



'Europe for Citizens' PROGRAMME

Education and Culture

EUROPEAN COMMISSION

EUROPE FOR CITIZENS PROGRAMME

2007-2013



PROGRAMME GUIDE

http://ec.europa.eu/citizenship/index_en.html

http://eacea.ec.europa.eu/citizenship/index_en.htm

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A. General outline

Purpose and structure of the Programme Guide

The purpose of this Programme guide is to present to all interested parties the content of the Europe for Citizens Programme as well as the procedures and conditions for applying for a grant under its different actions and measures. It has the status of a call for proposals.

Interested organisations are invited to read:

section A, which presents an important introduction to the Programme, its actions and measures. It also specifies the priority themes which are relevant to all activities funded under this Programme;

section B, which gives important general information on the implementation of the Programme, including financial and legal conditions;

and finally **the specific chapter of section C**, which corresponds to their interests and profile. This part includes detailed information on the different actions and measures under this Programme.

The Programme Guide covers most of the actions of measures of the Programme.

It includes all necessary information for submitting an application and indicates the link to the different forms to be filled in. It also specifies the conditions of partnership with the Commission for those organisations which succeeded in their application and therefore receive a grant. It indicates the recurrent deadlines for submitting applications under the different actions and measures.

For certain actions or measures, the format of which is subject to important developments, specific calls for proposals can be published, with a time-limited validity, as applications can be sent in until a specified date. Those calls can therefore not be part of this Programme Guide that applies for the whole duration of the Programme. This Guide however presents the general outline of those actions and measures which will be subject to specific calls for proposals, and gives the link, if applicable, to the relevant call.

The Programme Guide, in most of its aspects, will apply for the whole duration of the Programme (2007-2013).

In order to maintain the necessary level of flexibility and to adapt to future evolutions or priorities, the Programme Guide will be updated in the course of the next years. Therefore, for projects commencing between 2008 and 2013, addenda or corrigenda may be published. Changes will clearly be communicated. Interested organisations are invited to verify that they are consulting the latest version of the Programme Guide, accessible on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The Programme Guide intends to foster the coherence and the visibility of the 'Europe for citizens' Programme. It aims at providing stability, flexibility as well as transparency and hopes to become an appreciated tool of all interested parties.

What is the Europe for Citizens Programme?

The European Commission, the European Parliament and the Council of the European Union, have agreed to establish the Europe for Citizens Programme, which materialises the legal framework to support a wide range of activities and organisations promoting ‘active European citizenship’, i.e. the involvement of citizens and civil society organisations in the process of European integration.

The Europe for Citizens Programme builds on the experience of the previous Programme to promote active European citizenship, which ran from 2004 to 2006. This Programme was presented by the Commission after a large consultation with the different stakeholders and an ‘ex ante’ evaluation, which analysed the need for an intervention at Community level and the expected impact of the Programme on the sector. Thanks to these experiences and reflections, this Programme of 2nd generation demonstrates a certain level of maturity, combining continuity and innovation.

The Programme will run from 2007 to 2013.

Objectives of the Europe for Citizens Programme

General objectives

The general objectives of the Europe for Citizens Programme are to contribute to:

- giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- developing a sense of European identity, based on common values, history and culture;
- fostering a sense of ownership of the European Union among its citizens;
- enhancing tolerance and mutual understanding between European citizens respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

Specific objectives

The Programme has the following specific objectives, which shall be implemented on a transnational basis:

- bringing together people from local communities across Europe to share and exchange experiences, opinions and values, to learn from history and to build for the future;
- fostering action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through cooperation within civil society organisations at European level;
- bringing Europe closer to its citizens by promoting Europe's values and achievements, while preserving the memory of its past;
- encouraging interaction between citizens and civil society organisations from all participating countries, contributing to intercultural dialogue and bringing to the fore both Europe's diversity and unity, with particular attention to activities aimed at developing closer ties between citizens from Member States of the European Union as constituted on 30 April 2004 and those from Member States which have acceded since that date.

Priority themes of the Europe for Citizens Programme

Under this Programme, priority is given to certain themes of particular relevance for the development of an active European citizenship. The setting up of themes will also encourage synergies between projects working on the same issue and will ensure greater visibility and impact of the supported activities and of the Programme in general. Applicants under this Programme are invited to **address in their projects one or more of these priority themes**. However, the Programme remains open to innovative, bottom-up projects, which do not fall within these priority themes.

Some of the themes will be relevant for the whole period of the Programme and will therefore have a permanent character. However, the way these issues are being tackled will depend on specific events or developments in the field. Therefore, a permanent priority can also give indications on aspects on which emphasis will be put in a given period.

In order to be able to react to new or very specific topics arising on the European agenda, annual priorities of relevance for this Programme and of a limited duration can be set up.

Permanent themes and their annual focus

Priority will be given under this Programme to the following themes:

Future of the European Union and its basic values

The important and rapid changes of the European Union make it necessary to engage citizens and civil society organizations in a deep, long lasting reflection on the future of Europe. This has been recognized in 2005 by the Heads of State and Government, which decided a reflection pause on the future of Europe after the ratification process of the Constitution was suspended. To support this reflection, the Commission proposed the Plan D to strengthen dialogue, debate and democracy in Europe. The Europe for Citizens Programme is an important tool in this context. It can be used to set up a structured dialogue in societies in view 'of fostering a sense of ownership of the European Union among its citizens' as mentioned in the Programme objectives.

Vision of the future of the European Union is by definition linked to its basic values. This permanent priority includes therefore also dialogue and actions related to basic values such as human rights, tolerance, solidarity and fight against racism and xenophobia.

This permanent theme will be nourished by the developments in the process of European integration in 2008 by.

- New institutional developments

The Lisbon Treaty includes important innovations related to the role of citizens and civil society within the democratic system of the European Union. During the year

2008 a high priority will therefore be given to projects, which initiate debate and reflection on the development of the EU in the context of the Lisbon Treaty.

- Celebrations of the 9th May – Day of Europe

In order to make the building of Europe more visible, this Programme will support and encourage actions involving citizens in celebrations of the 9 May, day of Europe, thereby contributing to the development of European identity. This day should become a ‘regular appointment’ between the European Union and its citizens.

Active European Citizenship: participation and democracy in Europe

The concept of Active European Citizenship lies at the heart of this Programme. There is a need for further reflection on this concept of Active European Citizenship as well as need for development of tools and models adapted to citizens’ active participation in the construction of Europe at all levels. Therefore, the issues of active European Citizenship, participation and democracy are a permanent priority of this Programme. These issues will therefore be tackled by studies and reflections as well as by projects involving citizens and civil society organizations.

- Women participation in political life

To provide continuation to the 2007 European Year of Equal opportunities for all, a specific focus will be given during the year 2008 to the issue of participation of women in political life. Projects including exchange of best practices or development of new initiatives to encourage women participation will be given priority.

Inter-cultural dialogue

The successive enlargements of the European Union, the increased mobility resulting from the single market, the migration flows, old and new, are increasing interactions between European citizens. Consequently, they should be able to fulfill their potential in a more solidarity based society. Promoting participation of each citizen in intercultural dialogue through the structured cooperation with civil society is fundamental to creating a European identity and enhancing different shapes of the various aspects of belonging to a community. European citizens should be aware of the importance of developing active European citizenship which is open to the world, respects cultural diversity and is based on the common values of the European Union.

- The European Year of Intercultural Dialog 2008

2008 will be the European Year on Intercultural Dialogue. To maximise the impact of the year, it is important to mobilise all relevant programmes to this exercise as well as to exploit the results of initiatives and projects already taken place or in course of realization. All actions of the Europe for Citizens Programme are highly relevant with regard to intercultural exchanges and participation. This issue will be given a prominent place also in the context of the high visibility events.

People's wellbeing in Europe: employment, social cohesion and sustainable development

The European societies are changing rapidly. For example issues like globalisation, transition towards a knowledge based economy, demographic developments, immigration, increasing individualism are common challenges. In this context, the European Union has adopted a clear strategy for facing these challenges: the 'Lisbon agenda' has set the following target for the EU: to become the most competitive knowledge based economy in the world.

The Europe for Citizens Programme will encourage actions dealing with these issues, giving a European perspective to people's everyday life experience and demonstrating how the EU can improve their wellbeing in an evolving environment. In 2008, there will be a specific focus on:

- Sport for active citizenship and social inclusion

In line with the Commission's "White Paper on Sport" priority will be given to actions which – particularly at grass root level – will make use of the potential of sport in promoting volunteering, active citizenship, social inclusion, integration and equal opportunities.

Impact of EU policies in societies

The Programme has as an objective to bring Europe closer to its citizens. A very important aspect in this exercise is to raise citizens' awareness of the results achieved through European policies and actions in various policy fields.

Organisations which are based on a strong, pan-European membership and which are focused on specific issues belong to the stakeholders of this Programme. They are well placed for engaging their members and their audiences in projects or reflections on the concrete impact of EU policies in their field of interest. The Programme should therefore encourage actions, which provide citizens with opportunities to recognize, debate, assess and build opinions on these achievements, with a focus in 2008 on:

- The European Year of Creativity and Innovation 2009

As 2009 will be the European Year of Creativity and Innovation – particularly through Education and Culture – a priority is given to this subject in the activities of the Europe for Citizens programme already in 2008 in view of initiating relevant activities and raising awareness on the subject area.

Structure of the Europe for Citizens Programme

In order to achieve its objectives, the Europe for Citizens Programme proposes four actions, divided into different measures.

Action 1 – Active Citizens for Europe

This action is directed specifically at activities involving citizens. These activities fall under two types of measures as follows:

Town-twinning

This measure is aimed at activities that involve or promote direct exchanges between European citizens through their participation in town-twinning activities and encourage networking and cooperation between twinned towns.

Citizens' projects and support measures

Under this measure, a variety of projects of a transnational and cross-sectoral dimension, directly involving citizens, can be supported. Those projects should gather citizens from different horizons, who will act together or debate on common European issues, at local and European level. Innovative methods enabling citizens' participation should be applied.

In order to improve town-twinning and citizens' projects, support measures are being funded to exchange best practices, to pool experiences between stakeholders and to develop new skills.

Action 2 – Active Civil Society in Europe

This action is directed at civil society organizations and think tanks, who will receive either structural support on the basis of their work programme (operating grant) or support to transnational projects (action grant). This action is composed of three sets of measures.

Structural support for European public policy research organisations (think-tanks)

This measure is aimed at strengthening the institutional capacity of European public policy research organisations (think tanks), which are able to provide new ideas and reflections on European issues, on active European citizenship or on European values.

Structural support for civil society organisations at European level

This measure will provide civil society organisations of European dimension with the capacity and stability to develop their activities at European level. The purpose is to contribute to the emergence of a structured, coherent and active civil society at European level.

Support for projects initiated by civil society organisations

The aim of this measure is to support cooperation on concrete projects of civil society organisations from different participating countries. A variety of organisations, established at local, regional, national or European level, can be involved.

Action 3 – Together for Europe

This action aims at deepening the concept of ‘active European citizenship’ and at promoting its understanding all over Europe, therefore contributing to bringing Europe closer to its citizens, through three sets of measures.

High-visibility events

This measure will support events organised by the Commission, where appropriate in cooperation with the Member States or other relevant partners, which help to increase their sense of belonging to the same community and their commitment to the European project.

Studies

In order to get a better understanding of active citizenship at European level, the Commission will carry out studies, surveys and opinion polls.

Information and dissemination tools

Comprehensive information on the various activities of the Programme, on other European actions related to citizenship and on other relevant initiatives, will be provided through different dissemination tools.

Action 4 – Active European Remembrance

This action aims at preserving the main sites and archives associated with deportations and at commemorating the victims of Nazism and Stalinism, as a means of moving beyond the past and building the future.

B. Implementation of the Europe for Citizens Programme

Who implements the Europe for Citizens Programme?

The European Commission

The European Commission is ultimately responsible for the smooth running of the Europe for Citizens Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis, after consultation of the Programme Committee. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level.

The European Commission relies on an Executive Agency.

The Education, Audiovisual and Culture Executive Agency

The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for the implementation of most of the actions of the Europe for Citizens Programme. It is in charge of the management of the complete life cycle of these projects.

Every action or measure specifies whether it is managed by the EACEA or by the Commission directly (Directorate-General for Education and Culture).

The Member States and other participating countries

The EU Member States are involved in the implementation of the Europe for Citizens Programme, in particular through the Programme Committee, to which they appoint representatives. The Programme Committee is formally consulted on different aspects of the implementation of the Programme, for example on the proposed annual work plan, the selection criteria and procedures, the general balance between the various actions, etc. Other countries participating in the Programme also take part in the Programme Committee, as observers without voting right.

The Member States and the other participating countries will also be involved in the diffusion of information and in the overall promotion of the Europe for Citizens Programme. Processes for ensuring, for example, diffusion of information on the Programme or for providing support to applicants could be set up progressively, respecting the specific situation of the different participating countries.

What budget is available?

The Programme has an overall budget of 215 million euro for the seven years (2007-2013). The annual budget is subject to decision of the budgetary authorities. The following site enables you to follow the different steps of the adoption of the budget and will include the final budget for the year 2007. This Programme is concerned with the budget line 15 06 66.

http://ec.europa.eu/budget/documents/annual_budgets_reports_accounts_en.htm

The budget for the year 2007 is likely to be reduced in comparison to future years. Therefore, some of the actions and measures will start as from 2008.

The decision establishing the Programme specified that the overall breakdown between the different actions should be the following:

- Action 1: at least 45%
- Action 2: approximately 31%
- Action 3: approximately 10%
- Action 4: approximately 4%.

Who can participate in the Europe for Citizens Programme?

Direct beneficiaries of grants

The Programme is open to all stakeholders promoting active European citizenship.

For example:

- local authorities and organisations
- European public policy research organisations (think-tanks)
- citizens' groups
- civil society organisations
- non-governmental organisations
- trade unions
- educational institutions
- organisations active in the field of voluntary work
- organisations active in the field of amateur sport, etc.

Some actions of the Programme are however targeting a more limited range of organisations. The eligibility of applicant organisations is therefore defined in this guide specifically for each measure/submeasure.

Target group

The Programme is targeting 'European' citizens, which includes for the purpose of this Programme citizens of EU-Member States, citizens of other participating countries as well as legal residents in the participating countries.

Participating countries

Member States

The Programme is open to the Member States of the European Union, namely, as from 1 January 2007, the following countries:

| | | |
|----------------|------------|-----------------|
| Austria | Germany | Netherlands |
| Belgium | Greece | Poland |
| Bulgaria | Hungary | Portugal |
| Cyprus | Ireland | Romania |
| Czech Republic | Italy | Slovak Republic |
| Denmark | Latvia | Slovenia |
| Estonia | Lithuania | Spain |
| Finland | Luxembourg | Sweden |
| France | Malta | United Kingdom |

Other participating countries

The Programme is open to other countries, namely the EFTA countries which are parties to the EEA Agreement, the candidate countries and countries from the Western Balkans, provided that certain legal and financial obligations are fulfilled.

The following countries have joined the Programme and are therefore eligible to participate fully in all actions of the Programme:

| |
|-------------------------------|
| Croatia (as of November 2007) |
|-------------------------------|

Potentially participating countries

The list below indicates those countries which have not yet joined the Programme but **which could potentially, in the future, participate in the Programme:**

| | | |
|--|---------------|--|
| Participating countries of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA) | | |
| Iceland | Liechtenstein | Norway |
| Countries which are candidates for accession to the European Union | | |
| The former Yugoslav Republic of Macedonia (FYROM) | Turkey | |
| Countries from the Western Balkans | | |
| Albania | Montenegro | Serbia, including Kosovo under United Nations Security Council Resolution 1244 of 10 June 1999 |
| Bosnia and Herzegovina | | |

General selection procedures

Project promoters interested in setting up a project must complete the relevant application forms and follow the application procedures which are described briefly below and explained in more detail under each Action.

Compliance with formal and quality criteria and with the objectives, as well as the priorities of the Europe for Citizens Programme and its Actions, are the basis for each grant award decision.

Applications are processed by the EACEA.

Application forms

The official application forms can be downloaded from the EACEA website (see links under each action).

Different stages of the selection procedure

The project selection procedure takes place in four stages:

- Eligibility check

Project applications will be checked to ensure that they fully comply with the general and specific eligibility criteria. Applications which do not include all of the required documents, fully completed, will be deemed ineligible. The exclusion criteria will also be applied.

- Evaluation

The EACEA will establish an Evaluation Committee, which will evaluate the eligible applications. This Committee is composed of members from the EACEA and from the European Commission and may be assisted by external independent experts.

- Selection

Grants will be awarded taking into account the selection criteria and the available financial resources.

In addition, the Commission and the EACEA reserves the right to ensure a balanced geographical distribution.

- Notification of award decisions

The modalities and timetables for the notification of award decisions are specified under each action.

After completion of the selection procedure, the application files and accompanying material **will not be sent back** to the applicant, independently of the outcome of the procedure.

Eligibility criteria

To be eligible, a grant application must be submitted on the relevant application form mentioned above, by the relevant deadline, by a legal person established in one of the participating countries. The applicant must be a non-profit organisation. The application must also respect specific eligibility criteria given in the section relating to the relevant Action.

Exclusion criteria

Applicants must certify on their honour, by signing the application form, that they are not in one of the situations mentioned in articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities¹, which are listed below.

- Applicants will be excluded if they are in one of the following situations:
- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;

¹ Date: 30/12/2006 OJ L 390/2006 : Council regulation (EC, EURATOM) No 1995/2006 of 13 December 2006 amending Regulation (EC, EURATOM) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities.

- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not receive financial support if, during the grant allocation procedure:

- they are subject to a conflict of interests;
- they are guilty of misrepresentation in supplying the information required as a condition of participation in the grant award procedure, or fail to supply this information.

Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed on applicants who are excluded under the above grounds, in accordance, mutatis mutandis, with the provisions of Articles 93 to 96 of the Financial Regulation, or who have made false declarations when providing the information requested in connection with their application.

Verification of operational and financial capacity

An application satisfying the eligibility criteria must also be checked against the following selection criteria:

- the applicant must have stable and sufficient sources of funding to maintain the activity throughout its duration or the year for which the grant is awarded, and to participate in its funding;
- the applicant must have sufficient and appropriate competencies to complete the proposed activity.

Award criteria

The applications having satisfied the selection criteria are then assessed against the award criteria, with a view to determine the projects or bodies to be selected. The award criteria which reflect the objectives and priorities of the Programme are described under each Action.

General rules

Financial rules

As with all Community grants, financial contributions awarded under the Europe for Citizens Programme are subject to some rules deriving from the Financial Regulations applicable to the General Budget of the European Union, such as the General Conditions applicable to the subventions of the European Commission. Their application is compulsory.

Specific or more detailed information can be found, if applicable, under each action².

² For full information about the Financial Regulations, applicants should consult on the website of the Official Journal of the European Union (http://europa.eu.int/eur-lex/en/search/search_oj.html) the following documents:

- Date: 30/12/2006 OJ L 390/2006: Council Regulation (EC, EURATOM) No 1995/2006 of 13 December 2006 amending Regulation (EC, EURATOM) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities.

- Date: 28/04/2007 OJ L 111 Commission Regulation (EC, EURATOM) No 478/2007 of 23 April 2007 amending Commission Regulation (EC, EURATOM) No.2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

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Legal entity

Grants will only be awarded to organisations with a legal personality.

Type of grants

The Europe for Citizens Programme supports two types of grants:

- grants for projects (for example, to support a project initiated by civil society organisations under action 2.3);
- grants for the operating budget of a body promoting active European citizenship (for example, to support an NGO under Action 2.2).

Grant amount

It should be noted that the amount granted by the grant agreement/decision is to be considered as a maximum which cannot be increased in any circumstances.

However, the final amount is only granted after analysis of the final report and can be reduced on inspection of the actual implementation of the project (for example, the final grants based on fixed amounts are calculated on the basis of the actual number of participants and not on the foreseen number of participants).

Non-profit

Grants awarded must not have the purpose or the effect of producing a profit for the beneficiary. In practical terms this means that:

- if the total receipts of a project are higher than the final total costs of the project, the Community grant will be reduced accordingly after the analysis of the final report. However, grants calculated on the basis of flat-rate amounts and scales of unit costs are not affected by this rule.
- a surplus balance on the operating budget of a body in receipt of an operating grant is not allowed.

Existence of a profit may bring about recovery of amounts previously paid.

Cofinancing

The grant cannot finance the entire costs of the project. Promoters must show their commitment to the project by finding financing sources other than the Community grant. This can be done, for example, by running fund-raising activities, by adding own resources, or by requesting grants from other organisations (e.g. local or regional authorities, foundations, etc.). Proof of cofinancing must be included in the final report. Grants calculated on the basis of flat-rate amounts and scales of unit costs are not affected by this rule.

Voluntary work and other in-kind contributions are often important elements in projects initiated by organisations active in the field of this Programme. The applicants are invited to provide information on all in-kind contributions in the grant applications, because they are important elements to be taken into account in the qualitative and quantitative evaluation of the applications. However, in view of simplicity the value of such contributions is not to be formally included as eligible expenditure in the project budget.

No double-financing

Each individual project is entitled to receive one, and only one, grant from the Community budget for the same activity. A beneficiary may be awarded only one operating grant per financial year.

Projects or organisations which have applied or plan to apply for another Community grant under the Europe for Citizens Programme or under any other programme of the European institutions should indicate it clearly in their application and must inform the EACEA of the outcome of their parallel application. Projects which finally receive another Community grant are deemed ineligible.

For certain actions and measures, stricter rules may be applied, which are described under the relevant section of this Programme Guide.

Guarantee

The EACEA may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the prefinancing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union.

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

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement/decision.

This requirement does not apply to public bodies.

Non-retroactivity

No grant may be awarded retrospectively for projects already completed.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement/decision has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application.

Starting the project before signing the agreement/decision is done at the risk of the organisation and does not make it more likely a grant will be awarded.

Other rules

Grant decision replacing the grant agreement

The traditional grant agreement will be replaced by a grant decision. The grant decision is a unilateral act awarding a subsidy to a beneficiary. The reason for replacing the contract by a decision is a simplification of procedures. Contrary to the contract, the beneficiary does not have to sign the decision and can start the action immediately upon receipt. The decision will thus speed up the process. An example of the decision and contract can be found on the following website.

http://eacea.ec.europa.eu/citizenship/index_en.htm

Subcontracting and award of procurement contract

If subcontracting is foreseen, the applicant must indicate, when introducing the grant application, which part(s) of the project will be subcontracted.

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

In the event of subcontracting exceeding €13,800, the coordinator and/or co-beneficiaries must clearly document the tendering procedure and retain the documentation in case of an audit.

Publicity

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

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Union, the European Commission, and the 'Europe for Citizens' programme on all their publications, posters, programmes and other products realised under the cofinanced project.

If this requirement is not fully complied with, the beneficiary's grant may be reduced.

The logo of the European Union can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Audits

Selected projects may be subject to audits. The responsible person in the organisation will undertake, with his or her signature, to provide proof that the grant has been used correctly. The EACEA, the European Commission, and the Court of Auditors of the European Communities, or a body mandated by them, may check the use made of the grant, at any time during the term of the decision and during a period of five years following expiry of the decision.

Horizontal features of the Europe for Citizens Programme

Project promoters are invited to take into consideration the following important, horizontal features while implementing their projects within the Europe for Citizens Programme.

European values

For citizens to give their full support to European integration and to develop their sense of belonging to the European Union, it is important to bring common European values, history and culture to the fore. Freedom, democracy and respect for human rights, cultural diversity, tolerance and solidarity belong to those values. Project promoters are invited to consider how those values can be reflected in their projects. Specific attention should be paid to the fight against racism, xenophobia and intolerance.

Informal learning for active European citizenship

The Commission has identified ten key competences that every citizen should acquire. The interpersonal, intercultural and social competences as well as civic competence belong to them³.

These competences are defined as follows: they cover all forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life, and particularly in increasingly diverse societies, and to resolve conflict where necessary. Civic competence equips individuals to fully participate in civic life, based on knowledge of social and political concepts and structures and a commitment to active and democratic participation.

The Europe for Citizens Programme provides important opportunities for citizens to acquire skills and competences, in a European context, through informal and non-formal learning. For example, by preparing and participating in a multinational

³ COM(2005)548 final.

town twinning citizens' meeting, citizens will develop new skills for interacting with people coming from different countries or horizons. Through the involvement in a citizens' panel at European level, citizens will develop their understanding of European issues and will probably be willing to participate more actively in democratic decision-making at all levels.

Volunteering – expression of active European citizenship

Volunteering is an essential element in active citizenship: by giving one's time for the benefit of others, volunteers service their community and play an active role in society. They develop the sense of belonging to a community thereby also gaining ownership. Volunteering is therefore a particularly powerful means to develop citizens' commitment to their society and to its political life. Civil society organisations, associations of a European general interest, town twinning associations and other participating organisations often rely on volunteer work to carry out and to develop their activities. Therefore, particular attention is paid within this Programme to the promotion of volunteering.

Transnationality and local dimension

Active European Citizenship can only be concretely experienced in an environment which goes beyond a national vision. Transnationality represents therefore an important feature of this Programme, which can be expressed in different ways:

- The theme of the project can be transnational by tackling an issue from a European perspective or by comparing different national points of view. Such a transnational theme can be implemented by giving the floor directly to persons from different national backgrounds or to people having an original, transnational point of view on the issue.
- The transnationality can also derive from the nature of the project promoters: the project can indeed be developed and implemented through the cooperation of a number of partner organisations, coming from different participating countries.
- Transnationality can also be achieved by ensuring that the project is targeted directly to a public in, or from, different countries or by disseminating the results of the project across borders, thereby reaching indirectly a European audience.

Project promoters are encouraged to strengthen the transnational dimension of their project, possibly by combining the above mentioned characteristics. This transnational dimension should be accompanied by a strong local dimension. In order to help bridging the gap between them and the European Union, it is particularly important that projects or activities supported by this Programme reach citizens in their every day life, on issues that are of relevance to them.

Cultural and linguistic diversity

The European Commission committed itself to promoting cultural and linguistic diversity through different initiatives and Programmes. The Europe for Citizens Programme can contribute to achieving those objectives by bringing European citizens of different nationalities and different languages together and by giving them the opportunity to participate in common activities. Participation in such a project should raise awareness on the richness of the cultural and linguistic environment in Europe. It should also promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity. Project promoters are invited to present in their application how their project will tackle these issues.

Cross-fertilisation

This Programme has clear and coherent objectives, which are to be achieved through different, complementary actions. These actions address different types of organisations. Synergies and wider multiplier effect can be achieved through the cooperation of those various types of organizations within this Programme. For example, a town twinning conference addressing a social issue could benefit from the participation of local associations working in the field. A think tank could cooperate with a European NGO to implement new methods of citizens' participation. An association in charge of a memorial of the deportations could associate citizens from twinned towns to a commemoration. The potential of so called 'cross-fertilisation' is very important. Therefore, projects involving different kinds of organisations deserve special attention.

Equal access to the Programme

The principle of non-discrimination belongs to the Fundamental Rights of the European Union. Anti-discrimination is a core element of the Europe for Citizens Programme, targeted at all citizens. Projects should therefore be accessible to all European citizens, including legal residents without any form of discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age and sexual orientation.

Project promoters should pay due attention to the necessity of promoting equal opportunities for all, with a particular attention on equality between men and women and on senior citizens.

The principle of equal access to the programme does not prohibit grants to be allocated to activities addressing primarily certain target groups (such as disabled people, young people, women, etc.).

Gender balance

The European Commission indeed actively promotes equal opportunities for all, and in particular equality between women and men. All Member States have

decided to include the principle of equality between women and men (or ‘gender equality’) in all policies and actions at European Union level, particularly in the fields of education and culture.

The Europe for Citizens Programme aims at reaching a balanced participation of men and women in the supported projects, not only globally, but also within each measure. At Programme level, this means that appropriate measures should be taken, as much as possible, to stimulate the interest and participation of the less represented gender in each measure.

Intergenerational solidarity

Demographic changes are one of the major challenges awaiting Europe in the coming years and present a risk for the cohesion of society. The objectives of this Programme can not be satisfactorily achieved if a large group of citizens, the seniors, is left aside. Project promoters are invited to reflect upon this issue in their project and to encourage the participation of senior citizens. Furthermore, those citizens have a specific role to play with regard to the transmission of the memory of the building of today’s Europe. Therefore, special attention should be paid to promoting intergenerational exchanges and solidarity. Projects should endeavour to engage, as much as possible, all age groups into the proposed activities.

Visibility, valorisation and dissemination

Visibility of the Programme

All activities funded under the Europe for Citizens Programme have to contribute to promoting this Programme. Enhancing visibility of the Europe for Citizens Programme means for example that activities and products funded within the Programme must clearly mention that they have received Commission support (including through the use of European logos). Commission support should also be made clear in relations with the media.

Project partners should make use of all opportunities to ensure appropriate media coverage (local, regional, national, international) for their activities, before and during their implementation.

The objective is to ensure that all participants are aware of the fact that they are involved in a European Programme, but also to show to the wider public that the European Union is supporting a project of good quality, that interests them directly and that would not have taken place without this support.

Visibility is mainly to be ensured while the project takes place. Therefore, it should be integrated in the planning of the project.

The Commission will also develop cooperation with authorities of the participating countries for ensuring the visibility of this Programme.

Valorisation and dissemination of results

Valorisation can be defined as the process of disseminating and exploiting the results of projects with a view to optimising their value, strengthening their impact and making the largest possible number of European citizens benefit from them.

This objective of valorisation has three consequences:

- Mobilisation of the potential of the individual projects:

Each project supported by this Programme should make the necessary efforts for ensuring its valorisation. Project promoters should carry out activities aimed at making the results of their projects more visible, better known and sustainable. For example, they could encourage appropriate media coverage. They could inform - or possibly involve- local, regional, national or European elected officials. They could also plan to produce material facilitating the dissemination and exploitation of results, like flyers, DVDs, websites, publications etc. Thanks to these activities, it means that the results of a project will continue to be used and have a positive effect on the largest possible number of citizens once the project has come to an end. By planning valorisation activities as part of their projects, promoters will increase the quality of their work and actively contribute to the overall impact of the Europe for citizens Programme. This aspect will be duly taken into account in the qualitative evaluation of the applications.

- Structuring the Programme:

This Programme has been designed for ensuring its greatest possible impact, for example through the setting of priorities, applicable to the whole Programme, or through the networking of organisations having gained experience in the same thematic area. The action 'Together for Europe' has a specific role to play in this field.

- Actions taken by the European Commission:

The European Commission will first analyse the situation of the valorisation under this Programme and will then carry out various activities for strengthening this dimension and supporting project promoters in this respect.

C. Programme Actions

Action 1 – Active Citizens for Europe

What are the aims of the Action?

This action is directed specifically at activities involving citizens, in line with the objectives of the Programme and in particular the following specific objective: bringing together people from local communities across Europe to share and exchange experiences, opinions and values, to learn from history and to build for the future. It encourages meetings, exchanges and debates among European citizens from different countries and through different means.

This action is divided in two measures:

- Town Twinning
- This measure consists in benefiting from the links established at local level between twinned municipalities for fostering exchanges and cooperation.
- Citizens' projects and support measures
- This measure explores innovative methods of citizens' participation.

Measure 1 – Town Twinning

Town twinning is a reality in today's Europe, as an important number of municipalities are linked to each other through a formal town twinning agreement. Such partnership aims at encouraging cooperation between the towns and mutual understanding between their citizens. The Town twinning movement has developed after the Second World War, in parallel to the progress made by the European integration process. One of the major developments was the establishment of new town twinning links between EU Member States and countries from Central or Eastern Europe after the fall of the Berlin Wall, anticipating and preparing their integration in the European Union.

Town twinning represents a unique and dense network and therefore has a specific role to play with regard to the challenges of today's Europe, which are reflected in the objectives of this Programme.

First, town twinning relies upon the voluntary commitment of citizens, in collaboration with their local authorities and local associations. It is therefore both a sign of, and an incentive to active participation. Second, it encourages exchanges of experiences on a variety of issues of common interest, thereby raising awareness on the advantages of finding concrete solutions at European level. Finally, it provides unique opportunities to learn about the daily lives of citizens in other European countries, to talk to them and very often to develop friendships with them. Thanks to the combination of those elements, town twinning has a real potential to enhance mutual understanding between citizens, fostering a sense of ownership of the European Union and finally developing a sense of European identity.

In order to make the best possible use of this potential, it is necessary to provide an appropriate vehicle to the various actors involved in town twinning and to adapt to the variety of potential projects. This measure therefore covers the following two types of activity:

- Town Twinning citizens' meetings
- Thematic networking of twinned towns

Measure 1.1. Town twinning citizens' meetings

The concept

Town twinning citizens' meetings consist in bringing together a wide range of citizens and citizens' groups from twinned towns, taking benefit of the partnership between the municipalities for developing strong, informal and personal relations between their citizens.

Those meetings should present the following three features:

- Commitment to European integration

Town twinning citizens' meetings should reinforce the participants' commitment to European integration. In line with the objectives of the Programme and with its priority themes, this may be achieved for example through:

- discussing the basic idea of the European Union, its future and its values;
- learning about participation in the democratic life of the European Union;
- sharing the experience of concrete benefits of European integration at the local or individual level (impact of EU policies in societies, people's wellbeing in Europe...);
- demonstrating solidarity and a feeling of belonging together among the people of twinned towns, as an example of belonging together in Europe as a whole;
- exchanging views and experiences in relation to the permanent and annual themes of the Programme;
- sharing in an open manner points of view, from a local perspective, on European history, in order to learn from the past and build for the future.

- Friendships in Europe

Town twinning citizens' meetings should foster mutual understanding and friendship between people from the twinned towns. To this end the meetings should provide an opportunity for the participants:

- to get to know people from their twinned towns and to develop personal friendships with them;
- to become familiar with the day to day life of people in the twinned towns (family life, working life, schools, local institutions and services, etc.);
- to experience and share together cultural diversity and common cultural heritage in Europe.

- Active participation

Town twinning citizens' meetings should be an experience of active civic participation at local level. Because the European dimension is inherent to such meetings, this experience should also encourage citizens to become more involved at European level, therefore contributing to the development of an active European citizenship. The meetings should thus be based on large local participation and on the active involvement of the participants in all activities. This can be achieved through:

- involving the local community in the planning and implementation of the project (local associations, schools, volunteers, host families, etc.)
- giving participants an active role (displays, workshops, joint cultural performances, education through sport, etc)
- assuring joint working of groups from different towns.

What are the eligibility criteria?

The eligibility criteria specific to this measure are the following:

Eligible applicants

- To be eligible, the applicant must be the municipality in which the meeting takes place, or its twinning association/twinning committee with a legal status (legal personality), and be established in a participating country.

The following is not eligible:

- A town can only be supported once in the same calendar year for hosting a citizens' meeting. Therefore, a municipality which itself or through its or a twinning association/twinning committee which already received such a grant in the same calendar year for hosting a citizens' meeting is not eligible.

Eligible actions

Town twinning citizens' meetings must:

- be organised in the framework of already existing or prospective (officially in preparation and to be concluded within 2 years) town twinning arrangements between towns and municipalities in the eligible countries. Each municipality involved must be twinned (or have a twinning officially in preparation) with at least one other participating municipality;

- involve municipalities from at least two participating countries, from which at least one is an EU Member State;
- involve the following minimum number of participants:
 - in **bilateral meetings**: at least twenty⁴ participants from the invited municipality
 - in **multilateral meetings** (*more than two municipalities involved*): at least five⁵ participants from each invited municipality, and in total at least twenty participants from the invited municipalities.

The following is not eligible:

- invited groups, in which more than a half of the participants are elected local government representatives or municipal officials.

Duration

The maximum accepted duration of the meeting is **21 days**. This maximum will be applied by the EACEA in grant calculation for meetings scheduled to run for a longer period.

If, after submission of the application, it becomes impossible for the beneficiary, for fully justified reasons beyond his or her control, to implement the project during the scheduled period, a change of the dates may be granted only within the calendar year in which it was intended to complete the project. Such a change cannot, however, lead to an increase in the grant amount.

⁴ Please note that for the phase three of the town twinning citizens' meetings with deadline on February 1 2008 old minimums apply.

⁵ Please note that for the phase three of the town twinning citizens' meetings with deadline on February 1 2008 old minimums apply.

Eligible applications

Only proposals submitted using the official application form for Town Twinning citizens' meetings 2007-2013, including the grant calculation sheet, completed in full, and submitted within the deadlines applicable to this measure, will be considered.

Handwritten applications will not be accepted.

Grant applications must be drawn up in one of the official EU languages.

Applicants must enclose with their application form:

- an official covering letter introducing the application, signed by the legal representative of the applicant; twinning committees/associations must also enclose a letter from their municipality confirming that they are acting on behalf of the municipality;
- a proof of town twinning: an official document from the municipal administration stating the existence or preparation of the twinning arrangement;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases;
- the legal entity form, duly completed and signed. For twinning committees/associations the legal entity form must be accompanied by an official document attesting to the establishment of the twinning committee/association (articles of association, registration document indicating date and place of the registration), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The financial identification form and the legal entity form can be found on the following websites:

http://ec.europa.eu/budget/execution/fitiers_en.htm

http://ec.europa.eu/budget/execution/legal_entities_en.htm

The application form and supporting documents must be signed and dated by the person empowered to enter into a legal commitment on behalf of the applicant.

Applicants may not submit parallel grant applications for the same activity to the 'Europe for Citizens' programme or other programmes of the European institutions. Applicants who submit parallel grant applications for the same activity will have their application under this subaction automatically excluded.

What are the award criteria?

The eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria

The quality of the project is defined by:

- the European content of the Programme, particularly in terms of:
 - providing knowledge about the European Union and about the lives of its citizens;
 - increasing participants' commitment to European integration.
- the adequacy and adaptation of the proposed activities to the target group of the project;
- the active participation demonstrated by:
 - involvement of the local community in the project (local associations, voluntary groups, host families, etc.) during its preparation, implementation and possible follow up;
 - active role of participants in the activities;
 - joint working of groups from different towns.
- the visibility of the project and its planned follow-up, including:
 - concrete follow-up in participating municipalities
 - measures to raise awareness about the project in the broader public
 - measures to raise awareness about its results at different political levels

Quantitative criteria

Projects which correspond to the following cases will be given special attention:

- proposals for new twinning agreements (highest scoring)

- meetings involving at least three eligible countries
- meetings involving municipalities from Member States which joined the EU before 1 May 2004 and those which acceded as from that date.
- meetings held on particular occasions such as the celebration of anniversaries of long-standing twinning arrangements (5, 10, 15 years, etc.), the award of a prize, the celebration of the Day of Europe (9 May), etc.
- projects involving young people, disadvantaged groups or ensuring gender balance.

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present clear and complete documentation with a detailed, well structured and informative programme of the meeting.

Some hints:

- Pay attention to the objectives of the Programme, to its Priority themes, to the horizontal features and to the concept of this measure.
- Prepare a clear and detailed presentation of the meeting's programme.
- Explain what will happen, what the role of the participants will be and what will be learnt.
- Make sure that the programme foresees an active role for the participants.
- Explain how the local community is involved in the meeting (during the preparation, during the actual meeting, during the possible follow-up).
- Explain which kind of publicity and other visibility the meeting will get.

When to apply?

As from the year 2008, the programme will always cover citizens' meetings throughout the whole calendar year. Therefore already **in autumn 2007 there will be the two first deadlines for 2008 projects** as indicated in the table below.

The deadlines for submitting applications for citizens' meetings taking place as from 2008 will be as follows:

| Phase number: | for meetings starting between: | Deadline for submission: |
|----------------------|---------------------------------------|---|
| First phase | 1 January and 31 March | 1 September in the year prior to the planned meeting |
| Second phase | 1 April and 31 May | 1 December in the year prior to the planned meeting |
| Third phase | 1 June and 31 July | 1 February in the same year as the planned meeting |
| Fourth phase | 1 August and 30 September | 1 April in the same year as the planned meeting |
| Fifth phase | 1 October and 31 December | 1 June in the same year as the planned meeting |

Where the deadline falls on a weekend or public holiday no extension will be granted and applicants must take this into account when planning the submission of their application.

How to apply?

Applications can be

submitted using the on-line application form (**Until further notice:** A signed paper copy of your application form, together with all of the compulsory annexes fully completed, must also be sent to the EAC Executive Agency at the address specified in the Europe for Citizens 2007-2013 Programme Guide, by the relevant deadline for submission of applications.):

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services/courier service;

or

- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Town Twinning Citizens’ Meetings’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of application

Applicants will be informed in writing of the receipt of their application.

- Eligibility of application

Only applications that fulfill the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of project

As from 2008, the intention is to inform applicants of the outcome of the selection procedure no later than:

| Phase number: | Expected outcome of the selection procedure: |
|----------------------|---|
| First phase | on 1 December at the latest |
| Second phase | on 1 March at the latest |
| Third phase | on 1 May at the latest |
| Fourth phase | on 1 July at the latest |
| Fifth phase | on 1 September at the latest |

The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that beneficiaries of successful applications shall be awarded a grant decision, before the start of their project.

How is the activity financed?

Calculation of grants

The grants for town twinning citizens' meetings are targeted to cofinance the organisational costs of the host town (accommodation, meals, local transport, meeting rooms, etc.) and the travel expenses of the invited delegations. The grants are calculated based on flat rates and are not directly linked to any specific costs, which therefore do not have to be accounted for or justified. The grant calculation will be made as follows:

- The grant for organisational costs is calculated by multiplying the number of participants from the invited municipalities, by the number of days of the meeting, and by a **daily rate** of the country in which the meeting takes place. The daily rates for different countries are attached to the application form.⁶
- The grant for travel expenses is calculated for each invited delegation by multiplying the number of participants by the number of kilometres travelled (round trip distance travelled for return journey) and by a flat rate of €0.025/km/ participant.⁷

The maximum grant to be awarded is €20,000⁸ per project. If the calculation based on the flat rates indicates a total amount over €20,000 the EACEA will apply this ceiling to the grant.

⁶ The weightings applied to the daily rate in different countries are calculated by the Statistical Office of the European Union (EUROSTAT) and reflect the cost of living for each country.

⁷ The flat rate is currently being revised. It is expected that new flat rate will be introduced as of April 1st 2008 subject to Commission's approval. The announcement of the introduction of the new flat rate will be published on the following website: http://eacea.cec.eu.int/citizenship/index_en.htm

⁸ The maximum grant is under the revision at the moment. It is expected that new maximums reflecting the number of participating towns will be introduced as of April 1st 2008 subject to Commission's approval. The

The minimum grant to be awarded is €2,000 per project. If the calculation based on the flat rates indicates a total amount of less than €2,000 no grant will be awarded.

Payment procedures

In the event of definitive approval of the application by the EACEA, a decision on the award of a grant, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

No pre-financing will be paid.

The grant will be paid to the beneficiary (host town) after submission to, and acceptance by, the EACEA of a payment request together with a report from the meeting and a list of participants signed by them and certified by the beneficiary.

The final grant will be calculated based on the actual duration of the meeting and the actual number of participants from the invited municipalities applying the fixed rates and the following principles:

- The maximum duration of the meeting and the maximum number of the participants from the invited municipalities to be taken into account in the final calculation are those indicated in the decision.
- Should the actual duration of the meeting be less than the duration indicated in the decision and/or the actual number of participants from the invited municipalities fewer than the number indicated in the decision, the grant will be reduced accordingly.
- If the final grant calculation amounts to less than €1,000, no payment will be made.

announcement of the introduction of the new maximum will be published on the following website:
http://eacea.cec.eu.int/citizenship/index_en.htm

What are the obligations arising from the decision?

Contractual conditions

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By submitting the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide as well as the General rules of the Programme Guide.

Any changes to the planned activities must be submitted to the EACEA in writing for prior approval. The changes are not allowed to alter the main concept of the project.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If projects are postponed, so that the starting date of the meeting falls outside of the original period of eligibility, as defined in the decision, a formal request must be submitted. It must explain why the delay has come about and indicate the proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary.

Final reports

On completion of a project that has received Community funding, the beneficiary must submit an activity report, including payment request accompanied by an attendance list signed by the participants and certified by the beneficiary. This report must give a succinct but full description of the results of the project as compared to the initial objectives and must be accompanied by any publications or products created under the project. For statistical purposes a breakdown of project income and expenditure must be supplied. The beneficiary must also be prepared to supply the EACEA with any information it may need to enable it to evaluate the project.

Measure 1.2. The thematic networking of twinned towns

The concept

Local authorities are regularly confronted with new issues and are involved in the implementation of a variety of policies, which are often linked to policy developments taken at European level. The thematic networking between municipalities on issues of common interest appears to be an important means for enabling informed discussions and exchange of good practices to take place.

Town twinning offers a privileged framework for developing this thematic cooperation and networking. A large number of municipalities in Europe are indeed twinned to other towns, which might be themselves twinned to further towns. Twinning is a strong link that binds two municipalities; therefore, the **potential of the networks** created by a series of town twinning links should be used for developing thematic cooperation between twinned towns.

This multilateral cooperation will enable the strategic dimension of town twinning to be developed, structured and strengthened.

This Programme therefore supports thematic conferences and workshops involving at least three towns, developed within the framework of town twinning. These events should be milestones for networking and should encourage the development of a long lasting, dynamic, multifaceted cooperation between twinned towns. Additionally, communication tools produced in the context of these events with the aim of promoting a structured and sustainable thematic networking may also be supported.

The conferences and workshops developed within this thematic networking of twinned towns should include the following three features:

- They should have a defined target group for which the selected theme is particularly relevant (for example local decision-makers, the educational sector, persons responsible for town twinning or for international cooperation...) and involve community members active in the subject area (experts, local associations, citizens and citizens' groups directly affected by the theme, etc.).
- They should address the priority themes of the Programme. To this end the programme should engage participants in dialogue on these themes, which includes for example European policies and their implementation at local level. The programme should include a mix of expert / informed presentations with opportunities for debate, discussion, and dialogue involving the participants.
- They should serve as a basis for future initiatives and action between the towns involved, on the issues addressed or possibly on further issues of common interest.

What are the eligibility criteria?

Eligible applicants

To be eligible the applicant must be an organisation with a legal status (legal personality) and be established in a participating country.

Only the following types of organisations are eligible to submit an application:

- municipalities and twinning committees
- local and regional governments
- associations representing local authorities.

Eligible actions

Conferences and workshops must:

- correspond to the objectives of this Programme and to the concept of networking of twinned towns
- always take place in the framework of town twinning. This means that each municipality involved must be linked by an existing twinning agreement or by a twinning cooperation officially in preparation with at least one other municipality involved. A twinning cooperation is considered to be officially in preparation when the municipalities have officially committed themselves to the preparation, and the twinning agreement is planned to be signed within two years.
- involve at least a total of 20 participants from at least three municipalities from three different participating countries of which at least one is an EU Member State
- present a balanced participation of the delegations involved: at least **25% of the participants** must come from eligible countries **other than the host country**.
- take place in one of the participating countries
- have a **minimum duration of 1 day**. The **maximum duration** taken into consideration in grant calculation is **3 days**.

A project may cover either a single conference/workshop or a **maximum of two conferences/workshops** held in different eligible countries during the same application phase in which case the requirements stated above apply to each conference/workshop.

An example of a suitable project:

Town X in country Y is reflecting on how to better integrate elderly people and how to build bridges between younger and older generations at local level. Town X representatives are interested in developing a systematic exchange of experience on such initiatives with the towns U and V from countries Z and W to which Town X is twinned. To this end they organise a thematic conference attended by the town representatives, education sector, social services and citizens' groups from all three towns.

Optionally town X can also involve in the project its neighbouring towns with their twinned towns.

An example of an **ineligible** project:

Inspired by an EU policy paper on sustainable development town X in country Y has decided to develop its public transport system. For this reason it is interested to learn from the experience of similar sized towns in other EU countries. It identifies 10 towns from different countries which have recently developed public transport systems. Town X will organise a thematic conference on this issue inviting experts and decision-makers from these towns. This project would **not be eligible** for town twinning grants, because the participating towns are not linked by town twinning. Therefore the conference – which as such might be high quality and foster links between local authorities in Europe – **does not take place within the framework of town twinning.**

Eligible applications

Only proposals submitted using the official application form for Town Twinning networking of twinned towns 2007-2013, including the grant calculation sheet, completed in full, signed, and submitted within the deadlines applicable to this measure, will be considered.

Handwritten applications will not be accepted.

Grant applications must be drawn up in one of the official EU languages.

An application may cover either a single conference/workshop or a maximum of two conferences/workshops held in different eligible countries.

All applicants must enclose with their application form:

an official covering letter introducing the application, signed by the legal representative of the applicant; twinning committees must also enclose a letter from their municipality confirming that they are acting on behalf of the municipality;

in the case of associations representing local authorities proof must be provided that the association is acting on behalf of the listed municipalities (e.g. articles of association or a covering letter signed by all of the municipalities)

a project summary in English, German or French (part II of the application form);

a proof of town twinning: an official document from the municipal administration stating the existence or preparation of the twinning arrangement; for networks of twinned towns a single document signed by all participating municipalities may be submitted;

the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases;

the legal entity form, duly completed and signed. For twinning committees / associations representing networks of local authorities the legal entity form must be accompanied by an official document attesting to the establishment of the entity (articles of association, registration document indicating date and place of the registration), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form.

Applicants which are not public bodies must submit with their application the official annual accounts and balance sheet of the organisation for the last financial year for which the accounts have been closed.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The financial identification form and the legal entity forms can be found on the following websites:

http://ec.europa.eu/budget/execution/ftiers_en.htm

http://ec.europa.eu/budget/execution/legal_entities_en.htm

The application form and supporting documents must be signed and dated by the person empowered to enter into a legal commitment on behalf of the applicant.

The application must be sent in two copies, the original being identified as such.

What are the award criteria?

The eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria

The quality of the project will be defined by:

- the **relevance** of the proposed activities

- to the objectives of the Europe for Citizens Programme
- to the Priority themes of the Europe for Citizens Programme
- to the horizontal features of the Europe for Citizens Programme
- to the concept of this measure
- to the target group(s) of the event(s)
- the **structure and content of the planned event(s)**, revealing the methods chosen for addressing the theme and for conducting the conference/workshops. This includes for example the choice of speakers or moderators, the format chosen for the event, the tools that will be used, etc.;
- the **coherence and completeness of the action plan**, showing how, when and by who the different tasks will be carried out;
- the **expected impact** of the action
 - on the potential development of sustainable networks of cooperation.
 - on the target group(s), and how this will be achieved using the project's final products;
- the **visibility** of the project and its planned **follow-up**, including:
 - measures to raise awareness about the project in the broader public
 - measures to raise awareness about its results at different political levels
 - concrete future action plans involving participating local and regional governments and their citizens.

Quantitative criteria

Projects involving partners from Member States which joined the EU before 1 May 2004 and those which acceded as from that date will be given special attention.

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present clear and complete documentation with a detailed, well structured and informative programme of the conference.

Some hints:

- prepare a clear and detailed presentation of the conference/workshop programme(s);
- explain the impact of the events to the future cooperation between the involved towns
- use various methods of implementation of the programme (lectures, debates, discussions, workshops);
- focus on the informative and educational value of the content of the programme;
- discuss European policies and their implementation at the local level, the construction and future of the European Union;
- prepare an action that encourages debate and exchange of experience between the participating towns;
- invite local experts (as speakers or participants) specialised in thematic fields chosen for the theme of your conference.
- explain which kind of visibility the planned events will have.

When to apply?

The networking is intended to strengthen the strategic aspect of town twinning, which implies careful planning and preparation of the planned events. Therefore the calendar for submitting applications is based on one annual deadline, which provides the applicants with sufficient time for preparing the actions after the grant decision.

As from the year 2008, the Programme will always cover town twinning networking events for the whole calendar year. Therefore already in December 2007 there will be a deadline for 2008 projects.

The **annual deadline** for submitting applications for town twinning networking projects taking place in 2008 and subsequent years will be as follows:

| For events starting between: | Deadline for submission: |
|-------------------------------------|---------------------------------|
| 1 April 2008 and 31 March 2009 | 1 December 2007 |
| 1 April 2009 and 31 March 2010 | 1 December 2008 |
| 1 April 2010 and 31 March 2011 | 1 December 2009 |
| 1 April 2011 and 31 March 2012 | 1 December 2010 |
| 1 April 2012 and 31 March 2013 | 1 December 2011 |
| 1 April 2013 and 31 March 2014 | 1 December 2012 |

Where the deadline falls on a weekend or public holiday no extension will be granted and applicants must take this into account when planning the submission of their application.

How to apply?

Applications can be either:

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services/courier service;

or

- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Networking of twinned towns’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of applications

Applicants will be informed in writing of the receipt of their application.

- Eligibility of applications

Only applications that fulfill the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of project

Selected proposals will be subjected to a financial analysis, in connection with which the EACEA may ask the persons responsible for the proposed actions to provide additional information.

It is planned to inform applicants of the outcome of the selection procedure no later than:

annually on 1 March during the years 2008-2013 The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that beneficiaries of successful applications shall be awarded a grant decision, before the start of their project.

How is the activity financed?

The system for calculating the grant based on flat rates and lump sums is being introduced to simplify the management both for the EACEA and for the beneficiaries. This system will be evaluated on the basis of its results and may be developed or modified.

General provisions

The grant for the project of networking of twinned towns is mainly calculated on the basis of the number of **participants** in the thematic conferences or workshops per day. A lump sum may be added to this grant amount, provided that **communication tools** are also being produced.

This system of lump sums and flat rates enables the amount of the grant to be calculated on the basis of a fixed sum per participant per day; the beneficiary is at liberty to decide how to use the grant when implementing the project. A calculator, inserted within the application form, enables the potential grant to be automatically calculated. A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report. The only requirement will be the submission of a report detailing the implementation and results of the project, a list of participants and copies of any items produced. Additionally, for statistical purposes, beneficiaries will be required to supply a summary breakdown of final project income and expenditure.

The cost of actions which are ancillary or complementary to the organisation of an event has been taken into account when setting the levels of flat rates and lump sums. Accordingly, these technical activities undertaken by the project organisers when preparing or monitoring the project may not be presented as events in their own right.

The minimum grant to be awarded is €3,500.00 per project. If the calculation based on the flat rates and lump sums identified below indicates a total amount of less than €3,500.00 no grant will be awarded.

Calculation of grants

To calculate the total grant, calculations of amounts payable for the items 'events' and, where applicable, 'communication tools' have to be made. The total grant is arrived at by adding the amounts for these two items together.

Grant calculation for 'event'

- Different flat rates are applied for participant days depending upon whether a participant is defined as **local** or **international**, and depending upon the **location of the conference**. The table below gives full details of the flat rates.
- A local participant is a person who resides in the country where the event takes place. The local flat rate as indicated below is applied in this case.
- An international participant is a person who resides in a country eligible for the programme which is not the country where the event takes place. The international flat rate as indicated below is applied in this case.

Example:

100 participants attending a 3-day conference in Lithuania (75 local and 25 international):

75 local participants x 3 days = 225 participant days x €25.26 (fixed local participant rate for a conference in Lithuania) = €5,683.50

25 international participants x 3 days = 75 participant days x €9.13 (fixed international participant rate for a conference in Lithuania) = €,934.75

Total number of participant days = 300

Total proposed grant: €5,683.50 + €934.75 = €6,618.25

- A maximum of 400 participant days, per grant application, will be taken into consideration for the grant calculation. This applies equally to projects where two events are proposed.

If the total number of conference participant/days is greater than 400, the grant will be calculated taking into account a maximum of 400 participant/days. The applicant will, in this case, need to decide which 400 participant/days it includes in the grant calculation.

Example:

200 participants attending a 3-day conference in Lithuania (125 local and 75 international):-

• 125 local participants x 3 days = 375 participant days x €25.26 (fixed local participant rate for a conference in Lithuania) = €9,472.50

• 75 international participants x 3 days = 225 participant days x €9.13 (fixed international participant rate for a conference in Lithuania) = €8,804.25

Total number of participant days = 600 [maximum allowable is 400]

Grant calculation:

225 international participant days = €8,804.25, plus

175 local participant days = €4,420.50

Total number of participant days = 400

Total proposed grant: €8,804.25 + €4,420.50 = €13,224.75

The grant calculation is made based on the number of participant/days. This is only a method of calculating the level of the grant. The grant as such is targeted to cofinance the entire project, not only costs directly related to the participants. The beneficiary may decide on the distribution of the grant between the different parts of the project; this provides flexibility concerning the optimal use of the grant.

As an example, it is possible to agree that all participants pay their travel expenses themselves but the organiser covers all local costs like meeting rooms, speakers' fees, interpretation, documentation catering and accommodation. The same approach applies to projects covering two events: the grant is calculated based on the two events but is awarded to the entire project.

- Country fixed rates:

You should apply the rate(s) for the country(ies) where the event(s) take place. Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country.

The following fixed rates for individual countries should be used in calculating your proposed grant:

| Conference venue | Fixed rate Per local participant day | Fixed rate Per international participant day |
|-------------------------|---|---|
| Belgium | €4.23 | €4.02 |
| Bulgaria | €15.70 | €24.33 |
| Czech Republic | €34.95 | €54.14 |
| Denmark | €6.21 | €7.08 |
| Germany | €0.60 | €78.40 |
| Estonia | €29.85 | €46.24 |
| Greece | €38.99 | €60.40 |
| Spain | €45.00 | €69.72 |
| France | €49.27 | €76.33 |
| Ireland | €63.92 | €99.03 |
| Italy | €45.64 | €70.71 |
| Cyprus | €40.55 | €62.82 |
| Latvia | €24.02 | €37.21 |
| Lithuania | €25.26 | €39.13 |
| Luxembourg | €64.38 | €99.74 |
| Hungary | €29.21 | €45.25 |

| | | |
|----------------|--------|--------|
| Malta | €2.01 | €49.58 |
| Netherlands | €7.91 | €89.71 |
| Austria | €6.57 | €87.64 |
| Poland | €3.47 | €36.35 |
| Portugal | €2.05 | €49.66 |
| Romania | €16.44 | €25.47 |
| Slovenia | €8.39 | €59.47 |
| Slovakia | €7.28 | €42.26 |
| Finland | €1.94 | €80.46 |
| Sweden | €3.27 | €82.52 |
| United Kingdom | €3.82 | €83.38 |
| Croatia | €2.50 | €34.86 |

Remember that if your proposal is for two events different fixed rates will be applicable for each event, because the events must take place in two different countries. Do not forget that at least 25% of the participants for each event must come from eligible countries other than the host town.

- A minimum of 3 hours' activity (excluding receptions, meals or social activities) constitutes one day. The **maximum duration** taken into consideration in grant calculation is **3 days**.

Grant calculation for 'communication tools'

Grants for communication tools are supplementary to the grants available for events and cannot be awarded separately. Such communication tools have to be connected to the events and be fully integrated in the planning of the event. Therefore, requests for such grants can not be introduced at a later stage.

The grant for 'communication tools' is calculated on the basis of the number and type of 'tools' produced by the project, and is based upon fixed amounts.

There are three types of 'communication tools'. These 'communication tools' have to be:

- specifically related to the project and produced exclusively within its framework;
- one of the following products with the specific characteristics as indicated.

- A publication
 - with a minimum of 8 pages
 - published and disseminated with a minimum number of 1,000 copies.
- A DVD or CD-ROM
 - a DVD with a minimum 15 minutes of recording, and produced and disseminated with a minimum number of 1,000 copies; or
 - a CD-ROM with a minimum 1GB of material (excluding photographs), and produced and disseminated with a minimum number of 1,000 copies.
- A website
 - with a .EU domain name
 - having links to the site from a minimum of five other independent websites
 - which is active for a minimum period of 12 months following the submission of the final report.

The flat-rate grant for **each** of the above three types of ‘communication tool’ is **€1,500.00**. The same rate applies to all countries.

Beneficiaries may receive a grant for a **maximum of three separate ‘communication tools’** (i.e. no two products of the same type). Accordingly the maximum total fixed-rate grant under the heading of ‘communication tools’ is **€4,500.00**.

In the event of definitive approval of the application by the Agency, a decision on the award of a grant, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

Payment procedures

The decision will set out the payment arrangements:

Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision, **for projects covering two conferences/workshops**, a pre-financing payment equivalent to 50% of the total grant will be transferred to the beneficiary within 45 days following the date when the decision is issued and all the possible guarantees are received. The pre-financing is aimed at providing cash flow to the beneficiary.

If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.

Final reports, supporting documentation and payment of the balance

The balance of the grant will be paid to the beneficiary after submission to, and acceptance by, the EACEA of a payment request together with a final report on the project and the supporting documentation set out below:

Final reports

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- a list of main activities; number of participants, etc.;

For each event organised, details must be provided of the place, dates, and total numbers of participants for each day (including those not taken into account for the purpose of calculating the grant), together with a note of the numbers of local and international participants.

Supporting documentation for the item 'Event'

- An original list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, showing the persons who participated in the events organised which were included in the calculation of the grant. A list is to be produced for each event and each day. The list should include the name, function, town/country of residence, email address or telephone number and signature of participants, together with the name of the event and the date in question.

A template to be used for the list can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Beneficiaries are recommended to print the template for the list before each event, after typing in the participants' names in alphabetical order. Participants will then only have to sign the list on the day of the event. A list must be prepared for each day of the event.

- An original of the programme for each event and of the documentation distributed, with an indication of the places, dates and timetable.

Supporting documentation for the item 'Communication Tools' where applicable

- Two originals of publications, CDs, CD-ROMs or DVDs produced;
- The addresses of websites created for the project and of 5 other independent sites providing a link to the site(s) created;
- A copy of invoices for printing and publication, for the creation of the mastercopy, for copying, engraving, creation of the website – or any other supporting evidence.
- A copy of the distribution list for the tools;

The fact that the beneficiary opts for the lump sum system does not obviate the need to keep a precise account of income and expenditure for the project and to retain all supporting documentation.

Payment of the balance

Should the actual duration of the conference/workshop be less than that which was planned the grant will be reduced accordingly.

The final payment under the heading 'events' shall be based upon the actual number of participants (local/international) and the actual number of participant days, and shall not be greater than the maximum foreseen under this heading in the grant decision with a maximum of 400 participant days.

Calculation of the final amount of the grant for 'communication tools' will be based on the actual number of communications tools – within the maximum figure allowed for this item in the grant decision.

If the actual number of participant days for any event or the actual number of communication tools gives rise, on the basis of the system of lump sums and flat rates, to a lower entitlement than that given in the grant decision, the grant will be reduced accordingly.

The beneficiary is, where applicable, required to repay any excess amounts already transferred by the EACEA under the pre-financing payment.

The calculation should be made using the calculator contained in the application form.

Information on actual expenses

The beneficiary will be required to submit, together with the final report, a summarised, itemised statement of expenditure and revenue linked to the project. This information will be used by the EACEA for statistical purposes (and to amend the flat rates and lump sums in future years, if applicable).

The template for submission of the final statement can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

What are the obligations arising from the decision?

General obligations

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By signing the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide, as well as the General Rules of the Programme Guide.

Any changes to the planned activities must be submitted to the EACEA in writing for prior approval. The changes are not allowed to alter the main concept of the project.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If projects are postponed, so that the starting date of the conference/workshop falls **outside of the original period of eligibility**, a formal request must be submitted. It must explain why the delay has come about and indicate the proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary. In any event, requests for an extension greater than 3 months will not be accepted.

Special category: multi-annual projects for networks of twinned towns

Town twinning originally concerns two twinned towns, which are linked to each other through a bilateral twinning agreement. Each town often develops several town twinning partnerships. A frequent development consists in bringing together, in multilateral events, those different partners. This multilateral cooperation can be project or event oriented. An interesting development in the field of town twinning however consists in the **formalisation of such cooperation through the establishment of a network**. An agreement is signed between a number of towns, all twinned to each other, setting long terms objectives to this cooperation. A light administrative structure can be set up to ensure the coordination.

The Commission supports the development of such networks, which are important for ensuring long lasting, structured, intense and multifaceted cooperation, therefore contributing to maximizing the impact of the Programme. Therefore, a special category is created within this measure to provide adapted support to established networks of twinned towns.

The concept

Multi-annual projects for networks of twinned towns are designed to provide **established** networks of towns with twinning relationships an opportunity to embark on more sustainable, substantial, strategic and structured co-operation. Allowing them also to focus on important thematic issues which are relevant both in the local and European context, thus bringing a certain degree of new intellectual dynamism and creativity to the town twinning field.

Prospective beneficiaries are expected to present an action plan which integrates a range of activities (such as citizens' meetings, expert workshops and conferences)⁹

⁹ Other activities may take place within multi-annual projects for networks of twinned towns. In fact, it is expected that they will appear as a side effect of this new feature. However, the funding will at this stage be only provided to the above mentioned types of actions – citizens' meetings, expert workshops and conferences.

within the network. This new feature complements and develops further the already existing project models such as thematic networking between twinned towns.

The grant request should contain a general description of what the network wants to achieve (action plan) within a 2 year period, including a detailed description of activities to be co-financed.

What are the eligibility criteria?

Eligible applicants

To be eligible the applicant must be an organisation with a legal status (legal personality) and be established in a participating country.

- Only already established networks of twinned towns with a track record of joint activities during at least the past **3 years** will be eligible to participate. Such networks must involve at least **5 twinned towns** from **5 different participating countries**. A formal **document confirming the commitment** of all partners to the network and to the project will be required.

The application can be presented either by:

- A municipality, being a member of the twinning network.
- An association or twinning committee with a legal status (legal personality) on behalf of the network of twinned towns.

Eligible actions

Multi-annual town-twinning projects must:

- Correspond to the objectives of the Europe for Citizens programme and be thematically focused respecting the priority themes of the programme.
- Have a duration of **two years**.
- Be based on an action plan indicating the main activities and expected achievements of the network during the 2 year period.
- Conform to the minimum and maximum criteria for workshops and conferences; each event must take place in one of the participating countries, must involve at least a total of 20 participants from at least three municipalities from three different participating countries of which at least one is an EU Member State, must present a balanced participation of the delegations involved with at least 25% of the participants coming from eligible countries other than the host country, and must have a minimum duration of 1 day and a maximum duration of 3 days. (A

maximum of 400 participant days, per workshop/conference will be taken into consideration.)

- Conform to the minimum and maximum criteria for citizens' meetings; each meeting must involve municipalities from at least two participating countries, from which at least one is an EU Member State, for bilateral meetings there must be at least twenty participants from the invited municipality, for *multilateral meetings (more than two municipalities involved)* there must be at least five participants from each invited municipality, and in total at least twenty participants from the invited municipalities, and may have a maximum duration of 21 days.
- Conform to the minimum and maximum criteria for communication tools (see section 'calculation of grants' below).

Note : The proposed action plan is exclusive: the involved municipalities, associations or twinning committees, cannot apply for grants for single or one-off events with the same partners during the project period.

Eligible applications

Only proposals submitted using the official application form for multi-annual projects for networks of twinned towns 2007-2013, including the grant calculation sheet, completed in full, signed, and submitted within the deadlines applicable to this measure, will be considered.

Handwritten applications will not be accepted.

Grant applications must be drawn up in one of the official EU languages.

All applicants must enclose with their application form:

- an official covering letter introducing the application, signed by the legal representative of the applicant; twinning committees/associations must also enclose a letter from their municipality confirming that they are acting on behalf of the network;
- a letter of commitment signed by all project partners clearly demonstrating their willingness to actively participate in the submitted project;
- proofs of town twinning: official documents from each municipal administration stating the existence of the twinning arrangements; or a single document confirming the existence of twinning arrangements signed by all participating municipalities, may be submitted;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement with IBAN code included. The signature of the account holder is obligatory in all cases;

- the legal entity form, duly completed and signed. For twinning committees / associations representing networks of twinned towns the legal entity form must be accompanied by an official document attesting to the establishment of the entity (articles of association, registration document indicating date and place of the registration), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document, confirming the VAT number, with their legal entities form.

Applicants which are not public bodies must submit with their application the official annual accounts and balance sheet of the organisation for the last financial year for which the accounts have been closed.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The financial identification form and the legal entity form can be found on the following websites:

http://ec.europa.eu/budget/execution/ftiers_en.htm

http://ec.europa.eu/budget/execution/legal_entities_en.htm

The application form and supporting documents must be signed and dated by the person empowered to enter into a legal commitment on behalf of the applicant.

The application must be sent in two copies, the original being identified as such.

What are the award criteria?

Eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria

The quality of the project will be defined by:

The **relevance** of the proposed activities:

- to the objectives of the Europe for Citizens Programme
- to the priority themes of the Europe for Citizens Programme
- to the concept of this measure
- to the target group(s) of the proposed activities

- The **structure and the content** of the proposed action plan, highlighting the methods chosen for addressing the theme and for the management of the network, as well as the processes to be used to develop the existing twinning relationships.
- The **coherence and completeness** of the action plan, clearly showing how, when, and by who, the different tasks will be carried out.
- The **expected impact** of the action:
 - on the potential development of sustainable networks of cooperation
 - on the target group(s), and how this will be achieved using the project's final products
- The **visibility** of the project and its planned **follow-up**, including:
 - measures to raise awareness about the project in the broader public
 - measures to raise awareness about its results at different political levels
 - concrete future action plans involving participating local and regional governments and their citizens

Quantitative criteria

- The number of municipalities involved.
- The number of direct participants in the proposed activities.
- The number of citizens likely to be indirectly reached by the activities.
- Projects involving partners from Member States which joined the EU before 1 May 2004 and those which acceded as from that date will be given special attention.
- Projects including partnerships and co-operation with civil society organisations and other relevant partners will be given special attention.

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present

clear and complete documentation with a detailed, well structured, and informative action plan for the whole duration of the two year project.

Some hints:

- prepare a clear and detailed presentation of the action plan;
- explain the impact of the events to the future cooperation/networking between the involved towns;
- use various methods of implementation of the action plan (citizens' meetings, expert workshops, conferences);
- discuss European policies and their implementation at the local level making the link with developments at a European level, including the construction and future of the European Union;
- prepare activities that encourage debates and exchange of experience between the participating towns and their citizens;
- explain which kind of visibility and follow-up the planned events will have.

When to apply?

Multi-annual projects for networks of twinned towns are intended to strengthen the strategic aspect of town twinning, which implies careful planning and preparation of the planned events. Therefore the calendar for submitting applications is based on one annual deadline, which provides applicants with sufficient time for preparing the actions after the grant decision.

Deadline for applications:

The **annual deadline** for submitting applications for multi-annual projects for networks of twinned towns taking place in 2008 and subsequent years will be as follows:

| For 2-year projects between: | Deadline for submission: |
|--------------------------------------|---------------------------------|
| 1 December 2008 and 30 November 2010 | 1 June 2008 |
| 1 December 2009 and 30 November 2011 | 1 June 2009 |
| 1 December 2010 and 30 November 2012 | 1 June 2010 |
| 1 December 2011 and 30 November 2013 | 1 June 2011 |
| 1 December 2012 and 30 November 2014 | 1 June 2012 |
| 1 December 2013 and 30 November 2015 | 1 June 2013 |

Where the deadline falls on a weekend or public holiday no extension will be granted and applicants must take this into account when planning the submission of their application.

How to apply?

Applications can be either:

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the postal services/courier service;

or

- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Multi-annual Twinning Projects’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of applications

Applicants will be informed in writing of the receipt of their application.

- Eligibility of applications

Only applications that fulfil the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of projects

Selected proposals will be subjected to a financial analysis, in connection with which the EACEA may ask the persons responsible for the proposed actions to provide additional information.

It is planned to inform applicants of the outcome of the selection procedure no later than:

annually on 1 November during the years 2008-2013

The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that beneficiaries of successful applications shall be awarded a grant decision, before the start of their project.

How is the activity financed?

The system for calculating the grant based on flat rates and lump sums is being introduced to simplify the management both for the EACEA and for the beneficiaries. This system will be evaluated on the basis of its results and may be developed or modified.

General provisions

The grant for multi-annual projects for networks of twinned towns is mainly calculated on the basis of the number **events and participants in these events** which will take place in the two-year project. A lump sum may be added to this grant amount, provided that **communication tools** are also being produced.

This system of lump sums and flat rates enables the grant to be calculated on the basis of fixed sums; the beneficiary is at liberty to decide how to use the grant when implementing the project. A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report. The main requirement will be the submission of a report detailing the implementation and results of the project, lists of participants to project events, and copies of items produced. Additionally, for statistical purposes, beneficiaries will be required to supply a summary breakdown of final project income and expenditure.

The cost of actions which are ancillary or complementary to the organisation of an event have been taken into account when setting the levels of flat rates and lump sums. Accordingly, these technical activities undertaken by the project organisers when preparing or monitoring the project may not be presented as events in their own right.

The minimum grant to be awarded is €40,000.00 per project. If the calculation based on the flat rates and lump sums identified below indicates a total amount of less than €40,000.00 no grant will be awarded.

The maximum grant to be awarded is €150,000.00 per project.

Calculation of grants

Total grants will be based upon amounts awarded under the following headings;

- Workshops/conferences
- Citizens' meetings
- Communication tools
- Project co-ordination

The total grant is arrived at by adding the amounts for these items together.

Grant calculation for workshops/conferences

- Different flat rates are applied for participant days depending upon whether a participant is defined as **local** or **international**, and depending upon the **location of the workshop or the conference**. The table below gives full details of the flat rates.

- A local participant is a person who resides in the country where the event takes place. The local flat rate as indicated below is applied in this case.
- An international participant is a person who resides in a country eligible for the programme which is not the country where the event takes place. The international flat rate as indicated below is applied in this case.

Example:

100 participants attending a 3-day conference in Lithuania (75 local and 25 international):-

75 local participants x 3 days = 225 participant days x €25.26 (fixed local participant rate for a conference in Lithuania) = €5,683.50

25 international participants x 3 days = 75 participant days x €9.13 (fixed international participant rate for a conference in Lithuania) = €,934.75

Total number of participant days = 300

Total proposed grant: €5,683.50 + €2,934.75 = €8,618.25

- A maximum of 400 participant days, per workshop/conference, will be taken into consideration for the grant calculation. If the total number of conference participant days is greater than 400, the grant will be calculated taking into account a maximum of 400 participant days. The applicant will, in this case, need to decide which 400 participant days it includes in the grant calculation.
- Country flat rates for workshops/conferences:

You should apply the rate(s) for the country (ies) where the event(s) take place. Flat rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country.

For **workshops/conferences** the following fixed rates for individual countries should be used in calculating your proposed grant:

| Conference venue | Flat rate per local participant day | Flat rate per international participant day |
|------------------|--|---|
| Belgium | €4.23 | €84.02 |
| Bulgaria | €15.70 | €24.33 |
| Czech Republic | €4.95 | €4.14 |
| Denmark | €6.21 | €7.08 |

| | | |
|----------------|--------|--------|
| Germany | €50.60 | €78.40 |
| Estonia | €29.85 | €46.24 |
| Greece | €38.99 | €60.40 |
| Spain | €45.00 | €69.72 |
| France | €49.27 | €76.33 |
| Ireland | €63.92 | €99.03 |
| Italy | €45.64 | €70.71 |
| Cyprus | €40.55 | €62.82 |
| Latvia | €24.02 | €37.21 |
| Lithuania | €25.26 | €39.13 |
| Luxembourg | €64.38 | €99.74 |
| Hungary | €29.21 | €45.25 |
| Malta | €32.01 | €49.58 |
| Netherlands | €7.91 | €9.71 |
| Austria | €6.57 | €7.64 |
| Poland | €23.47 | €36.35 |
| Portugal | €32.05 | €49.66 |
| Romania | €16.44 | €25.47 |
| Slovenia | €38.39 | €59.47 |
| Slovakia | €27.28 | €42.26 |
| Finland | €1.94 | €0.46 |
| Sweden | €3.27 | €2.52 |
| United Kingdom | €3.82 | €3.38 |
| Croatia | €22.50 | €34.86 |

Do not forget that at least 25% of the participants for each workshop/conference must come from eligible countries other than the host town.

- For each workshop/conference a minimum of 3 hours' activity (excluding receptions, meals or social activities) constitutes one day. The **maximum duration** taken into consideration in grant calculation for an individual workshop/conference is **3 days**.
- Grant calculation for citizens' meetings

The grant calculation will be made as follows:

- The grant for organisational costs is calculated by multiplying the number of participants from the invited municipalities, by the number of days of the meeting, and by a daily rate of the country in which the meeting takes place.
- The grant for travel expenses is calculated for each invited delegation by multiplying the number of participants by the number of kilometres travelled (round trip distance travelled for return journey) and by a flat rate of €0.027/km/ participant¹⁰.
- The maximum grant is €22,000.00 per meeting. However if at least 10 towns participate in the meeting the maximum is €40,000.00.
- *For citizens' meetings the following flat rates¹¹ for individual countries should be used in calculating your proposed grant:*

¹⁰ Subject to future revision.

¹¹ Subject to future revision.

| Country of the organizing town | Flat rate/day/person |
|---------------------------------------|-----------------------------|
| Austria | €16.63 |
| Belgium | €15.40 |
| Bulgaria | €1.40 |
| Cyprus | €13.86 |
| Czech Republic | €13.41 |
| Denmark | €21.05 |
| Estonia | €12.24 |
| Finland | €18.39 |
| France | €18.51 |
| Germany | €15.59 |
| Greece | €14.40 |
| Hungary | €13.60 |
| Ireland | €18.83 |
| Italy | €16.91 |
| Latvia | €12.00 |
| Lithuania | €12.10 |
| Luxembourg | €15.40 |
| Malta | €13.85 |
| Netherlands | €17.02 |
| Poland | €11.09 |
| Portugal | €14.14 |
| Romania | €7.67 |
| Slovakia | €14.00 |
| Slovenia | €13.00 |
| Spain | €15.49 |
| Sweden | €18.08 |
| United Kingdom | €21.98 |
| Croatia | €10.89 |

The weightings applied to the daily rate in different countries are calculated by the Statistical Office of the European Union (EUROSTAT) and reflect the cost of living for each country.

Grant calculation for 'communication tools'

Communication tools have to be integral elements of the project as a whole, and should be developed as tools for the whole project network. Therefore, requests for such grants cannot be introduced at a later stage.

The grant for 'communication tools' is calculated on the basis of the number and type of 'tools' produced by the project, and is based upon fixed amounts.

There are three types of 'communication tools'. These 'communication tools' have to be:

specifically related to the project and produced exclusively within its framework; one of the following products with the specific characteristics as indicated.

- A publication
 - with a minimum of 8 pages
 - published and disseminated with a minimum number of 1,000 copies.
- A DVD or CD-ROM
 - a DVD with a minimum 15 minutes of recording, and produced and disseminated with a minimum number of 1,000 copies; or
 - a CD-ROM with a minimum 1GB of material (excluding photographs), and produced and disseminated with a minimum number of 1,000 copies.
- A website
 - with a .EU domain name
 - having links to the site from a minimum of five other independent websites
 - which is active for a minimum period of 12 months following the submission of the final report.

The flat-rate grant for **each** of the above three types of 'communication tool' is **€1,500.00**. The same rate applies to all countries.

Beneficiaries may receive a grant for a **maximum of six separate ‘communication tools’** but may only receive funding for one website. Accordingly the maximum total fixed-rate grant under the heading of ‘communication tools’ is **€9,000.00**.

Grant calculation for ‘project co-ordination’

There will be a flat rate grant for coordination of the project of 10% of the total project grant for the two year period (Workshops/conferences, Citizens’ meetings, Communication tools).

Payment procedures

In the event of definitive approval of the application by the Agency, a decision on the award of a grant, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary. The decision will indicate the grant awarded corresponding to the activities planned to take place.

The decision will set out the payment arrangements:

Upon confirmation by the beneficiary of its intention to implement the project, and by written request to the EACEA following the notification of the Decision, a pre-financing payment equivalent to 40% of the awarded grant will be transferred to the beneficiary within 45 days following the request, and after all the possible guarantees are received. The pre-financing is aimed at providing cash flow to the beneficiary. If written confirmation is not received by the EACEA no pre-financing will be paid.

A further pre-financing payment equivalent to 30% of the awarded grant may be requested no later than 14 months from the start of the project. The further pre-financing payment will only be released after satisfactory evidence, using the official declaration form¹², has been provided showing that at least 70% of the first pre-financing payment has been consumed by the project. Requests for a further pre-financing made later than 14 months from the start of the project will not be considered.

¹² The official declaration form can be found on the following website:
http://eacea.ec.europa.eu/citizenship/index_en.htm

Final reports, supporting documentation and payment of the balance

The balance of the grant will be paid to the beneficiary after submission to, and acceptance by, the EACEA of a payment request together with a final report on the project and the supporting documentation set out below:

Final reports

The **final implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- a list of main activities; number of participants, etc.;

For each event organised, details must be provided of the place, dates, and total numbers of participants for each day (including those not taken into account for the purpose of calculating the grant), together with a note of the numbers of local and international participants for workshops/conferences.

Supporting documentation for workshops/conferences and citizens' meetings'

- An original participants list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, showing the persons who participated in the events organised which were included in the calculation of the grant. A list, using the templates provided, is to be produced for each event and each day. The list should include all of the details specified in the templates and should be signed by the participants.

Templates to be used for the lists can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Beneficiaries are recommended to print the template before each event, after typing in the participants' names in alphabetical order. Participants will then only have to add any additional details and sign the list on the day of the event. A list must be prepared for each invited town or day of the event as appropriate.

- An original of the programme for each event and of the documentation distributed, with an indication of the places, dates and timetable.

Supporting documentation for the item 'Communication Tools'

- Two originals of publications, CDs, CD-ROMs or DVDs produced;
- The addresses of the website created for the project and of 5 other independent sites providing a link to the site created;
- A copy of invoices for printing and publication, for the creation of the master-copy, for copying, engraving, creation of the website – or any other relevant supporting evidence.
- A copy of the distribution list for the tools.

The fact that the grant is based upon a system of flat-rates and lump sums does not obviate the need for the beneficiary to keep a precise account of income and expenditure for the project and to retain all supporting documentation.

Payment of the balance

The final payment for **citizens' meetings** will be based upon the actual duration of each individual meeting and the actual number of participants from the invited municipalities for each meeting applying the fixed rates and the following principles:

- The maximum duration of the meeting and the maximum number of the participants from the invited municipalities to be taken into account in the final calculation are those indicated in the decision.
- Should the actual duration of the meeting be less than the duration indicated in the decision and/or the actual number of participants from the invited municipalities fewer than the number indicated in the decision, the grant will be reduced accordingly.

The final payment for **workshops/conferences** will be based upon the actual number of participants (local/international) for each individual event, and the actual number of participant days, and shall not be greater than the maximum foreseen in the grant decision with a maximum of 400 participant days per event. The criterion that at least 25% of the participants for each event must come from eligible countries other than the host town will be applied in calculating the final payment. If the actual number of participants, event days, or participant days, is less than that which was planned the grant will be reduced accordingly.

The final payment for **'communication tools'** will be based on the actual number of communications tools – within the maximum figure allowed for this item in the

grant decision. If the actual number of communication tools gives rise, on the basis of the system of lump sums, to a lower entitlement than that given in the grant decision, the grant will be reduced accordingly.

If the actual number of towns participating in the project is less than that which was planned the grant for '**project co-ordination**' will be reduced accordingly.

The beneficiary is, where applicable, required to repay any excess amounts already transferred by the EACEA by way of pre-financing payments.

Information on actual expenses

The beneficiary will be required to submit, together with the final report, a summarised, itemised statement of actual expenditure and revenue linked to the project. This information will be used by the EACEA for statistical purposes (and to amend the flat rates and lump sums in future years, if applicable).

The template for submission of the final statement of actual expenditure and revenue can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

What are the obligations arising from the decision?

General obligations

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By signing the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide, as well as the General Rules of the Programme Guide.

The EACEA must be informed in writing, at least one month in advance, of any changes to the project. Changes are not allowed to alter the main concept of the project and the EACEA reserves the right not to accept such changes. The EACEA does not need to be informed in advance of changes of dates for events. All events must respect the period of eligibility for project activities, and the maximum limits for events as specified in the grant decision.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If the start date of a project is postponed, or there is a delay in implementing the action plan, a formal request for an extension to the period of eligibility of the project must be submitted to the EACEA, no later than 1 month before the end of the project. The request must explain why the delay has come about and indicate the

proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary. In any event, requests for an extension greater than 3 months will not be accepted.

Who implements this measure?

This action is managed by the EACEA, Unit P7 Citizenship.

All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

Town Twinning

BOUR 00/13

B-1140 Brussels, Belgium

Tel: +32 2 295 26 85 (Tuesday - Thursday 9.30 - 12.30: Town Twinning only)

Fax: +32 2 296 23 89

http://eacea.ec.europa.eu/citizenship/index_en.htm

Measure 2 – Citizens’ projects and support measures

Measure 2.1. Citizens’ projects

What are citizens’ projects?

Citizens’ projects will be implemented within the Europe for Citizens Programme first time in 2008. Those projects should gather citizens from different horizons, who will act together or debate on common European issues, at local and European level. Innovative methods enabling citizens’ participation should be applied.

The Commission ran until August 2007 pilot actions to develop the sub-measure. The preliminary conclusions of the pilot actions confirm that particularly the “citizen panels” is an innovative method with important potential.

To gain more experience and to consolidate the method a call for proposals for Citizen’s panels will be launched in 2008. The call will have a thematic focus requesting policy input related to the annual priority issues of the year 2008, for example: the “intercultural dialogue”, “women participation”, “promoting active citizenship and social inclusion through sport” and “creativity and innovation”.

It is foreseen that a call for proposals will be published during the 1st quarter of 2008 with the deadline for submission of applications in June 2008. The call for proposals will be published on the following website: http://eacea.cec.eu.int/citizenship/index_en.htm

More information on citizens panels run within the pilot phase can be found at: http://ec.europa.eu/citizenship/pilot_en.html

Measure 2.2. Support measures

What are support measures?

This measure will be implemented for the first time as of 2008. The programme guide will be updated during the 1st quarter of 2008 with a possibility for suitable intermediary organisations – such as associations and federations of local authorities as well as other organisations with specific knowledge and experience on town twinning – to apply for grants to support towns and their twinning committees or associations to start, revitalise and develop town twinning relations and to improve the quality of activities.

Expected deadline for the call for proposals is June 2008. The call for proposals will be published at: http://eacea.cec.eu.int/citizenship/index_en.htm

Action 2 – Active Civil Society in Europe

What are the aims of the Action?

This action is targeted at civil society, in line with the objectives of the Programme and in particular with the objective to : foster action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through cooperation within civil society organisations at European level.

This action supports civil society organisations and think tanks, as unique links between European citizens and the European Union. Civil society organisations at European, national, regional and local levels are important elements of citizens' active participation in society and help to invigorate all aspects of public life. European public policy research organisations have a specific role to play in providing ideas and reflections on European issues, on active European citizenship or on European values and in feeding the debate at European level.

In order to provide civil society organisations and think tanks at European level with the necessary capacity and stability for extending and structuring their activities at European level, structural support will be proposed to those organisations, in the form of an operating grants covering part of their running costs.

With a view to supporting the dynamism of civil society in Europe, support is provided to concrete cooperation projects of civil society organizations from different participating countries, established at local, regional, national or European level. Those projects should raise awareness on the issues of common interest and on the concrete solutions that can be found through cooperation or coordination at European level.

This action is composed of three measures:

- Structural support for think tanks
- Structural support for civil society organizations at European level
- Support to projects initiated by civil society organisations

Measure 1: Structural support for European policy research organisations (think-tanks)

In order to provide think tanks at European level with the necessary capacity and stability for extending and structuring their activities at European level, structural support will be proposed to those organisations, in form of an operating grant covering part of their running costs.

In 2007 a call for proposals has been published for years 2008 and 2009. The call for proposals integrated the main lessons learned from the 2007 exercise and included two strands: multi-annual partnership (two years) and an annual operating grant. The conditions for submitting an application were published in the call for proposals EACEA 30/07 available at the following address:

http://ec.europa.eu/citizenship/index_en.html

During the year 2008 a separate annual call for proposals for the year 2009 can be published to provide continuity to the annual strand of the current call for proposals. Should such a situation arise, a call for proposals will be published at: http://eacea.cec.eu.int/citizenship/index_en.htm

Who implements this measure?

This measure is managed by the EACEA, Unit P7 Citizenship. All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

Support to projects initiated by civil society

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Email: eacea-p7-civilsociety@ec.europa.eu

Fax: +32 2 296 23 89

http://eacea.ec.europa.eu/citizenship/index_en.htm

Measure 2: Structural support for civil society organisations at European level

_In order to provide civil society organisations at European level with the necessary capacity and stability for extending and structuring their activities at European level, structural support will be proposed to those organisations, in form of an operating grant covering part of their running costs.

In 2007 a call for proposals has been published for years 2008 and 2009. The call for proposals integrated the main lessons learned from the 2007 exercise and included two strands: multi-annual partnership (two years) and an annual operating grant. _ The conditions for submitting an application were published in the call for proposals EACEA 30/07 available at the following address:

http://ec.europa.eu/citizenship/index_en.html

During the year 2008 a separate annual call for proposals for the year 2009 can be published to provide continuity to the annual strand of the current call for proposals. Should such a situation arise, a call for proposals will be published at: http://eacea.cec.eu.int/citizenship/index_en.htm

Who implements this measure?

This measure is managed by the EACEA, Unit P7 Citizenship. All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

Support to projects initiated by civil society

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Email: eacea-p7-civilsociety@ec.europa.eu

Fax: +32 2 296 23 89

http://eacea.ec.europa.eu/citizenship/index_en.htm

Measure 3: Support for projects initiated by civil society organisations

The aim of this measure is to support concrete projects of civil society organisations from different participating countries. A variety of organisations, established at local, regional, national or European level, can be involved. These projects should raise awareness on issues of European interest and on concrete solutions that can be found through cooperation or coordination at European level.

The concept

Projects initiated by civil society organisations should correspond to at least one of the following features:

- **Action:**

The partners should plan, implement and exploit together the results of an action in line with the objectives, priorities and horizontal features of the Programme. This action can take a variety of forms, for example seminars, thematic workshops, production and dissemination of publications, information campaigns, artistic workshops, actions related to amateur sport, training seminars, hearings, exhibitions, grass roots projects, etc.

- **Debate:**

The project should consist in stimulating and organising debate related to the objectives, priorities and horizontal features of the Programme involving for example the members of the organisations implementing the project, other civil society organisations, other types of organisations, institutions or decision-makers, European citizens, etc.

- **Reflection:**

The project should consist in organising, nourishing and structuring reflection on European values, European citizenship and democracy involving civil society organisations of all kinds but also, for example, experts, decision-makers, citizens. Special attention should be given to reflecting the cultural and spiritual diversity of Europe. The project could include for example a colloquium, preceded by an opinion poll and followed by a publication in the media.

- **Networking:**

The project should aim at setting the basis for, or encouraging the development of, long-lasting networking between many organisations active in the field. Such networking could lead to active cooperation, combining and structuring the different elements described above.

What are the eligibility criteria?

Eligible applicants

To be eligible, the applicant must:

- be a non-profit-making organisation with a legal status and legal personality. Consequently, natural persons - i.e. individuals- are not eligible.

For example: non-governmental organisations, platforms, networks, associations and federations, think tanks, trade unions, educational institutions, religious organisations, organisations active in the field of voluntary work and amateur sport, etc.

- be established in a participating country.
- have the appropriate qualifications and requisite financial as well as operational resources to complete the project.

Eligible projects

Eligible projects must be based on a transnational partnership, which implies the active, intellectual collaboration of the partners on the project, from its planning, to its implementation and its follow-up.

Each project must associate the applicant organisation and at least one other partner organisation from another participating country which must fulfill the same eligibility criteria as the applicant organisation, described above. Each project involves therefore at least two organisations from two different participating countries. At least one of these countries must be a Member State of the European Union.

To be eligible, projects must correspond to the objectives, priorities and horizontal features of the Programme.

They must take place in one of the participating countries.

Eligible applications

Only applications received within the deadlines set, and submitted using the official form for civil society projects, which must be completed in full, signed and accompanied by all the required supporting documentation, will be considered.

The application form and all supporting documentation must be signed and dated by the person authorised to enter into a legal commitment on behalf of the applicant.

The EACEA reserves the right not to consider applications which are incomplete on the final date for submission of applications.

Applications must be typed. Handwritten applications will not be accepted.

The application form and supporting documentation must be submitted **in duplicate** (one original clearly marked as such and one copy).

Please refer to the check list included in the application form.

Mandatory documents to accompany the application form are as follows:

- an official covering letter on the applicant's letterhead, introducing the application, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant;
- the official application form for civil society projects, duly completed in full, dated and signed (original signatures required) by the person authorised to enter into a legal commitment on behalf of the applicant.

The application form will vary depending on whether the application is submitted on the basis of lump sums and flat rates or a detailed budget. The elements required to calculate the grant are set out in the section on financing.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The application form must be accompanied by:

- the required Curricula Vitae, namely the CVs of the heads of the applicant organisation and of each partner organisation, as well as the CVs of any speakers, moderators or trainers.
- a summary of the project in English, French or German.
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. Care should be taken to enter the complete IBAN number. The financial identification form is available on the following website:

http://ec.europa.eu/budget/execution/ftiers_en.htm

- the 'Legal Entity' form, duly completed and signed by the applicant.

This form must be accompanied by a copy of the resolution, law, decree or decision establishing the entity concerned, or alternatively any other official document attesting to the establishment of the entity together with any related up-dates or changes.

If the entity has a VAT number, the 'Legal Entity' form must be accompanied by a copy of an official document confirming it is subject to VAT, if the VAT number is not shown on the official document referred to in the previous paragraph.

The 'Legal Entity' form can be found on the following website:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

- the Articles of Association of the applicant, or an explanatory declaration signed by the person authorised to represent the organisation in cases where it is exempt under national regulations from the requirement to have Articles of Association;
- the applicant's profit and loss account and balance sheet for the last complete financial year, certified by the signature of the person authorised to enter into a legal commitment on behalf of the applicant;

For applicants requesting a Community grant of more than €25,000:

- the 'Financial Capacity' form, duly completed by the applicant. This form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

NB. Applicants requesting a Community grant of less than 25,000 euros are not required to complete the 'Financial Capacity' form but are required to certify, on their honour in the application form, that their organisation has the financial capacity to carry out the project.

Duration

The project must start **between 1 August and 1 December** of the year for which the application was submitted (n).

The project must finish **no later than 31 July of the following year** (n+1). Applications must clearly state the project starting and finishing dates (dd/mm/yy).

The maximum duration of projects is **12 months**. Applications for projects of a longer duration will not be accepted.

What are the award criteria?

The eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria

The quality of the project will be defined by:

- the **relevance** of the proposed activities
 - to the objectives of the Europe for Citizens Programme
 - to the Priority themes of the Europe for Citizens Programme
 - to the horizontal features of the Europe for Citizens Programme
 - to the concept of this measure as described above
 - to the target group(s) of the project
- the **coherence and completeness of the action plan**, revealing the methods chosen for addressing the theme and showing how, when and by whom the different tasks will be carried out;
- the **expected impact** of the action
 - on the target group(s), and how this will be achieved using the project's final products;
 - on the potential development of sustainable networks of cooperation.
- the **visibility** of the project and its planned follow-up, including:
 - measures to raise awareness about the project in the broader public

- measures to raise awareness about its results at different political levels

Quantitative criteria

The following projects will be given special attention:

- projects with a strong transnational dimension, involving partner organisations, participants, speakers, etc. from a large number of countries participating in the Programme
- projects involving partners from Member States which joined the EU before 1 May 2004 and those which acceded as from that date
- projects involving different types of organisations, therefore contributing to 'cross-fertilisation' between the different stakeholders of this Programme
- projects mobilising a large number of European citizens or a variety of European citizens (for example different age groups or religious groups)

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present clear and complete documentation with a detailed, well structured and informative programme of the project.

Some hints:

- explain what objectives you would like to achieve, why you chose it and why it is relevant for the objectives and priorities of the Programme;
- explain what is the target group and why this group was chosen;
- make a detailed action plan, indicating which tasks will be carried out, by whom and when;
- describe the role of all partner organisations in the planning, implementation and follow up of the project;
- if you are organising an event, describe precisely its format, its agenda, the participating groups, the methods and tools that will be used etc;
- if are planning to create a 'product', like publications, internet sites, etc., describe it precisely and, if possible, submit a model;

- present what follow up you intend to give to your project and to the cooperation with your partner(s);
- explain how you will ensure the visibility of the project.

When to apply?

There is one annual deadline for the submission of applications under this measure, which is **15 February each year for projects starting between 1 August and 1 December of that year.**

How to apply?

Applications can be either:

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services or by the courier service;
- or
- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Civil society projects’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of application

Applicants will be informed in writing of the receipt of their application.

- Eligibility of application

Only applications that fulfill the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of project

It is planned to inform applicants of the outcome of the selection procedure by **1 July each year**.

The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

All applications selected will be subject to financial analysis. In this context, the EACEA may request the applicant to supply further information or guarantees.

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that applicants of successful applications shall be awarded a grant decision, as from **July each year**.

How is the activity financed?

The system for calculating the grant based on flat rates and lump sums has been introduced to simplify the management both for the EACEA and for the beneficiaries. This system will be evaluated on the basis of its results and may be developed or modified.

Under this measure, the grant can be calculated following two different methods, corresponding to different approaches and to which specific rules apply:

- Flat rates and lump sum based grants for 'event projects'

Experience shows that most projects proposed by civil society organisations are composed of different kinds of events. A simplified type of grant calculation will be applied to this category: the grants are calculated based on the number of participants in the events. Additionally, a lump sum will be allocated based on eventual final products (publication, DVD/CD-ROM, internet site).

‘Event projects’ consist of conferences; seminars; colloquia; workshops, debates; hearings; meeting days; study days; creative workshops; training activities; socio-cultural activities.

This system of lump sums and flat rates enables the amount of the grant to be calculated on the basis of a fixed sum per participant per day; the beneficiary is at liberty to decide how to use the grant when implementing the project. A calculator, inserted within the application form, enables the potential grant to be automatically calculated. A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report. The only requirement will be the submission of a report detailing the implementation and results of the project, a list of participants and copies of any items produced. Additionally, for statistical purposes, beneficiaries will be required to supply a summary breakdown of final project income and expenditure.

- Budget based grants for ‘production and realisation projects’

Grants for projects mainly composed of activities other than events are calculated based on a detailed provisional budget. The grant requested in that case may not exceed 60% of the eligible costs of the action concerned. Payment of the grant will be based on a detailed final statement accompanied by supporting documentation for the expenditure.

‘Production and realisation’ projects consist mainly of publications; websites; TV/radio broadcasts; production of audio-visual material; opinion polls; studies; analysis; production of education and training materials; application of new information technologies.

Flat rates and lump sum based grants for ‘event projects’

General provisions

Calculation of the grant is based, firstly, on the number of participants in events and, secondly, on the number and type of communication tools produced. The rate per participant will vary in accordance with the cost level for the country where the activity is occurring.

The grant is not linked directly to specific costs; it will not, therefore, be determined on the basis of a detailed budget, and supporting documents for the expenditure are not required in order to obtain payment of the grant.

The cost of actions which are ancillary or complementary to the organisation of an event have been taken into account when setting the levels of flat rates and lump sums. Accordingly, these technical activities undertaken by the project organisers when preparing or monitoring the project may not be presented as events in their own right.

Only applications for a grant of **a minimum amount of €7,000** will be eligible.

Procedures for calculating the grant

To calculate the total grant, a calculation of the eligible amounts for the items 'events' and 'communication tools' must be made. The total grant is arrived at by adding the amounts for these two items together.

Item 'Event'

- Calculation of the grant is based on the number of actual participants per day of the event. A participant can only be counted for one event per day.

One day's participation by one person = 1 participant day

- A minimum of 3 hours' activity (excluding reception, meals or social activities) constitutes one day.

Example:

You organise a two-day seminar for 40 people and, in the following month, a one-day workshop for 30 people. The calculation is as follows:

$(40 \text{ people} \times 2 \text{ days}) + (30 \text{ people} \times 1 \text{ day}) = 80 + 30 = 110 \text{ participant days.}$

- The grant will cover a maximum of 400 participant days.

If the total number of participant days for the project is higher than 400, the grant will be calculated on the basis of a maximum of 400 participant days. The applicant itself will select the 400 participant days to be used.

- The rate to be applied will differ depending on whether the participant is local or international:
 - The local rate is applied for a participant resident in the country in which the event is taking place.
 - The international rate is applied for a participant resident in a country participating in the Programme but which is not the country in which the event is taking place.
 - **The rate is variable depending on the country in which the event is occurring.** Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country. There are two rates for each country: one for local participants, the other for international participants.

| Country in which the event is staged | Daily rate for a LOCAL participant (in euro) | Daily rate for an INTERNATIONAL participant (in euro) |
|---|---|--|
| Belgium | 58,29 | 129,02 |
| Bulgaria | 16,88 | 37,36 |
| Czech Republic | 37,56 | 83,14 |
| Denmark | 60,42 | 133,72 |
| Germany | 54,39 | 120,39 |
| Estonia | 32,08 | 71,01 |
| Greece | 41,91 | 92,75 |
| Spain | 48,37 | 107,07 |
| France | 52,96 | 117,23 |
| Ireland | 68,71 | 152,08 |
| Italy | 49,06 | 108,59 |
| Cyprus | 43,58 | 96,47 |
| Latvia | 25,82 | 57,14 |
| Lithuania | 27,15 | 60,09 |
| Luxembourg | 69,20 | 153,17 |
| Hungary | 31,39 | 69,48 |
| Malta | 34,40 | 76,15 |
| Netherlands | 62,24 | 137,76 |
| Austria | 60,81 | 134,60 |
| Poland | 25,22 | 55,83 |
| Portugal | 34,38 | 76,09 |
| Romania | 17,67 | 39,11 |
| Slovenia | 41,26 | 91,33 |
| Slovakia | 29,32 | 64,89 |
| Finland | 55,83 | 123,56 |

| | | |
|----------------|-------|--------|
| Sweden | 57,26 | 126,73 |
| United Kingdom | 57,85 | 128,04 |
| Croatia | 24,19 | 53,53 |

Example 1:

You are organising a three-day conference in Belgium for 80 people, 60 of whom are from abroad, and a one-day seminar in Slovenia for 100 participants of whom 50 are from abroad (340 participant days in total).

The calculation is as follows:

1) Belgium: $(60 \text{ participants} \times 3 \text{ days} \times 129.02) + (20 \text{ participants} \times 3 \text{ days} \times 58.29) = \text{€}26,721.$

2) Slovenia: $(50 \text{ participants} \times 1 \text{ day} \times 91.33) + (50 \text{ participants} \times 1 \text{ day} \times 41.26) = \text{€}6,629.5$

Total for the item 'Event': $\text{€}33,350.5$

Example 2:

You are organising two events: firstly a one-day conference in Estonia with 150 participants, of whom 42 are from abroad, and subsequently a 3-day symposium in Italy for 125 participants, all of whom are resident in Italy (i.e. a total of $150+375 = 525$ participant days, of which 42 relate to participants from abroad).

There are more than 400 participant days in total. The applicant can select the 400 participant days to be used when calculating the grant. Here the most attractive option for the beneficiary is to select the 42 participant days of persons from abroad participating in the Estonia event, and 358 (out of the 375) local participant days of persons attending the event in Italy.

The calculation is as follows:

1) Estonia: $(42 \text{ participant days} \times 71.01) = \text{€}2,982.42$

2) Italy: $(358 \text{ participant days} \times 49.06) = \text{€}17,563.48$

Total for the item 'Event': $\text{€}20,545.9$

Item 'communication tools'

The grant is calculated on the basis of the number and type of communication tools produced under the project. The calculation is based on a lump sum. There are three types of communication tools, which must all be:

specifically linked to the project and produced exclusively as part of it;
 - one of the following products with the characteristics shown:

- a publication:
 - minimum 8 pages
 - not less than 1,000 copies published and distributed.

- DVD/ CD-ROM:

For DVDs:

- a minimum of 15 minutes recorded
- not less than 1,000 copies produced and distributed

If the DVD is used as a CD-ROM:

- minimum 1 GB (excluding photographs)
- not less than 1,000 copies produced and distributed.

- a website:

- with a **.EU** domain name
- having links to the site from a minimum of five other independent websites
- which is active for a minimum period of 12 months following the submission of the final report.

The **lump sum is €1,500** per communication tool meeting the defined specification. The figure is the same for all countries.

There is a **maximum limit**. The beneficiary may receive a lump sum for no more than three different communication tools out of those proposed (i.e. no two products of the same type). The maximum total lump sum for the item 'communication tools' is therefore €1,500 for three or more communication tools meeting the specifications defined. The maximum figure for this item is the same in all countries eligible for the programme.

The grant will be calculated automatically when you input project data into the tables designed for this purpose in the application form.

Where a grant is awarded with final approval of the application by the EACEA, a grant decision, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision; a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.
- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.

Final reports, supporting documentation and payment of the balance

The balance of the grant will be paid to the beneficiary after submission to, and acceptance by, the EACEA of a payment request, together with a final project report and the supporting documentation detailed below:

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- a list of main activities; number of participants, etc.;
- an indication of trips made, visits, etc. and their objectives.

For each event organised, details must be provided of the place, dates, total number of participants for each day (including those not taken into account for the purpose of calculating the grant), together with a note of the numbers of local and international participants.

Supporting documents for the item 'Event':

- An original list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, showing the persons who participated in the events organised which were included in the calculation of the grant. A list is to be produced for each event and each day. The list should include the name, function, town/country of residence, email

address or telephone number and signature of participants, together with the name of the event and the date in question.

A template to be used for the list can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Beneficiaries are recommended to print the template for the list before each event, after typing in the participants' names in alphabetical order. Participants will then only have to sign the list on the day of the event. A list must be prepared for each day of the event.

- A copy of the programme for each event and of the documentation distributed, with an indication of the places, dates and timetable.

Supporting documentation for the item 'Communication Tools', where applicable:

- Two originals of publications, CDs, CD-ROMs or DVDs produced;
- The addresses of websites created for the project and of 5 other independent sites providing a link to the site(s) created;
- A copy of invoices for printing and publication, for the creation of the mastercopy, for copying, engraving, creation of the website – or any other supporting evidence.
- A copy of the distribution list for the tools;

The fact that the beneficiary opts for the lump sum system does not obviate the need to keep a precise account of income and expenditure for the project and to retain all supporting documentation.

Payment of the balance:

The final payment under the heading 'events' shall be based upon the actual number of participants (local/international) and the actual number of participant days, and shall not be greater than the maximum foreseen under this heading in the grant decision with a maximum of 400 participant days.

Calculation of the final amount of the grant for 'communication tools' will be based on the actual number of communication tools – within the maximum amount allowed for this item in the grant decision.

If the actual number of participant days for any event or the actual number of communication tools gives rise, on the basis of the system of lump sums and flat rates, to a lower entitlement than that given in the grant decision, the grant will be reduced accordingly.

The beneficiary is, where applicable, required to repay any excess amounts already transferred by the EACEA under the pre-financing payment.

The calculation should be made using the calculator contained in the application form.

Information on actual expenses:

The beneficiary will be required to submit, together with the final report, a summarised, itemised statement of expenditure and revenue linked to the project. This information will be used by the EACEA for statistical purposes (and to amend the flat rates and lump sums in future years, if applicable).

The template for submission of the final statement can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Budget based grants for 'Production and realization' projects

General provisions

The amount of the grant will be calculated on the basis of a balanced, detailed forecast budget, expressed in euro and submitted using the table provided with the application form.

The grant may not exceed a **maximum rate of 60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Applicants must provide proof that the remainder of the total cost of the project is covered by (guaranteed) cofinancing. Under no circumstances will the amount awarded exceed the amount applied for.

The maximum grant is €5,000. Grant applications below €10,000 are ineligible and will not be considered.

Applications must include a detailed forecast budget expressed in euro. Applicants not established in the euro zone must use exchange rates published in the Official Journal of the European Union, series C, on 1 December prior to submission of the grant application.

The forecast budget must be balanced – i.e. total estimated expenses must equal total expected finance (total expenses = total revenue) from all sources (including the application for a Community grant). The forecast budget must clearly show all eligible expenses.

The applicant must indicate the sources and amounts of all other finance received or requested during the same financial year for the same project or for any other project and activity.

The beneficiary's bank account (and/or subaccount) must make it possible to identify sums paid by the EACEA.

In the event of final approval of the application by the EACEA, a **grant decision**, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision, a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.

- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.
- If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant pro rata.

The EACEA will reduce its grant proportionately on the basis of the rate indicated in the grant decision, and the beneficiary will be required to reimburse sums already paid in excess of the amount due.

- The final statement must be balanced, dated, submitted in euro and signed and certified by the person legally authorised to commit the organisation as stipulated in the organisation's Articles. The final statement must be submitted in the same format as the draft budget.
- A variance of more than 10% in one item of the forecast budget must be authorised in advance by the EACEA, in accordance with the procedure specified in the grant decision. An increase of more than 10% of that same amount not submitted for prior agreement by the EACEA will not be considered under any circumstances when making the final grant payment.
- Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project. The inclusion in the final statement of expenses not set out in the grant application may lead the EACEA to demand the return of all or part of the grant.

Eligible costs of the project

The only costs which are eligible in the context of this measure are the following.

Eligible direct costs:

- Direct costs, i.e. costs generated directly by the project and necessary for its implementation. These costs must be reasonable and justified. The project must comply with the principles of sound financial management and with the cost/benefit principle;
- costs generated during the lifetime of the project in accordance with the budget approved by the EACEA and recorded in the beneficiary's accounts in compliance with the accounting principles that apply to them and registered according to the applicable social and fiscal regulations;
- costs which are identifiable and verifiable with original supporting documents;

- personnel costs incurred exclusively in implementing the project: these are eligible only where the accounting systems of the relevant co-organisers can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of expenditure eligibility, and therefore the percentage of personnel costs which can be attributed to project costs. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means. **The administrative staff costs of the project must not exceed 20% of the total amount of all other direct expenditure;**
- travelling and subsistence expenses for staff on the basis of the per diem scales available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

- other direct costs associated with the project:
- information dissemination costs: production costs (publications, books, CD-ROMs, videos, Internet, etc.), translation, dissemination and distribution costs;
- the cost of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs arising directly from requirements imposed by the agreement, including the cost of financial guarantees.

The internal auditing and accountancy procedures of the beneficiary shall make it possible to verify that the project-related costs and receipts correspond to the accounting statements and supporting documents.

Eligible indirect costs:

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project. Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary is already in receipt of an operating grant from a Community institution or body.

Ineligible costs:

The following costs are ineligible in the context of this measure:

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he/she/it is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- voluntary work and other in-kind contributions are often important elements in projects initiated by civil society organisations. In view of simplicity, the value of such contributions is not to be included in the project budget as eligible expenditure. However, applicants are invited to provide information on all in-kind contributions, because they are important elements to be positively taken into account in the qualitative and quantitative evaluation of the applications.

Final reports, supporting documentation and payment of the balance

Payment of the balance of the grant will be made after verification and acceptance of the final statement and supporting documentation for expenditure, and after approval by the EACEA of the final report on implementation of the project.

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- list of main activities; number of participants, etc.;
- indication of trips made, visits, etc. and their objectives.

Supporting documentation:

- Two originals of all items produced / publications
- A detailed final statement of expenditure and income based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

- A complete list of invoices, based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

- A certified copy of the invoices sorted and numbered in accordance with the structure of the list referred to in the previous point.

What are the obligations arising from the decision?

General obligations

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By signing the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide, the General Rules of the Programme Guide as well as the general rules on grant decisions available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Any changes to the planned activities must be submitted to the EACEA in writing for prior approval. The changes are not allowed to alter the main concept of the project.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If projects are postponed, so that they finish later than specified in the grant decision, an official request must be presented. It must explain why the delay has come about and indicate the proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary. In any event, requests for an extension greater than 3 months will not be accepted.

Who implements this measure?

This action is managed by the EACEA, Unit P7 Citizenship. All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

Support to projects initiated by civil society

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Email: eacea-p7-civilsociety@ec.europa.eu

Fax: +32 2 296 23 89

http://eacea.ec.europa.eu/citizenship/index_en.htm

Action 3 – Together for Europe

What are the aims of the Action?

This action aims at deepening the concept of ‘active European citizenship’ and at promoting its understanding all over Europe, therefore contributing to ‘bringing Europe closer to its citizens’, through three sets of measures.

This action will be initiated and carried out by the European Commission; it is therefore not planned to select projects under the measure described below.

High-visibility events

This measure will support events which are substantial in scale and scope, strike a chord with the peoples of Europe, help to increase their sense of belonging to the same community, make them aware of the history, achievements and values of the

European Union, involve them in intercultural dialogue and contribute to the development of their European identity.

These events may include the commemoration of historical events, the celebration of European achievements, artistic events, awareness-raising around specific issues, European-wide conferences and the awarding of prizes to highlight major accomplishments. The use of new technologies, in particular IST¹³, shall be encouraged.

The events will be organised by the Commission, where appropriate in cooperation with the Member States or other relevant partners. No grants will be awarded under this measure, but possibly public procurements.

This Programme Guide will be updated to include the links to the high visibility events that will take place in 2008.

¹³ Information Society Technologies.

Studies

In order to get a better understanding of active citizenship at European level, the Commission will carry out studies, surveys and opinion polls.

For budgetary reasons, no studies are planned for 2007.

Information and dissemination tools

Given the focus on citizens and the variety of initiatives in the field of active citizenship, comprehensive information on the various activities of the programme, on other European actions related to citizenship and on other relevant initiatives needs to be provided through an Internet portal and other tools.

This Programme Guide will be updated to include the links to the information and dissemination activities that will take place

Action 4 – Active European Remembrance

What are the aims of the Action?

The European Union is built on fundamental values such as freedom, democracy and respect for human rights. In order to fully appreciate their meaning, it is necessary to remember the breaches of those principles caused by Nazism and Stalinism in Europe. By commemorating the victims, by preserving the sites and archives associated with deportations, Europeans will preserve the memory of the past, including its dark sides. It is particularly important to do so now, as witnesses are progressively disappearing. An awareness of the full dimensions and tragic consequences of the Second World War will thereby be maintained, in particular through the involvement of the younger generations of Europeans. Furthermore, citizens will engage in a reflection on the origins of the European Union, fifty years ago, on the history of European integration, which preserved peace among its members, and finally on today's Europe, thereby moving beyond the past and building the future. This action therefore will play an important role in nourishing the broad reflection on the future of Europe and in promoting active European citizenship.

The aims of this action, in line with the objectives of the Programme, are twofold: 'fostering action, debate and reflection related to European citizenship and democracy, shared values, common history and culture' and 'bringing Europe closer to its citizens by promoting Europe's values and achievements, while preserving the memory of its past'.

Under this action, projects of the following types will be supported:

- Projects linked to the preservation of the main sites and memorials associated with the mass deportations, the former concentration camps and other large-scale martyrdom and extermination sites of Nazism, as well as the archives documenting these events and for keeping alive the memory of the victims, as well as the memory of those who, under extreme conditions, rescued people from the Holocaust;
- Projects linked to the commemoration of the victims of mass exterminations and mass deportations associated with Stalinism, as well as the preservation of the memorials and archives documenting these events.

The concept

The fundamental aim of projects supported under the action entitled 'Active European Remembrance' should be to keep alive the memory of the victims of Nazism and Stalinism and to improve the knowledge and understanding of present and future generations about what took place in the camps and other places of mass-civilian extermination, and why.

Projects must correspond to at least one of the following features and are encouraged to combine several of them:

Preservation:

The project should ensure the preservation of the main sites of mass deportation and extermination, of the memorials - most frequently built on those sites – or of the archives documenting those tragic events. The archives could include both material and immaterial documents, like the collection of oral testimonies. The project should thereby ensure that the different testimonies of the past are made available for today's European citizens and/or for future generations.

- Commemoration:

The project should commemorate the victims of Nazism or Stalinism, or of those who took important risks for rescuing people from deportation or extermination. The project should mobilise citizens, of all generations, with the aim of remembering those tragic events and the victims. For example, it could consist in bringing together people for a ceremony on a memorial site, on the occasion of an anniversary, or for the inauguration of a commemorative building. It could also aim at increasing the knowledge of individual destinies, through research or inquiries, or at developing documentation material about the victims. The project should clearly identify its target group and take necessary measures to ensure that the message is communicated effectively. Citizens should play an active role in the planning, implementation and follow up of the project.

- Reflection:

The project should engage citizens, and especially young people, in a broad reflection about the causes and consequences of Nazism and/or Stalinism. It could also choose to target specific groups able to act as multipliers, like experts, group leaders, decision-makers, etc. -Starting from a reflection on what actually happened, the project should analyse why and how the democratic principles and Human Rights were violated. This could lead to a reflection about the reasons for creating the European Union, and about the values that are protected through the European integration process. Finally, thanks to a better understanding of the origins of European integration and of today's Europe, the project could engage in a reflection about the future of Europe. This reflection may be accompanied or supported by concrete actions, in the field. Finally, the project should be carried out in a spirit of reconciliation, of tolerance and of pluralism. Therefore, it should pay particular attention to involving a variety of European citizens, notably citizens of different age groups, and of different national, cultural and religious background.

- Networking:

The Programme intends to encourage organisations active in this field to establish contacts among themselves and to learn from each other. Projects covering the

present feature should therefore aim at setting the basis for, or encouraging the development of, long-lasting networking between organisations of this particular field of action. The networking could include, for example, exchanges of views on challenges facing this field or exchanges of best practices concerning new pedagogical tools or archiving methods. Such networking could lead to concrete cooperation of different partners on joint projects focusing on preservation, commemoration and/or reflection. The cooperation would strengthen the European dimension of the organisations involved and would enrich the debate, opening it to new approaches. Finally, it would also ensure greater visibility and impact throughout Europe of the projects, thereby multiplying the chances of reaching today's European citizens.

What are the eligibility criteria?

Eligible applicants

To be eligible, the applicant must:

- be a non-profit-making organisation with a legal status and legal personality. Consequently, natural persons – i.e. individuals – are not eligible.
- For example: non-governmental organisations, associations of survivors, associations of families of the victims, memorials, museums, local and regional authorities, federations, think tanks, research institutions, educational institutions, religious organisations, organisations active in the field of voluntary work, etc.
- be established in a participating country.
- have the appropriate qualifications and requisite financial as well as operational resources to complete the project.

Eligible projects

To be eligible, projects must correspond to the objectives, priorities and horizontal features of the Programme.

They must take place in one of the participating countries.

Examples of eligible projects, in line with the concept of the action described above: projects consisting in a ceremony of commemoration, video interviews, research for exhibitions, digitalisation of archives, voluntary work to preserve sites, etc.

Eligible applications

Only proposals received within the deadlines set and submitted using the official 'Active European Remembrance' application form, which must be completed in full, signed and accompanied by all the required supporting documentation, will be considered.

The application form and all supporting documentation must be signed and dated by the person authorised to enter into a legal commitment on behalf of the applicant.

The EACEA reserves the right not to consider applications which are still incomplete on the expiry date.

Applications must be typed. Handwritten applications will not be accepted.

The application form and supporting documentation must be submitted **in duplicate** (one original clearly marked as such and one copy).

Please refer to the check list included in the application form.

Mandatory documents to accompany the application form are as follows

- an official covering letter on the applicant's letterhead, introducing the application, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant;
- the official 'Active European Remembrance' application form, duly completed in full, dated and signed (original signatures required) by the person authorised to enter into a legal commitment on behalf of the applicant.

The official application form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

The application form must be accompanied by:

- the required Curricula Vitae, namely the CVs of the heads of the applicant organisation and of each partner organisation, as well as the CVs of any speakers, moderators or trainers.
- a summary of the project in English, French or German.

- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. Care should be taken to enter the complete IBAN number. The financial information form is available on the following website:
- http://ec.europa.eu/budget/execution/ftiers_en.htm
- the 'Legal Entity' form, duly completed and signed by the applicant.

This form must be accompanied by a copy of the resolution, law, decree or decision establishing the entity concerned, or alternatively any other official document attesting to the establishment of the entity together with any related up-dates or changes.

If the entity has a VAT number, the 'Legal Entity' form must be accompanied by a copy of an official document confirming it is subject to VAT, if the VAT number is not shown on the official document referred to in the previous paragraph.

The 'Legal Entity' form can be found on the following website:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

- the Articles of Association of the applicant or an explanatory declaration signed by the person authorised to represent the organisation in cases where it is exempt under national regulations from the requirement to have Articles of Association;
- the applicant's profit and loss account and balance sheet for the last complete financial year, certified by the signature of the person authorised to enter into a legal commitment on behalf of the applicant;

For applicants requesting a Community grant of more than €25,000:

- The 'Financial Capacity' form, duly completed by the applicant. This form can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

NB. Applicants requesting a Community grant of less than 25,000 euros are not required to complete the 'Financial Capacity' form but are required to certify, on their honour in the application form, that their organisation has the financial capacity to carry out the project.

Duration

The project must start between 1 October and 31 December of the year for which the application was submitted (n) and must end at the latest on 30 September of the following year (n+1). Applications must clearly state the project starting and finishing dates (dd/mm/yy).

The maximum duration of project is **12 months**. Applications for projects of a longer duration will not be accepted.

What are the award criteria?

The eligible projects will be evaluated based on qualitative and quantitative criteria. Qualitative criteria will represent the majority of points available within the evaluation procedure. The criteria are defined as follows:

Qualitative criteria of the project

The quality of the project will be defined by:

- the **relevance** of the proposed activities
 - to the objectives of the Europe for Citizens Programme
 - to the Priority themes of the Europe for Citizens Programme
 - to the horizontal features of the Europe for Citizens Programme
 - to the concept of this action as described above
 - to the target group(s) of the project
- the **coherence and completeness of the action plan**, revealing the methods chosen for addressing the theme and showing how, when and by whom the different tasks will be carried out;
- the **expected impact** of the project

- on the target group(s), and how this will be achieved using the project's final products;
- on the potential development of sustainable networks of cooperation;
- on intergenerational dialogue and on transfer of the historic memory to the younger generation
- the **visibility** of the project and its planned follow-up, including:
 - visibility /communication of the planned activities for European citizens
 - dissemination and exploitation of the results towards European citizens

Quantitative criteria

- The cost-benefit ratio of the proposed projects will be taken into consideration in the evaluation of the projects.

Furthermore, the following projects will be given special attention:

- projects with a clear transnational dimension, involving partner organisations, participants, speakers, experts, etc. from different countries participating in the Programme
- projects involving partners or participants from Member States which joined the EU before 1 May 2004 and those which acceded as from that date
- projects involving different types of organisations, therefore contributing to 'cross-fertilisation' between the different stakeholders of this Programme
- projects mobilising a large number of European citizens or a variety of European citizens (for example different age groups, different national, cultural or religious groups)

How to make a good project?

Applicants will find below some hints for increasing the quality of the content of their proposed project. Because the project is evaluated on the basis of the information included in the application, it is very important that applicants present clear and complete documentation with a detailed, well structured and informative programme of the project.

Some hints:

- explain what objectives you would like to achieve with your project, why you chose it and why it is relevant for the objectives and priorities of the Programme;
- explain what is the target group and why this group was chosen;
- make a detailed action plan, indicating which tasks will be carried out, by whom and when;
- describe the role of partner organisations, if any, in the planning, implementation and follow up of the project;
- if you are organising an event, describe precisely its format, its agenda, the participating groups, the methods and tools that will be used etc;
- if you are planning to create a 'product', like publications, internet sites, etc., describe it precisely and, if possible, submit a model;
- present what follow up you intend to give to your project and to the cooperation with your partner(s), if applicable;
- explain how you will ensure the visibility of the project.

When to apply?

There is one annual deadline for the submission of applications under this measure, which is **30 April** each year.

How to apply?

Applications can be either:

- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services or by the courier service;

or

- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Active European Remembrance’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Applications submitted by fax or directly by email will not be examined.

No modification of the application will be authorised after the deadline of submission of applications. However, if there is a need to clarify certain aspects, the EACEA may contact the applicant for this purpose.

How and when are the results communicated?

- Reception of application

Applicants will be informed in writing of the receipt of their application.

- Eligibility of application

Only applications that fulfill the eligibility criteria will be considered for a grant.

If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

- Selection of project

It is planned to inform applicants and their partners of the outcome of the selection procedure by **30 September each year**.

The lists of selected projects will be published on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

All the selected applications will be subject to a financial analysis. In this framework the Commission may ask the coordinator for supplementary information or eventually guaranties.

Applicants whose applications have not been selected will be informed in writing.

- Grant decision

It is foreseen that coordinators of successful applications shall be awarded a grant decision, as from **30 September each year**.

How is the activity financed?

The system for calculating the grant based on flat rates and lump sums is being introduced to simplify the management both for the EACEA and for the beneficiaries. This system will be evaluated on the basis of its results and may be developed or modified.

Under this measure, the grant can be calculated following two different methods, corresponding to different approaches and to which specific rules apply:

- Flat rates and lump sum based grants for ‘event projects’

Experience shows that many projects proposed are composed of different kinds of events. A simplified type of grant calculation will be applied to this category: the grants are calculated based on the number of participants in the events. Additionally, a lump sum will be allocated based on eventual final products (publication, DVD/CD-ROM, internet site).

‘Event projects’ consist of conferences; seminars; colloquia; workshops, debates; hearings; meeting days; study days; creative workshops; training activities; socio-cultural activities; indoor concerts.

The flat rates and lump sum system does not apply for commemorative ceremonies open to the general public.

This system of lump sums and flat rates enables the amount of the grant to be calculated on the basis of a fixed sum per participant per day; the beneficiary is at liberty to decide how to use the grant when implementing the project. A calculator, inserted within the application form, enables the potential grant to be automatically calculated. A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report. The only requirement will be the submission of a report detailing the implementation and results of the project, a list of participants and copies of any items produced.

Additionally, for statistical purposes, beneficiaries will be required to supply a summary breakdown of final project income and expenditure.

- Budget based grants for ‘production and realisation projects’

Grants for projects mainly composed of activities other than events are calculated based on a detailed provisional budget. The grant requested in that case may not exceed 60% of the eligible costs of the action concerned. Payment of the grant will be based on a detailed final statement accompanied by supporting documentation for the expenditure.

‘Production and realisation’ projects consist mainly of publications; websites; TV/radio broadcasts; production of audio-visual material; opinion polls; studies; analysis; production of education and training materials; application of new information technologies; preparation of exhibitions; research activities; interviews; creation of information and documentation centres; microfiche production, file digitalisation; catalogue production; creation of educational programme, multimedia presentation, films; repairs of huts; renovation of museum rooms; commemorative plates; databases production; creation of study trip route; etc. The budget based system applies for commemorative ceremonies open to the general public.

- Flat rates and lump sum based grants for ‘event projects’

General provisions

Calculation of the grant is based, firstly, on the number of participants in events and, secondly, on the number and type of communication tools produced. The rate per participant will vary in accordance with the cost level for the country where the activity is occurring.

The grant is not linked directly to specific costs; it will not, therefore, be determined on the basis of a detailed budget, and supporting documents for the expenditure are not required in order to obtain payment of the grant.

The cost of actions which are ancillary or complementary to the organisation of an event have been taken into account when setting the levels of flat rates and lump sums. Accordingly, these technical activities undertaken by the project organisers when preparing or monitoring the project may not be presented as events in their own right.

Only applications for a grant of **a minimum amount of €7,000** will be eligible.

The flat rate and lump sum system does not apply for commemorative ceremonies open to the general public.

Procedures for calculating the grant

To calculate the total grant, a calculation of the eligible amounts for the items 'events' and 'communication tools' must be made. The total grant is arrived at by adding the amounts for these two items together.

Item 'Event'

- Calculation of the grant is based on the number of actual participants per day of the event. A participant can only be counted for one event per day.

One day's participation by one person = 1 participant day

- A minimum of 3 hours' activity (excluding reception, meals or social activities) constitutes one day.

Example:

You organise a two-day seminar for 40 people and, in the following month, a one-day workshop for 30 people. The calculation is as follows:

$(40 \text{ people} \times 2 \text{ days}) + (30 \text{ people} \times 1 \text{ day}) = 80 + 30 = 110 \text{ participant days.}$

- The grant will cover a maximum of 400 participant days.

If the total number of participant days for the project is higher than 400, the grant will be calculated on the basis of a maximum of 400 participant days. The applicant itself will select the 400 participant days to be used.

- The rate to be applied will differ depending on whether the participant is local or international:
 - The local rate is applied for a participant resident in the country in which the event is taking place.
 - The international rate is applied for a participant resident in a country participating in the Programme but which is not the country in which the event is taking place.
- The **rate is variable depending on the country in which the event is occurring**. Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country. There are two rates for each country: one for local participants, the other for international participants.

| Country in which the event is staged | Daily rate for an LOCAL participant (in euro) | Daily rate for an INTERNATIONAL participant (in euro) |
|---|--|--|
| Belgium | 58,29 | 129,02 |
| Bulgaria | 16,88 | 37,36 |
| Czech Republic | 37,56 | 83,14 |
| Denmark | 60,42 | 133,72 |
| Germany | 54,39 | 120,39 |
| Estonia | 32,08 | 71,01 |
| Greece | 41,91 | 92,75 |
| Spain | 48,37 | 107,07 |
| France | 52,96 | 117,23 |
| Ireland | 68,71 | 152,08 |
| Italy | 49,06 | 108,59 |
| Cyprus | 43,58 | 96,47 |
| Latvia | 25,82 | 57,14 |
| Lithuania | 27,15 | 60,09 |
| Luxembourg | 69,20 | 153,17 |
| Hungary | 31,39 | 69,48 |
| Malta | 34,40 | 76,15 |
| Netherlands | 62,24 | 137,76 |
| Austria | 60,81 | 134,60 |
| Poland | 25,22 | 55,83 |
| Portugal | 34,38 | 76,09 |
| Romania | 17,67 | 39,11 |
| Slovenia | 41,26 | 91,33 |
| Slovakia | 29,32 | 64,89 |

| | | |
|----------------|-------|--------|
| Finland | 55,83 | 123,56 |
| Sweden | 57,26 | 126,73 |
| United Kingdom | 57,85 | 128,04 |
| Croatia | 24,19 | 53,53 |

Example 1:

You are organising a three-day-workshop in Austria for 75 people, 50 of whom are from abroad, and a one-day visit in Poland for 120 participants of whom 60 are from abroad (345 participant days in total).

The calculation is as follows:

1) Austria: $(50 \text{ participants} \times 3 \text{ days} \times 134.60) + (25 \text{ participants} \times 3 \text{ days} \times 60.81) = \text{€}24.750,75$.

2) Poland: $(60 \text{ participants} \times 1 \text{ day} \times 55.83) + (60 \text{ participants} \times 1 \text{ day} \times 25.22) = \text{€}4.863$

Total for the item 'Event': €29.613,75

Example 2:

You are organising two events: firstly a two-day conference in Kaunas, Lithuania with 100 participants, of whom 40 are from abroad, and subsequently a 3-day symposium in Italy for 150 participants, all of whom are resident in Italy (i.e. a total of $200+450 = 650$ participant days, of which 80 (40 x 2 days) relate to participants from abroad).

There are more than 400 participant days in total. The applicant can select the 400 participant days to be used when calculating the grant. Here the most attractive option for the beneficiary is to select the 80 participant days of persons from abroad participating in the Lithuania event, and 320 (out of the 450) local participant days of persons attending the event in Italy.

The calculation is as follows:

1) Lithuania: $(80 \text{ participant days} \times 60.09) = \text{€}4.807,20$

2) Italy: $(320 \text{ participant days} \times 49.06) = \text{€}15.699,20$

Total for the item 'Event': €20.506,40

Item 'communication tools'

The grant is calculated on the basis of the number and type of communication tools produced under the project. The calculation is based on a lump sum. There are three types of communication tools, which must all be:

- specifically linked to the project and produced exclusively as part of it; one of the following products with the characteristics shown:

- a publication:
 - minimum 8 pages
 - not less than 1,000 copies published and distributed.
- DVD/ CD-ROM:

For DVDs:

- a minimum of 15 minutes recorded
- not less than 1,000 copies produced and distributed

If the DVD is used as a CD-ROM:

- minimum 1 GB (excluding photographs)
- not less than 1,000 copies produced and distributed.

- a website:
 - with a **.EU** domain name
 - having links to the site from a minimum of five other independent websites
 - which is active for a minimum period of 12 months following the submission of the final report.

The **lump sum is €1,500** per communication tool meeting the defined specification. The figure is the same for all countries.

There is a **maximum limit**. The beneficiary may receive a lump sum for no more than three different communication tools out of those proposed (i.e. no two products of the same type). The maximum total lump sum for the item 'communication tools' is therefore €4,500 for three or more communication tools meeting the specifications defined. The maximum figure for this item is the same in all countries eligible for the programme.

The grant will be calculated automatically when you input project data into the tables designed for this purpose in the application form.

Where a grant is awarded with final approval of the application by the EACEA, a grant decision, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision; a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.
- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.

Final reports, supporting documentation and payment of the balance

The balance of the grant will be paid to the beneficiary after submission to, and acceptance by, the EACEA of a payment request, together with a final project report and the supporting documentation detailed below:

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- a list of main activities; number of participants, etc.;
- an indication of trips made, visits, etc. and their objectives.

For each event organised, details must be provided of the place, dates, total number of participants for each day (including those not taken into account for the purpose of calculating the grant), together with a note of the numbers of local and international participants.

Supporting documents for the item 'Event':

- An original list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, showing the persons who participated in the events organised which were included in the calculation of the grant. A list is to be produced for each event and each day. The list should include the name, function, town/country of residence, email address or telephone number and signature of participants, together with the name of the event and the date in question.

A template to be used for the list can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Beneficiaries are recommended to print the template for the list before each event, after typing in the participants' names in alphabetical order. Participants will then only have to sign the list on the day of the event. A list must be prepared for each day of the event.

- A copy of the programme for each event and of the documentation distributed, with an indication of the places, dates and timetable.

Supporting documentation for the item 'Communication Tools', where applicable:

- Two originals of publications, CDs, CD-ROMs or DVDs produced;
- The addresses of websites created for the project and of 5 other independent sites providing a link to the site(s) created;
- A copy of invoices for printing and publication, for the creation of the mastercopy, for copying, engraving, creation of the website – or any other supporting evidence.
- A copy of the distribution list for the tools;

The fact that the beneficiary opts for the lump sum system does not obviate the need to keep a precise account of income and expenditure for the project and to retain all supporting documentation.

Payment of the balance:

The final payment under the heading ‘events’ shall be based upon the actual number of participants (local/international) and the actual number of participant days, and shall not be greater than the maximum foreseen under this heading in the grant decision with a maximum of 400 participant days.

Calculation of the final amount of the grant for ‘communication tools’ will be based on the actual number of communication tools – within the maximum amount allowed for this item in the grant decision.

If the actual number of participant days for any event or the actual number of communication tools gives rise, on the basis of the system of lump sums and flat rates, to a lower entitlement than that given in the grant decision, the grant will be reduced accordingly.

The beneficiary is, where applicable, required to repay any excess amounts already transferred by the EACEA under the pre-financing payment.

The calculation should be made using the calculator contained in the application form.

Information on actual expenses:

The beneficiary will be required to submit, together with the final report, a summarised, itemised statement of expenditure and revenue linked to the project. This information will be used by the EACEA for statistical purposes (and to amend the flat rates and lump sums in future years, if applicable).

The template for submission of the final statement can be found on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

Budget based grants for 'Production and realisation projects'

General provisions

The amount of the grant will be calculated on the basis of a balanced, detailed budget, expressed in euro and submitted using the table provided with the application form.

The grant may not exceed a **maximum rate of 60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Applicants must provide proof that the remainder of the total cost of the project is covered by (guaranteed) cofinancing. Under no circumstances will the amount awarded exceed the amount applied for.

The maximum grant is €5,000. Grant applications below €10,000 are ineligible and will not be considered.

Applications must include a detailed forecast budget expressed in euro. Applicants not established in the euro zone must use exchange rates published in the Official Journal of the European Union, series C, on 1 December prior to submission of the grant application.

The forecast budget must be balanced – i.e. total estimated expenses must equal total expected finance (total expenses = total revenue) from all sources (including the application for a Community grant). The forecast budget must clearly show all eligible expenses.

The applicant must indicate the sources and amounts of all other finance received or requested during the same financial year for the same project or for any other project and activity.

The beneficiary's bank account (and/or subaccount) must make it possible to identify sums paid by the EACEA.

In the event of final approval of the grant application by the EACEA, a **grant decision**, drawn up in euro and setting out the conditions and level of financing, will be made by the EACEA and sent to the applicant in writing.

The budget based system applies for commemorative ceremonies open to the general public.

Payment procedures

Payment procedures are as follows:

- Upon confirmation by the beneficiary of its intention to implement the project, by written notice within 10 calendar days from the notification of the Decision, a prefinancing payment of 50% of the total grant will be made within 45 days from the dispatch of the grant decision by the EACEA, and, if applicable, from the date of receipt of all necessary guarantees. The prefinancing payment is intended to provide cash flow to the beneficiary. If written confirmation is not received by the EACEA within the specified deadline a single payment will be made based upon the final report.
- The EACEA will establish the amount of the final payment to be made to the beneficiary on the basis of the final report.
- If total actual eligible expenses of the project are less than the total of estimated eligible expenses, the EACEA will reduce its grant pro rata.

The EACEA will reduce its grant proportionately on the basis of the rate indicated in the grant decision, and the beneficiary will be required to reimburse sums already paid in excess of the amount due.

- The final statement must be balanced, dated, submitted in euro and signed and certified by the person legally authorised to commit the organisation as stipulated in the organisation's Articles. The final statement must be submitted in the same format as the draft budget.
- A variance of more than 10% in one item of the forecast budget must be authorised in advance by the EACEA, in accordance with the procedure specified in the grant decision. An increase of more than 10% of that same amount not submitted for prior agreement by the EACEA will not be considered under any circumstances when making the final grant payment.
- Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project. The inclusion in the final statement of expenses not set out in the grant application may lead the EACEA to demand the return of all or part of the grant.

Eligible costs of the project

The only costs which are eligible in the context of this measure are the following.

Eligible direct costs:

- Direct costs, i.e. costs generated directly by the project and necessary for its implementation. These costs must be reasonable and justified. The project must comply with the principles of sound financial management and with the cost/benefit principle;
- costs generated during the lifetime of the project in accordance with the budget approved by the EACEA and recorded in the beneficiary's account in compliance with the accounting principles that apply to them and registered according to the applicable social and fiscal regulations;
- costs which are identifiable and verifiable with original supporting documents;
- personnel costs incurred exclusively in implementing the project: these are eligible only where the accounting systems of the relevant co-organisers can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of expenditure eligibility, and therefore the percentage of personnel costs which can be attributed to project costs. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means. **The administrative staff costs of the project must not exceed 20% of the total amount of all other direct expenditure;**
- travelling and subsistence expenses for staff on the basis of the per diem scales approved by the EACEA. These scales are available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm
- other direct costs associated with the project:
- information dissemination costs: production costs (publications, books, CD-ROMs, videos, Internet, etc.), translation, dissemination and distribution costs;

- the cost of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs arising directly from requirements imposed by the agreement, including the cost of financial guarantees.

The internal auditing and accountancy procedures of the beneficiary shall make it possible to verify that the project-related costs and receipts correspond to the accounting statements and supporting documents.

Eligible indirect costs:

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project. Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary is already in receipt of an operating grant from a Community institution or body.

Ineligible costs:

The following costs are ineligible in the context of this measure:

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he/she/it is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;

- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- Voluntary work and other in-kind contributions are often important elements in projects in this field. In view of simplicity, the value of such contributions is not to be included in the project budget as eligible expenditure. However, applicants are invited to provide information on all in-kind contributions, because they are important elements to be positively taken into account in the qualitative and quantitative evaluation of the applications.

Final reports, supporting documentation and payment of the balance

Payment of the balance of the grant will be made after verification and acceptance of the final statement and supporting documentation for expenditure, and after approval by the EACEA of the final report on implementation of the project.

Final reports:

The **implementation report** should present, among other elements:

- an overall assessment of the results of the project as compared to the initial objectives;
- complete information on the development, progress and achievements of the project, including, where appropriate, information on interaction with other projects;
- qualitative evaluation of the execution of all tasks;
- list of main activities; number of participants, etc.;
- indication of trips made, visits, etc. and their objectives.

Supporting documentation:

- Two originals of all items produced / publications
- A detailed final statement of expenditure and income based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/action4/funding_en.htm

- A complete list of invoices, based on the template available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm

- A certified copy of the invoices, sorted and numbered in accordance with the structure of the list referred to in the previous point.

What are the obligations arising from the decision?

General obligations

Community funding will take the form of a decision by the EACEA. This unilateral act does not have to be signed by the grant beneficiary.

By signing the grant application form the applicant organisation commits itself to all of the conditions specified in this section of the Programme Guide, as well as the General Rules of the Programme Guide, as well as the general rules on grant decisions available on the following website:

http://eacea.ec.europa.eu/citizenship/index_en.htm.

Any changes to the planned activities must be submitted to the EACEA in writing for prior approval. The changes are not allowed to alter the main concept of the project.

The EACEA attaches the utmost importance to sound administrative and financial management of projects.

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Observance of deadlines

If projects are postponed, so that they finish later than specified in the grant decision, an official request must be presented. It must explain why the delay has come about and indicate the proposed modified timetable. Requests will be examined and – if accepted – an amendment to the grant decision will be sent to the beneficiary. In any event, requests for an extension greater than 3 months will not be accepted.

Who implements this action?

This action is managed by the EACEA, Unit P7 Citizenship.

All relevant information can be obtained from:

EACEA

Unit P7 Citizenship

‘Active European Remembrance’

Avenue du Bourget, 1 (BOUR 00/13)

B-1140 Brussels, Belgium

Email : eacea-p7-remembrance@ec.europa.eu

Fax: +32 2 296 23 89

http://eacea.ec.europa.eu/citizenship/index_en.htm