



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE

Directorate A: Civil justice  
Unit A.4: Programme management

# **GUIDE FOR APPLICANTS**

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## **ACTION GRANTS**

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**JUST/2013/JCIV/AG – Civil Justice**

**JUST/2013/JPEN/AG – Criminal Justice**

**JUST/2013/FRC/AG – Fundamental Rights and Citizenship**

**JUST/2013/DAP/AG – Daphne III**

**JUST/2013/DPIP/AG – Drug Prevention and Information**

**JUST/2013/ISEC/DRUGS/AG – Prevention of and Fight against Crime**

**JUST/2013/PROG/AG/AD - PROGRESS –Anti-discrimination and Diversity**

**JUST/2013/PROG/AG/GE - PROGRESS – Gender Equality**

**JUST/2013/PROG/AG/NGOS – PROGRESS – NGO activities at European level (Anti-discrimination and Diversity & Gender Equality)**

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**Please read this Guide carefully before you start preparing your application!**

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## 1. Introduction

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The purpose of this Guide is to assist organisations interested to submit a grant application in preparing a successful application and help them to understand administrative and financial rules governing EU grants.

It also aims at explaining technicalities of the submission process and at providing detailed information on how to fill in the Grant Application Form, the Project Description and Implementation Form (Annex 1), the Budget Form (Annex 2) and other required annexes.

Interested organisations 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 relevant calls for proposals and should always be read together with this call. In case of any inconsistency or contradiction, the rules published in the relevant call for proposals take precedence over this Guide.

This Guide covers the calls for **action grants** provided under the following financial programmes managed by Directorate-General for Justice of the European Commission (hereinafter referred to as DG JUSTICE):

**- Specific programme Civil Justice – JCIV**

(established by Decision No 1149/2007/EC of the European Parliament and of the Council)

**- Specific programme Criminal Justice – JPEN**

(established by Council decision No 2007/126/JHA)

**- Specific programme Fundamental Rights and Citizenship – FRC**

(established by Council decision No 2007/252/EC)

**- Specific programme Daphne III to prevent and combat violence against children, young people and women and to protect victims and groups at risk - DAP**

(established by Decision No 779/2007/EC of the European Parliament and of the Council)

**- Specific programme Drug Prevention and Information – DPIP**

(established by Decision No 1150/2007/EC of the European Parliament and of the Council)

**- Specific programme Prevention of and Fight against Crime - ISEC DRUGS – insofar as the call is managed by DG JUSTICE**

(established by Council decision No 2007/125/JHA)

**- Community Programme for Employment and Social Solidarity – PROGRESS – insofar as the call is managed by DG JUSTICE - for Action Grants under Section 4: Antidiscrimination and diversity & Section 5: Gender Equality**

(established by Decision No 1672/2006/EC of the European Parliament and of the Council)

For specific policy objectives, this year's priorities and detailed evaluation criteria (exclusion, eligibility, selection and award) please refer to the following calls for proposals published or to be published under the above programmes:

- JUST/2013/JCIV/AG** – Civil Justice call for proposals for action grants for transnational projects
- JUST/2013/JPEN/AG** – Criminal Justice call for proposals for action grants for national and transnational projects
- JUST/2013/FRC/AG** – Fundamental Rights and Citizenship call for proposals action grants for transnational projects
- JUST/2013/DAP/AG** – Daphne III call for proposals for action grants for transnational projects
- JUST/2013/DPIP/AG** – Drug Prevention and Information call for proposals for action grants for transnational projects
- JUST/2013/ISEC/DRUGS/AG** - ISEC Targeted call on cross border law enforcement cooperation in the field of drug trafficking
- JUST/2013/PROG/AG/AD** – Restricted call for proposals for action grants - Support to national activities aiming at combating discrimination and promoting equality
- JUST/2013/PROG/AG/GE** – Support to civil society and other stakeholders to promote gender equality
- JUST/2013/PROG/AG/NGOS** - Support to activities implemented by NGOs organised at European level, and aiming at combating discrimination, promoting equality and gender equality

When reference is made in this Guide to "the relevant call notice" this always means the relevant call(s) for proposals mentioned above.

## **2. General rules governing action grants**

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### **2.1 Applicant/Co-ordinator**

The organisation submitting the application for the grant is referred to as the **Applicant or Co-ordinator** - in case the project is implemented by a Partnership composed of several organisations - **in this Guide**.

The Applicant/Co-ordinator is responsible for the project conception and development and for submitting the Application package. Moreover, the Applicant/Co-ordinator 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 the Partnership.

If the proposal is selected, the Applicant/Co-ordinator will act as the coordinating organisation and will sign the Grant Agreement. The agreement is a standard agreement, and its terms and conditions may not be altered or subject to negotiation. The Applicant accepts contractual and financial liability for the project in line with the provisions of the Grant Agreement.

Dependent on the nature and type of the project and the division of tasks and funding within the Partnership an agreement with a single beneficiary or with multiple beneficiaries (mono-beneficiary/multi-beneficiary Grant Agreement) will be signed.

In case of a multi-beneficiary Grant Agreement, the Co-ordinator can sign the Grant Agreement only after having received all the required Mandates (powers of attorney) from the Co-beneficiaries allowing him to sign on their behalf. All grant amounts will be transferred to

its accounts and the Co-ordinator will be responsible for transferring funds to Co-beneficiaries of the project.

The Co-ordinator 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 applicant organisation, please refer to the relevant call notice.

## **2.2. Partners and Associate partners**

### **2.2.1. Partners (Co-beneficiaries)**

The Partners must be legally established in a country eligible for financing at the time of submitting the application.

For the specific criteria regarding the eligibility of an organisation to become a Partner, please refer to the relevant call notice.

Partners are organisations and institutions which, in cooperation with the Applicant organisation, participate in designing and implementation of project activities, share the relevant tasks and finance. Both the Applicant (Co-ordinator) and the Partners (Co-beneficiaries) form parties to the multi-beneficiary Grant Agreement and share contractual and financial responsibility towards the Commission for the proper and timely implementation of the project. The costs Co-beneficiaries incurred are eligible in the same way as those incurred by the Co-ordinator.

Nevertheless, the Co-ordinator always 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 must sign the **Partner Declaration Form** at the stage of submission of the application. They must fill out the form and sign the relevant section (Declaration of Co-beneficiary Partner). Later, if the project is selected, the Partners will sign mandates granting power of attorney to the Co-ordinator 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 the specific project**. The Commission neither intervenes in, nor is party to this Partnership Agreement. The Commission respects different management styles of organisations, but emphasises that the provisions of such an agreement should not be discriminatory and should comply with national legal requirements and the Grant Agreement governing the project. It should be noted that, in case of discrepancy, the provisions of the Grant Agreement take precedence over any other agreement concluded among the members of the Partnership.

### **2.2.2. Associate partners**

Associate partners are organisations that may participate in the programmes without receiving EU co-financing. They either do not comply with the criteria for an Applicant or Partner organisation (e.g. organisations from countries which are not eligible) or do not wish or need to receive funding but may participate in the project as **Associate Partners**.

However, **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 not be incurred

under the EU grant. Thus, **Associate Partners will not appear at all in the budget of the project, unless they contribute financially to the project.**

Associate Partners will sign the **Partner Declaration Form** at the stage of submission of the application. They must fill out the form and sign the relevant section of the **Partner Declaration Form** (Declaration of Associate Partner). If the Associate Partner wishes to co-finance the project, the amount of financial contribution should be indicated in the **Partner Declaration Form**.

Associate Partners 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 part of the project proposal and, later on, part of the conditions of the Grant Agreement.

### **2.3. What kind of actions can be financed by the Commission?**

Every year, following the call for proposals, the Commission finances a considerable number of projects. These actions are defined in the call notice and their nature is dependent on the priorities outlined in the relevant call notice. They may include, for example, the exchange of best practices, establishment of networks, conferences, seminars, workshops, publications, leaflets, creation of websites and many others.

**Each programme will finance projects that are within the objectives and priorities as set out in the relevant call for proposals.** It is therefore important that the Applicant reads the details of the call notice very carefully, in order to identify the areas of interest for the Commission relevant programme.

There can be **only one grant application per project**, and this should be submitted by the Applicant (and not by the Partners). Each organisation can present more than one project under separate applications and these will be evaluated separately by the Commission (Organisations which intend to submit more than one application under the same call notice, should read carefully *Section 7.4 of this Guide*). There is no limitation for organisations to participate as Partners or Applicants in more than one project submitted for funding under the same call<sup>1</sup>.

Before submitting an application, the Applicants and Partners 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 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 consisting only or mainly in individual sponsorships for participation in workshops, seminars, conferences, congresses, etc.;
- actions consisting only or mainly in individual scholarships for studies or training courses;

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<sup>1</sup> Different rules may apply under the calls of the PROGRESS Programme. The relevant call notice will specify clearly any limitations in the number of applications that can be submitted by the same applicant or in the number of applications where an organisation can participate as partner.

- actions consisting only or mainly in 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;
- actions consisting in legal actions before national or international courts regardless of their grounds or objectives.



### 3. Financial aspects of Commission financing

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#### 3.1. Financial rules governing grants

EU funding is based on the principle of co-financing. The grants provided by the programmes cannot cover the entire cost of the activities.

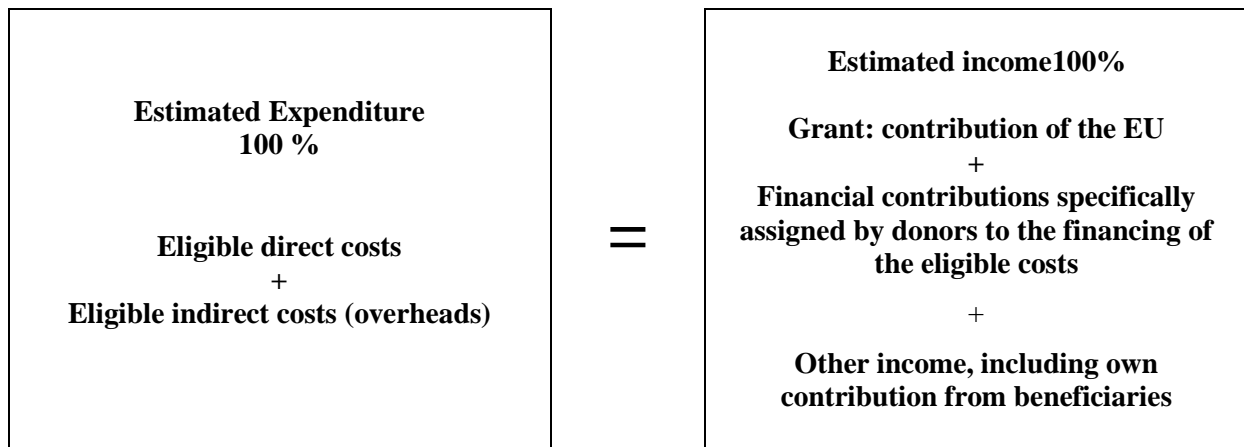
The **Union’s financial contribution may not exceed 80% of the total eligible costs** of the action. **A minimum of 20% of the total eligible costs must therefore be covered by the Applicant organisation and/or Co-beneficiary Partners, Associate Partners or by another source.** The source of this contribution should be different than the budget of the EU.

**Contributions in kind** can be entered in the specific section of the Budget Form, but are not taken into account as an eligible cost and are not accepted as co-financing.

**The Commission will not award a grant higher than the amount requested at application phase, but it may award a grant lower than the amount requested.** If the amount awarded by the Commission is lower than the amount requested, it is the responsibility of the Applicant to find the additional amount required to cover its co-financing share or to reduce the total cost of the project.

EU grants are awarded for **non-commercial purposes only** and projects must be **strictly non-profit making**. If an organisation realizes a surplus balance on the action budget, it may have to repay part of the grant paid to it by the Commission.

**The Application Package should contain a budget estimate in Euro (Annex 2: Budget Form), in which revenue and expenditure are in balance.**



There are specific rules applicable concerning the eligibility of costs. **For detailed rules on eligibility of costs please consult sections 5. and 6. of this Guide.**

#### 3.2. Payment Procedures

As a general rule, the co-funding is provided in two instalments:

- a **pre-financing payment of up to 80%** of the Commission’s contribution (amount of the grant) may be made available. If so, then it is paid within thirty calendar days from the signature of the grant agreement by both parties and in the case of multi-beneficiary grant agreement upon receipt of the duly completed mandates of the Co-beneficiaries.

On expiry of the time-limit, the beneficiary shall be entitled to late payment interest, which is calculated and generated automatically as a separate payment.

- a **final payment**, that is the payment of the balance to be paid after receipt and approval by the Commission of the final report and final financial statement of the project.

Please note however, that based on individual risk assessment **the Commission may:**

- **lower the percentage of the pre-financing,**
- **introduce an interim payment or**
- **request additional financial guarantees from the Co-ordinator covering the amount of the pre-financing payment until the final payment is released.**

These additional conditions will be communicated to the Co-ordinator together with the notification on awarding a grant and also set out in the grant agreement.

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 final amount of the grant will be proportionate to the eligible costs and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs. If it is established that the activities have generated a profit, the final amount of the grant will be reduced proportionally: the Commission will then recover or deduct the percentage of the profit corresponding to the percentage of Union co-financing.

## 4. How to prepare an application?

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### 4.1. Submission mode and language

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

For further information on **how to use PRIAMOS** and on how to download the Application Form and on how to submit the Application Package please consult **section 7** of this Guide.

The Grant Application Form and all annexes may be submitted in the language used for communication within the Applicant's corporate/organisational structure or among the members of the partnership the Applicant represents, provided it is an official EU language. However, for reasons of efficiency the Commission would strongly advise using English, French or German.

### 4.2. The Application Package

The Application Package is composed of:

- the **Grant Application Form** (see section 4.3 of this Guide)
- **and its annexes**, in particular:
  - **Annex 1 – Project Description and Implementation Form** (see section 4.4 of this Guide)
  - **Annex 2 – Budget Form** (see section 4.5 of this Guide)
  - **Other annexes** (see section 4.6 of this Guide)

For the full list of annexes that must be submitted, **please refer to the relevant call notice**. The applicant should make sure that all required annexes are attached to the Grant Application Form, before it is uploaded in PRIAMOS.

**Please note that PRIAMOS limits the size of the Application Package that can be uploaded to 100 MB.**

For easier reference, before attaching an annex to the Grant Application Form, please always name the document using the number of the annex and its name.

For detailed information concerning the use of PRIAMOS online system, **please read carefully Section 7 of this Guide.**

### 4.3. Grant Application Form

The Grant Application Form is an Adobe Acrobat (pdf) document where the basic data about the Applicant and the project can be included.

**Before you start filling in the Grant Application Form, please verify:**

- that your data entered when registering for PRIAMOS is up-to-date, as this data is downloaded automatically onto the Grant Application Form and later used in the evaluation and, if successful, in the grant agreement. The registration data can be updated at any time. An email is sent out whenever changes are effected to the registration fields;

- that you have downloaded the correct Grant Application Form set for the call for proposals under which you intend to submit your application.

You can do that by verifying the **Programme Reference** code which is specific for each call for proposals and is clearly indicated in the text of the call notice. You may find a list of the Programme Reference codes relevant to this Guide in section 1- Introduction.

### Programme Reference / Application ID



The **Programme Reference** code is repeated on the upper right corner of the Grant Application Form.

After you have uploaded in PRIAMOS your Grant Application Form, the **Application ID** number will be generated automatically. In all subsequent correspondence related to your application, please always enter the reference number of the application in the subject field of letters/e-mails.

**The fields marked with an asterisk (\*) are mandatory. You will only be able to upload your application if all the mandatory fields are filled in!**

### Project Title

Please give your project a specific title that reflects the actions proposed. Please avoid using in the project title the name of the programme under which you submit your application.

The title you enter here will also appear under point 4.1 of the Grant Application Form. You can enter the title first here or under section 4.1. Please note that if you change the text here or under point 4.1, both fields will be updated automatically.

**The field is limited to 200 characters.**

The same title of the project should be indicated in the Project Description and Implementation (Annex 1) and in the Budget Form (Annex 2).

### Language of the proposal

Please select from the drop down menu the language you will use to fill in the Grant Application Form and Annex 1. For further information on language requirements please consult section 4.1. of this Guide.

### PRIORITY

Please identify which priority/sub-priority of the relevant call for proposals you intend to address with your project. You can select **only one of the priorities/sub-priority of the relevant call for proposals**. In case your proposal is targeting more than one priority/sub-priority, please select the most relevant one.

The priorities, the sub-priorities (if applicable), as well as their codes are set out in details in the relevant call notice. The drop-down menu of the Grant Application Form will indicate solely the relevant codes. If the relevant call notice foresees sub-priorities, only the codes for the sub-priorities will be available in the drop-down menu.

Some call notices may be limited to only one priority. In this case the field PRIORITY will not contain a drop-down menu and it may remain empty.

The field PRIORITY will also appear under point 4.2. of the Grant Application Form. You can make your selection already under this section or under 4.2. Please note that if you change your selection at either place both fields will be updated automatically.

### MAIN TYPE OF ACTIVITIES

Please indicate from the drop-down menu which is the **main** type of activities that your project aims to implement. In case your proposal includes more than one type of activities, please select the main one.

In section 5 of the Grant Application Form it is possible to include more information about all types of activities that the project aims to implement.

### Contribution requested from EU Budget

These fields are filled in automatically once you complete the requested information under point 3. of the Grant Application Form.

### Duration and planned start/end dates of the project

The screenshot shows a form with the following fields and values:

- Duration\*: 24 months
- Planned start date of: [calendar icon]
- Planned end date of: [calendar icon]

The calendar for September 2013 is displayed, showing days from 26 to 6. The 16th is highlighted. Below the calendar, it says "Today: 11/12/2012".

Only the fields marked with an \* can be filled in in this specific section. The planned end date of the project is calculated automatically. Please indicate when you intend to start the proposed project and give the duration in months.

When entering the date please use the following format: day/month/year or chose the date from the calendar that appears once you click on the arrow on the right hand side of the cell. In the project duration field you have to indicate whole month.

#### - Duration

Please note that the maximum duration of a project is specified in the relevant call notice.

When you plan your project you should take into account that as a general rule during the project implementation the projects cannot be extended beyond the time limit originally agreed in the grant agreement, unless in exceptional duly justified cases, for reasons outside the control of the beneficiary. The requests for extension are reviewed on a case by case basis.

#### - Start date

Proposals that **started prior to the submission of the application cannot be accepted for funding.**

When planning the projects applicants should consult the indicative planning of the respective call notice, which specifies the indicative date when the project activities could start, taking into account that the **evaluation process takes at least 5 months**. Therefore, they should avoid setting a start date of a project during that period.

The starting date indicated in the Grant Application Form **is indicative** and the **actual starting date** of the project should be agreed with the Commission. The agreed date will then be included in the grant agreement. In case the proposal is awarded a grant the project officer

responsible for the preparation of the grant agreement will contact the Applicant to confirm the starting date.

As a general rule awarded projects will start after the signature of the grant agreement by both parties. In duly justified cases and if it can be established that this was necessary for the project the Commission may agree that a projects starts earlier than that. In that case the starting date indicated in the grant agreement may be set before the date of the actual signature by both parties. But even in this exceptional case the starting date cannot be prior to the date on which the original application was submitted. **The start and end date of the project set out the eligibility period for project related expenditure. Any costs incurred before the agreed start or after the agreed end date will not be eligible.**<sup>2</sup>

## 1. INFORMATION CONCERNING THE APPLICANT AND PARTNERS

### 1.1. Identity of the applicant

The fields with grey background are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information on the update of the PRIAMOS profile, please consult section 7.1.2 of this Guide.

### 1.2. Bank details

Please provide the details of the bank account that should be used for this grant, in case it is selected. Please note that the same information should be stated also in the *Sheet Identification Form* of the Budget Form.

The bank account details should be provided in the form of the **IBAN number**. The IBAN numbers are not always presented on bank statements as a continuous number but sometimes the sequence of the letters and numbers includes separators (spaces, hyphens etc.).When entering the IBAN number in the field 1.2.2. please:

- always enter at the beginning the two-letter country code, and
- do not leave spaces and do not use hyphens or separators between the letters and digits.

**Please note that an incorrect IBAN form will prevent you from successfully uploading your Grant Application Form.**

### 1.3. Authorised signatory legally representing the organisation

The name and the title of the legal representative are stored in the profile of the organisation on behalf of which the application is submitted. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information on the update of the PRIAMOS profile, please consult section 7.1.2 of this Guide.

In the Grant Application Form the full name and position of the legal representative can be filled out on the basis of a drop-down menu. This drop-down menu will include the names of the/all legal representative(s) of your organisation registered in PRIAMOS for your organisation. If in the profile of your organisation multiple authorised signatories have been registered, please select the name and the title of the person who is authorised for this application.

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<sup>2</sup> With the exception of costs relating to the request for payment of the balance and the corresponding supporting documents.

This person should be authorised to enter into financially and legally binding commitments on behalf of the Applicant. Please note that the Commission may request a copy of the authorising decision.

If the proposal is awarded a grant, the Commission services will automatically prepare the grant agreement for the signature of the person named under this section, unless otherwise notified.

#### 1.4. Contact person responsible for the application

All communication related to the project will be sent to the person whose name appears in this section and the contact details indicated here will be also entered in the grant agreement. The contact address may differ from the official address of the applicant organisation.

The fields with grey background are filled in automatically based on the information stored in the profile of the organisation. It is the contact information of the person who downloads the Grant Application Form from PRIAMOS. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information on the update of the PRIAMOS profile, please consult section 7.1.2 of this Guide.

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

The Commission would appreciate that all communication between the Commission and the contact person is carried out in English, for the sake of efficiency.

#### 1.5. Information about the Co-beneficiary Partners

Under this section of the Grant Application Form you should provide the basic information concerning the composition of the Partnership implementing the project. The list of Co-beneficiary Partners should also be included in Sheet Beneficiaries of the Budget Form. Please make sure that you list them in the same order.

Please note that additional information on the Partner organisations and their role in the project should be included in the Project Description and Implementation Form - Annex 1 - Part 1.8 and also presented by the Partners themselves in the Partner Declaration form (see section 4.6 of this Guide).

In Column *Value of EU Contribution Expected* of the table you should present **the estimated share of the grant per Co-beneficiary Partner. How to calculate the amount to be indicated?**

$$\begin{array}{ccc}
 \boxed{\begin{array}{c} \textit{Total cost to be} \\ \textit{incurred by the} \\ \textit{Co-beneficiary} \\ \textit{Partner} \\ \\ \textit{(Total of} \\ \textit{A+B+C+D+E+F for} \\ \textit{the Co-beneficiary} \\ \textit{Partner)} \end{array}} & \text{—} & \boxed{\begin{array}{c} \textit{Own contribution} \\ \textit{of Co-beneficiary} \\ \textit{Partner} \\ \\ \textit{(Total of K for the Co-} \\ \textit{beneficiary Partner)} \end{array}} & \text{=} & \boxed{\begin{array}{c} \textit{Value of EU} \\ \textit{Contribution} \\ \textit{Expected} \\ \\ \textit{estimated share of} \\ \textit{the grant} \end{array}}
 \end{array}$$

## 1.6. Information about the Associate Partners

Under this section of the Grant Application Form you should provide the basic information concerning the Associate partners participating in the implementation of the project. Please note that additional information on the Associate partners and their role in the project should be included in the Project Description and Implementation Form - Annex 1 - Part 1.8 and also presented by the Associated partners themselves in the Partner Declaration form (see section 4.6.1 of this Guide).

## 2. INFORMATION CONCERNING OTHER GRANTS/PROCUREMENT

### 2.1. Grant applications or offers submitted under the procurement procedure by applicant to EU institutions in current year

List the EU grant applications (both operating and action grants) and procurement offers **submitted or expected to be submitted by the Applicant organisation in 2013/the current year** (the year when the current application is submitted), which have not yet been awarded or rejected at the time of submission of your application.

Applicant / Partner	Amount (Euro)
A	
A P	

The Applicant organisation is required to inform without any delay the Directorate-General for Justice of any funding awarded by the Commission, other EU institutions or agencies, after the submission of the application.

When filling the table please indicate your role in the grant application / procurement offer. If your organisation submitted the offer as applicant or co-ordinator/consortium leader etc. please select "A" from the drop down menu. If your organisation was participating as a member of a partnership/consortium select "P". When entering the amount, indicate only the amount of the EU contribution your organisation is likely to receive if the grant application/procurement offer is accepted and not the entire budget of the project/contract in question.

There are 20 lines provided in the Grant Application Form. If the provided space is not sufficient, please list the first 19 in the table and attach the remaining information as an additional Annex to the Grant Application and indicate that in the last row of the table.

### 2.2. Related EU proposals or projects of the applicant

Please note that under the specific calls covered by this Guide it is a requirement to provide information on both grants and procurement contracts **already obtained** from the budget of the EU and not only grants related to the current project proposal.

Therefore, please list all the EU grants (both operating and action grants) and EU procurement contracts obtained by **the Applicant organisation during the previous 4 years**.

When entering the amounts, indicate only the actual amount specific for your organisation, similarly to the table 2.1.

#### Example:.

*Your organisation participated in a consortium that obtained a grant in July 2010 for a 2 year period. The total grant amount was EUR 250.000 and the share of your organisation from this grant was 75.000 EUR.*

*At the stage of submitting your current application the financial accounts of your organisation for the financial year 2012 were not closed, therefore you*



*submit as Annex 5 the official annual financial statements for the financial year 2011 (being the last closed financial year for your organisation).*

*The payment of the grant was foreseen in three instalments. In 2010 you have received 30.000 EUR pre-financing, in 2011 you have received 25.000 EUR as interim payment and finally in 2012 you received 20.000 as final payment.*

*In this case you should indicate in the column "**Amount received by applicant during the year of the latest certified accounts**" the amount 25.000 EUR and in the column "**Total amount of grant**" 75.000 EUR.*

There are 15 lines provided in the Grant Application Form. If the provided space is not sufficient, please list the first 14 in the table and attach the remaining information as an additional annex to the Grant Application and indicate that in the last row of the table.

### 3. BUDGET

Under this section of the Grant Application Form you should present the budget estimate of the project per category of costs and incomes.

**The amounts indicated here should be identical to the ones indicated in the Sheet Forecast Budget Calculation of the Budget Form – Annex 2.** Therefore, we suggest that you fill in these fields only after you have completed and finalised the Budget Form. In case of discrepancy the information presented in the Budget Form will prevail.

Please note that the fields with grey background are calculated automatically on the basis of the information that you put in the rest of the fields.

All amounts should have only two decimals.

For detailed information on how to prepare the Budget Form please refer to Section 4.5 of this Guide.

### 4. INFORMATION ABOUT THE PROJECT

If you have not filled in yet the basic information about the project on the front page of the Grant Application Form, you should complete here the fields **4.1. Project Title**, **4.2. PRIORITY** and **MAIN TYPE OF ACTIVITIES**.

For further information and guidance on how to fill in these fields please consult the instructions in **section 4.3 of this Guide**.

#### 4.3. Summary of the project (EN/FR/DE) (max 4000 characters)

The summary must provide the reader with a clear understanding of the proposal's objectives and its compliance with the priorities of the relevant call, as well as of the content and activities to be carried out to achieve those objectives. It must also provide information about the target groups and beneficiaries of these activities, the methodology, the expected results, the concrete outputs and deliverables, as well as the dissemination strategy. This section will be your project's "business card" and will be used for publication/dissemination purposes, if your project is awarded a grant.

The number of characters is limited in this field. You cannot write more than 4000 characters with spaces.

For operational reasons we would like to ask you to provide the summary in one of the working languages of the Commission if possible (English, French or German).

Please note that the summary (the same text) should be copied into **Part 1 Section 1.1.** of the *Project Description and Implementation Form - Annex 1* and into the relevant section on *Sheet Identification Form - ID form* of the *Budget Form – Annex 2.*

## 5. INDICATORS

Under section 4.2 you are asked to identify the main type of the project's activities. Under section 5 you are asked to provide more information on the results of all activities of your project, including the main type of activity identified under 4.2 Four groups of activities are foreseen. A project may include activities that fall under one or more or all groups.

In this section the requested information is **mainly quantitative** and should focus on the final outputs and deliverables of the project. It should be consistent with the relevant information on outputs and deliverables that is included under Part 2 of the Annex 1 - Project Description and Implementation Form.

While filling out this section you should take into account the following:

- You should be as specific as possible, but also be realistic in the level of your ambition: a successful application does not need to foresee outputs and deliverables under each type of activity; neither should the number of these outputs and deliverables be excessively high.
- You should not include in this section reports and meetings of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project (this information is relevant only for Workstream 0 of the Project Description and Implementation Form, but not for this section); interim and final reports requested by the Commission as part of the reporting on the implementation of your Grant Agreement should also not be included in this section.
- You should group your outputs and deliverables in the most appropriate way taking into account the objectives of the respective activities;
- You should count the results of each activity only once. If you consider that an output or deliverable meets the criteria of more than one categories, you should count it under the category that is most relevant to its objectives.

You may find more specific information on each category and sub-question below:

- Under 5.1.1, 5.1.2 and 5.1.3 you are asked to indicate the type of report and the number of reports to be produced per type. While identifying the *Type of report* you should take into account the requirements of each specific question (e.g. for 5.1.1 possible types of reports are: collection of data and statistics; development of common methodologies; development of indicators; development of benchmarks. This list is not exhaustive.). You may identify up to three different types of reports under each sub-question. The different stages of a report (inception report; draft report; final report) do not qualify as different types; only the final version should be counted. As already mentioned above, reports of purely internal nature, i.e. those necessary for the management, coordination, monitoring and evaluation of the project or interim and final reports requested by the Commission should not be counted here. Under *Number* you should count how many different reports you will produce in terms of content: you should not count as separate reports the different language version of the same report (unless the content of each language version is different), nor should you reflect here the number of copies of each report.
- Under 5.2 the requested information refers to every type of training you will provide. You

should differentiate 5.2 (*training*) from 5.3 (*mutual learning, exchange of good practices, cooperation*): Under 5.2 you should count formal training activities, where a trainer aims to provide the participants with one specific set of information (knowledge, working tools etc.). Under 5.3 you should count activities where the participants come together bringing their different practices and aim to learn from each other. These activities may include at the end a learning aspect for the participants, however you should count them only once under 5.3.

- Under 5.2.1 you should identify the *number of training events* to be organised (each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last). Under 5.2.2 you should identify *the number of persons to be trained per group of professionals*. It is possible to identify up to three different groups of professionals for the whole project: if you will provide training to more than three different sub-groups please identify three wider groups and count the number of participants accordingly. Under 5.2.3 you should count any handbook, guide or module that includes the information/tools/methods of your training and can be used as the basis to train others. You should count these training modules in terms of content: you should not count as separate training modules the different language version of the same training module (unless the content of each language version is different), nor should you reflect here the number of copies of each training module.

- Under 5.3.1 you should identify the *number of events* to be organised (each event addressing the same group of people with the same content should be counted as one, regardless of how many days this event may last).

Under 5.3.2 you should identify *the number of participants per group of professionals*. It is possible to identify up to three different groups of professionals for the whole project: if you will provide training to more than three different sub-groups please identify three wider groups and count the number of participants accordingly. Under 5.3.3 you should indicate the total number of eligible countries from which the participants come from. The eligible countries are identified in the relevant call notice. Under 5.3.4 you should reflect, if applicable, any result of the mutual learning/exchange of good practices/cooperation which will be maintained in the future. The term *mechanisms/tools of cross-border cooperation* is wide enough on purpose in order to allow for a wide range of outputs to be captured. An example of such a result is the development of a new network. Up to three such outputs may be reported.

- The events to be counted under 5.4 should focus on raising awareness, sensitising, providing and disseminating information, i.e. on spreading a specific message or piece of information to the wider public or to a specific group of persons (as appropriate). Events which focus on the exchange of views, on mutual learning, on development of cooperation should be counted under 5.3 and not under 5.4. In most cases the events to be counted under 5.3 would be more focused and more limited in terms of participants in comparison to the events to be counted under 5.4. A conference on the results of the project would usually qualify as an activity to be counted under 5.4.

- Under 5.4.1 you should identify the *number of awareness-raising/information and dissemination events* to be organised (each event with the same content should be counted as one, regardless of how many days this event may last. If you organise an awareness raising campaign in many countries you should count each country campaign separately). Up to three different types of events may be reported. Please group then accordingly. Under 5.4.2 you should identify *the number of participants per group of persons*. It is possible to identify up to three different target groups for the whole project: if your activities have multiple target

groups, please identify up to three wider target groups and count the number of participants accordingly. Under 5.4.3 you should count all types of awareness raising material that you will produce. You should group them in up to three groups and count them accordingly.

## **6. DECLARATION BY THE APPLICANT**

The Declaration by the Applicant is an integral part of the Grant Application Form. **This declaration is a binding commitment on behalf of the Applicant/Co-ordinator organisation.**

The name and the title of the legal representative are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information on the update of the PRIAMOS profile, please consult section 7.1.2 of this Guide.

**NO blue ink signature is required!**

**There is no need to print and sign a paper copy of the Grant Application Form.** You may do so for your own records, but the Commission does not require that you attach a scanned copy of any section of the Grant Application Form to the electronic version.

#### **4.4. Project Description and Implementation Form - Annex 1 - What is the "workstream" concept?**

The **Project Description and Implementation Form** (a Microsoft WORD document) is an annex to the Grant Application Form and constitutes the main description of activities that will be undertaken by the project. This document will provide the 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 Form is divided into two 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, the timeline of the proposal and the partnership implementing it.

In addition to the general aspects of the project and the description of the activities also some specific issues should be detailed under this section like innovation, EU added value, ethical issues and risks related to the project, the dissemination strategy and follow-up of the project.

The questions are intentionally general in nature, in order to give to the Applicants an opportunity to present the 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, their usual activities and other information not directly linked with the proposal.

Under point 1.1 of the **Project Description and Implementation Form** the Summary of the project should be included. Please use the same text as under Section 4.3 of the Grant Application Form.

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

Contrary to the Part 1, which gives considerable freedom as to the form and content of the presentation, Part 2 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 demonstrate how each activity contributes to the overall goal and the main objectives of the project.

In conjunction with the above, the Applicant should also answer the question **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 is 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 simply introducing the number of copies and languages available.

### **WORKSTREAM 0 – Management and Coordination**

In addition to the workstreams with outputs and deliverables, at the beginning of the section the Applicant will find **workstream 0**. This part allows the Applicant to enter all activities that do not have separate outputs or deliverables, but are rather related to the general management and coordination of the project. The Applicant 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 a minimum of 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 in Workstreams should be logical and be guided by the different concrete results of activities. The form contains boxes for projects with **up to 5 workstreams (including workstream 0 - management and coordination)**. If you think your project has more than 6 workstreams, please try to group them in such a way so as to be able to present them in the space provided.

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.

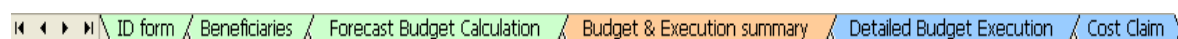
<p><u>Annex 1 must be submitted using the mandatory template</u>, which is attached to the blank Grant Application Form that the applicant will download from PRIAMOS. The applicant will need to fill out and attach this file to the Grant Application Form <u>in its original format</u> (Word). Please do <u>not</u> change the format and <b>do not print and scan this document</b> for the purpose of submitting it.</p>
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## 4.5. Budget Form – Annex 2 – How to fill in the budget?

The **Budget Form** should include specific and clear financial information which will facilitate the evaluation of the proposal. It will be read together with the Grant Application Form and its annexes, so please note that inconsistencies between the forms, either in the planning of the action (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 Form is an Excel document that is meant to be used during the whole lifetime of the project (application, evaluation, selection for funding, implementation, final reporting).

**The Budget Form consists of six worksheets:**



**Only the part of the Budget coloured green** is relevant for the application stage and should be filled in by the Applicant.

The document is protected and you may enter data only in the fields that you are supposed to fill in. These fields have **white background**.

The Budget Form is only accepted for evaluation if:

- the standard Budget Form template is used;
- the Sheets '*ID Form*', '*Beneficiaries*' and '*Forecast Budget Calculation*' are filled in providing a detailed breakdown in Euro of the project's estimated expenditure and income.

### 4.5.1. Sheet Identification Form - *ID form*

This sheet includes general identification information on the project and the Applicant/Co-ordinator. Please fill out all foreseen fields.

Please fill out:

- the ***title*** of the project (please state the full title of the project as indicated in the Grant Application Form and in Annex 1);
- the ***legal name of the beneficiary/co-ordinator*** (this information should be the same as in the field 1.1.1 of the Grant Application Form);
- the ***legal address*** of the Applicant organisation which will be implementing the project (this information should be the identical to the information provided when registering the Applicant organisation in PRIAMOS system);
- the ***eligibility period*** of the costs incurred by the project, i.e. the duration of the project and its activities (this information should be consistent with the relevant information in the Grant Application Form);
- the ***banking details*** of the Applicant organisation which will be coordinating the project (this information should be the same as in the part 1.2 of the Grant Application Form);
- the ***summary of activities*** (this information should be the same as in the field 4.3 Summary of the project of the Grant Application Form and in the field 1.1 of Annex 1-Project Description and Implementation Form).

The last field **Total amount requested from the Commission** is automatically filled out based on the information filled out in the Sheet **Forecast Budget Calculation**.

#### 4.5.2. Sheet Beneficiaries

The **legal name of beneficiary/co-ordinator**, i.e. of the Applicant organisation which will be coordinating the project, is automatically filled out on the basis of the information filled out in the relevant cell of the Sheet **ID form**. Please indicate the country where the Applicant organisation is legally established.

Please fill out the **legal name of Co-beneficiary Partners**, i.e. of the organisations which participate as Partners and receive a share of EU funding (this information should be the same as in Part 1.5 of the Grant Application Form and the organisations should appear in the same order). Please indicate the country where each Partner is legally established.

**The Associate Partners should not appear in this list.**

#### 4.5.3. Sheet Forecast Budget Calculation

This sheet should include all specific **costs** necessary for the implementation of the project. It should also include all sources of project **income** (funds), both the amounts contributed by the Applicant and Partners (Beneficiary and Co-beneficiaries) and the funds contributed by any other third party (Co-financer and Associate partners).

You should fill out all necessary information in the white part of the Sheet from line 24 onwards. You should fill out the information **both for costs and for incomes in the same table**.

##### 4.5.3.1. General information on the Budget Columns

	A	B	C	D	E	F	G	H	I	J
1	<b>FORECAST BUDGET CALCULATION</b>									
2	Estimated Expenditure									
3	A	Staff		0,00						
4	B	Travel		0,00						
5	C	Equipment		0,00						
6	D	Consumables		0,00						
7	E	Other direct costs		0,00						
8	<b>Total Direct Costs</b>			0,00						
9	F	Indirect costs		0,00	#DIV/0!	#DIV/0!				
10	<b>Total Eligible Costs</b>			0,00						
11	G	Contribution in kind		0,00						
12	<b>Total Costs</b>			0,00						
13	Estimated Income									
14	I	Financial contributions specifically assigned by donors to the financing of the eligible costs & income generated by the financed activities		0,00	#DIV/0!					
15	K	Other income, including own contribution from the beneficiary/ies		0,00	#DIV/0!					
16		EU Contribution		0,00	#DIV/0!	#DIV/0!				
17	<b>Total</b>			0,00		#DIV/0!				
18	G	Contribution in kind		0,00						
19	<b>Total Income</b>			0,00						
20										
21										
22										Subtotal of selected entries
23	Budget heading	Name of Beneficiary	Workstream	Description of item	Unit	Amount per unit	Number of units	Total EURO	Additional information	
24				Answer to the questions: Who and/or What ?	(days, flight, DSA, etc)	in EUR				
25				[e.g. Functions/tasks in the project (Heading A); Estimated			1,00	0,00		
							1,00	0,00		

##### Overview tables: Estimated Expenditure and Estimated Income:

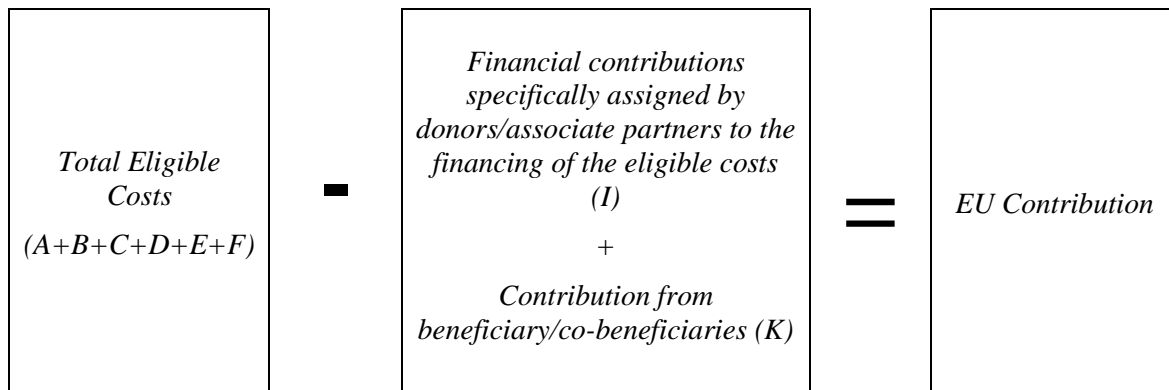
The background of these tables is coloured. This means that you may not fill them out directly. They are automatically filled out on the basis of the information that you will input in the white cells of this Sheet (from line 24 onwards).

These tables present the total sum of the costs and incomes that you include. This presentation is shown per heading (A, B, C, D, E, F, G, I, K). This overview of the costs and incomes aims to assist you in filling out the white part of this Sheet.

No letter is indicated for the amount of EU contribution. Please note that **you cannot specify yourself the amount of EU contribution** that you request. The table calculates it



**automatically** on the basis of the estimated costs and estimated income that you present in the table.



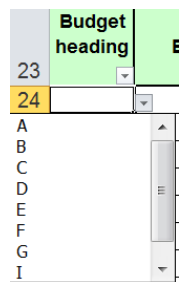
Please also note that specific checks are included in this table in the form of **error messages**. They will warn you that there is an error, if:

- The Indirect costs exceed 7% of the Total Direct Costs.
- The EU Contribution exceeds 80% of the Total Eligible Costs.
- The EU Contribution is lower than EUR 75.000,00 (ONLY if relevant to your call notice)<sup>3</sup>.

Once the error is corrected, the error message will disappear.

**Column - Budget heading:**

	Budget heading	Name of Beneficiary	Workstream	Description of item Answer to the questions: Who and/or What ? [e.g.Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C)	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information
22	Subtotal of selected entries								
23	▼	▼	▼	▼	▼	▼	▼	▼	▼
24							1,00	0,00	



A drop-down menu helps you to fill out this column. For each item (i.e. for each line) you should specify the type of cost/income by indicating the relevant letter in the column **Budget heading** (A, B, C, D, E, F, G, I, K).

For a quick reference to the meaning of each letter you may consult the overview tables Estimated Expenditure and Estimated Income on the top of the Sheet.

Every cost or income should be classified under one of the categories foreseen.

The column **Budget heading** has an inbuilt reminder to ensure that it is filled out: if an amount is foreseen in the column **Total EURO**, the relevant cell in the column **Budget heading** will turn red and it will remain red until the relevant letter (A, B, C, D, E, F, G, I, K) is filled out in the column **Budget heading**.

Please note once more that **you cannot specify yourself the amount of EU contribution** that you request. The table calculates **automatically** the EU Contribution on the basis of the estimated costs and estimated income that you present on the table.

**Column - Name of Beneficiary:**

<sup>3</sup> This error message will not appear if it is not relevant to your call notice. If there is a minimum threshold for the EU contribution, it will be clearly mentioned in the call notice.

In the column *Name of Beneficiary* you should allocate each item (i.e. each line, i.e. each cost or income) to one organisation.

**Costs:** Each cost may be allocated to **only one** organisation, the one that will incur the cost. It should be the organisation that will pay for this cost and will include this cost in its official accounts. It may be either the Applicant/Co-ordinator or one of the partners/co-beneficiaries.

**Income:** For each source of income, the relevant organisation should be indicated. It may be either the Applicant/Co-ordinator or one of the Co-beneficiary Partners or one of the Associate Partners or it may be any other third organisation.

Please make sure that every time you refer to an organisation you use the same name/same spelling/same abbreviation) throughout the document (for every cost or income item that you allocate to it). If you are consistent in this reference, then you may use the filter in the column *Name of Beneficiary* and you will be able to select and review easily all entries that refer to this organisation.

It is suggested that, instead of the name or the abbreviation for each organisation, you use the references used in the Sheet *Beneficiaries* (e.g. Co-ordinator, Co-beneficiary 1, Co-beneficiary 2 etc. or Applicant, Partner 1, Partner 2). Please ensure that you use the references in a consistent way!

#### **Column - Workstream:**

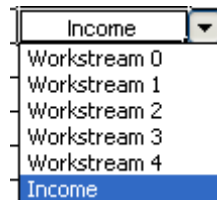
**Costs:** The column *Workstream* should indicate the relevant Workstream with which each cost is linked.

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.

**All indirect costs/overheads (F) should be allocated to Workstream 0.**

**Income:** When entering an item (i.e. line) referring to an Income (Budget headings I or K), you should NOT indicate any Workstream.

You should select *Income* from the drop-down menu.



#### **Column - Description of item:**

**Costs:** In the column *Description of item* you should provide a concrete description of each cost. 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, airplane ticket for X persons from X place to X place, accommodation of X people for X days in place X, maintenance of website, lay-out of leaflet of X pages, printing of leaflet in X copies in X languages, translation of X document from X language to X language etc.).

**Income:** Please give additional information on the sources of income. Especially in case that you foresee under **I** income to be generated by the project activities, you should provide details on the type of income and the way of calculation of the total amount.

#### **Column - Unit, Amount per unit in EURO 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.

### **Column- Total EURO**

In order to facilitate your work, this cell contains a formula for the calculation of the total amount (*Amount per unit in EURO x Number of units*). Please note that this formula is not protected and it may be deleted. In this case please note that it is your responsibility to ensure that the total amount per item (i.e. line) as stated in this cell is calculated correctly.

Please also note that the box *Subtotal of selected entries* does not show the total cost of the project. It is activated only if you use the filter under a column and it indicates each time the total amount of the filtered/selected entries.

Please note that all amounts should be indicated with **maximum two decimals**.

e.g 1.235,56

### **Column - Additional information**

You may provide here any necessary additional information in order to provide more clarifications. For public entities, see also section 6.5.4 of this Guide on VAT.

#### **4.5.3.2 Instructions on how to present specific categories of entries**

Detailed information on the classification and the description of direct costs (A, B, C, D, E) you may find below under *Section 6 - Detailed rules concerning eligible costs* of this Guide.

#### **(F) Indirect costs - Overheads (F):**

Indirect costs should be included in the list of costs. The amount should be calculated as a lump sum of **maximum 7%** of the Total Direct Costs (headings A+B+C+D+E).

In this case the sum of the Indirect cost items (i.e. all items marked with ) should not exceed 7% of the Total Direct Costs.

If the total amount of Indirect costs exceeds 7% of the Total Direct Costs, an error message will appear on the top of the table.

As already mentioned above, you should indicate Workstream 0 for indirect costs (F).

#### **(I) Financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities (I)**

#### **(K) and Other income, including own contribution from the beneficiary/-ies (K):**

Any funding that should cover the costs of the project other than the grant requested from the EU should be indicated in the Sheet *Forecast Budget Calculation*. This funding should be at least **20%** of the total eligible costs and may come from the Applicant, a Partner or another organisation.

If the total amount of I+K is less than 20% of the Total Eligible Costs an error message will appear on the top of the table.

You should include separate entries for each source of co-financing and you should bear in mind the following clarifications:

➤ **(I) Financial contributions specifically assigned by donors to the financing of the eligible costs:**

Under **I** you should include financial contributions from donors and Associate Partners, only if they are specifically assigned to cover eligible costs included in the *Forecast Budget Calculation*.

You should also include under **I** any income foreseen to be generated by the project activities, such as participation fees for a conference, etc.

➤ **(K) Other income, including own contribution from the beneficiary/co-beneficiaries:**

Under **K** you should include the contributions that the Applicant/Co-ordinator and the Co-beneficiary Partners decide to allocate to the project, in order to ensure that EU co-financing is not higher than 80% of the total eligible costs.

**(G) Contribution in kind (G)**

As already stated above (*section 3.1*), contributions in kind are not taken into account for the calculation of the co-financing and are not considered as eligible costs.

For more information please refer to section 6.4. below.

#### **4.5.3.3 Functions inserted in the sheet**

##### **- Use of filters:**

Each column has a filter, which allows you to sort the entries (using the relevant arrow inserted in the title line). Sorting under multiple parameters is possible by using the filter-buttons of more than one column. Please note that the box *Subtotal of selected entries* on the top of the page is activated only if you use the filter and it indicates each time the total amount of the filtered/selected entries.

##### **- Use of functions: Copy-paste, Cut-paste, Insert line, delete line**

Only the upper part of the Sheet is locked and this allows you to copy, cut, insert and delete lines and cells. While using these functions (especially the cut-paste and insert), please note that the formula in the column *Total EURO* is not reproduced in the new line. It is your responsibility to ensure that the calculation remains correct.

##### **- Printing of the Budget:**

For submitting the Application Package you do **not** need to print the Budget Form (only the electronic version should be attached to the Grant Application Form). However, if - for your personal use - you need to print the form, please note that the print area for the sheet Forecast Budget Calculation is pre-set covering only lines 1-100. If you need to print a larger part of the sheet, you may reset the print area.

##### **- Pivot tables:**

The locking parameters of this Sheet prevent the table from generating a Pivot Table directly from this Sheet. However, if – for your personal use – you wish to create a Pivot Table on the basis of this data, you may insert an additional sheet and generate the Pivot Table there. Generating Pivot tables is not mandatory!

#### **4.5.4. Sheet Budget & Execution Summary**

This sheet is not active for the Applicants, but can be used for their information.

Only the part of the table coloured green is relevant for the application stage. This part is a mirror of the summary table on top of the Sheet **Forecast Budget Calculation** and presents the totals per Budget heading. As already explained above, the EU Contribution is automatically calculated by deducting all Estimated Income (I+K) from the Total Eligible Costs (A+B+C+D+E+F).

<i>Total Eligible Costs</i> (A+B+C+D+E+F)	-	<i>Financial contributions</i> <i>specifically assigned by donors</i> <i>to the financing of the eligible</i> <i>costs (I)</i>  + <i>Contribution from beneficiary</i> <i>(K)</i>	=	<i>EU</i> <i>Contribution</i>
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The parts of the table coloured blue and orange are not relevant at the application stage. They will be used for the final reporting and for the calculation of the final grant, only if your project will be selected for funding. They should remain empty at the application stage.

#### 4.5.5. Sheet Detailed Budget Execution & Sheet Cost Claim

These Sheets (coloured blue and orange) are not relevant at the stage of application. **You should not fill out these Sheets**, but please remember that these sheets will be used for reporting and the final calculation of the grant, if your proposal gets selected.

Annex 2 must be submitted using the mandatory template, which is attached to the blank Grant Application Form that the applicant will download from PRIAMOS. The applicant will need to fill out and attach this file to the Grant Application Form in its original format (Excel). Please do not change the format and **do not print and scan this document** for the purpose of submitting it.

#### 4.6. Other annexes

**The relevant call notice specifies the list of annexes required as part of the Application Package.** Below you may find further guidance for the types of annexes required in most calls covered by this Guide for Applicants.

##### 4.6.1. Partner Declaration Form - Annex 3

The Partner Declaration serves as a proof of commitment of the Partners to the implementation of the project and it should contain all the necessary information about the Partner organisation as an entity and about its involvement in the project.

The Declaration is a binding commitment on behalf of the Partner organisation. Therefore, the representatives of the Partner organisations should make sure that they have read the terms and conditions governing the grants provided under the relevant call notice, that they have consulted and agreed with the Co-ordinator concerning every aspect of their contribution – **including the financial contribution (if applicable)** – to the project.

Each Partner organisation mentioned in the Application Form (both Co-beneficiary Partners and Associate Partners) must fill in a separate Partner Declaration Form.

The Co-ordinator does not have to fill in a Partner Declaration Form!

The Partner Declaration(s) have to be submitted using the Partner Declaration Form provided by the Commission. The template is a fill-in enabled, protected Microsoft Word Form. The template should not be altered. The template is attached to the blank Grant Application Form that the Applicant will download from PRIAMOS. Only declarations submitted on this template will be accepted.

The same template has to be used **for both Co-beneficiary and Associate Partners.** Dependent on the type of the Partner different sections of the template have to be filled.

If the organisation filling in the template will be a Co-beneficiary Partner all sections need to be completed and the authorised representative should sign the template under the heading marked with a red colour and titled **Declaration of CO-BENEFICIARY PARTNER.**

If the organisation filling in the template will participate in the project only sections 1. - 10. of the form should be filled in and the authorised representative should sign the template under the heading marked with blue colour and titled **Declaration of ASSOCIATE PARTNER.**

Experience shows that collecting the signed Declaration Forms may be time consuming especially in case of larger partnerships. Therefore, Co-ordinators are advised to circulate the template in due time so that the Partners can make the necessary arrangements for its completion and signature.

Once completed, a printed original has to be signed by the authorised legal representative of the Partner and sent to the Co-ordinator. Under no circumstances should the Partners send the form to the Commission directly.

The complete (including all pages), duly filled and signed Partner Declaration Forms must be then scanned and attached to the Grant Application Form by the Co-ordinator.

The Co-ordinator shall keep the original signed versions for his records and be able to present them upon request.

A Partner Declaration Form from each Partner has to be attached to the Grant Application Form. Please note that only the complete (including all the pages) duly signed and scanned version will be accepted. The information provided in other parts of the Application Package concerning the contribution of the Partner organisation should be identical to the content of the Partner Declaration.

#### 4.6.2. Curriculum vitae (CV) of key staff performing the work in connection with the project – Annex 4

The CVs will be used during the evaluation of the selection criteria (operational and professional capacity) and award criteria.

##### GOOD PRACTICE

After you have scanned the originals save them on your computer in one folder and rename the files in a way that you can recognise which declaration is which once you attach them to the Grant Application Form. Some good examples:

**Annex3\_MinistryJustice\_FR**

**Annex3\_ABC NGO\_BG**

**Annex3\_Cobenef1**

**Annex3\_AssocPartner2**

This way you will have a good overview and you can see easily if there is something missing.

Do not scan each page separately: **1 Declaration = 1 file**. Try to use a file format that does not generate too large files but still allows good readability; the signature should be visible.

This also allows easier and faster handling of the application both for you and for the evaluators.

If you have several project applications and a partner is participating in different projects with you make sure that the correct declaration gets attached to the correct Application Package.

You should attach recent CV of the members of the project staff. At least the CV of the key staff should be attached, including the project operative co-ordinator/manager, the person responsible for the financial management and the main experts.

The Commission suggests that CVs are presented in the EUROPASS CV format; however, organisations are free to submit these CVs in any other format. Any CVs should be detailed enough to allow the assessment whether the person is qualified for the proposed position and sufficiently experienced in the subject/role.

The EUROPASS CV template can be downloaded from the following webpage:

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

#### 4.6.3. Evidence of legal status

At the stage of application, these documents are required for the Applicant/Co-ordinator and not for the Partners. Only official documents will be accepted. These documents will be used for the verification of the eligibility of the Applicant.

Depending on the legal status of the Applicant/Co-ordinator organisation, this may include:

1. the articles of association or statutes of the organisation;
2. proof of legal registration of the organisation: a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's **official name and address of the registered office (head office)** and the registration number given by the national authorities.

This Annex is not required if the Applicant is a **public body** (e.g. ministry, local, regional, national or federal government authority, municipality or other public body) or a public or private university. However, the above entities should be prepared to supply the documents upon request of the Commission.

#### 4.6.4. Official annual financial statements

Official annual financial statements (Balance sheet and/or Profit and loss account) for the past 2 years available (2011 and 2012 or, if 2012 is not yet available, 2010 and 2011) that demonstrate the Applicant's financial capacity should be submitted.

In the case of grants exceeding EUR 750.000, the Applicant must submit an audit report certifying the accounts for the last financial year available, produced by a certified external auditor.

In case of **newly established entities**, please provide any document available that could help establish the financial capacity, and at least a business plan.

This Annex is not required if the Applicant is a **public body** (e.g. ministry, local, regional, national or federal government authority, municipality or other public body) or a public or private university.

#### 4.6.5. Annual technical/narrative report of the Applicant/Co-ordinator organisation for the previous year

This document is used to verify the operational capacity of the Applicant/Co-ordinator.

The annual technical/narrative report should present the activities or the organisation, the achieved result and information on the operation of the organisation during a given year. The content of the report may include but should not be limited to a commentary on the execution of the budget of the organisation.

As a general rule the official final annual report for the year 2012 accepted by the relevant statutory body of the Applicant/Co-ordinator should be submitted.

If at the time of application the official report has not been approved yet, the draft report can be accepted.

Even if in the document establishing the organisation the preparation of a regular official annual report is not foreseen, a report should be drafted for the purpose of this application.

If the report is available on the applicant's publicly available website, it is sufficient to provide the **PRECISE** link to the document. The link should be indicated on a separate sheet to be annexed to the Grant Application Form called "*Annex X - Annual report*". It is the applicant's responsibility to ensure that the link is correct and working. Please note that a general link to the applicant's website is not sufficient. The organisation should be prepared to submit the document itself upon request of the Commission. This Annex is not required if the Applicant is a **public body** (e.g. ministry, local, regional, national or federal government authority, municipality or other public body) or a university. However, the above entities should also be prepared to supply the documents upon request of the Commission.



## **5. Eligibility of costs – what kind of costs will be accepted?**

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The Commission can co-finance only those costs which are eligible according to the Grant Agreement signed between the Commission and the beneficiaries.

### **5.1. Eligible costs**

"Eligible costs" of the action are costs actually incurred by the beneficiary which meet the following criteria:

- (a) they are incurred in the period of duration of the action, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents;
- (b) they are indicated in the estimated budget of the action annexed to the Grant Agreement;
- (c) they are incurred in connection with the action as described in the Project description and Implementation annexed to the Grant Agreement and are necessary for its implementation;
- (d) 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 with the usual cost accounting practices of the beneficiary;
- (e) they comply with the requirements of applicable tax and social legislation; and
- (f) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

As a rule the expenditure must also relate to **activities taking place in an eligible country**. Any costs relating to activities undertaken outside of the eligible countries will normally be considered as out of scope of the funding programme and thus as non-eligible, as the funding programmes of DG JUSTICE concern internal EU policies. Only where the Applicant/Beneficiary can adequately justify that these activities are vital for the implementation of the action, and where they contribute to achieving the objectives of the funding programme, could such costs be accepted as eligible.

### **5.2. Eligible direct costs**

"Direct costs" of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They may not include any indirect costs.

To be eligible, direct costs shall comply with the conditions of eligibility set out under section 5.1 above.

In particular, the following categories of costs are eligible direct costs, provided that they satisfy the conditions of eligibility set out under section 5.1 above as well as the following conditions:

- (a) the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration;

those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:

- (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
  - (ii) the result of the work belongs to the beneficiary; and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.
- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel.
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.9 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary; the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee.

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account. By way of exception, the Special Conditions of the Grant Agreement may provide for the eligibility of the full cost of purchase of equipment, where justified by the nature of the action and the context of the use of the equipment or assets.

- (d) costs of consumables and supplies, provided that they are purchased in accordance with the conditions of the Grant Agreement and are directly assigned to the action;
- (e) costs arising directly from requirements imposed by the Grant Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the Conditions of the Grant Agreement;
- (f) costs entailed by subcontracts, provided that the conditions laid down in the Grant Agreement are met;
- (g) where authorized by the call for proposals, costs of financial support to third parties within the meaning of the conditions of the Grant Agreement, provided that these conditions are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Grant Agreement.

### **5.3. Eligible indirect costs**

"Indirect costs" of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

To be eligible, indirect costs shall represent a fair apportionment of the overall overheads of the beneficiary and shall comply with the conditions of eligibility set out under point 5.1 above. Eligible indirect costs shall be declared on the basis of a flat rate of maximum 7% of the total eligible direct costs.

### **5.4. Ineligible costs**

In addition to any other costs which do not fulfill the conditions set out under point 5.1 above, the following costs shall not be considered eligible:

- (a) return on capital;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of transfers from the Commission charged by the bank of a beneficiary;
- (h) costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;

On eligibility of VAT please refer to section 6.5 of this Guide.

## 6. Detailed rules concerning eligible costs

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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.

### 6.1. Eligible direct costs

#### 6.1.1. Staff Costs (Heading A)

##### 6.1.1.1 General principles

To ensure the successful implementation of the tasks related to the project activities, appropriate human resources should be allocated to the project.

Salary levels must be reasonable and in line with normal salary policy of the beneficiary.

Salary (fees) of non-permanent staff may be charged to this category if the individual concerned works for the Applicant(beneficiary/co-ordinator) or the Partners (co-beneficiaries) with a contract or individual sub-contract explicitly linking the person to the project and provided that such practice complies with the relevant national legislation.

**When filling out Staff costs in the Budget Form**, you should indicate at least the following information:

- the name of the project staff member (if known),
- his/her function in the project,
- the staff member's working status: if he/she will be recruited specifically for the project or is already employed by the organisation, if he/she is self-employed, if he/she will be working part-time or full-time for the project, etc. This information should be mentioned either in the column *Description of item* or in the column *Additional information*,
- Permanent or temporary staff and civil servant or private law contract of employment.

##### 6.1.1.2 Costs for permanent staff of a public organisation

This section refers to costs of permanent staff of a public organisation. It is not applicable to staff costs of universities, regardless of their status.

The salary cost of permanent staff of a public organisation may be funded only to the extent that they relate to the costs of project activities that the public organisation would not have carried out had the project concerned not been undertaken. Those activities must represent an additional cost for the organisation.

Salary costs of **permanent staff** of a public organisation are eligible only in the following cases:

##### a) Remuneration for overtime work

Only the cash compensation for overtime/additional hours remuneration paid for the permanent staff of a public organisation may be considered eligible, under the condition that the staff member is seconded/assigned to the project in conformity with relevant national rules.

**When filling out this type of Staff costs in the Budget Form**, you should indicate at least the following information:

- "overtime" as key-word,

- the name of the employee,
- the total number of overtime hours required to carry out the tasks linked to the project,
- the unit rate (amount of hourly remuneration). The overtime unit rate is estimated on the basis of the overall remuneration for the normal working hours plus cash compensation for the overtime work and divided by the total number of working hours (hours of normal work + hours of overtime work).

#### **b) Costs for replacing the staff concerned for his/her usual tasks**

Costs of permanent staff of a public organisation may be considered eligible in full under the condition that the person concerned is seconded/assigned in conformity with relevant national rules to tasks that are specifically linked to the implementation of the project, and that another person is specifically recruited to replace him/her for his normal tasks for the duration of the project.

**When filling out this type of staff costs in the Budget Form, you should indicate at least the following information:**

- "replaced" as key-word,
- the name of the employee,
- his/her function in the project.

#### **c) Other permanent staff cost of a public organization**

With the exception of cases a) and b), the cost of permanent staff of a public organisation will be considered eligible within the limit of the amount necessary to co-finance the project. **In no case can the total cost of permanent staff of public organisations be higher than the total co-financing from the Applicant, the Partners/Associate Partners and from third parties (I+K).** The Commission will ensure that this ceiling is respected before awarding the grant and may reduce the corresponding costs accordingly.

**When filling out this type of staff costs in the Budget Form, you should indicate at least the following information:**

- "covered by co-financing" as key-word
- the name of the employee
- his/her function in the project.

Please note that in absence of a clear indication in the Budget Form on whether the costs for permanent staff of a public organisation fall under case a), b) or c), it will be automatically considered that they fall under case c).

### **6.1.2. Travel (Heading B)**

Only travel costs relating to specific and clearly identifiable actions related to the project are eligible for Union funding. Travel costs should be in line with the beneficiary's usual practices on travel costs. Travels to and from destinations outside the eligible countries will normally be considered as out of scope of the funding programme and thus as not eligible (see 5.1 above).

Beneficiaries are required to use the least expensive 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 guide<sup>4</sup>. 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 Form,** 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 Form,** 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.).

Travel and subsistence costs of **participants in conferences and seminars** should also be included **under Heading B.**

### 6.1.3. Equipment (Heading C)

#### 6.1.3.1 Equipment (new or second hand):

Cost of depreciation of equipment is **in principle considered as part of the indirect project costs (Heading F)**. However, if the Applicant has bought the equipment specifically for the project, they can charge as direct costs (Equipment - Heading C) the cost of equipment purchase (computer, audiovisual equipment, etc.), but must respect the following rules:

- 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 eligibility 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 such rules do not exist, EU depreciation rules 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 Form,** you should indicate the kind of equipment to be purchased, as well as the full price of purchase. However, you can only charge to the project the equipment's depreciated value. The direct link to the project implementation should also be presented.

**Example of EU depreciation rules:**

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<sup>4</sup> [http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

*Total value of equipment purchased: EUR 1000*  
*Assumed service life: three years (36 months)*  
*Permissible monthly depreciation will then be EUR 1000/36 = EUR 27,78*  
*Duration of the eligibility for cost in grant agreement: 1/09/2007 to 31/08/2009 (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:*  
*(EUR 27,78 x 17 months) x 0,5 = EUR 236,13*

### **6.1.3.2. Land and immovable property:**

Costs of purchase of land and immovable property are not eligible.

Rental costs of premises will normally be considered as an indirect project cost (Heading F). However, if renting of premises is directly and exclusively 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 Form**, 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.

### **6.1.4. Consumables and Supplies (Heading 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 considered as indirect costs (Heading F).

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

### **6.1.5. Other direct costs (Heading E)**

#### **6.1.5.1. Publications and dissemination**

In order to be eligible for Union funding, publications must be produced specifically for the project.

In case activities related to publication and dissemination are subcontracted, the subcontracting rules mentioned below are applicable.

**When filling out these costs in the Budget Form**, the type of publication, the number of pages and the number of copies should be clearly indicated. Separate entries should be included for translations, costs of editing and printing, etc. For translations you should also indicate the languages that you are translating from and into.

#### **6.1.5.2. 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 Travel - Heading B).**

**When filling out these costs in the Budget Form**, 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.

#### **6.1.5.3. Costs not falling into any of the other Headings**

Costs not falling into any of the other Headings 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.).

### **6.2. Eligible indirect costs (Overheads - Heading F)**

These are costs which relate to categories of expenditure that are not identifiable as specific direct costs. They 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 existing 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.**

### **6.3. Subcontracting rule**

Any amount paid by the Applicant/Co-ordinator or by the Partners/Co-beneficiaries to an external body or organisation carrying out a specific one-off task in connection with the



project (e.g. translation, expert consultancy, interpretation, design&printing, conference/seminar organisation) must be charged under Heading E-Other direct costs.

For any external contract for the purposes of carrying out the action, the beneficiary shall award a contract offering best value for money. Depending on the value of the contract, this may require seeking competitive tenders.

**It is not permissible to subcontract all or most activities foreseen in the project description**, as this distorts the concept of both the partnership and ownership of the project. For this reason, the Applicant/Co-ordinator may not subcontract the management and general administration of the project and the Partners/Co-beneficiaries may not subcontract all or most of the activities for which they are responsible.

**Subcontracting exceeding 30% of the total cost of the project will require a specific justification.** In case this indicative amount is exceeded, it must be highlighted in Annex 1 and it must be duly explained justifying the reasons, the added value of such subcontracting and the reasons for the lack of the relevant expertise within the partnership.

It is not acceptable for a Partner/Co-beneficiary to act as a subcontractor.

Typically, a subcontracting agreement should include the following terms:

- Service to be provided and its links with the project;
- Dates on which the subcontracting agreement begins and ends;
- Price to be paid (breakdown and description of the costs);
- A detailed description of the tasks/work schedule/completion phases;
- A detailed description of the costs on which the price is based;
- Payment arrangements (one or more advance payments, staggered payments, etc.);
- Clauses/penalties 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.

#### **6.4. Contribution in kind (Heading G)**

Contribution in kind refers to **non-cash inputs by third parties**, such as:

- any donation of raw materials (i.e. paper and ink for publication purposes);
- unpaid volunteer work by a private, individual or corporate body.

Contribution in kind **shall not be calculated as actual project expenditure** and **shall not constitute an eligible cost**. However, if it is included in the budget in order to contribute to the proper implementation of the project, the beneficiary undertakes to obtain this contribution.

The contribution in kind will be taken into account by the Commission when assessing the activities and level of engagement and commitment of the Applicant.

Contribution in kind **does not constitute an eligible cost** for the project. **Income** items under I and K **cannot be covered by in-kind contribution**.

## 6.5. Eligibility of VAT

When you purchase a good or a service necessary for the implementation of an activity supported by an EU grant and pay value added tax (VAT) on this purchase, the VAT paid as part of the purchase price can be considered as an eligible cost, except where the activity falls within one of the following categories:

- 1) activities for which VAT is **deductible**: taxed activities or exempt activities with right of deduction.
- 2) activities engaged in by bodies governed by public law of a Member State (State, regional or local government authority or other public body), acting as a **public authority**.

Please note that the eligibility of VAT has to be assessed by activity and by beneficiary, not necessarily for the project as a whole.

### 6.5.1 Deductible VAT

VAT paid by a grant beneficiary on purchases necessary for the implementation of taxed activities can be deducted from VAT charged by the grant beneficiary on its sales. It does not constitute a cost for the beneficiary and may therefore not be eligible.<sup>5</sup>

For exempt activities without right of deduction the VAT is always eligible.<sup>6</sup> The same is true for activities outside the scope of VAT (i.e. non-economic activities), unless the activity is an activity engaged in as a public authority (see below).

### 6.5.2 Activities engaged in as a public authority

To prevent any risk of unequal treatment between private and public entities as beneficiaries of DG JUST grants in situations where both public and private entities can theoretically implement the same activities under national legislation of the relevant Member State, the eligibility of VAT is not based on the legal status of the beneficiaries (i.e. it does not depend on whether they are private or public entities).

For public entities, VAT is therefore only ineligible in situations where it may not have a distortive effect between publicly and privately funded bodies, i.e. in case of public power prerogatives which can only be exercised by public bodies under their special legal framework. This encompasses activities engaged in by bodies governed by public law of a Member State under the special legal regime applicable to them (e.g. powers of police, powers of justice, fight against counterfeiting of banknotes and coins, national statistics, definition and enforcement of public policies), thus not including activities pursued by public entities under the same legal conditions as those that apply to private economic operators.

According to Article 13(2) of the VAT Directive<sup>7</sup>, Member States may transpose the VAT Directive by stating in their national VAT legislation that some exempted activities are, where carried out by public bodies, to be considered as activities engaged in as public authorities. To

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<sup>5</sup> The same applies to exempt activities with right of deduction (e.g. exports), which are however not activities typically financed in the framework of DG Justice's programmes.

<sup>6</sup> Including for public entities – these activities are never to be considered as activities engaged in as a public authority.

<sup>7</sup> Directive 2006/112/EC, as revised.

ensure equal treatment of all beneficiaries and avoid distorting effects depending upon the national transposition process, according to the Rules of Application of the Financial Rules applicable to the general budget of the Union, those activities shall not be regarded as activities engaged in as public authorities, independently from the content of the national VAT legislation. Therefore, VAT paid by beneficiaries in relation to the implementation of those activities is eligible.

### **6.5.3 Application of these rules to the calls of DG Justice**

The following examples can serve as a reference for applicants when assessing the eligibility of VAT within the framework of their intended project, but they are not an exhaustive list. They have been established without prejudice to the applicable national law in the individual Member States (which may define other/additional public power prerogatives and activities falling under a special legal framework) and should therefore always be applied to your particular project in the light of the general rules laid out above, in particular where activities engaged in by public authorities are concerned. Applicants and partners that are public law bodies are responsible to verify compliance with the public authority criterion.

*Activities engaged in as public authority (VAT ineligible):*

- Development and operation of infrastructure and IT systems to interconnect public registers or databases managed by public entities under a special legal framework;
- Cooperation in the area of detention, e.g. on the transfer of prisoners or on probationary services, between public entities responsible for these activities;
- Drafting of public policies and laws by governmental bodies of Member States is an activity engaged in as public authorities. Therefore, VAT incurred in relation to the organisation of meetings of public policy-makers with the aim of drafting, harmonising or reviewing legislation in the area of justice is not eligible. On the other hand, a conference organised by public entities with the aim of informing stakeholders and disseminating knowledge about a particular issue does not qualify as activity engaged as public authority, as the same conference could also be organised by a private entity (VAT eligible).

Training activities for judges are not in principle activities carried out as a public authority, unless the national legislation designates a public body as the sole entity having such a competence. The nature of the activities to be taken into account is training, even though the target population is judges and the sector relates to sovereign powers. In this case the VAT is eligible.

*Exempt activities without right of deduction, including activities referred to in Art. 13(2) VAT Directive (VAT eligible):*

- hospital and medical care and closely related activities undertaken by bodies governed by public law or, under social conditions comparable with those applicable to bodies governed by public law, by hospitals, centres for medical treatment or diagnosis and other duly recognised establishments of a similar nature;
- the provision of children's or young people's education, school or university education, vocational training or retraining, including the supply of services and of goods closely related thereto, by bodies governed by public law having such as their aim or by other organisations recognised by the Member State concerned as having similar objects;

- the supply of certain cultural services, and the supply of goods closely linked thereto, by bodies governed by public law or by other cultural bodies recognised by the Member State concerned.

*Activities out of scope (VAT eligible)*

Activities and services provided by a non-governmental organisation (NGO) free of charge (e.g. free counselling services, awareness-raising activities, etc) involve no economic transaction and are therefore not subject to VAT.

*Taxed activity (VAT ineligible)*

Actions funded by Union grants which include taxed activities are expected to be revenue-generating actions. For example, a project includes the publication of a book by an NGO on an issue relevant under the call. The books will be sold in shops and will contain advertising space sold to companies. The sale of advertising space and the sale of goods for a charge are taxed activities. The VAT paid by the NGO on any supply needed for the publication of the book (e.g. paper, design services, printing services, distribution services) will be deductible from VAT charged by the NGO to the buyers of the advertising space and the books. The NGO will therefore not be allowed to declare this VAT as eligible under this action.

#### **6.5.4 Conclusion for preparation of budget**

When you, as an applicant, prepare the budget of your project, it is important to identify whether VAT is an eligible cost or not in the light of the above instructions, as this will have an impact on the final amount of the grant. Please also note that when signing your budget you declare that the costs declared contain only eligible VAT depending on your assessment of VAT eligibility. In case your proposal is retained for funding, this amount will be used by the Commission as the maximum amount of total eligible costs which will not be further discussed.

If you or one of your partners are a public entity, you should also identify in the Forecast Budget Calculation Sheet of the Budget Form any cost items you consider as incurred in the framework of activities engaged in as public authority (with the consequence that VAT is ineligible and should not be included in the cost). This should be indicated in the column “Additional information” for the relevant cost items (with the mention: “public authority”). Please note that since only the supply of goods and services can be subject to VAT, this is only relevant for those cost categories which imply procurement from your side, e.g. costs of travel, of equipment, of consumables and supplies, etc.

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

The call for proposals covered by this Guide is implemented via the PRIAMOS on-line system. Applications must be submitted in their entirety through the PRIAMOS system. No other form of submission will be accepted. Applications or annexes sent by e-mail, post or fax will not be taken into consideration. The receipt of such submissions will not be acknowledged.

For detailed information on PRIAMOS, please read carefully the information available on the PRIAMOS website:

[http://ec.europa.eu/justice/grants/priamos/index\\_en.htm](http://ec.europa.eu/justice/grants/priamos/index_en.htm)

### 7.1. How to register as an applicant?

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

#### 7.1.1. If no person has registered your organisation before in PRIAMOS

In order to register as an applicant please follow the relevant link *Registration as an applicant and introducing changes* on the PRIAMOS 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.

**Applicant Registration Form**

Identity of the Applicant's Organization

Legal Name (full) [native language] *	<input type="text"/>
Legal Name (short) [native language] *	<input type="text"/>
Short Name	<input type="text"/>
Organization Name (full) [English] *	<input type="text"/>
Organization Name (short) [English] *	<input type="text"/>
Registration Number (where Applicable)	<input type="text"/>
Legal Status *	<input type="text"/>
Legal Status Group *	--Select--

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 per organisation can be registered in the system concerning this information. It should reflect information provided in the legal documents of the entity.

#### ***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 grant applications or grant agreements exist, a different contact person can be indicated for each.

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.

**The PRIAMOS USM (User Service Management team)** 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** [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu) indicating your registration number.

Please note that the user-name and password are specific **to each contact person**, not to each organisation.

### **7.1.2. If the organisation is already registered in PRIAMOS as an applicant for any previous JLS/HOME/JUST calls**

You should **not fill out a new registration form, but you should ask the help of an already registered contact person of your organisation.**

In case the registered person has forgotten his/her password or has left the organisation, please contact the PRIAMOS USM Mailbox [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu) .

In any other case a registered contact person should:

- access PRIAMOS:

[https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm\\_ui\\_frame/](https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/)

- login using his/her existing password;

- click on **Organizational Data Update** and introduce any necessary changes in the system (adding/deleting/modifying a contact person, adding/deleting/modifying the legal representative, modifying the address of the organisation etc).

If you wish to **introduce an additional legal representative or contact person**, you should choose to ADD the new person. The existing persons will remain and the new one will be added.

If you wish to **remove a legal representative or contact person where there are several**, you should choose to DELETE this person. The other persons will remain and the selected person will be deleted.

If you wish to **replace an existing legal representative or contact person**, you should first choose to ADD the new person and then to DELETE the person that has to be removed from PRIAMOS. You should not modify the details of an existing person.

If you want to **modify the details of an existing legal representative or contact person**, you should choose to MODIFY the relevant entry. Through this function you may not replace one person with another.

After the changes have been submitted, the contact person who submitted them will receive a registration number for the update request. The PRIAMOS team will process the request manually and will send an e-mail confirming that the request has been processed. Requests are typically processed within one working day, but may take longer during busy periods.

In case you have requested the addition of a new contact person, the PRIAMOS team will contact the new contact person per e-mail notifying the person's username and password. The contact person will have to change this password when he/she logs in the system for the first time.

## 7.2. Log in the system and download the Grant Application Form



The contact person who will be responsible for the proposal should log in the system with his/her username and password:

*PRIAMOS portal for downloading and uploading an application form*

[https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm\\_ui\\_frame/](https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame/)

If this is the first time you are logging into PRIAMOS, you will first be invited to change the password you initially received.

In order to find the Grant Application Form, click on **Applications - Download Forms** and click on the "Search" button without specifying any search criteria.

Please be careful to **select the Grant Application Form applicable to the specific call** under which you want to apply and **save it on the local drive of your computer ("download")**.

### Templates for annexes



There might be additional **mandatory templates for annexes** that you will have to use.

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.



**You must save all of them separately on the 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 Grant Application Form).

Note that only Adobe Acrobat READER can be used to fill out the Grant Application Form (not e.g. Adobe Acrobat EDITOR etc.).

**Some fields are automatically filled out based on the information you provided when you registered your organisation in PRIAMOS.**

Note that the information concerning the Contact Person is filled out according to the user who downloaded the Grant Application Form.

The fields in the Grant Application Form 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 Grant Application Form cannot be uploaded on the system.

**Prepare all requested annexes and save them on the local drive of your computer.**



Once all documents are finalised, **attach each of them to the Grant Application Form.**



You must use the "Attachments" button which appears as a paper clip image on the left hand side of the Grant Application Form, in order to view the attachments of the Grant Application Form.



You may attach the Annexes that you prepared by using the "Add new attachment" button, which appears at the top of the list of the attachments.



**You must click on the "Save" button**, which appears on top of the Grant Application Form), **only then is the document attached.**

Please **do not zip documents** before uploading them.

No signature is required on the Grant Application Form. The Grant Application Form must not be scanned either. Scanned Grant Application Forms are rejected by the PRIAMOS system at the phase of upload.

#### **7.4. Upload the Application Package**

After all documents have been successfully attached, the contact person for this application should log in the system and upload the Grant Application Form under **Applications – Upload Forms.**

Note that **only the Grant Application Form can be uploaded and no other document** (e.g. separate Word documents, Budget Form, scanned documents). This means that **all the annexes should be attached to the Grant Application Form prior to its upload in the system.**

**In case a field of the Grant 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 Grant Application Form and click Save. Only afterwards can you upload it in the system.**

The application form with the annexes attached **may not exceed 100MB.**

Upon successful submission of the Grant Application Form, a **confirmation of a successful upload will be displayed on top of the window.** An e-mail will be sent to the contact person with the application ID number. The e-mail will also mention the total number of attachments included in the Application Form.

If the contact person does not receive an email with the application number in it within 6 hours of a successful upload, then he/she should first check that the email is not blocked by the spam filters of his/her email account. If it is confirmed that no e-mail was received, then the contact person should contact the PRIAMOS help desk.

For your own future use and reference, the uploaded Grant Application Form will be visible to you if you click **Applications-Overview Applications.**

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 below).



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 the steps explained above.

## **7.5. Modifying an Application Package**

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 final version of the Grant Application Form and/or the relevant document(s) **which are saved (downloaded) on the local drive of your computer**.

After having made the necessary modifications, attach again **ALL** requested documents to the Grant Application Form and **upload it again**.

**ONLY the last uploaded version of the Grant Application Form and of the attachments appearing on this version 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.

**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.**

## **7.6. Technical requirements for PRIAMOS**

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

### **Windows**

PRIAMOS can be accessed via the internet, so **an internet browser** and [Adobe Reader](#) is required for filling in forms.

#### **Supported web browsers:**

- Mozilla Firefox 2 or higher;
- Internet Explorer 6 or 7;
- Internet Explorer 8 or 9 (in compatibility mode).

By default Windows 7 64Bits comes with both the 32Bit and 64Bit versions of Internet Explorer. Only the **32Bit version** can be used with PRIAMOS.

#### **Supported PDF programmes:**

- Adobe Reader 8 or higher.

Only Adobe Reader is supported. No other PDF applications are supported (Including Adobe Writer).

**By using any other program you will make your application unreadable to the  
PRIAMOS system!**

## **MAC**

Mac computers are **not officially supported**. However PRIAMOS has been **used successfully** with Mac computers.

### **Supported Operating System:**

- OS X version 10.5.8 (Leopard).

### **Supported web browsers:**

- Mozilla Firefox 2.5 or higher.

### **Supported PDF programmes:**

- Adobe Reader 8.1.x.

The above are only guidelines, but most importantly a compatible web browser and PDF application are required.

It would be advisable to first **test with your current Macintosh computer** to see if you are successful before upgrading/changing your browser and/or PDF application.

## **8. Protection of personal data of applicants**

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### **8.1. Personal data**

The reply to any call for proposals involves the recording and processing of personal data (such as names, addresses and CV). Such data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Your replies to the questions in the grant application form and its annexes and any personal data requested are necessary in order to assess your grant application. They will be processed solely for that purpose by the Commission department responsible for the call. Details concerning the processing of personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf). 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 2008/969 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 2008/1302 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 (for more information see the Privacy Statement on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

## **9. Selection Process**

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All applications are subject to an evaluation process involving three sets of criteria. 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.

Applications that successfully pass the eligibility evaluation will be subject to the verification of operational and financial capacity (selection criteria) and the evaluation of the award criteria mentioned in the call. For the verification of the selection criteria the Commission evaluators, based on the documents you submitted, will check whether your organisation has enough financial, human and operational resources to carry out the activities described in *Annex I*. For the evaluation of the award criteria the evaluators will assess your proposal on its merits against the award criteria (as mentioned in the call).

Once the evaluation process is finalised, the Commission will adopt a formal award decision including a ranking list and will send letters to applicants informing them about the results of the process.

Please note that you might be requested at any time during the evaluation process to provide additional documents or information. It is therefore important that you update your contact details in PRIAMOS, and that you ensure that it is always possible for the Commission to contact you, e.g. in case of absence of the contact person indicated.

## **10. Publicity**

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### **10.1 By the beneficiaries**

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed project.

Further details will be specified in the grant agreement.

## **10.2 By the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>8</sup> if he/she is domiciled within EU or equivalent if domiciled outside EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

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<sup>8</sup> European Union Official Journal L 39, of 10 February 2007.