

'Youth in Action' Programme

Call for proposals 2010 EACEA/15/10

Action 4.3c – 'Youth Support Systems' Support to youth workers' mobility and exchanges

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 is launched within the framework of sub-action 4.3c – "Youth Support Systems': Support to youth workers' mobility and exchanges" – of the 'Youth in Action' Programme, and in accordance with the 2010 Annual Work Programme on grants and contracts for the 'Youth in Action' Programme [Commission Decision C(2009) 7524 of 7 October 2009]². 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 Background and general objective

In its Resolution of 27 November 2009³ on a renewed framework of cooperation in the youth field (2010-2018) the Council agreed that "under this framework of cooperation, supporting and developing youth work should be regarded as cross-sectoral issues" (Article 5).

The Resolution defines youth work as "a broad term covering a large scope of activities of a social, cultural, educational or political nature both by, with and for young people. Increasingly, such activities also include sport and services for young people. Youth work belongs to the area of 'out-of-school' education, as well as specific leisure time activities managed by professional or voluntary youth workers and youth leaders and is based on non-formal learning processes and on voluntary participation".

Based on the definition of youth work provided in the Council Resolution, and considering the differences in the status of youth workers across Europe, this call is addressed to all professionals working with young people in a variety of non-formal contexts to facilitate their personal, social and educational development. Being learning facilitators may be their main task, but it is also as likely that youth workers take a social pedagogic or directly social work based approach. In many cases, these roles and functions are combined with each other.

The purpose of this call for proposals is to support, on an experimental basis, youth workers' mobility and exchanges with a view to promoting the acquisition of new skills and competences in order to enrich their profile as professionals in the youth field, as well as to help them better adapt to the changing needs of young people. It will also contribute to the capacity-building and the development of the structures involved. In doing so, this call will contribute to supporting the policy priority to support, recognise and professionalise youth work as a cross-cutting policy tool in Europe. This call provides grants to projects.

2.2 Specific objectives

The objectives of the call for proposals are as follows:

- to give youth workers the opportunity to experience a different working reality in another country;
- to gain a better understanding of the European dimension of youth work;
- to improve youth workers' professional, intercultural and language competences;
- to promote the exchange of experiences and approaches to youth work and non-formal education in Europe;
- to contribute to developing stronger and more quality partnerships between youth organisations across Europe; and
- to strengthen the quality and the role of youth work in Europe.

2.3 Specific 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 opportunities⁴.

³ OJ C 311/01 of 19.12.2009, p. 1.

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.

Preference will also be given to projects reflecting the following annual priorities⁵:

- European Year for Combating Poverty and Social Exclusion⁶;
- Youth unemployment and promotion of young unemployed people's active participation in society;
- Awareness-raising and mobilisation of young people around global challenges (such as sustainable development, climate change, migrations, the Millennium Development Goals⁷).

2.4 Indicative list of activities to be implemented

Youth workers should be fully integrated into the life of the organisation, to which they are sent, with a clear set of tasks to be accomplished during their period abroad. This should be well prepared in advance by the organisation in which the youth worker is based and the organisation to which it is sent in close cooperation with the participant(s) in the mobility experience. The activities to which youth workers may contribute should be relevant to the field of youth and non-formal education. Possible activities in which the youth workers may be involved include:

- initiating, developing and assisting in the preparation, implementation and evaluation of activities, projects, initiatives relating to the field of non-formal education and youth;
- introducing or reinforcing the European dimension in the host organisation;
- providing support for young people with fewer opportunities;
- building long-term partnerships and networks;
- learning, developing innovative approaches to youth work to be spread in their home context at the end of the mobility experience;
- activities aimed at encouraging young people's entrepreneurship;
- research and documentation activities related to youth work.

3. TIMETABLE

Applications must be sent to the Education, Audiovisual and Culture Executive Agency ('the Agency') no later than **22.10.2010**, the date of the postmark being conclusive. (Please read carefully Section 14.3 of this call for proposals concerning the procedures for submitting applications.)

Projects must start between **1 March 2011 and 30 June 2011**.

Projects will have a maximum duration of **12 months**.

The duration of the activity will have a minimum duration of **2 months** and a maximum duration of **6 months**.

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

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- **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).

⁵ More information on the annual priorities is available at:

http://ec.europa.eu/youth/youth-in-action-programme/doc122_en.htm

⁶ In line with the Decision N° 1098/2008/EC of the European Parliament and the Council on the European Year for Combating Poverty and Social Exclusion (2010)

⁷ More information is available at: <http://www.undp.org/mdg/basics.shtml>

However, if after the signing of the agreement⁸ 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 15 months.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of February 2011.

It is planned that beneficiaries receive the grant agreement for signature during February 2011. 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 February 2011.

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 cofinancing of projects under this call for proposals is estimated at **EUR 600 000**.

The maximum grant shall not exceed **EUR 25 000**.

More details on funding rules can be found in the "Annex: Specific funding rules", available at:

http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_3_en.php

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);
- ▶ bodies active at European level in the field of youth (ENGO), which have member organisations in at least eight (8) Programme Countries of the 'Youth in Action' Programme;
- ▶ public bodies based at regional or local level.

This applies to both applicant and partner organisations. Applicants must have a **legal status** and 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 should be based on a solid partnership between **two (2) partners** from **two (2) different Programme Countries** of which at least **one (1) from an EU Member State**, acting respectively as sending and host organisation of the youth worker(s) involved in the project. One of the two partners assumes the role of coordinating organisation and applies to the Executive Agency for the whole project on behalf of both.

⁸ Unless specified otherwise, the term "agreement" used in this call for proposals refers to both: a grant agreement and a grant decision.

Applicants must provide evidence of the trans-national nature of their project by submitting the **Mandates**⁹ (a preformatted document provided together with the application form) duly completed and signed.

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**¹⁰ 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**¹¹ 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**¹⁰ 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**¹¹ 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 who are legal entities and legally registered in one of the Programme Countries shall be eligible to submit applications. This applies also to partner organisations. The Programme Countries are as follows:

- **the Member States of the European Union**¹²: 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**;

⁹ As part of the application form, this document must be signed bilaterally by the applicant and the partner. With the **'Mandate'** a **'Partner'** grants power of attorney to the **'Applicant'** to act in his/her name and for his/her account during the implementation of the action. This document clearly describes the role and responsibilities of the **'Partner'** in the design and implementation of the action. In case of successful proposals the **'Mandates'** will be annexed to the Grant Agreement/Decision.

¹⁰ Forms are available on the following website: http://ec.europa.eu/budget/execution/legal_entities_en.htm

¹¹ 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/ftiers_en.htm

¹² 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 Union ('Overseas Association Decision') OJ L 314, of 30.11.2001:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2001D0822:20011202:EN:PDF>

- 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.

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 (22.10.2010)** 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 complies with the applicable funding rules** (for full details of the funding rules, see "Annex: Specific funding rules") and comply with the maximum grant amount set at **EUR 25 000**.

5.5 Eligible participants (youth workers)

Participants in the proposals submitted under this call for proposals must be professional youth workers legally resident in one of the 'Youth in Action' Programme Countries. Both paid employees and those working as volunteers in non-governmental organisations or local or regional public bodies active in the field of youth are concerned. There is no age limit of the participants.

In order to ensure the maximum benefits from the learning mobility experience both for the individual participant(s) and their sending and host organisations, a minimum of two years of relevant and documented professional experience in the field of youth work is required. Youth workers must have a clear, regular, structured and stable cooperation with their sending organisation. They must be identified in the application form.

Projects will support individual mobility of **up to two (2) youth workers**. When 2 youth workers are involved the project must be based on the principle of reciprocity, i.e. there should be a mutual exchange of youth workers between the two partner organisations. This will also allow partners to maintain stability in their human resources.

Youth workers engaged on a voluntary basis should provide proof that they have a solid connection as well as a regular, structured and long-term cooperation with their sending organisation.

This call is not targeted at young volunteers occasionally working in a youth organisation or public body.

6. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Union¹³ 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:

- (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;
- (iv) 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.

¹³ 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.

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).

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.

8. AWARD CRITERIA

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

❖ **Relevance of the project in relation to the objectives and priorities of the ‘Youth in Action’ Programme and of the call for proposals (25%)**

In this respect the following aspects will be assessed:

- (a) the project meets the general objectives and priorities of the ‘Youth in Action’ Programme (25%);
- (b) the project meets the specific objectives and priorities of this call for proposals (75%).

❖ **Quality of the project and of the working methods that it comprises (60%)**

In this respect the following aspects will be assessed:

- (a) the high quality of the work programme in terms of content and methodology, (including the quality of the preparation and evaluation phases), its clearness, consistency, innovative aspects and European dimension. The coherence of the programmes of activities when two youth workers are involved;
- (b) 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 and further develop youth work. The commitment of the partners to provide appropriate support to the participants;
- (c) the active involvement of youth workers in the definition of the project;
- (d) the impact and relevance of the project on participants' professional competences, as well as on the capacity-building of the partners involved (e.g. engaging more in international activities or further developing youth work activities);
- (e) the demonstrated added value of the project on the structures involved;
- (f) the visibility of the project as the quality of measures aimed at disseminating and exploiting project's results;
- (g) the project's multiplier effect as well as its long-term viability and potential to result in continued, sustained cooperation, in complementary activities or in long-lasting benefits for the partners and participants involved;
- (h) the consistency of the budget with the activities planned in the work programme.

❖ **Profile of promoters/participants involved in the project (15%)**

In this respect the following aspects will be assessed:

- (a) involvement of promoters and/or participants working with young people with fewer opportunities or with unemployed young people;

- (b) motivation and commitment of the youth worker(s) to participate in the mobility experience, to contribute to the activities of the host structure and to spread the learning outcomes of the experience in their home context upon their return.

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*¹⁴, Series C, as at the publication date of this call for proposals.

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 Contractual provisions and Payment procedures

In the event of definitive approval by the Agency, a grant agreement or a grant decision, drawn up in Euro and detailing the conditions and level of funding, will be sent to the beneficiary.

- Agreement: the 2 copies of the original agreement must be signed by the beneficiary and returned to the Agency immediately. The Agency will sign it last.
- Decision: the decision must not be returned to the Agency. The general conditions applicable to the decision [General Conditions: Mixed financing (re-imbursment based on percentage of eligible costs + lump sums and/or flat-rate financing in the form of scales of unit costs)] are available in the 'Documents register' of the Agency at the following website: <http://eacea.ec.europa.eu/index.htm>

As regards grant decisions, beneficiaries understand that:

Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.

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.

¹⁴ The *Official Journal of the European Union* may be consulted online at: <http://eur-lex.europa.eu/JOIndex.do?ihmlang=en>

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.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If actual eligible costs financed on the basis of a given percentage are lower than anticipated, the Agency will apply the rate of funding to the actual eligible costs. For actual eligible costs financed on the basis of flat rates and/or lump sums, the Agency's contribution shall be determined by application of the corresponding formulas, taking into account the actual implementation of the action. Where applicable, the beneficiary will be required to reimburse 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.

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-EU 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.

The requirement does not apply to public bodies and international organisations by public law established by intergovernmental agreements, or specialised agencies created by such organisations.

9.4 Double financing

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

Applicants may receive only one operating grant from the budget of the EU 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 EU institutions during the same financial year, stating in each case the budget heading, the European Union Programme and the amount requested.

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

Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out above, can be identified as specific costs with a direct link to the project's implementation and which can therefore be booked to it directly. Financing of eligible direct costs can take the form of:

(a) percentage reimbursement

The following headings/items of eligible direct costs shall be financed on the basis of the applicable percentage reimbursement:

- Participants' travel costs
- Exceptional costs (if applicable)

(b) financing on the basis of lump sums

The following headings/items of eligible direct costs shall be financed on the basis of lump sums:

- Activity costs

(c) financing on the basis of flat-rate in the form of scales of unit costs

The following headings/items of eligible direct costs shall be financed on the basis of flat-rate in the form of scales of unit costs:

- Participants' Subsistence costs
- Activity costs

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 interests.¹⁵

11. PUBLICITY

All grants awarded in the course of a financial year must be published on the website of the European 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 and of the partner;
- subject of the grant;
- amount awarded.

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

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.

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>

¹⁵ 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 and Article 184 of Commission Regulation (EC, Euratom) No 2342/2002.]

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 European Union institutions and bodies and on the free movement of such data.¹⁶

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, of 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, of 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. VALIDATION OF NON-FORMAL LEARNING EXPERIENCE

Each person who takes part in a ‘Youth in Action’ project, including participants in the projects to be granted under this call for proposals, is entitled to receive a **Youthpass** certificate, which describes and validates the non-formal and informal learning experience acquired during the project.

Issuing a **Youthpass** certificate supports the learning process within the ‘Youth in Action’ projects and enhances the quality of the projects.

Each beneficiary of a ‘Youth in Action’ grant under this call for proposals is responsible for:

- informing all participants involved in the project that they are entitled to receive a **Youthpass** certificate;
- issuing such certificates to all participants who request one.

More information can be found in the **Youthpass** Guide, available at: www.youthpass.eu

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 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_3_en.php

14.2 Application form

Application forms can be obtained from the following website:

http://eacea.ec.europa.eu/youth/funding/2010/call_action_4_3_en.php

¹⁶ OJ L 8 of 12.1.2001, p. 1.

or by writing to:

Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/15/10
BOUR, 4/029
Avenue du Bourget, 1
BE-1140 BRUSSELS

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

14.3 Submission of the grant application

Applications must be sent **no later than 22.10.2010** to the following address:

Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/15/10
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.

14.4 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

14.5 Contact

For any additional information, please contact:

youthcallforproposals@ec.europa.eu



Annexes:

- Specific funding rules
- Application form
- Model agreement