

Youth in Action

Action 1 – Youth for Europe

Pilot Projects on Thematic Networking

Call for Proposals

EACEA 08/2007

1. INTRODUCTION

By Decision No 1719/2006/EC¹ of 15 November 2006, the European Parliament and the Council established the Youth in Action programme for the period 2007 to 2013.

The programme is part of the European Union's ongoing commitment to youth and reiterates the priorities of European political cooperation, namely: the active citizenship of young people; the European Pact for Youth; and the integration of youth issues into other Community policies.

The Youth in Action programme's general objectives are:

- to promote young people's active citizenship in general and their European citizenship in particular;
- to develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- to foster mutual understanding between young people in different countries;
- to contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- to promote European cooperation in the youth field.

This call for proposals forms part of the structuring measures for Action 1 of the Youth in Action programme.

It is published in accordance with the conditions laid down in the 2007 work programme adopted by the Commission on 30 March 2007, in accordance with the procedure referred to in Articles 4 and 7 of Decision 1999/468/EC².

2. OBJECTIVES AND PRIORITIES

2.1. Objectives

This call for proposals aims to support the networking of youth exchange projects, youth initiatives and democracy projects underway now or in the past under the Youth in Action programme and the Youth programme.

These networks must aim to:

- establish links between projects tackling the same theme;
- pool experiences in a specific thematic field;
- increase the links between youth exchanges, youth initiatives and youth democracy projects;
- valorise, disseminate and exploit the results of the projects.

¹ OJ L 327 of 24 November 2006, p. 30.

² Council Decision 1999/468/EC of 28 June 1999 laying down the procedures for the exercise of implementing powers conferred on the Commission.

2.2. Theme

The proposed theme must reflect the objectives of the Youth in Action programme listed below.

It shall concern at least one of the programme's permanent priorities, namely:

- European citizenship;
- participation of young people;
- cultural diversity;
- inclusion of young people with fewer opportunities.

The project may cover one of the four themes as a whole or deal with a specific aspect or sub-theme forming part of these four themes, for instance the question of combating xenophobia and racism (which comes under the broader theme of cultural diversity) or the inclusion of young people in rural areas (which comes under the broader theme of including young people with fewer opportunities).

2.3. Networking methodology

Thematic networking will take place at three levels:

- The first stage will involve project organisers and managers, for instance youth organisations, youth workers, etc.;
- The second stage will involve the young people who took part or are taking part in the projects. Ideally, the project will aim to cover a wider population by reaching out to other young people as well;
- The third stage will involve youth educators and youth workers, as well as people responsible for youth issues at local, regional, national or European level.

3. TIMETABLE

Applications should be forwarded to the Education, Audiovisual and Culture Executive Agency ('the Agency') no later than **1 September 2007**, the postmark being taken as proof (please pay particular attention to Point 12.3 of this document regarding the procedures for submission of the grant application).

Activities must start **between 1 January 2008 and 31 March 2008**. Projects must run for at least **six months** but no more than **twelve months**.

If, after the signing of the agreement and the start of the project, the beneficiary becomes aware that, for fully justified reasons beyond his control, it has become impossible to complete the project within the scheduled period, an extension to the eligibility period may be granted. An extension of three additional months at most will be granted if requested before the deadline specified in the agreement. The project will then run for fifteen months at most.

Applicants should, in principle, be notified of the outcome of the selection procedure during **November 2007**.

The beneficiaries should, in principle, receive their agreements for signing in **December 2007**.

The eligibility period for costs will start on the date specified in the contract, i.e. the project start date.

The date on which expenses first become eligible may not be earlier than the date on which the grant application was submitted.

4. BUDGET AVAILABLE

The total budget allocated to the co-financing of projects under this call for proposals is estimated to be **around EUR 1 million**.

Financial assistance may not be granted for more than **65%** of a project's total eligible expenses.

The maximum amount a project may be awarded is **EUR 100 000**.

The Agency reserves the right not to allocate all the funds available.

5. ELIGIBILITY CRITERIA

Only applications that comply with the following criteria will be considered eligible and will be the subject of an in-depth evaluation.

5.1. Eligible bodies

Proposals should be submitted by non-profit-making organisations or associations or by local, regional or national bodies with a legal personality which are legally established on the date the application is submitted in one of the Programme countries (see Point 5.2).

The projects must involve partners from at least **ten different countries** (applicant body included). All the partners must have developed projects or be in the process of implementing them under the Youth or Youth in Action programmes. The partners may not have any statutory links with the applicant body.

Applicants must provide evidence of the transnational nature of their project by submitting duly completed and signed preliminary partnership agreements (original signatures required).

Natural persons may not receive financing under this call for proposals.

5.2. Eligible countries

Only applicants resident in one of the following countries are eligible to apply; this condition applies equally to partner organisations.

The Programme countries are the following:

- **Member States** of the European Union³: Austria, Belgium, Denmark, Germany, Spain, Portugal, France, Italy, Sweden, United Kingdom, Ireland, Luxembourg, Netherlands, Finland, Greece, Cyprus, Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Romania, Slovakia and Slovenia;
- **European Free Trade Association (EFTA) countries that are members of the European Economic Area (EEA)**: Iceland, Liechtenstein and Norway, subject to the entry into force of the decision by the EEA joint committee by the project selection date;
- **candidate countries** for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with these countries with a view to their participation in EU programmes, and subject to the signature and entry into force of the participation agreement of this country to the programme (Turkey).

5.3. Eligible participants

The participants in the activities organised in the context of the project must be young people aged between 13 and 30, youth workers, representatives of youth organisations and/or persons responsible for local, regional, national or European youth initiatives.

5.4. Eligible activities

To achieve the objectives set down in Point 2.1, applications must focus on networking Action 1 projects covering one particular theme, dealing with for instance:

- actions that promote consulting, informing and involving young people with regard to the theme in question;

³ *Persons residing in an overseas country or territory (OCT) and, as appropriate, public and/or private bodies and institutions of an OCT are eligible for the Youth in Action programme, subject to the rules of the Programme and the provisions applicable in the Member State with which they have links.*

The list of OCTs concerned is given in Annex IA to Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Community ('Overseas Association Decision'), (OJ L 314 of 30 November 2001).

- pooling of experience in a specific thematic field, for instance by means of exchanges of best practice between partners;
- activities to valorise, disseminate and exploit the results of the projects.

This list of eligible activities is not exhaustive. Applicants are invited to propose other/additional kinds of activities they deem to be useful.

Such activities could include for instance: meetings, information days, seminars, conferences, creation of Internet sites, newsletters, audiovisual material and publications.

The following shall not be eligible:

- profit-making activities, of whatever type (publications arising from activities under this call for proposals may be sold after case-by-case approval by the Agency);
- activities carried out as part of formal education programmes;
- statutory meetings of partner organisations (including the applicant body).

5.5. Eligible proposals

Only proposals submitted on the official application form, completed in full, duly signed (with original signatures as required) and posted by the deadline stipulated will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents listed in the application form.

Applicants must submit a **balanced budget** for expenses and receipts and comply with the maximum ceiling for Community co-financing, which is set at 65% of eligible project expenses.

All the other conditions set down under Point 12 of this call must be met.

6. EXCLUSION CRITERIA

Applicants must certify that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities and set out below.

Applicants will be disqualified from participating in this call for proposals if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national laws or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) 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 be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests,

- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition for participation in the grant award procedure, or fail to supply this information.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on honour (forming part of the application form) certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

7. SELECTION CRITERIA

The selection criteria make it possible to assess an applicant's ability to complete successfully the proposed programme of work. Applicants must have stable sources of funding sufficient to maintain their business throughout the period during which the project is being carried out and to participate in its funding.

They must have the professional skills and qualifications needed to complete the proposed programme of work. Applicants must furnish a completed and signed declaration on honour attesting to their status as a legal entity and to their financial and operational capacity to complete the proposed activities (declaration forming part of the application form).

7.1. Technical capacity

Applicant organisations must provide a list, in the relevant part of the application form, of projects they have carried out in the Youth field, to be used in assessing their technical capacity.

7.2. Financial capacity

Organisations must submit the following documents, to be used in assessing financial capacity, with their application:

- the bank identification form duly completed by the person authorised to sign on behalf of the applicant body and certified by the bank (original signatures required)⁴;
- the profit and loss accounts, together with the balance sheet for the most recent financial year for which the accounts have been closed;
- a financial report for the preceding year (in euro), covering solely operating costs and drafted in accordance with the model provided on the Agency's website: (<http://eacea.ec.europa.eu>)

Verification of financial capacity does not apply to public bodies or to international organisations⁵.

If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee (see Point 9.2.);
- offer a grant agreement without prefinancing.

⁴ *The form for the country where the bank is located should be completed, even if the applicant organisation's head office is in another country. All financial identification forms are available on the Agency's website: <http://eacea.ec.europa.eu>*

⁵ *International organisations as defined in Article 43 of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 are as follows:*

- a) *international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;*
- b) *the International Committee of the Red Cross (ICRC);*
- c) *the International Federation of National Red Cross and Red Crescent Societies.*

8. AWARD CRITERIA

Eligible applications will be assessed on the following criteria:

8.1. Qualitative criteria

The following will be taken into consideration:

- the suitability of the project and its activities in terms of meeting the objectives in the call for proposals;
- account taken of the Youth in Action programme priorities, namely participation of young people, cultural diversity, European citizenship and social inclusion;
- the quality of the thematic work proposed;
- the quality of the networking methodology chosen;
- the multiplier effect and long-term impact on young people;
- the visibility of activities and the dissemination and exploitation of the results among a wide audience, at local, regional and, where possible, national and European levels;
- the clarity and quality of the work programme;
- consistency between the budget and the envisaged activities.

8.2. Quantitative criteria

The following will be taken into consideration:

- the number of partners involved in the project;
- the number of countries involved;
- the number of young people involved, including those with fewer opportunities;
- the number of young people affected by the project in the long term and the overall population concerned by the project.

The criteria in Points 8.1 and 8.2 will each be weighted equally in the evaluation.

9. FINANCIAL CONDITIONS

Acceptance of an application by the Agency does not constitute an undertaking to award funding equal to the amount requested by the applicant. The awarding of a grant does not establish entitlement for subsequent years.

Community grants are incentives to carry out projects that would not be feasible without the Agency's financial support, and that are based on the principle of co-financing. They complement the applicant's own financial input and/or national, regional or private funding that may also have been obtained.

The amount allocated may not exceed the amount requested.

Grant applications must include a detailed provisional budget in which all costs are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the *Official Journal of the European Union*⁶, C series, on the date of publication of this call for proposals.

The budget for the project attached to the application must show revenue and expenditure in balance and clearly show the costs that are eligible for financing from the Community budget.

To avoid the risk of double financing, the applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year, whether for the same project or any other projects, and for his routine activities.

⁶ The Official Journal may be consulted online at: <http://europa.eu.int/eur-lex>

The grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced in proportion to the amount of any surplus.

It must be possible to identify the funds transferred by the Agency within the account or sub-account nominated by the beneficiary. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, any such interest or profits arising from the pre-financing payment will be recovered by the Agency.

9.1. Payment procedures

In the event of the application being finally approved, a financial agreement, drawn up in euro and detailing the conditions and the level of funding, will be entered into between the Agency and the beneficiary.

The original version of this agreement must be signed and returned to the Agency immediately. The Agency will be the last party to sign. A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date on which the agreement is signed by the last of the two parties and any guarantees required have been received. Pre-financing is intended to provide the beneficiary with a float.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply the rate of funding to actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts paid by the Agency under pre-financing.

9.2. Guarantee

The Agency may require any organisation in receipt of a grant to furnish a financial guarantee in advance, with a view to limiting financial risks connected with payment of pre-financing.

Such a guarantee is designed to make the body providing surety irrevocably liable or to make it stand as first-request guarantor in respect of the grant-beneficiary's obligations.

The guarantee must be furnished by an approved banking or financial organisation established in one of the Member States.

The guarantee will be lifted progressively, as the pre-financing is discharged through deduction of intermediate payments or balance payments to the beneficiary in accordance with the conditions laid down in the grant agreement.

Public bodies and international public-sector organisations set up by intergovernmental agreements, specialised agencies set up by such organisations, the International Committee of the Red Cross (ICRC), and the International Federation of National Red Cross and Red Crescent Societies are all exempt from this provision.

9.3. Double financing

Projects funded may not be in receipt of any other Community funding for the same activity.

Applicants' attention is drawn to the fact that, in the case of organisations in receipt of an operating grant, indirect costs are no longer eligible for specific projects.

9.4. Eligible costs

In order to be eligible under this call for proposals, costs must:

- be necessary for the implementation of the project, be included in the provisional budget attached to the agreement and be consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the project as defined in the agreement;

- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with applicable accounting principles and be declared in accordance with the requirements of the applicable tax and social security legislation;
- be identifiable and verifiable, and be backed up by original supporting documents.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared for the project with the corresponding financial statements and supporting documents.

Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it.

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

- costs for personnel assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners.

Personnel costs may not total more than 30% of total eligible costs.

These expenses must be actual costs incurred by the beneficiary and its partners. Personnel costs of other organisations are eligible only if they are paid directly by the beneficiary or reimbursed by the beneficiary;

- travel and subsistence costs for personnel participating in the project (for meetings, European conferences, etc.), provided they do not exceed the scales approved annually by the European Commission (see annex for daily allowances for countries taking part in the Youth in Action programme);
- purchase costs of equipment (new or second-hand), provided that such equipment is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind.

Only that part of the equipment's depreciation that corresponds to the project's lifetime and the rate of its actual use for the purposes of the project may be taken into account by the Agency except where the nature and/or the context of its use justifies a different approach by the Agency;

- costs of consumables and supplies, provided that they are identifiable and earmarked for the project;
- costs arising from other contracts awarded by the beneficiary or its partners for the purposes of carrying out the project, provided that the conditions laid down in Point 10 of this call for proposals are met;
- costs deriving directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, duplicating, etc.), including, where applicable, financial services costs.

Eligible indirect costs (administrative costs)

A flat-rate amount, capped at 7% of the project's eligible direct costs, is eligible under indirect costs, representing those of the beneficiary's general administrative costs that can be regarded as chargeable to the project.

Indirect costs are not eligible where the beneficiary is also in receipt of a Community operating grant.

9.5. Ineligible costs

The following costs are not considered eligible:

- return on capital;

- debt and debt service charges;
- provision for possible future debts or losses;
- other interest expenses;
- bad debts;
- exchange rate losses;
- VAT, unless the beneficiary provides proof that it cannot be recovered;
- costs declared and covered in connection with another project or work programme giving rise to a Community grant;
- inordinate or ill-considered costs;
- expenses for travel to or from countries other than those participating in the project/programme.

Contributions in kind do not constitute eligible costs. However, the Agency may allow a maximum of 20% of the financing of the project to comprise contributions in kind.

In such circumstances, the value of such contributions may not exceed:

- either costs actually incurred and duly justified by the accounting documents of third parties who have furnished the beneficiary with such contributions free of charge but who assume the corresponding cost thereof;
- or the costs that are generally accepted on the market in question for the type of contribution concerned when no cost is incurred.

Contributions of the real-estate kind are not permitted.

9.6. Legal entity

The Agency can propose an agreement only on the basis of acceptance of documents that make it possible to define the beneficiary's legal personality.

Applicants must provide the following documents:

Non-governmental organisations:

- the 'legal entity' identification form⁷;
- an abstract of an official document wherein the name of the legal entity, the address of the registered office and the national registration number can be identified, as well as a copy of the VAT registration certificate, if this exists and if the VAT number is not featured on the above-mentioned official document;
- the bank identification form duly completed and signed by the account holder and certified by the bank.

Public entities:

- the 'legal entity' information form⁶;
- a copy of the official document establishing the public entity, or another official document drawn up for the public-law entity;
- the bank identification form duly completed and signed by the account holder and certified by the bank.

10. SUBCONTRACTING AND THE AWARD OF PROCUREMENT CONTRACTS

When implementation of the project requires subcontracting or the awarding of a procurement contract⁸, the beneficiary and, where applicable, its partners must issue a call for tenders from potential

⁷ Forms available on the Agency's website: <http://eacea.ec.europa.eu>

⁸ Contracts of a value of no more than EUR 60 000 may be the subject of a negotiated procedure with consultation of at least 5 candidates.

candidates and award the contract to the economically most advantageous tender, i.e. the tender which has the best quality/price ratio, in accordance with the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.

11. PUBLICITY

All grants awarded in the course of a financial year must be published on the website of the Community institutions during the first half of the year following the closure of the financial year for which they were awarded.

The information may also be published in any other appropriate medium, including the *Official Journal of the European Union*.

The Agency will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and address of the beneficiary;
- purpose of the grant;
- amount awarded and rate of funding.

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

Furthermore, beneficiaries are required to clearly show the name and emblem of the European Commission on all publications, posters, programmes and other products produced under the co-financed project. To do this they shall use the logo of the Youth in Action programme and the European flag. These will be provided by the Agency.

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

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

12.1. Publication

This call for proposals is being published in the *Official Journal of the European Union* and on the Agency's website at the following addresses:

<http://eacea.ec.europa.eu>

<http://ec.europa.eu>

12.2. Application form

Grant applications must be drawn up in one of the official EU languages, using the application form specifically designed for this purpose. Please note that only typed applications will be considered. Application forms can be obtained from the following website:

<http://eacea.ec.europa.eu>

or by writing to:

Education, Audiovisual & Culture Executive Agency
Youth in Action Programme - EACEA 08/2007
Avenue du Bourget, 1 (BOUR, 1/55)
B-1140 Brussels.

Contracts of a value of no more than EUR 25 000 may be the subject of a negotiated procedure with consultation of at least 3 candidates.

The beneficiary shall clearly document the tendering process implemented and retain the relevant documents for the purposes of any future audit.

Contracts of a value of no more than EUR 3 500 may be the subject of a single tender.

12.3. Submission of the grant application

Only applications that are submitted using the correct form, duly completed and dated, include a balanced budget (revenue/expenditure) and are sent in duplicate (one clearly-identified original, plus one copy), will be accepted. They must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications submitted after the deadline will not be considered.

Applications must be sent to the following address **by 1 September 2007 at the latest:**

**Education, Audiovisual & Culture Executive Agency
Youth in Action Programme - EACEA 08/2007
Avenue du Bourget, 1 (BOUR, 1/55)
B-1140 Brussels**

- by post, the postmark being taken as proof of posting;
- by an express courier company, the date of receipt by the courier company being taken as proof of posting.

Applications sent by fax or e-mail will not be accepted.

The Agency will allow applicants to correct any errors of form within a specific period of time.

Applicants will be informed of the receipt of their proposals within 20 working days.

Only applications that meet the eligibility criteria will be considered for possible award of a grant. Ineligible applicants will be notified by post of the reasons for their ineligibility.

All unsuccessful applicants will be informed in writing.

The proposals selected will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed projects to provide additional information and, if appropriate, financial guarantees.

12.4. Rules applicable

The following regulations are applicable:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities;
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005 and Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006;
- Decision No 1714/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action programme for the period 2007 to 2013;
- Decision No 1031/2000/EC of the European Parliament and of the Council of 13 April 2000 establishing the Youth Community action programme for the period 2000 to 2006.

12.5. Contact

For all further information, please contact:

YouthTN@ec.europa.eu