



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY

Directorate D : Fundamental Rights and Citizenship
Unit D4 : Financial support – Fundamental Rights and Citizenship

GUIDE FOR APPLICANTS

Specific transnational projects

Action Grants

Guide for submitting a grant application for an action grant under

Daphne III

Fundamental Rights and Citizenship

Drug Prevention and Information

DG Justice, Freedom and Security
The European Commission

Please read this guide carefully before you start preparing your application!



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1. Introduction

The purpose of this guide is to assist applicants in preparing a successful project and help them to understand administrative and financial rules governing Commission grants. It also aims at explaining technicalities of the submission process providing detailed information on how to fill in the grant application form, project description (Annex 1), budget (Annex 2) and other relevant annexes mentioned in the call for proposals.

The applicants are therefore requested to read this guide carefully before they start preparing the application package. The information provided in this guide is supplementary to the rules published in the call for proposal and should always be read together with this call. In case of any inconsistency or contradiction, the rules published in the call for proposals take precedence over this document.

This guide presents the common guidelines for three financial programmes – Daphne III programme, Fundamental Rights and Citizenship programme and Drug Prevention and Information programme. Although these programmes finance projects in different fields (violence, fundamental rights and drugs), the rules governing project submission are very similar and can be presented in a single guide for applicants.

For specific policy objectives, this year's priorities and detailed eligibility criteria for applicant organisations, please refer to the call for proposals for each of the respective three programmes.

2. General rules governing action grants

2.1. Who can apply? - Concept of the partnership

The Commission supports actions with European impact which aim to achieve an added value at European and not only at regional or national level. Thus, before submitting a grant application, applicants should consider whether national or regional sources of funding would be more appropriate than Union funding. Moreover, the Commission will only fund transnational projects, i.e. actions whose coverage, effects and impact go beyond regional or national perspective.

Due to the requirement for projects to have a European dimension, applications must be submitted by a partnership of at least two organisations from at least two different eligible countries. The applicant (coordinating organisation) will be required to put together a team of partners (co-beneficiaries) and, if relevant, also associate partners.

Although the minimum requirement for eligibility of a project is a partnership of two organisations, the Commission is looking for proposals with a maximum possible impact. Consequently, applicants should make sure that they can prove active involvement of a sufficient number of partners from different Member States and the impact of the results of the project in more than just one country.



2.2. Applicant (co-ordinating organisation and the beneficiary)

The applicant is responsible for the project conception and development and for submitting the grant application. Moreover, the applicant will be responsible for the overall management of the project, coordination of tasks, liaison with the Commission and management of the budget. The applicant will be the only point of contact for the Commission and will be responsible for all the communication between the Commission and partners.

The applicant will act as the coordinating organisation and, if selected, as the main contracting party that will sign the multi-beneficiary grant agreement after having received all the required powers of attorney from the partners.

The applicant accepts contractual and financial liability for the project in line with the provisions of the grant agreement. All grant amounts will be transferred to its accounts and it will be responsible for passing funds to co-beneficiaries of the project (partners).

The applicant will also be responsible for all the reporting and will prepare final financial statements and reports requested by the Commission.

For the specific criteria regarding the eligibility of an organisation to become an applicant, such as origin, non-profit rule, etc., please refer to the call for proposals of each respective programme.

2.3. Partners and other organisations involved

- **Partners (co-beneficiaries)**

Every project must be submitted by a partnership of at least two organisations from two different eligible countries (applicant and partner) which means that the applicant must have at least one partner organisation to be eligible to apply for the Commission grant.

All partners must be from countries eligible for financing at the time of submitting the application¹.

For the specific criteria regarding the eligibility of an organisation to become a partner, such as origin, non-profit rule, etc., please refer to the call for proposal for each respective programme.

Partners are organisations and institutions which, in cooperation with the coordinating organisation (applicant), participate in designing and implementation of project activities, share the relevant tasks and finance. Both the applicant and the partners form parties to the multi-beneficiary grant agreement and share contractual and financial responsibility towards

¹ For **Daphne** and **Drug Prevention and Information Programmes** eligible countries are EU Member States and Norway, Lichtenstein or Iceland (EFTA States which are party to the European Economic Area agreement).

For **Fundamental Rights and Citizenship Programme** eligible countries are only EU Member States.



the Commission for the proper and timely implementation of the project. The costs partners incur are eligible in the same way as those incurred by the applicant (beneficiary).

Notwithstanding this, the applicant remains the sole point of contact for the Commission and, as stated above, is responsible for the reporting and for providing the necessary information regarding the project.

To prove their involvement in the project, partners have to sign the partner declaration form at the stage of submission of the application. Later on, if the project is selected, the partners will sign mandates granting power of attorney to the applicant to conclude a grant agreement with the Commission.

The shared contractual and financial responsibility for the project also means that the organisations will have to agree on the contractual relation among themselves. This is usually done in the form of a partnership agreement for a specific project. The Commission does not intervene in the content of the partnership agreement between partners and respects different management styles of organisations as long as the provisions are not discriminatory and comply with national legal requirements. It should be noted that in case of discrepancy, the provisions of the grant agreement take precedence over any other agreement between the co-beneficiaries (partners) and the co-ordinator (the applicant)

- **Associate partners**

Organisations which either do not comply with the criteria for an applicant or partner organisations or do not wish to receive funding may participate in the project as associate partners. Any costs incurred by them will not be eligible. If their participation in the project requires some costs (e.g. for travelling and subsistence), these costs should be undertaken by the applicant or a partner.

Associate partners could be organisations from countries which are not eligible or simply organisations that will undertake activities directly linked to the project which require no costs. Thus, associate partners will not appear at all in the budget of the project².

Associate partners will sign an associate partner declaration form at the stage of submission of the application but will not be a party to the grant agreement concluded with the Commission. As such, their obligations towards the Commission are not of a contractual nature. Nevertheless, it is the applicant and partners who are responsible for ensuring that the activities of associate partners are implemented as their involvement forms a part of the project proposal and, later on, part of the conditions of the grant agreement.

- **Co-financers**

If a third party provides financial support for the project, it is considered to be a co-financer and must sign a co-financing declaration form with the respective amount to prove its contribution. Applicants should make sure that any amount included in the project's budget as

² However, if the associate organisation wishes to co-finance the project, it will be participating in a double role (as associate partner and as co-financer). In this case, it also has to fill out the co-financing declaration form.



third party contribution is supported by a co-financing declaration form. In case no co-financing declaration form duly signed by the legal representative is provided, or in case the amount declared in the budget is higher than the amount declared in the co-financing declaration form, the application will be excluded as the budget will be considered as not balanced (expenses do not equal incomes).

2.4. What kind of action can be financed by the Commission?

Every year, following the call for proposals for each specific programme, the Commission finances a considerable number of projects. Depending on the priorities of the call, these actions can include exchange of best practice, establishing of networks, conferences, seminars, workshops, publications, leaflets, creation of websites and many others.

Each of the three programmes will finance projects that are within the objectives and priorities of the call for proposals. It is therefore important that the applicant reads the call very carefully in order to identify the areas of interest for the Commission. There must be only one grant application per project, and this should be presented by the applicant. The applicants can however present more than one project with separate applications and these will be evaluated separately by the Commission. There is no limitation for organisations to participate as partners or applicants in more than one project submitted for funding under the same call.

Before submitting a grant application the applicants should always familiarise themselves with the work done in the field and the current state of knowledge in order to create a project that is innovative and can bring an added value. Projects that are merely a repetition of a previous action or do not take into account the existing knowledge will score low points when evaluated by the Commission.

The following types of action will not be funded by the Commission:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, etc.;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with the core (day-to-day) activity of the applicant or its partners;
- actions supporting individual political parties;
- actions through which the beneficiaries use the budget of the project to award grants under their own procedures and authority to third parties;
- legal actions before national or international courts regardless of their grounds or objectives.



3. Financial aspects of Commission financing

3.1. Financial rules governing grants

The Union's financial contribution may not exceed 80% of the total eligible costs of the action. A minimum of 20% of the total eligible costs must therefore be provided as a cash contribution either from the applicant organisation and/or partners or from another donor source. Evidence must be provided by the applicants that the funding is secured.

"Secured" means that funds are in the applicants' accounts or any funds promised by a partner (proved by the partner declaration form) or donor (proved by the co-financing declaration form) can only be subject to the condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution non-secured. For co-funding from public authorities, an additional condition of compliance with the relevant national budgetary regulations will be accepted.

The applicant must submit budget estimates in Euro, in which revenue and expenditure are in balance.

Costs budgeted should not include VAT, unless the organisation can provide a certificate from the competent tax authority, certifying that it cannot recuperate VAT paid on the costs on goods and services to be charged to the project.

Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project.

Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.

Co-financing by the Commission of a project under a programme cannot be combined with any other co-financing by another programme financed by the budget of the European Union.

As a general rule, selected projects will begin once the grant agreement is signed by both parties or on an agreed specific date given in the agreement. Expenditure is eligible from the date given in the grant agreement. Any costs incurred before that date are not eligible.

Contributions in kind are not taken into account in the calculation of the co-funding and are not considered as eligible costs.

The Commission cannot reimburse any costs that have been incurred in non-eligible countries.

3.2. Payment Procedures

As a general rule, the co-funding is provided in two instalments: a pre-financing payment on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.



A pre-financing payment up to 70% of the Commission's contribution will be paid within forty-five calendar days of the countersignature of the grant agreement. This percentage might be reduced in the case the analysis of the applicant's annual accounts shows an insufficient financial capacity. Alternatively, the Commission may request a financial guarantee covering the amount of the pre-financing payment until the final payment is released.

The balance will be paid once the Commission has accepted the final report and financial accounts.

In no case will the final amount of the grant exceed the maximum amount indicated in the grant agreement.

At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated cost.

The Commission may also reduce the final amount of the grant to ensure that the total project income does not exceed the total project costs.

Sums due shall be paid within no more than forty-five calendar days (for the pre-financing)/ninety calendar days (for the final payment) by the Commission. On expiry of the time-limit, the beneficiary shall be entitled to late payment interest. This only applies to valid complete payment requests or invoices.

3.3. Eligibility of costs – what kind of costs will be accepted?

The Commission can finance only those costs which are eligible according to the grant agreement signed between the Commission and beneficiaries. To be considered eligible for funding, costs must be:

- provided for in the estimated budget;
- necessary for implementation of the project covered by the agreement;
- reasonable and justified and in line with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- generated during the period of the project;
- actually incurred by the beneficiary, recorded in his accounts in accordance with the applicable accounting principles, and declared in accordance with the requirements of the applicable tax and social legislation;
- identifiable and verifiable;
- incurred in the EU Member States (or also Norway, Lichtenstein or Iceland - EFTA/EEA States in case of Daphne III and DPIP programmes).

In particular, the following costs are eligible provided that they satisfy the criteria set out in the previous paragraph:



- staff costs, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration;
- travel and subsistence allowances for staff, provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved annually by the Commission;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the agreement may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;
- costs of consumables and supplies;
- costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the project;
- costs arising directly from requirements imposed by the agreement (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees);
- overheads.

The following costs shall not be considered eligible: capital increases and return on capital; debt and debt service charges; provisions; interest owed; provision for doubtful debts; exchange losses; VAT, unless the beneficiary can show that he is unable to recover it; costs declared and covered by a specific action receiving a Union grant; excessive or reckless expenditure, expenditure not supported by documentary evidence or incurred outside the performance period, travel and subsistence fees for EU officials.

4. How to prepare an application

4.1. Submission mode and application form

Submission of an application can be done solely through the PRIAMOS on-line system. No other form of submission will be accepted. Applications or annexes sent by e-mail, post or fax will be rejected automatically.

The application and all annexes should be submitted in the language used for communication between applicant and partners of the project. For reasons of efficiency the Commission would strongly advise applicants to use English, French or German.

In order to submit an application, the applicant organisation will have to first register in the PRIAMOS system. Once the data is verified, the declared contact person for the project will receive a login and a password with which he/she will be able to access their profile. From the applicant's profile it is possible to search the relevant call for proposals and download the application form and annexes.



The grant application form is an Adobe Acrobat (pdf) document where the basic data about the project can be included. The description of the activities and costs should be provided in two main annexes which the applicants will download together with the application form. These are the project description (Annex I) and budget form (Annex II).

The applicant will need to attach these files (Annex I and Annex II) to the application form in their original format (excel and word). Please do not change the format and do not print and scan those documents for the purpose of submitting them.

4.2. Project Description - Annex 1 - What is a workstreams concept?

The project description form (an MS WORD document) is an annex to the application form (pdf document that the applicant downloads from PRIAMOS) and constitutes the main description of activities that the applicant together with partners wish to undertake. This document will provide the Commission evaluators with the detailed information about the project such as specific activities, dissemination, follow-up, evaluation, etc., and will be the main basis for evaluation.

Although the structure of the document may initially seem complex, it is guided by a few simple rules. It requires applicants to have carefully thought over and developed their proposal.

The project description form is divided into four parts:

- **Part 1 – General description of the project and applicant organisation**

This part is intended to allow the applicant to describe the background of the project, its general concept, the structure of the organisation and the timeline of the proposal. The questions are intentionally general in nature in order to give applicants an opportunity to present their project in the best possible way and to write what they think are the strong points of the proposal.

Nevertheless, applicants should always be as detailed and specific as possible and avoid presenting information which is not relevant, for example, previous projects, their usual activities and other information not directly linked with the proposal.

- **Part 2 – Description of workstreams and activities**

Contrary to the first part, which gives considerable freedom as to the form and content of the presentation, part two is very detailed and structured in order to ensure that applicants provide a detailed and concrete description of what they are going to do.

In order to achieve the overall goal and the main project objectives (as they are specified in Part 1), specific activities should be planned. These activities should be grouped together under separate workstreams in a logical, consistent and structured way. Each workstream then constitutes a sub-part of the project, a step leading to the achievement of the project's overall



goal. The activities should be grouped according to each applicant's own approach. However, the activities within each workstream should be clearly linked to each other and the logic should be coherent and consistent throughout the project. A well drafted proposal should show a clear link between each activity within a workstream and why each activity is required to reach the overall goal and the main objectives of the project.

In conjunction with the above, the applicant should also answer the question about what results this project will produce (both tangible and intangible). For each of the workstreams, the applicant will present a number of activities that lead to certain outputs and deliverables.

Outputs and deliverables are respectively intangible and tangible outcomes/results of the planned activities. Intangible results (outputs) could be seminars, conferences, research or an event. The emphasis here is rather on the intellectual content and quality of the result and not only on numbers. In this case the applicant should find the appropriate indicators that could measure successful implementation. For example, if the applicant organises a conference, it could be useful to measure its impact and quality not only by the number of participants, but also by asking them to fill in a questionnaire to measure the quality of the presentations.

On the other hand, tangible results (deliverables) are the results of activities that can be easily measured and counted. The applicant can produce a specific number of leaflets or DVDs. In this case it is easy to put an indicator by simple introducing a number of copies and languages available.

In addition to the workstreams with outputs and deliverables, at the beginning of the section the applicant will find workstream 0. This part is to allow the applicant to enter all activities that do not have a separate output or deliverables but are rather related to the general management and coordination of the project. The applicants can also put here activities that do not relate to any of the workstreams leading to a specific result, but which are directly linked to the project as a whole.

Each project will have at least two workstreams: workstream 0 with the management and coordination activities and workstream 1 with outputs/deliverables related to the objective of the project. It does not necessary mean that a project with only two workstreams will obtain a low score. The division should be logical and be guided by the different concrete results of activities. The project description form contains boxes for projects with up to 9 workstreams (including management and coordination). If you think your project has more than 9 workstreams, please try to group them in such as way so as to be able to present them in the space provided.

For example "production of a manual", "organisation of a conference" or "training for social workers" could be a separate workstream. Under each workstream, applicants should then enter an objective, list specific activities that they will undertake, list outputs and deliverables and finally enter costs of the workstream.

The applicant should always keep in mind that the primary objective of the workstream concept is to divide their project in a logical way and to allow evaluators to clearly see what results will be produced and how the applicant will organise this work.



- **Part 3 – Specific questions related to the implementation of the project**

This part of the application form is intended to allow the applicant to describe certain aspects of projects which could not be specifically addressed in part two but are nevertheless important to the successful implementation of any action. The applicant should describe why the project is innovative and how they will build on the existing knowledge in order to create an added value at European level.

Furthermore, the applicant should present any ethical issues and risks related to the project, and provide information on how they are going to address them. Finally, the applicant should explain the dissemination strategy and follow-up of the project. The last part will allow Commission evaluators to see what the chances are that the project will continue after the end of Commission funding.

Please avoid describing the project once again but rather try to answer each specific question in a concise manner.

- **Part 4 – Information about partners and associate partners**

The fourth part of the document includes information about partners and associate partners and their involvement in the project. Please remember that although the applicant will provide information in this document, each partner and associate partner will still have to prepare and duly sign a partner/ associate partner declaration form which the applicant will have to attach to the application package as separate documents.

4.3. Budget form – Annex 2 – How to fill in the budget?

The Budget should include specific and clear financial information which will facilitate the evaluation of your proposal. It will be read together with the application form, so please note that inconsistencies between the two forms, either in the planning of the actions (e.g. number or place of meetings, allocation to Workstream etc.), or in the terms used to describe each activity, will be evaluated unfavourably.

The Budget is an Excel document containing three sheets. The document is protected and you may enter data only in fields that you are supposed to fill out.

4.3.1. Sheet *Identification form*

This sheet includes general identification information on the project, the applicant and the partners. Please fill out all foreseen fields.

Please fill out the **legal names** of the Applicant and of the Partners. The Partners should be filled out in the same order as in Part 2.1 of the Grant Application Form.

The last field *Total amount requested from the Commission* is automatically filled out based on the information from the Sheet *Budget & Execution Summary*.



If you are applying for Daphne funding, note that the *Duration of the project* may only be 12 or 24 months. Until this field is filled out, an error message appears on Sheet *Budget & Execution Summary*.

4.3.2. Sheet *Forecast Budget Calculation*

This sheet should include all specific **costs** necessary for the implementation of the project, as well as the project **income** (funds) contributed by the applicant, the partners or co-financers (not the grant requested by the Commission, as this is calculated automatically by the budget form).

- **Budget Columns**

Budget Item:

Column *Budget Item* refers to column *Item* of the sheet *Budget & Execution Summary*. Every cost or income should be classified under one of the categories foreseen. For more detailed information on the classification and the description of direct (A-E) and indirect (F) costs please consult *Section 5 - Detailed rules concerning eligible costs* of this Guide.

Organisation:

In the column *Organisation* you should allocate entries to the respective organisations. Each cost may be allocated to only one organisation, the one that will incur the cost. It may be either the applicant or one of the partners. Please make sure that for each cost you indicate the correct partner reference according to the list of partners on Sheet *Identification Form* (Partner 1, Partner 2, etc).

For each source of income, the relevant organisation should be allocated (applicant, partner or co-financer). Please find more specific information on declaring income from co-financer below in the income section.

Workstream:

The column *Workstream* should indicate the relevant workstream with which each cost is linked. The description of activities in the project description (**Annex 1**) and the cost description in column *Description of item* of this sheet should provide all necessary information to establish the link between the cost and the workstream.

Under Workstream 0 you should enter all coordination and management costs that will be incurred by the applicant and all its partners, as well as other costs that are linked to the general implementation of the project rather than to a specific workstream. Thus overheads (F) should only be allocated to workstream 0.

Description of item:

In the column *Description of item* you should provide a specific break-down of costs describing each of them concretely. The Budget aims at providing clear financial information, and this column should therefore not be filled out referring vaguely to activities (e.g. Training, Website, Leaflet etc), but each entry should be a very specific cost (e.g. Salary for X trainers for X days, lay-out of website, maintenance of website, lay-out of leaflet, printing of leaflet etc.).



Unit, Amount in EURO per unit and Number of units

In these columns, you should present a detailed calculation of the cost with reference to the appropriate unit. As a general rule, lump sums should be avoided.

- **Specific categories of entries**

Overheads (Budget item F):

Overheads should be included in the list of costs (it is not possible to indicate the requested amount directly on Sheet *Budget & Execution Summary*). If overheads are split among the partners, then a specific entry should be added for each partner. The amount should be calculated as a lump sum. The corresponding Workstream should be Workstream 0. In any case, the sum of all overheads cannot exceed a maximum of 7% of the total Direct Costs (cost categories A+B+C+D+E).

Income (Budget item I):

Income refers to any funding other than the grant requested from the European Commission. This funding should be secured and may come from the applicant, a partner or a co-financer. Separate entries should be included for each source of co-financing (applicant, each partner, each co-financer).

In column *Budget Item*, you should select *I*, in column *Organisation*, the respective organisation and in column *Workstream*, only *Income*.

In column *Organisation*, specific references are provided in the drop-down menu for the applicant and the partners. For income from each co-financer, you should select *Co-financer* and indicate the name of the co-financer in the column *Description of item*.

The amount should be entered as a lump sum (*number of units* should be 1) and it should be copied from the respective partner declaration or the co-financing declaration form (**Annex 5a or 6 respectively**). For contributions from the applicant, only the Budget needs to be filled out and no other declaration needs to be provided.

- **Functions inserted in the sheet**

Error messages:

A number of Error messages are included in this sheet in order to ensure that columns *Budget Item*, *Organisation* and *Workstream* are filled out correctly.

For each entry, all three columns should be filled out. Drop-down menus are included in all of them and you may select only one of the respective entries.

In case a field is not filled out or in case the wrong entry is selected, the background of the respective field will turn red. Please consult the Index of Error Messages on top of the page and correct your entry.

Grouping of costs:

For each column, you may filter and sort the entries using the relevant arrow inserted in the title line. Sorting under multiple parameters is possible. Please note that the box ***Subtotal*** on the top of the page indicates each time the total amount of the currently visible entries.

Printing of the budget sheets:

The formatting of this sheet permits a large number of entries and no print area is preset. For submitting the application form you do **not** need to print the Budget (only the electronic version should be attached to the application form). However, if - for your personal use - you



need to print this sheet, you should set the print area to the part of the sheet that you have actually filled out, in order to avoid printing dozens of blank pages.

4.3.3. Sheet *Budget & Execution Summary*

This sheet is not active for the applicants. The totals per Budget Item appear according to the information inserted on the Sheet *Forecast Budget Calculation*.

Please note that the amount Contribution from EC is automatically calculated by deducting all declared Income from the Total costs (thus the Budget will every time be balanced).

Error messages will appear in this sheet too, in case you exceed the maximum percentage for Overheads or the maximum percentage of the Contribution from EC (and – only for Daphne applications – the maximum amount of EC Contribution per year). In this case you need to correct the entries in the Sheet *Forecast Budget Calculation*.

4.4. Other annexes

Along with the project description and budget form, applicants will also have to attach several other attachments such as partner declaration forms, co-funding declaration forms, statutes and certificates of registration, etc.

For a detailed list of annexes and requirements, please refer to the call for proposals. The applicant should make sure that they attach all the required annexes as failure to do so will render their application ineligible.

Please use the templates provided by the Commission:

	Name of the document	Comments
1.	Project Description	This file is a WORD document. You do <u>not</u> need to sign it.
2.	Budget form	This file is one document and it should be attached in electronic form as an active excel workbook. You do <u>not</u> need to sign this document.
3.	Applicant legal entity form	<p>The Applicant needs to fill out and print this document and have it duly dated and signed by its legal representative.</p> <p>The applicant organisation should attach a scanned copy of the duly dated and signed form to the application package.</p> <p>The registration data of your organisation in the PRIAMOS system should always correspond to the information in the legal entity file.</p>



4.	Applicant financial identification form	<p>The Applicant needs to fill out and print this document and have it duly dated and signed by its legal representative.</p> <p>The applicant organisation should attach a scanned copy of the duly dated and signed form to the application package.</p>
5.a	Partner declaration form (includes declaration on exclusion criteria and legal entity Form)	<p>Each partner needs to fill in and print this document, have it duly dated and signed by its legal representative and send it (by post, fax or e-mail) to the applicant organisation.</p> <p>The applicant organisation should attach a scanned copy of the duly dated and signed form to the application package.</p>
5.b	Associate partner declaration form	<p>Each associate partner needs to fill in and print this document, have it duly dated and signed by its legal representative, and send it (by post, fax or e-mail) to the applicant organisation.</p> <p>The applicant organisation should attach a scanned copy of the duly dated and signed form to the application package.</p>
6.	Co-financing declaration form	<p>Each co-financing organisation needs to fill out and print this document, have it duly dated and signed by its legal representative and send it (by post, fax or e-mail) to the applicant organisation.</p> <p>The applicant organisation should attach a scanned copy of the duly dated and signed form to the application package.</p>

In addition, applicants must submit the following supporting documents using their own format:

	Name of the document	Comments
7.	Official annual financial statements (Profit and loss account and/or balance sheet) for the past 2 years that demonstrate the applicant's financial capacity, and , in the case of grants exceeding € 500.000 an audit report certifying the accounts for the last financial year available, produced by a certified external auditor (not applicable for universities and public authorities).	For the maximum amount of the grant available for the specific programme see the relevant section of the call for proposals.
8.	Curriculum vitae of key staff performing the work in connection with the project.	You should attach least CVs of all project coordinators both from applicant organisation and partners, main researchers or experts working on the project and the CV of a person responsible for



		financial management.
9.	Applicant's article of association or statutes and proof of legal registration of the applicant.	These documents should prove that your organisation is legally constituted in one of the Member States or EFTA/EEA countries and that it has a non-profit nature.
10.	Annual technical/narrative report of the applicant organisation for the previous year.	

For easier reference, before attaching the annexes to the Grant Application Form, please always indicate the number of the annex and its name as it appears on the list above.

Example: Annex6_cofinancing_organisationX.pdf
Annex5b_AssociatePartner_AssociationY.pdf

5. Detailed rules concerning eligible costs

Below you will find a detailed description of eligibility rules for each category of costs that you could enter in the budget. Please make sure that your costs comply with these rules as otherwise they may be rejected by the Commission at a later stage.

5.1 Eligible direct costs

5.1.1 Staff Costs (Item A)

Personnel costs shall be charged in respect of the actual time devoted to the project. They shall be calculated on the basis of the actual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration. The time, which each employee spends working on the project, shall be recorded using timesheets or an equivalent time registration system established and certified by the employer.

Salary (fees) of non-permanent staff may be charged to this category if the individual concerned works for the coordinator or co-beneficiary with a contract or individual sub-contract explicitly linking the person to the project, provided that such practice complies with the relevant national legislation. The time spent on the project shall be recorded on a regular basis using timesheets or an equivalent time registration system established and certified regularly by the employer. The eligible cost shall be equal to the actual payment made to the individual concerned in relation to the project.

Civil servants' salary costs may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public organization would not have carried



out had the project concerned not been undertaken. The staff in question must be specifically seconded to the project and they must represent an additional cost.

When filling out Staff costs in the Budget, you should indicate the name of the employee (if known), the job title and indication of his/her working status (e.g. permanent/non-permanent staff, self-employed, civil servant, full/part-time work, etc.).

5.1.2 Travel (Item B)

Only travel costs directly linked to the project and relating to specific and clearly identifiable actions are eligible for Union funding. Any travel to places other than those where the members of the partners are located must be shown to be relevant to the project. Travel costs should be in line with the beneficiary's usual practices on travel costs.

Beneficiaries are required to use the cheapest means of travel, and every effort should be made to use the most economical fare.

Costs for subsistence (accommodation, meals, local travel within the place of mission and sundry expenses) are eligible up to the actual amount spent. It is therefore very important to keep all supporting documents, which might be requested by the Commission before making the final payment. To be considered eligible, these costs must be reasonable in the light of local prices and exclusively linked to the project.

In order to avoid possible abuses, the Commission strongly discourages any other system of reimbursement of subsistence costs such as per diem. If, however, it can be demonstrated that such a system was officially in place before the grant is awarded, it can still be used within the limits per country set in the Commission's guide³. Payment in cash of such a per diem is to be avoided (bank transfer must be favoured) unless it can be demonstrated through justifying accounting documents that such a payment is recorded in the official accounts of the beneficiary.

When filling out Travel costs in the Budget, you should indicate the places of origin and destination, the number and, if already known, the names of the people travelling, the reason for travelling (e.g. Second Project Meeting, Study visit, etc) and you should calculate using the appropriate unit.

When filling out Subsistence costs in the Budget, you should indicate in consistency with the travel costs the place of travel, the number and if already known, the names of the people receiving the subsistence allowances and the reason for travelling (e.g. Second Project Meeting, Study visit, etc.).

5.1.3 Equipment (Item C)

- **Equipment (new or second hand):**

Cost of depreciation of equipment is in principle considered as indirect project cost. However, if the beneficiary or co-beneficiary has bought equipment specifically for the project, they can charge the cost of equipment purchase (computer, audiovisual equipment, etc.) within the equipment category but must respect the following rules:

³ http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm



- Compare the prices of different suppliers to see who offers the best value for money (taking into account price and quality);
- Charge against the project only the cost of equipment purchased or rented during the contract period, at a rate that reflects the degree and duration of use within that period;
- Only the cost depreciated in accordance with the national depreciation rules will be considered eligible. If these rules do not exist, EU depreciation rules⁴ will be applied;
- The equipment purchased must be then itemised in the organisation in which it is installed and bear an inventory number.

When filling out Equipment costs in the Budget, you should indicate the kind of equipment to be purchased and the full price of purchase, although you should charge to the project only its depreciated value. The direct link to the project implementation should also be presented.

- **Land and immovable property:**

- Costs of purchase of land and immovable property are not eligible.
- Rental costs of premises are normally covered by the overheads category and will be considered as an indirect project cost. However, if renting of premises is directly linked to the implementation of the project (for example, renting of a room for an info-point), such a cost can be accepted as a direct cost. It will have to be documented by a specific rental contract/lease within the project duration.

When filling out costs for land and immovable property in the Budget, you should indicate the duration of the rent (in months/days) and use the respective unit to calculate the cost. The direct link to the project implementation should also be presented.

5.1.4 Consumables and Supplies (Item D)

The costs of consumables and supplies are eligible, provided that they are identifiable and exclusively used for the purpose of the project. They must be identifiable as such in the accounts of the beneficiary. Consumables and supplies are real costs necessary to produce the outputs and strictly related to the activities of the project.

General office supplies (pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, Internet connection time, computer software, etc.) are indirect costs.

⁴**Example of EU depreciation rules:**

Total value of equipment purchase: € 1 000.

Assumed service life: three years (36 months).

Permissible monthly depreciation will then be € 1 000/36 = € 27.78.

Duration of the agreement: from 1/09/2007 to 31/08/2009, i.e. 24 months.

Date of purchase (= date of invoice): 30/03/2008

The period of use for the project will then be not more than 17 months.

Supposing the equipment is used on a half-time basis for the project, the utilisation rate will be 50%.

The total amount payable for depreciation under the grant will then be:

(27.78 x 17) x 0.5 = € 236.13.



When filling out costs for Consumables and Supplies in the Budget, you should calculate it using the appropriate unit (lump sums should be avoided) and the direct link to the project implementation should also be presented.

5.1.5 Other possible direct costs (Item E)

- **Publications and dissemination**

In order to be eligible for Union funding, publications must be produced specifically for the project. The type of publication, the number of pages and the number of copies should be clearly indicated. Separate entries should be included for translations (languages that you are translating from and into), costs of editing and printing, etc. In case activities related to publication and dissemination are subcontracted, the subcontracting rules mentioned below are applicable.

- **Conferences and seminars**

Specific costs relating to conferences and seminars organised as part of the implementation of the project should be included under this heading. This should not include travelling and subsistence allowances for participants (to be included under Item B). Detailed calculations for the relevant costs should be provided, e.g. for renting a room, indicate the number of participants and number of days/hours; the cost for interpretation should be calculated per interpreter per day; costs that are budgeted 'per participant' (e.g., meals offered or taken in common) should not include persons receiving 'subsistence allowance' for the same event, unless such costs are deducted from these subsistence allowances. In case activities related to conferences and seminars are subcontracted, the subcontracting rules mentioned below are applicable.

- **Costs not falling into any of above categories**

Costs not falling into any of the above categories may be claimed under this category provided they are considered necessary for the proper performance of the work specified in the agreement. Typical expenses under this heading include:

- Charges for financial services (fees for bank guarantee, charges for bank transactions; the insurance premium against risk of exchange rate losses is excluded);
- Costs of services relating to eligible costs;
- Other costs stemming from obligations under the grant agreement which are not budgeted for under another budget heading (reports, translations, audit certificates, etc.).

5.2. Overheads (Eligible indirect costs) (Item F)

Overheads are costs which relate to categories of expenditure that are not identifiable as specific direct costs. Overheads cover general indirect costs needed to employ, manage, accommodate and support directly or indirectly the personnel working on the project. Typically, they include administration and management fees, depreciation of buildings and equipment, rents, maintenance costs, telecommunication and postal fees, heating, water



supply, electricity or other forms of energy, office furniture, office stationery, and insurance policies.

Flat-rate funding in respect of indirect costs (up to the percentage foreseen in the grant agreement with a maximum 7% of total eligible direct costs), does not need to be supported by accounting documents.

Organisations receiving an operating grant from the EU budget cannot include indirect costs in their budget for an action grant.

5.3. Subcontracting rule

For any external contract for the purposes of carrying out the action, the beneficiary shall award a contract offering best value for money. For contracts exceeding EUR 5 000, the beneficiary shall also seek competitive tenders from potential contractors in order to prove that the bid offering best value for money was chosen. In doing so, they will observe the principles of transparency and equal treatment of potential contractors and take care to avoid any conflict of interests. These costs should not appear under item *A Staff*.

It is not permissible to subcontract all project activities, as this would distort the concept of the partnership. For this reason, the co-ordinator may not subcontract the management and general administration of the project and the co-beneficiaries may not subcontract all or most of the activities for which they are responsible. Subcontracting may not account for more than 30% of the total cost of the project.

Typically, a subcontracting agreement should include the following terms:

- Service to be provided and its links with the project (it is advisable to include a reference to the project);
- Dates on which the agreement begins and ends;
- Price to be paid (breakdown and description of the costs);
- Work schedule/completion phases;
- Payment arrangements (one or more advance payments, staggered payments, etc.);
- Clauses in respect of non-performance or late completion.

The Commission is NOT party to the subcontracting agreement between the beneficiary and the subcontractor/service provider and is not liable towards any of the parties under such agreement. Thus, the beneficiary will retain sole responsibility for the implementation of this agreement and for compliance with its provisions. The beneficiary must undertake the necessary arrangements to ensure that the subcontractor/service provider waives all rights in respect of the Commission under such agreement.

Unless otherwise specified in the provisional budget, the subcontracting costs are to be declared under the budget heading relevant for the subcontracted action (for instance, translations and interpreting for a conference and printing work under "Publications").

6. Selection Process



The application will be subject to a three-stage selection and evaluation process. Firstly, the Commission evaluators will check whether your submission complies with all the formal requirements (eligibility criteria mentioned in the call). If you are excluded at this stage, you will receive a letter from the Commission stating the reasons for your ineligibility. If your application is eligible, it will be accepted for further assessment and you will not receive any information at this stage.

Secondly, all applications that successfully pass the eligibility evaluation will be subject to the verification of operational and financial capacity (criteria mentioned in the call). The Commission evaluators will check whether your organisation has enough financial, human and operational resources to carry out a European project, based on the documents you submitted.

Please note that at this stage, you might be requested to provide additional documents so it is important that you update your contact details. Unlike at the eligibility assessment stage, if you are excluded during operational and financial capacity verification, you will receive a letter from the Commission rejecting your proposals but only at the end of the whole evaluation process when the final award decision is taken. This means that neither successful nor rejected applicants will receive information at this stage.

If your proposal passes both eligibility and operational/financial capacity tests, it will be given to evaluators to assess its merits based on the evaluation criteria (as mentioned in the call). Following evaluation criteria assessment, the Commission will adopt a formal award decision based on the ranking list and will send letters to applicants informing them about the results of the process.

7. On-line submission – How to use PRIAMOS?

7.1 How to register as an applicant

The electronic submission of applications via PRIAMOS requires that you first register in the system.

If no person representing your organisation has registered before:

- In order to register as an applicant please follow the relevant link ***Electronic registration/applications*** on the programme website or click directly on: <https://ec.europa.eu/PRIAMOS/register>
- The information marked with an * is mandatory and should be filled out, otherwise you will receive an error message when you submit the form.
- Note that the fields concerning the organisation's name have limited characters. If the name of your organisation is longer than the accepted number of characters, please use abbreviations or acronyms, but make sure that the name you register is comprehensible and suitable to identify your organisation.



- Please note the difference between:

Address (of registered office – address for the Grant Agreement in case of an award):

It refers to the official information of the organisation and its officially registered seat. Only one entry of this information can be registered in the system and it should reflect information provided in the legal entity form).

Contact address for the Commission (address for correspondence):

It refers to the information of the contact person. Note that more than one contact persons can be assigned to one organisation, e.g. in case more than one applications/grants are ongoing and a different person is responsible for each. For more information, see below.

- The e-mail address under **Contact address for the Commission** will be the one used for communication concerning the registration.
- Upon successful submission of the registration form by clicking on the "Submit" button, a message appears at the bottom of the form including a registration number. This number is of importance concerning the registration procedure, thus it should be kept for future use and reference.
- The completed registration form will be automatically sent to the e-mail you have indicated for correspondence (under *Contact Address for the Commission*). This e-mail is for information purposes only and it will not contain the user-name and password. Please save a copy of the registration form for your own future use.
- PRIAMOS USM will send your user-name and password by e-mail to the e-mail address indicated for correspondence (under *Contact address for the Commission*). A PRIAMOS FAQ document will be also attached to this e-mail. Your request is treated manually, so please allow reasonable time until you receive the reply. In case of undue delay, you may contact the PRIAMOS USM Mailbox JLS-PRIAMOS-USM@ec.europa.eu indicating your registration number.
- Please note that the user-name and password are specific **for each contact person**, not for each organisation.

If you have already registered as an applicant for any previous JLS calls:

- You should use your previous username and password and not register again.
- In case you have forgotten your password, please contact the PRIAMOS USM Mailbox JLS-PRIAMOS-USM@ec.europa.eu .
- For any changes (adding, deleting, modifying) of the legal representative, the contact person(s) of the organisation or address of the organisation's registered office, you should:
 - access PRIAMOS https://webgate.ec.europa.eu/PRIAMOS/toto/bc/bsp/sap/crm_ui_frame/
 - login using your existing password
 - click on **Organizational Data Update**and introduce the changes through the system.



On submitting the changes you will receive a registration number for your update request. The PRIAMOS team will contact you by e-mail confirming that your request has been processed.

7.2 Log in the system and download the Grant Application Form

- The contact person who will be responsible for this call should log in the system with his/her username and password.
https://webgate.ec.europa.eu/PRIAMOS/toto/bc/bsp/sap/crm_ui_frame/
- You will first be invited to change your login and password initially received.
- In order to find the Grant Application Form, click on **Applications - Download Forms** without specifying any search criteria.
- Please be careful to select the Grant Application Form applicable to the call under which you want to apply and **save it on your computer ("download")**.
- You can find all mandatory templates for the call if you click on the "Attachments" button, which appears as a paper clip image on the left hand side of the Grant Application Form. **Please save all of them separately on your local drive of your computer by clicking on the diskette icon on top of the form.**

7.3 Prepare the necessary documents

- Fill out the Grant Application Form on your local drive and remember to click on "Save" button regularly (on top of the pdf application form).
Note that only Adobe Acrobat READER can be used to fill out the application (not e.g. Adobe Acrobat EDITOR etc.).
- Some fields are automatically filled out.
Note that the information concerning the Contact Person is filled out according to the user who downloaded the form.
- The fields marked with an * must be filled out mandatorily. If you do not wish to fill out information in any of these fields, please insert 0. If the field is blank, the application cannot be uploaded on the system.
- Fill out the Project Description, the Budget (make sure that no Error messages appear) and prepare all other requested documents.
- Once all documents are finalised, attach each of them to the application form using the attachments button which appears as a paper clip image on the left hand side of the application form. **Remember to click on Save** (the save button which appears on top of the pdf application form), only then is the document attached.
- It is not necessary to zip documents before uploading them.



- No signature is required on the Grant Application Form, nor on the Project Description, nor on the Budget. For the rest of the Annexes, signature requirements are indicated in the call.

7.4 Upload the application

- After all documents have been successfully attached, the contact person for this application should log in the system and upload the application under **Applications – Upload Forms.**
- Note that only the pdf document of the Grant Application Form can be uploaded and no other document (e.g. separate Word documents, Budget form, scanned documents).
- Upon successful submission of the Grant Application Form, a confirmation will be displayed on top of the window, including a number assigned by the system to your application. Please make a note of this number.
- In case a field of the application form marked with an * is not filled out, the upload of the application in the system will be rejected. You should fill out the respective field in the application form and click Save. Only afterwards can you upload it in the system.
- For your own future use and reference, the uploaded Grant Application Form will be visible to you if you click **Applications-Overview Applications.**

IMPORTANT NOTES

- If you want to modify your application or an attachment, it is possible to do so only until the deadline of the call. You need to make the necessary modifications to the Grant Application Form and/or the relevant document(s) **which have already been saved (downloaded) on your local drive.** After having made the necessary modifications, attach again **ALL** requested documents to the application form and upload it again. **ONLY the last uploaded application version and the attachments appearing on it will be considered valid for the evaluation.** If requested documents are not attached to this last version, previously uploaded versions will not be considered for evaluation.
- If you want to submit two proposals **for two different projects within the same call for proposals,** you should download the Grant Application Form for this Call **twice.** Please make sure that you give to each of the two downloaded Grant Application Forms a different name and that you use it consistently only for **the same** project during each stage of the application procedure (filling out the Grant Application Form, attaching the annexes relevant to this project, uploading the application form, re-uploading in case of changes as described above).
- **If you want to submit a proposal within another call for proposals which is open at the same time,** please be careful to select the Grant Application Form applicable to the call under which you want to apply, save it on your computer ("download") and proceed with steps and explained above.



**YOU SHOULD NOT WAIT UNTIL THE LAST MOMENT
TO REGISTER OR UPLOAD YOUR APPLICATION.**

No extension to the deadline will be given and no applications submitted on paper, e-mail, fax or other means will be considered eligible.

http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm

7.5 Useful links

- Registration as an applicant and introducing changes:
<https://ec.europa.eu/PRIAMOS/register>
- PRIAMOS portal for application form download and upload:
https://webgate.ec.europa.eu/PRIAMOS/toto/bc/bsp/sap/crm_ui_frame
- Self-learning material:
http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Selflearning_Applicants03.htm
- PRIAMOS USM mailbox (for technical difficulties only)
JLS-PRIAMOS-USM@ec.europa.eu

7.6 Technical requirements for PRIAMOS

The PRIAMOS system is based on Web Browser technology interacting with Adobe Reader. PRIAMOS is optimised for use with the following software versions:

- Adobe Reader 7.0.9 or higher for filling in the Application Form (<http://get.adobe.com/reader/>)
- Web Browser:
- MS IE 6.0 or higher (<http://www.microsoft.com/windows/internet-explorer/default.aspx>)
- Mozilla Firefox 2.0 or higher (<http://www.mozilla-europe.org/en/firefox/>)
- NB: If you use Mac OS, please contact JLS-PRIAMOS-USM@ec.europa.eu for more information.
- For the self-learning material: Adobe Flash® Player 7 or higher (<http://get.adobe.com/flashplayer/>). NB: You can receive them on request in a printable version by asking JLS-PRIAMOS-USM@ec.europa.eu
- In order to upload electronic versions of paper documents (e.g. signed or stamped originals), a scanner with corresponding scanning software is needed (optional, depending on the requirements of the specific Call for Proposals).
- As for the electronic Annexes that will be attached within the Application Form – unless otherwise stated – all file formats are accepted by the system. We recommend however using the most common formats.



The speed of the PRIAMOS application depends on several factors. In particular, the size of the Application Form (containing all the Annexes) can negatively influence the performance. DG JLS recommends ensuring that the Application Form does not reach an excessive size.

8. Protection of Personal Data of Applicants

8.1. Personal Data

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form 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 Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

8.2. Early Warning System and Central Exclusion Database

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.