reserves the right to set up **a reserve list in addition to the award list**. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn by the Applicant. In this case the Commission will contact the Coordinator of the project ranked highest on the reserve list.

5. KICK-OFF MEETING

The Commission intends to organise a one-day "kick-off" meeting in Brussels for the successful applicants. The meeting will be dedicated to networking, project management, administrative aspects and reporting obligations. Therefore, the cost for participating at the seminar can be considered as eligible costs if they are included in the proposed project budget. Hence, the budget of the proposal should include travel costs to and from Brussels and 1 overnight stay (if necessary) for up to 1 to 2 representatives of the coordinating organisation (including at least the project coordinator but ideally also the financial coordinator if not the same person).

6. HOW TO SUBMIT AN APPLICATION

6.1. Procedure for submission of application

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

In order to access the system, Applicants **first need to register** (this involves Applicants providing some basic data about themselves and their organisations). It should be done as soon as a decision is taken to participate in this call. Subsequently, they shall receive a password to be used to access the system. Please note that if you are already registered there is no need to re-register but there is an obligation to ensure your registration details are up-to-date.

Applications must be submitted, in their entirety, through PRIAMOS. No applications (partial or entire) submitted on paper, fax or e-mail will be considered.

If the applicant submits more than one version of the Application Package, only the latest version submitted is taken into consideration for the evaluation.

Information and guidance on how to register and submit your application via PRIAMOS can be found in the Guide for applicants and on the following website:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The **deadline for submitting proposals** via the PRIAMOS system is

12 March 2014, 12:00 (noon) Central European Time

The Guide for Applicants also explains how the application package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. However, Applicants will be able to access their application any time after the above deadline.

Please note that, although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable **not to wait until the last moment to register on the system and submit your application.**

The Commission may contact the Applicant should a **need for clarification or information** arise during the evaluation of the project. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form. The Applicant may be imposed a short deadline to provide the information requested. Therefore, **please make sure that the e-mail address in your Grant Application Form is correct and checked regularly.**

6.2. Grant application form

The specific **Grant Application Form** set as mandatory for this call is available in PRIAMOS. The Applicant will be able to download it once it has registered in PRIAMOS.

The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **JUST/2013/FRC/AG**

6.3. List of required documents

The mandatory templates for *Annex 1- Project Description and Implementation Form*, *Annex 2 – Budget* and *Annex 3 – Partner/Associate Partner Declaration* will be available in PRIAMOS as an attachment to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes. The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All annexes should be attached to the Grant Application Form in accordance with the instructions given in the Guide for Applicants. An application is considered complete only if all annexes have been provided.

ANNEXES	
Annex 1: Project Description and Implementation Form	You <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. Please upload the temple in the original Word format and <u>do not scan</u> the document before attaching it to the Grant Application Form.
Annex 2: Budget form	You <u>must use the mandatory template</u> , complete it in accordance with the instruction given in the Guide for applicants. The budget figures contained in the Budget form must match those indicated in the Grant Application Form. Please upload the temple in the original Excel format <u>do not scan</u> the document before attaching it to the Grant Application Form
Annex 3: Partner/Associate Partner declaration	Partner organisations <u>must use the mandatory template</u> and complete it in accordance with the instructions given in the Guide for Applicants. The Application package should contain one declaration for each Partner indicated at other sections of the Application Package. All sections of the

	<p>template shall be completed and the form shall be signed and dated by the authorised signatory of the partner organisation.</p> <p><u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to Grant Application Form. The filled but unsigned Word version will not be accepted, you should also avoid scanning every page separately.</p>
Annex 4: Curriculum vitae (CV)	<p><u>No</u> mandatory template is imposed but it is recommended to use the Euro pass format¹⁴.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1. The CV of the key staff should be submitted as Annex4. In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description</p>
Annex 5 Evidence of legal status	<p>Certificate of legal registration of applicant organisation Articles of Association or Statutes Fiscal registration showing the VAT number of the organisation</p> <p><u>No</u> mandatory template is imposed. Only official documents (and not self-declarations) are accepted. There is no need to submit translation of these documents. The documents submitted as evidence of legal status will allow verification of the Applicant's legal status and that it is properly constituted as a non-profit oriented organisation under the national law of one of the eligible countries as described under the eligibility criteria. .</p>
<p>Annex 6: Official annual financial statements (Balance sheets and profit and loss accounts)for the last financial year for which the accounts are closed + External audit report (if grant request is above EUR 750 000)</p>	<p><u>No</u> mandatory template is imposed Balance sheets and profit and loss accounts will allow verification of the applicant's financial capacity. They must be provided for the financial year 2013. If at the date of application the accounts for 2013 are not yet available yet the documents covering the financial year 2012 shall be submitted. In case the entity was established recently and thus have no closed financial year, please provide any document available that could help establish the financial capacity, and <u>at least a business plan</u>.</p> <p>If the grant requested is exceeding EUR 750.000, an audit report certifying the accounts for the last closed financial year of the organisation, produced by an approved external auditor is mandatory. If at the date of application the accounts for the financial year starting in 2013 are not yet available the report covering the financial year 2012 shall be submitted. Reports of audits conducted as part of or as follow up of an EU grant are not satisfactory unless the audit covered the overall accounts. This audit report has to be submitted even in case the applicant is not obliged to get such report prepared under the national legislation.</p>

¹⁴ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

<p>Annex 7: Annual technical/narrative report for 2012</p>	<p><u>No</u> mandatory template is imposed.</p> <p>The Annual activity report shall describe the activities the Applicant carried out during 2013. The report should be detailed enough to allow the verification of the organisation's aims and activities and its operational and professional capacity. If the final annual activity report for 2013 has not been approved yet by the responsible organ/management entity of the organisation the Applicant shall submit the draft version of the report certified by the legal representative of the organisation.</p>
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If the documents requested as Annexes 5, 6 or 7 are available on the Applicant's website, they can provide a link to the document, instead of providing the document itself. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex 5/6/7", as appropriate. It is the Applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the Applicant's website is not sufficient.

Annexes 5, 6 and 7 are not requested at the stage of application if the Applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

Additional information may be requested from successful Applicants before the signature of the Grant Agreement (in particular Legal Entity Form, Financial Identification Form).

7. CONTACT AND FURTHER INFORMATION

The FRC Programme website:

http://ec.europa.eu/justice/grants/programmes/fundamental-citizenship/index_en.htm

Call website:

http://ec.europa.eu/justice/newsroom/grants/2013_frc_ag_en.htm

Information regarding electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions regarding registration and application via PRIAMOS may be sent to:

HOME-JUST-PRIAMOS-USM@ec.europa.eu

Questions regarding the call for proposals may be sent by e-mail to the following functional e-mail address, indicating clearly the reference of the call for proposals:

JUST-FRC-PROGRAMME@ec.europa.eu

Questions will be answered as soon as possible, but please note that **questions received 7 calendar days prior to the deadline will not be responded to.**

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the call before the official publication of results.

8. APPROXIMATE TIMETABLE

The schedule of the call for proposals is envisaged as follows:

Publication of the call for proposals on the Commission website	November 2013
Deadline of the call for proposals	12 March 2014 12:00 (noon) CET
Evaluation of the proposals	First and Second quarter of 2014
Opinion of the Programme Committee	Second quarter of 2014
Commission Decision	Third quarter of 2014
Finalisation and signature of grant agreements	Third quarter of 2014

9. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

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

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)