



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Social Affairs
Disability & Inclusion

Rights, Equality and Citizenship Programme
**Call for proposals to promote and protect the rights of
persons with disabilities**

CALL FOR PROPOSALS

VP/2019/016

Questions should be sent by email to:
empl-call-rec-disability@ec.europa.eu

To ensure a rapid response to requests for information, applicants are invited
to send their queries in English, where possible

This text is available in English.

Applicants are invited to read the present document in conjunction with the Financial
Guidelines for Applicants and the model Grant Agreement(s) published with this call as well
as the financial rules applicable to the general budget of the Union:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This Call for Proposals is published under the Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a **Rights, Equality and Citizenship Programme** for the period 2014 to 2020 ('REC Programme')¹.

The annual work programme for 2019² was published on 29/11/2018.

1.2. Policy and economic background

By 2020, one-fifth of the EU population is expected to have some form of disability. The EU and its Member States are committed to improving social and economic situation of persons with disabilities and promote the active inclusion and full participation of persons with disability in society. Socio-economic trends such as ageing and information and communication technology (ICT) bring new opportunities in this area but also particular challenges on issues that have an EU dimension for example on accessibility and assistive technologies.

The EU is party to the **United Nations Convention on the Rights of Persons with Disabilities** (UNCRPD). This treaty entered into force for the EU on January 2011. Its purpose is to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities. It concerns all areas of life, for example education and employment, equality and non-discrimination, accessibility, political participation, independent living, social protection, freedom of movement and many others. The UNCRPD has guided the content of the **European disability strategy 2010-2020**³. The latter identifies actions at EU level to complement and support national efforts in eight priority areas: (1) Accessibility, (2) Participation, (3) Equality, (4) Employment, (5) Education and Training, (6) Social protection, (7) Health, and (8) External Action. The Commission is preparing a follow-up initiative for the period beyond 2020. The EU sent its first report to the UN Committee on the Rights of persons with Disabilities in 2014 and in 2015, the EU received the Concluding observations from the Committee with recommendations for implementation.

The **European Pillar of Social Rights**, jointly proclaimed by the European Parliament, the Council and the Commission on 17 November 2017, reflects the unanimous support by all EU institutions and the Member States on 20 Principles and rights essential for fair and well-functioning labour markets and welfare systems. The Principles of the Social Pillar range from inclusion of people with disabilities to equal opportunities, quality and inclusive education, work-life balance, support to children, long-term care or access to essential services. Disability is mainstreamed in all relevant principles.

Some EU recent key initiatives that illustrate actions implementing the Strategy are:

- the European Accessibility Act on the accessibility requirements of products and services (EU directive 2019/882) or the pilot project for an EU disability card;

¹ OJ L 354, 28.12.2013, p. 64

² C(2018) 7916 final, Commission Implementing Decision on the financing of the Rights, Equality and Citizenship Programme and the adoption of the work programme for 2019.

http://ec.europa.eu/research/participants/data/ref/other_eu_prog/rec/wp/rec-awp-2019_en.pdf

³ <http://ec.europa.eu/social/main.jsp?catId=1137&langId=en>

- awareness-raising events on the living conditions of persons with disabilities, the challenges they encounter in everyday life and tools to improve their lives. Every year the Access City Award, the European Day of Persons with Disabilities conference and the Work Forum that assesses the implementation of the UNCRPD are organised.

In 2019, the Commission has also organised a one-year awareness raising campaign on discrimination in the workplace on the basis of sex, sexual orientation, race and ethnic origins, religion and beliefs, age and disabilities (#EuvsDiscrimination)⁴;

- financial support through an annual grant to a number of EU-level organisations acting for the rights of persons with disabilities and NGOs (under the Rights, Equality and Citizenship programme) to make their participation in EU-level processes easier;

- contract with European disability experts that provide the European Commission with analysis of data and policies from the EU Member States. It manages DOTCOM, an online tool that monitors policy instruments related to the UNCRPD in the EU and Member States.

Further examples of disability activities in the area of transport, access to justice, information and communication technologies, development cooperation can be found in the progress report on the strategy adopted in February 2017.⁵

1.3. Main Purposes

This call for proposals aims to support specific activities of disability stakeholders active in the implementation of the UN Convention on the Rights of Persons with Disabilities and to support the Commission's ongoing and future disability initiatives including the implementation of the European Disability Strategy and the European Pillar of Social Rights, in particular Principles 1, 12, 17, 19 and 20.

2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

2.1. Objectives – Priorities

The objectives of this call are to:

- promote the collection, exchange and dissemination of innovative good practice for the promotion and protection of the rights of persons with disabilities and for their active inclusion and full participation in the society taking into account socio economic trends such as the ageing of the population and digitalisation.
- fill in data gaps related to the situation of persons with disabilities in specific areas such as for example on deinstitutionalisation and independent living, social protection, education, accessibility markets or assistive technology service delivery.

2.2. Description of the activities to be funded / Type of actions

The types of activities that may be funded under this call for proposals include:

- studies, researches, analyses, surveys, evaluations, collection of data and statistics; development of common methodologies and, where appropriate, indicators or benchmarks; elaboration and publication of guides, reports and educational material;

⁴ [website of the campaign: https://ec.europa.eu/social/main.jsp?catId=1437&langId=en](https://ec.europa.eu/social/main.jsp?catId=1437&langId=en)

⁵ SWD 2017/29

- mutual learning, peer reviews, workshops, experts' meetings and conferences;
- training activities, train-the-trainer events and the development of online training tools or other training modules;
- awareness-raising and dissemination activities, such as the identification of, and exchanges concerning, good practices, innovative approaches and experiences; media campaigns; compilation and publication of materials to disseminate information about the Programme and its results; the development, operation and maintenance of systems and tools using information and communication technologies.

Proposed actions should be creative and propose innovative measures whilst building on existing good practice where relevant. The instrument or combination of instruments proposed should be adequate to address the issues at stake and be targeted to achieve the objectives set.

2.3. Expected outputs/results

- Good practices for the promotion and protection of the rights of persons with disabilities and for their active inclusion and full participation in the society have been collected, exchanged and disseminated;
- Information to fill in data gaps has been collected;
- Advice and recommendations by experts and grassroots, in particular for ongoing or future Commission initiatives, have been produced;
- Support to the full implementation of the European Disability Strategy, European Pillar of Social Rights and the UN Convention on the Rights of Persons with Disabilities at EU, national, regional and local levels, has increased.

2.4. Other elements to be taken into account

When drafting the proposal, applicants are invited to pay particular attention to the following elements:

- The proposal should: (1) provide a clear explanation of the rationale and **problem definition/analysis** underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact; (2) include a **methodology** for implementation that allows monitoring of progress and identification of results; (3) include a detailed **dissemination** plan to promote at EU level the results of the action, including a dissemination event.
- The **choice of organisations involved and countries** covered should be **duly explained** as regards their relevance towards the specific objectives of the action and their EU dimension.

The Commission may organise an event in Brussels or foresee a video conference to present results and possible future developments. Applicants must therefore ensure that the travel, daily subsistence allowances and accommodation costs for up to two persons (max. 2 nights) to attend this meeting are included in their proposed project budget or that they have the necessary equipment to support conference calls or video conferences. If the applicant fails to do this, the Commission will not be able to fund the beneficiary's participation in the networking day.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	End March 2020
b)	Deadline for questions and requests for clarification	18/05/2020
c)	Deadline for submitting applications	01/06/2020 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET) ⁶
d)	Evaluation period (indicative)	Until end of August 2020
e)	Information to applicants (indicative)	October 2020
f)	Signature of the grant agreements (indicative)	November 2020
g)	Starting date of the action (indicative)	01 January 2021

3.1. Starting date and duration of the projects

The actual starting date of the actions will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work programme instead of indicating the name of the month or the date.

No expenditure can be incurred before the date of submission of the application. Any expenditure incurred before the signature of the Grant Agreement may be considered eligible but it will be at the applicant's risk if the applicant cannot demonstrate the imperative need for starting the action prior to signature of the agreement.

The indicative duration of the project should be 24 months.

⁶ This option is not privileged in case the Coronavirus crisis lasts until this date.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 1 320 000.

EU grant requested should indicatively be between EUR 250 000 and EUR 500 000 (and cannot be lower than EUR 100 000). The European Commission is favourable to larger scale actions.

The Commission reserves the right not to distribute all the funds available.

The Commission reserves the right to increase the amount of the funds, if available, and distribute them to proposals admitted in the possible reserve list. This top-up of the budget is limited to 20% of the initial budget of the call.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 80% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget⁷.

Although, International Organisations⁸ may be entitled to different co-financing provisions under their bilateral agreements with the EU, it must be noted that the rule of the Call will prevail for proposals submitted by an International Organisation.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(c)
- Applications (meaning, the application form, including the annexes “budget explanation for the project” and “description of the action and work plan”) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, **and** by sending a signed, printed version of the complete application form (including all documents specified in the check-list) by post or courier service (one original dossier and two copies, see section 16).

Failure to comply with one of the above requirements may lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications shall be accompanied by an executive summary in English (see checklist, point 3).

⁷ Letters of commitment are required from any associate organisations and any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

⁸ According to the meaning of Article 156 of the Financial Regulation (EU, Euratom) 2018/1046

6. ELIGIBILITY CRITERIA

Please be aware that eligibility criteria must be complied with for the entire duration of the grant.

For British Applicants: please be aware that following the entry into force of the EU-UK Withdrawal Agreement⁹ on 01 February 2020 and in particular Articles 127(6)¹⁰, 137¹¹ and 138¹², the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.¹³

6.1. Eligibility of the applicants (lead and co-applicants)¹⁴

a) Place of establishment

Legal entities properly established and registered in one of the countries participating in REC programme¹⁵ are eligible as lead applicant and co-applicants:

- EU Member States;
- Iceland and Liechtenstein;
- Serbia¹⁶.

b) Type of entities¹⁷

To be eligible, the lead applicant and co-applicant(s) must be public entities or private organisations, or international organisations. Organisations that are profit-oriented must submit applications in partnership with public entities or private non-profit-oriented organisations.

⁹ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

¹⁰ Article 127(6) Unless otherwise provided in this Agreement, during the transition period, any reference to Member States in the Union law applicable pursuant to paragraph 1, including as implemented and applied by Member States, shall be understood as including the United Kingdom (*extract*).

¹¹ The United Kingdom's participation in the implementation of the Union programmes and activities in 2019 and 2020 (*extract*).

¹² Union law applicable after 31 December 2020 in relation to the United Kingdom's participation in the implementation of the Union programmes and activities committed under the MFF 2014-2020 or previous financial perspectives (*extract*).

¹³ On the basis of the Withdrawal Agreement, the United Kingdom is to be treated as if it was a Member State during and after the transition period for actions which implement Union programmes and activities committed under the current Multiannual Financial Framework (2014-2020).

¹⁴ See section 2 of the Financial Guidelines for definitions.

¹⁵ In derogation from this requirement, international organisations whose registered headquarters are outside the eligible countries of the Legal Basis and the Call are also eligible.

¹⁶ An Agreement between the European Union and Serbia on the participation of Serbia in the REC programme was signed on 16.07.2018

¹⁷ See section 2 of the Financial Guidelines for definitions

c) Consortia¹⁸

To be eligible, actions must have the involvement of a consortium (lead applicant and minimum one co-applicant).

d) Affiliated entities

Affiliated entities to the applicant(s) are NOT eligible to receive funding under this call for proposal. If affiliated entities want to participate, they may participate as co-applicants.

e) Associate organisations

An associate organisation can participate in the action but may not declare eligible costs.

Conditions of rejections

If the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this co-applicant will be removed from the consortium. The related activities and forecasted costs will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without the said co-applicant's activities and costs. If the application is accepted for funding, the Commission would propose to award the funds with the necessary corrections and request a revised work plan and budget from the applicant to be adapted as appropriate.

6.2. Eligible activities

a) Geographical Location

The project can be either national or transnational.

To be eligible, actions must be fully carried out in eligible participating REC countries:

- EU Member State;
- Iceland and Liechtenstein;
- Serbia.

This applies equally to activities carried out by International Organisations.

Activities taking place in other countries are therefore not eligible in this Call for proposals. However, where the participation of the beneficiary's representatives to events organised by International Organisations outside the eligible countries is directly linked to the work plan and essential for achieving its objectives (e.g. related to the UN and the implementation of the UN Convention on the Rights of Persons with Disabilities), related travel and accommodation costs (departing from an eligible country) might be accepted as eligible. This must be duly justified in the work plan and will be subject to individual assessment by the Commission. Prior written authorisation is compulsory.

¹⁸ Letters of mandate, authorising the lead applicant to submit the proposal and to sign the Grant Agreement on their behalf must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see checklist points 5 and 6. Letters of commitment are also required from any associate organisations (participation on a no-cost and no financial contribution basis).

b) Types of activities

The grant will finance inter alia the activities indicated in section 2.2.

c) Core activities

The following activities are core activities and may not be subcontracted:

- Project coordination/management activities;
- Key activities requiring expertise and knowledge on disability issues related to the main substance of the action.

6.3. Activities related to the provision of accessibility and reasonable accommodation could be subcontracted. Ineligible activities

The following types of activities are not eligible for EU funding:

- Financial support to third parties as defined in point 3 of the Financial Guidelines;
- Sponsorships/scholarships to individuals for their participation in workshops, seminars, conferences, congresses, training courses, etc. (i.e. fees to attend an event);
- Activities supporting political parties;
- Legal actions before national or international courts regardless of their grounds or objectives.
- Volunteers' work is accepted as an activity but volunteers' costs in the meaning of art 181(8) and 190 (2) of the Financial Regulation are not eligible for reimbursement.

7. EXCLUSION CRITERIA

Lead applicant and each co-applicant must sign a declaration on their honour signed in their name, certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws

or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The Commission shall not award a grant to an applicant who:

- a. is in an exclusion situation established in accordance with Section 7.1; or
- b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information; or
- c. was previously involved in the preparation of calls documents used in the award procedure where this entails breach of the principle of equality of treatment, including a distortion of competition that cannot be remedied otherwise.

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

The lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

The lead applicant and each co-applicant must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain its/their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies and to international organisations.

The lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Low value grants (for applicants whose grant is \leq EUR 60.000):

- Declaration on honour only including declaration on financial capacity to carry out the activity (see checklist point 4)

The Commission may nevertheless request further information or documents at any stage of the procedure to proceed with verifications and take various proportional measures depending on the level of weakness identified. Mitigating measure 3 “financial guarantee” may not be applied for low value grants.

b) For applicants whose grants > EUR 60.000:

- Declaration on honour including declaration on financial capacity to carry out the activity (see checklist point 4); and
- Annual balance sheets and profit and loss accounts available for the last two financial years (see checklist point 14);
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

c) Grants for an action > EUR 750.000 per applicant:

- The information and supporting documents mentioned in point b) above and
- an audit report produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law.

If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available (see checklist point 15).

The above thresholds apply to each applicant, not the consortium as a whole.

The financial capacity will be evaluated on the basis of the following two ratios:

- A **first ratio** between the total **assets** in the applicants' balance sheet and the total **cost** of the action of the project (single applicants) or the part of the project budget for which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

- **Formula in the case of single applicant¹⁹**: own assets/total cost of the action > 0.70
- **Formula for each applicant in the case of consortia**: applicant's own assets/part of the budget of the action corresponding to that applicant > 0.70

- A **second ratio** between the **1st prefinancing and the annual total revenue**. For each (co)-applicant the share of the 1st prefinancing is equal to his share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0.70

- **Formula in the case of single applicant²⁰ and for each applicant in case of consortia**: 1st prefinancing corresponding to that applicant/annual total revenue per applicant < 0.70

If as a result of the application of the two ratios, an applicant or co-applicant is found not to be strong on one of the two ratios while being strong on the other one, then it will be considered as not having a strong capacity.

If the lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have a strong financial capacity, the case will be further analysed, this may include among others a re-evaluation of the application without the co-applicant and the foreseen activities and costs for the concerned co-applicant.

If, after this re-evaluation, the application is selected without the said activities, the work plan and the costs may have to be adapted.

If, after this re-evaluation, the application cannot be selected e.g. because the eligibility criteria are not fulfilled any more, the Commission **may** propose various proportional **mitigating measures** :

1. propose a Grant Agreement without pre-financing;
2. propose a Grant Agreement with a pre-financing paid in several instalments;
3. propose a Grant Agreement with 1st or total pre-financing payment(s) covered by (a) financial guarantee(s);
4. propose a Grant Agreement with joint financial liability of 2 or more applicants.
5. propose a Grant Agreement with a mix of the previous measures 2, 3 and 4

¹⁹ Single applicant: not applicable to this specific call

²⁰ Single applicant: not applicable to this specific call.

In the case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1st or total pre-financing depending on the financial weakness, in order to limit the financial risks linked to the pre-financing payment (not applicable for low value grants)

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2. Operational capacity

Lead applicants and each co-applicant must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

In particular, lead applicants must have:

- Carried out at least 1 cooperation project at transnational level (involving at least 3 countries) on a disability-related topic of European relevance in the last 5 years (minimum value of EUR 100,000);
- The necessary operational resources (technical, management) to carry out the action;
- Track record showing knowledge and experience on the disability matters targeted in the action. In particular, the project manager must have at least seven years of experience in project management of which at least 3 years in the field of disability;
- At least C1 level in English for the project manager²¹.

The operational capacity of the lead applicant and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- A list of the main projects relating to the subject of the call carried out in the last five years (see checklist point 13);
- The CVs of the proposed project manager and of the persons who will perform the main tasks, showing all their relevant professional experience in particular on disability matters (see checklist point 12);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see checklist point 4).

If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant²². In addition, the activities and costs of the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work plan and costs will have to be adapted.

²¹ [Common European Framework of Reference for Languages - Self-assessment grid](#)

²² This includes a re-evaluation of the eligibility of the modified consortium.

9. AWARD CRITERIA

The proposals that fulfil the eligibility and operational capacity criteria will be assessed on the basis of the following award criteria:

1. **Award criterion: Relevance to the objectives and priorities of the call** (20 point)

Particular attention will be paid to:

- The intervention logic and the analysis of the problems involved;
- The extent to which the project contributes to the innovative implementation of: (a) the UNCRPD in the EU; (b) the principles of the European Pillar of Social Rights for persons with disabilities; (c) the current and/or future European Disability Strategy.

2. **Award criterion: Quality of the proposed action and of the work plan** (30 points)

Particular attention will be paid to:

- The methodology for implementing the activities: the relevance of the consortium the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities in relation to the objectives and expected outcomes of the proposal;
- In case of studies, the quality of the overall research methodology and its composing elements notably in terms of reliability and representativeness;
- The structure of the work plan, including a clear and rigorous presentation of the activities;
- The monitoring and evaluation strategy to assess the success of the activities.

3. **Award criteria: European Added Value** (20 points)

Particular attention will be paid to :

- The contribution of the action to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it;
- Its capacity to demonstrate, reinforce and/or support the usefulness of the EU action;
- Its transnational impact. This includes: (a) the transnational aspect of the consortium, activities and outputs; (b) the potential to develop mutual trust among Member States and improve cross-border cooperation;
- The extent to which the implementation results can and will be systematized and documented to allow their transferability to other Member States;
- Its contribution to the elaboration and dissemination of best practices or its potential to create practical tools and solutions that address cross-border or Union-wide challenges.

4. **Award criterion: Expected results, dissemination, sustainability and long-term impact** (20 point)

Particular attention will be paid to:

- Whether expected results are tangible and appropriate to achieve the objectives of the action;
- The long term results and their relevance for the target group and/wider population;
- The sustainability of the action beyond the EU funding period;

- The quality of the communication and dissemination plan to ensure that the results and/or lessons learnt will reach the target groups.

5. Award criterion: Cost effectiveness (10 point)

Every project shall be evaluated on the financial feasibility of its proposed activities by means of a realistic and reasonable budget. The requested amount shall be appropriate in relation to the scale and type of the activities, to the expected results and to the size of the partnership.

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 70% of the maximum total mark;**
- **the score for each criterion is at least 60% of the maximum mark for that criterion.**

10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary/partner, or to the coordinator in the case of multi-beneficiary Grant Agreements.

The two copies of the original agreement must be signed by the beneficiary/partner, or the coordinator for multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

The model Multi-Beneficiary Grant Agreement is/are published on the Europa website: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

There is no alternative to this/these model(s) in the context of this call. In specific cases, international agreements conditions may apply (except for the co-financing requirement).

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. PUBLICITY/SOURCES OF FUNDING

By the beneficiaries

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used (information or promotional materials, and during conferences or seminars, etc.). The following wording must be used:

“This (publication, conference, ...) has received financial support from the European Union.”]

The European emblem must appear on every publication or other material produced. Please see: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

“The information contained in this publication does not necessarily reflect the official position of the European Commission”

In addition to these minimum requirements, references specified in the text of the call for proposals must also be specified.

If these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission²³

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

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU²⁴:

- name of the beneficiary;
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals

²³ Articles 38 & 189 FR

²⁴ Article 189 2. FR

²⁵ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

12. DATA PROTECTION

12.1. Before the grant agreement's signature:

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at :

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046²⁶. For more information see the Privacy Statement on:

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_eeds_en.pdf

12.2. Once the grant agreement is signed:

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679²⁷

Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725²⁸

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7 of the General Conditions of the model grant agreements.

13. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

a) Implementation contracts/subcontracting

²⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

²⁷ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

²⁸ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

Where the implementation of the action requires the award of procurement contracts (implementation contracts intended to cover the purchase of services and/or goods, equipment etc. **necessary for the implementation of the action**), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary must clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU²⁹ or contracting entities within the meaning of Directive 2014/25/EU³⁰ must comply with the applicable national public procurement rules.

- a) Beneficiaries may also subcontract **tasks forming part of the action**. If they do so, they must ensure that, in addition to the above-mentioned conditions for “implementing contracts” including best value for money and absence of conflicts of interests, the following conditions are also complied with: subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim technical report and;
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is specified in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in section 3 c) above.

²⁹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

³⁰ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

The SWIM electronic application form is available until midnight (Brussels time) on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, blue ink sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.**

The hard copy of the proposal must be duly blue ink signed and sent in three copies (one marked "original" and two marked "copy"), including all documents listed in section 16, by the deadline set in section 3(c), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

European Commission
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2019/016 – DG EMPL
CAD J-27 00/120
B-1049 Bruxelles - BELGIUM

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence : postmark
- b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m. (Brussels time) of the date indicated in section 3c) at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2019/016 – DG EMPL.C3
Avenue du Bourget, 1
B-1140 Evere

At that time, the European Commission's Central Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 15).

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

15. COMMUNICATION

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application.

Please read it carefully before doing so, paying particular attention to the priorities of the present call.

The Commission may, on its own initiative, inform of any, error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

The Commission therefore advises you to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

All enquiries must be made by e-mail only to:

empl-call-rec-disability@ec.europa.eu

For technical problems please contact: empl-swim-support@ec.europa.eu

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants or affiliated entities, an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ – Frequently Asked Questions) at regular intervals on the Europa website under the relevant call webpage: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to (empl-call-rec-disability@ec.europa.eu).

All communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the applicants.

16. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

16.1. Instructions for the presentation of the application

The application comprises an online application form, an annex with budget explanation, an annex with the description of the action and work plan plus a series of other required documents (see section 16.2).

The annex “**description of the action and work plan**” must be provided in a single free-format document. Whilst not repeating information that is already provided in the online application form (SWIM)³¹, it:

- o Should provide a detailed and structured overview of the different project activities, the foreseen timing (indicating numbers of months, not names of months) and the role and responsibility of each partner organisation (not individual staff members) in the implementation of these activities;
- o Can develop further the rationale and problem analysis underpinning the action;
- o Provide - if any subcontracting of tasks is foreseen - detailed information on the tasks to be subcontracted and the reasons for doing so. Core activities as defined in section 6.2(c) of the call cannot be subcontracted;

All other information on the action should in principle be given in the online SWIM application form. The detailed work plan is therefore expected not to be much longer than five pages, with an absolute maximum of 10 pages.

The budget must be presented using the online application form (SWIM) and a free-format annex with additional “**budget explanation**”. The annex must provide information that explains and justifies the budget submitted in SWIM. It could explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined.

16.2. Required documents

The table in annex includes the documents that must be provided, including the documents mentioned in 16.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). It also indicates where originals are required. We recommend that applicants use this table as a **checklist** in order to verify compliance with all requirements.

³¹ The corresponding section in the SWIM form can therefore be kept rather succinct.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates must be used as well as which and where free format documents can be uploaded electronically.

Regarding the compilation of the application file, it is recommended to:

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. [Notes: highlighted documents do not need to be provided by public entities and international organisations. All the listed documents must be provided in SWIM.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2019/016/xxxx) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed, dated, signed by the authorised legal representative and sent in hard copies as foreseen in Section 14. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary – see section 5)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative and include the application's reference number generated by SWIM (VP/2019/016/xxxx). Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request..</i>	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement (for associate organisations) and specify the amount of any funding provided (for third parties). The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	✓	--	✓	✓	<input type="checkbox"/>
6	Letter of mandate	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation. It is recommended not to include a paper copy of statutes in the application file, but to attach only an electronic copy in the SWIM application form.	✓	✓	--	--	--	<input type="checkbox"/>
10	Description of the action and work plan	This is a separate free-format document in addition to the on-line application form. It must be submitted both electronically and on paper. The paper and electronic versions must be identical. Applicants are encouraged to submit the document in English. See Section 5.	✓	--	--	--	--	<input type="checkbox"/>
11	Budget Explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form. It must be submitted both electronically and on paper. The paper and electronic versions must be identical. The budget explanation must provide additional information to explain and justify items of the proposed budget	✓	--	--	--	--	<input type="checkbox"/>

		e.g. how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; how costs of services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure. Applicants are encouraged to submit this document in English in order to facilitate the treatment of the proposals and speed up the evaluation process. Please refer to Section 5, Admissibility requirements.						
12	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	☐
13	List of main projects	A list of the main projects carried out in the last five years relating to the subject of the call (brief description of the action and objectives, geographical scope, cost, organisation's role and involvement, etc.) – free format	✓	✓	--	--	--	☐
14	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	☐
15	Audit report	For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last two financial years available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last two financial years available. In case of consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English. See Section V.	✓	✓	--	--	--	☐

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the account holder and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

ANNEX I:

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>