



EUROPE FOR CITIZENS PROGRAMME

2007-2013



PROGRAMME GUIDE

Version valid as of 1st January 2009

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

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

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Purpose and structure of the Programme Guide

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

The Programme Guide has three parts:

Section A, which presents an important introduction to the Programme and its General and Specific Objectives, priorities themes and horizontal features;

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

Section C, which includes detailed information on the different actions and measures under this Programme.

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

Section A
General outline

What is the Europe for Citizens Programme?

By Decision 1904/2006/EC of 12 December 2006 the European Parliament and the Council adopted the 'Europe for Citizens Programme' for the period 2007-2013, which put into place the legal framework to support a wide range of activities and organisations promoting 'active European citizenship' and therefore the involvement of citizens and civil society organisations in the process of European integration.

The Europe for Citizens Programme builds on the experience of the previous Programme which ran from 2004 to 2006. The current Programme was proposed by the Commission after a large consultation with the different stakeholders and an 'ex ante' evaluation, which has identified the need for an intervention at Community level and the expected impact of the Programme on the sector. Thanks to these experiences and reflections, this Programme of second generation demonstrates a certain level of maturity, combining continuity and innovation.

The Programme will run from 2007 to 2013.

Objectives of the Europe for Citizens Programme

General objectives

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

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

Specific objectives

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

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

Priority themes of the Europe for Citizens Programme

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

These themes will be relevant for the whole period of the Programme and will therefore have a permanent character. However, the way these issues are being tackled will depend on specific events or developments in the field.

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

Permanent themes

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

Future of the European Union and its basic values

The important and rapid changes of the European Union make necessary to engage citizens and civil society organisations in a deep, long lasting reflection on the future of Europe. This has been recognized in 2005 by the Heads of State and Government, who launched a reflection on the future of Europe after the ratification process of the Constitution was suspended. To support this reflection, the Commission proposed the Plan D¹ to strengthen dialogue, debate and democracy in Europe. The Europe for Citizens Programme is an important tool in this context. It can be used to set up a structured dialogue in societies in view 'of fostering a sense of ownership of the European Union among its citizens' as mentioned in the Programme objectives.

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

Active European Citizenship: participation and democracy in Europe

The concept of Active European Citizenship lies at the heart of this Programme. There is a need for further reflection on this concept of Active European Citizenship as well as need for development of tools and models adapted to citizens' active participation in the construction of Europe at all levels. Therefore, the issues of active European Citizenship,

¹ COM(2005) 494 final of 13 October 2005: Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions " The Commission's contribution to the period of reflection and beyond: Plan D for Democracy, Dialogue and Debate"

participation and democracy are a permanent priority of this Programme. These issues will therefore be tackled by studies and reflections as well as by projects involving citizens and civil society organisations.

Inter-cultural dialogue

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

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

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

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

Impact of EU policies in societies

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

The Programme should therefore encourage actions which provide citizens with opportunities to recognize, debate, assess and build opinions on these achievements.

Horizontal features of the Europe for Citizens Programme

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

European values

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

Informal learning for active European citizenship

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

The projects developed in the framework of this Programme are likely to enable the development of a positive attitude towards different cultures and societies, an appreciation of diversity and cultural differences, and a curiosity for intercultural communication. Therefore it respects the spirit of the Recommendation² of the European Parliament and the Council on key competences for lifelong learning that highlights eight key competences as the knowledge, skills and attitudes needed by the individuals to participate in an effective and constructive way in social and working life, and thus to support an increasing involvement in the society.

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

Volunteering – expression of active European citizenship

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

² [OJ L 394/10, Recommendation of the European Parliament and of the Council of 18 December 2006 on key competences for lifelong learning \(2006/962/EC\)](#)

on voluntary work to carry out and to develop their activities. Therefore, particular attention is paid within this Programme to the promotion of volunteering.

Transnationality and local dimension

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

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

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

Cultural and linguistic diversity

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

Cross-fertilisation

This Programme has clear and coherent objectives, which are to be achieved through different, complementary actions. These actions address different types of organisations. Synergies and wider multiplier effect can be achieved through the cooperation of those various types of organisations within this Programme. For example, a town twinning

conference addressing a social issue could benefit from the participation of local associations working in the field. A think tank could cooperate with a European NGO to implement new methods of citizens' participation. An association in charge of a memorial of the deportations could associate citizens from twinned towns to a commemoration. The potential of so called 'cross-fertilisation' is very important. Therefore, projects involving different kinds of organisations deserve special attention.

Equal access to the Programme

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

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

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

Gender balance

The European Commission indeed actively promotes equal opportunities for all, and in particular equality between women and men. All Member States have decided to include the principle of equality between women and men (or 'gender equality') in all policies and actions at European Union level, particularly in the fields of education and culture.

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

Intergenerational solidarity

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

Visibility, valorisation and dissemination

Visibility of the Programme

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

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

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

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

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

Valorisation and dissemination of results

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

This objective of valorisation has three consequences:

- Mobilisation of the potential of the individual projects:

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

- Structuring the Programme:

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

- Actions taken by the European Commission:

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

Structure of the Europe for Citizens Programme

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

Action 1 – Active Citizens for Europe

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

Town-twinning

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

Citizens' projects and support measures

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

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

Action 2 – Active Civil Society in Europe

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

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

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

Structural support for civil society organisations at European level

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

Support for projects initiated by civil society organisations

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

Action 3 – Together for Europe

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

High-visibility events

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

Studies

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

Information and dissemination tools

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

Action 4 – Active European Remembrance

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

Section B
***Implementation of the Europe for Citizens
Programme***

Who implements the Europe for Citizens Programme?

The European Commission

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

The European Commission relies on an Executive Agency.

The Education, Audiovisual and Culture Executive Agency

The Education, Audiovisual and Culture Executive Agency (EACEA) established by decision 2005/56/EC of the European Commission of 14 January 2005 is responsible for the implementation of most of the actions of the Europe for Citizens Programme. It is in charge of the management of the complete life cycle of these projects.

The EACEA is also in charge of the "Europe for Citizens Points" (PEC) that are responsible for ensuring targeted, effective grass-roots dissemination of practical information on the Programme implementation, its activities and funding possibilities. A list of "Europe for Citizens Points" (PEC) can be found in the EACEA website

The Member States and other participating countries

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

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

What budget is available?

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

http://ec.europa.eu/budget/documents/budget_current_year_en.htm#table-1_3

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

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

Who can participate in the Europe for Citizens Programme?

Direct beneficiaries of grants

The Programme is open to stakeholders promoting active European citizenship.

The eligibility criteria applied to applicant organisations are defined in this guide specifically for each measure/submeasure.

Target group

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

Participating countries

The Programme is open to the following 'participating countries':

EU Member States

The Programme is open to the Member States of the European Union, namely, the following countries:

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

Other participating countries

The following country has joined the Programme and is therefore eligible to participate fully in all actions of the Programme:

Croatia (as of November 2007)

Potentially participating countries

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

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

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

General selection procedures

All those promoters who intend to submit a project in order to receive financial support from the European Union under the 'Europe for Citizens' Programme, are invited to read carefully this chapter which is drafted in line with the provisions of the Financial Regulation applicable to the grants from the EU.

To submit a 'Europe for citizens' project you must follow the steps described below:

- check that your project application complies with the Programme criteria
- check that your project application meets the General Rules and financial conditions
- fill in and submit your project application to the Executive Agency

• Programme criteria

Applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

Eligibility criteria

Applications will be checked to ensure that they fully comply with the eligibility criteria. If your project does not meet these criteria, it will be rejected without being further evaluated. Although some eligibility criteria are common to all Actions and Measures of the Programme, others apply only to specific Actions or Measures.

The applicant must be a non-profit organisation.

To be eligible, your project must meet all the eligibility criteria relating to the Action or Measure under which you apply. For details of the eligibility criteria for specific Actions or Measure, please consult Section C of this Guide.

Exclusion criteria

Applicants must state 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 (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the 'Europe for citizens' Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed

- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

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

In accordance with Articles from 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.

These exclusion criteria apply to all Actions and Measures of the 'Europe for Citizens' Programme. To comply with these provisions, applicants must sign a 'declaration on honour' certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation. This 'declaration on honour' constitutes a specific section of the application form.

Selection criteria

The selection criteria enable the Executive Agency to assess the applicant's financial and operational capacity to complete the proposed project. These selection criteria apply to all Actions and Measures of the 'Europe for citizens' Programme.

Financial capacity means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project.

The verification of financial capacity does not apply to:

- applicants introducing a grant request that does not exceed 25.000 euros
- public bodies

If the Executive Agency concludes that the required financial capacity – assessed on the basis of the documentation submitted - has not been proved or is not satisfactory, then they may:

- ask for further information
- require a bank guarantee
- offer a grant agreement without pre-financing
- reject the application.

Operational capacity means the applicant must show that it has the necessary competencies and motivation to carry out the proposed project. This constitutes a specific section of the application form.

Award criteria

The award criteria are indicators that allow the Executive Agency to evaluate the quality of projects submitted for grants.

On the basis of these criteria, grants will be awarded to those projects which maximise the overall effectiveness of the 'Europe for citizens' Programme.

The award criteria indicated in this Guide tell you exactly which elements will be taken into consideration in order to assess the quality of your project.

For any Action or Measures, all award criteria are described in Section C of this Guide

General rules

Financial rules

As with all Community grants, financial contributions awarded under the Europe for Citizens Programme are subject to some rules deriving from the Financial Regulations³ applicable to the General Budget of the European Union, such as the General Conditions applicable to the subventions of the European Commission. Their application is compulsory.

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

Type of grants

The Europe for Citizens Programme supports two types of grants:

- grants for projects
- grants for the operating budget of a body promoting active European citizenship

Grant amount

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

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

Non-profit

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

- if the total receipts of a project are higher than the final total costs of the project, the Community grant will be reduced accordingly after the analysis of the final report.

³ OJ L 248/ 16/9/2002: Council Regulation (EC, EURATOM) No 1605/2002 on the Financial Regulation applicable to the General Budget of the European Communities, amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006, Council Regulation (EC Euratom) No 1525/2007 of 17 December 2007 and corrected by Corrigendum OJ L 025, 30.1.2003 (1605/2002), OJ L099, 14.4.2007 (1605/2002), OJ L048, 22.2.2008 (1995/2006).

- OJ L 357/ 31/12/2002 Commission Regulation (EC, EURATOM) No 2342/2002 of 23 December 2002, laying down detailed rules for the implementation of the Council Regulation (EC,Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, amended by Commission Regulation (EC, Euratom), No 1261/2005 of 20.7.2005, Commission Regulation (EC, Euratom), No 1248/2006 of 7.8.2006 and Commission Regulation (EC, Euratom), No478/2007 of 23.4.2007 corrected by Corrigendum OJ L 345, 28.12.2005 (2342/2002).

However, grants calculated on the basis of flat-rate amounts and scales of unit costs are not affected by this rule.

- a surplus balance on the operating budget of a body in receipt of an operating grant is not allowed.

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

Cofinancing

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

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

No double-financing

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

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

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

Non-retroactivity

No grant may be awarded retrospectively for projects already completed.

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

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

Guarantee

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

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

At request of the beneficiary, that guarantee may be replaced by a joint and several guarantee by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement/decision, after acceptance by the authorizing officer responsible.

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

This requirement does not apply to public bodies.

Other rules

Grant Decision and Grant Agreement

When a project is approved, the beneficiary receives either a Grant Decision or a Grant Agreement depending on the specific action/measure and the place where it is legally established.

The Grant Decision: is a unilateral act awarding a subsidy to a beneficiary. Contrary to the Grant Agreement, the beneficiary does not have to sign the decision and can start the action immediately upon receipt. The decision will thus speed up the process

The Grant Agreement must be signed by the beneficiary and returned to the Executive Agency immediately. The Executive Agency will be the last part to sign.

A model of the Grant Decision and Grant Agreement can be found on the following website.

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

Subcontracting and award of procurement contract

Without prejudice to the application of Directive 2004/18/EC, in those cases where the implementation of the project requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, while taking care to avoid any conflict of interest.

Where the implementation of the project requires the award of a procurement contract with a value of more than 60.000 euros, the Executive Agency may require beneficiaries to abide by special rules in addition to those referred to in the paragraph above. Those special rules shall be based on rules contained in the EC Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the project and the risk.

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

Publicity

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

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

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

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

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

Audits

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

Data protection

All personal data contained in the grant agreement shall be processed in accordance with:

Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data where applicable, the national legislation of the country where the application has been selected.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with Community legislation (internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office).

Observance of deadlines

If a project – after being approved - is postponed, so that it finishes later than the date specified in the Grant Decision/Agreement, an official request has to be presented to the Executive Agency. It must explain the reasons for the delay and propose the modified timetable. The request will be analysed by the Agency and – if accepted – an amendment to the Decision/Agreement will be sent to the Beneficiary.

Furthermore, requests for an extension of the project greater than three months will not be accepted (with the exception of requests within Action 1.1 - Town Twinning citizens' Meetings)

Requests have to be submitted at the latest two months before the end of the project, as established in the Decision /Agreement ((with the exception of requests within Action 1.1 - Town Twinning citizens' Meetings)

• Application forms

The official application forms can be downloaded from the EACEA website http://eacea.ec.europa.eu/citizenship/index_en.htm

Section C
Programme Actions

Action 1 – Active Citizens for Europe

What are the aims of the Action?

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

This action is divided in two measures:

- Town Twinning

This measure consists in benefiting from the links established at local level between twinned municipalities for fostering exchanges and cooperation.

- Citizens' projects and support measures

This measure explores innovative methods of citizens' participation.

Measure 1 – Town Twinning

Town twinning is a reality in today's Europe, as an important number of municipalities are linked to each other through town twinning agreements. Such partnership aims at encouraging cooperation between the towns and mutual understanding between their citizens. The Town twinning movement has developed after the Second World War, in parallel to the progress made by the European integration process. One of the major developments was the establishment of town twinning links between EU Member States and countries from Central or Eastern Europe after the fall of the Berlin Wall, anticipating and preparing their integration in the European Union. Currently town twinning represents a unique and dense network throughout Europe and beyond and therefore has a specific role to play with regard to the challenges of today's Europe, which are reflected in the objectives of this Programme.

Town twinning relies upon the commitment of citizens, in collaboration with their local authorities and local associations. It is therefore both a sign of, and an incentive to active participation. It encourages exchanges of experiences on a variety of issues of European interest, and it provides unique opportunities to learn about the daily lives of citizens in other European countries. Thanks to the combination of those elements, town twinning has a real potential to enhance mutual understanding between citizens, fostering a sense of ownership of the European Union and developing a sense of European identity.

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

- Town Twinning citizens' meetings
- Networks of twinned towns

Measure 1.1. Town twinning citizens' meetings

Specific objectives

Town twinning citizens' meetings consist in bringing together a wide range of citizens from twinned towns, taking benefit of the partnership between the municipalities for strengthening mutual knowledge and understanding between citizens and between cultures.

Those meetings should present the following features:

- **Commitment to European integration**

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

- discussing the basic idea of the European Union, its future and its values;
- learning about participation in the democratic life of the European Union;
- sharing the experience of concrete benefits of European integration at the local or individual level (impact of EU policies in societies, people's well-being in Europe, etc.);
- demonstrating solidarity and developing a feeling of belonging to the same community in Europe as a whole;
- exchanging points of view and experiences in relation to the permanent and annual priority themes of the Programme;
- sharing points of view, from a local perspective, on European history, in order to learn from the past and build the future.
- experiencing cultural diversity and discovering common cultural heritage in Europe.

- **Active participation**

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

- involving the local community in the planning and implementation of the project (local associations, schools, volunteers, host families, etc.)
- giving participants an active role;

- **Inter-cultural dialogue**

Town twinning citizens' meetings should be able to promote participation of each citizen in intercultural dialogue through the structured cooperation with civil society. European citizens should be aware of the importance of developing active European citizenship which is open to the world, respects cultural diversity and is based on the common values of the European Union.

Eligibility criteria

The eligibility criteria specific to this measure are the following:

Applicants

- The applicant must be:
 - the municipality in which the meeting takes place or
 - a non profit organisation or a twinning committee with a legal status (legal personality) representing local authorities;
- it must be established in a participating country;
- A town can host a citizens' meeting only once in a year.

Partnerships

- Eligible project partners are
 - a municipality or
 - a non profit organisation or a twinning committee with a legal status (legal personality) located in the same municipality that it represents.
- It must be established in a participating country;
- The partners are either linked by twinning agreements or they are engaged to prepare such agreements (according to their declaration in the application form).
- Only one bilateral project with the same partners can be granted in the same calendar year (except for projects preparing or signing a new twinning agreement).

Number of partners

- A project must involve municipalities from at least 2 participating countries, of which at least one is an EU Member State.

Participants

- A project must involve a minimum of 25 invited participants, with at least 5 from each invited municipality. "Invited participants" are the international participants sent by the partner municipalities.
- At least half of the participants should not be elected local government representatives or municipal officials

Venue of the activities

- The activities must take place in the same municipality that the applicant represents.

Duration

- Maximum duration of the meeting is 21 days.

Programme

- The timetable of the activities foreseen has to be described in the application

Eligible applications

- The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?).

Administrative documents

The following documents need to be enclosed with the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- if the applicant is a non profit organisations or a twinning committee, proof that non-profit organisation or twinning committee acts on behalf of local authorities;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The model of the financial identification form is available at: http://ec.europa.eu/budget/execution/ftiers_en.htm
- the legal entity form, duly completed and signed. For twinning committees/associations the legal entity form must be accompanied by an official document attesting to the establishment of the twinning committee/association (articles of association, registration document indicating date and place of the registration, statute, etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The model of the legal entity form is available at: http://ec.europa.eu/budget/execution/legal_entities_en.htm

Award criteria

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below.

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance to the objectives and priorities of the Programme**
(25% of the points available)

Projects should be relevant to:

- General objectives of the Programme
- Specific aims of the sub-action
- Permanent and annual priorities of the Programme
- Horizontal features of the Programme

Meetings held in celebration of the Day of Europe (9 May) will be given particular attention.

- **Pertinence of the project and methods proposed**
(25% of points available)

- Quality of the project's framework (active involvement of all the promoters in the project; definition of the programme, quality of the evaluation phase)
- Quality of the project's content and methodology (theme relevant to the group of participants; appropriate methodology applied; active involvement of participants and local community in the project; European dimension).

- **Impact** (15% of points available)

- Impact of the project on the participants (i.e. how their knowledge on EU issues and their commitment to the EU integration has increased), its multiplying effects.

- **Visibility and Follow-up** (15% of points available)

- The quality of the project's reach (visibility of the project and of the 'Europe for Citizens' Programme', follow up, dissemination and exploitation of the results including at political level; concrete future action plans involving participating local and regional governments and their citizens).

Quantitative criteria

Quantitative criteria will represent the 20% of points available within the evaluation procedure.

- **Geographical impact** (10% of points available)
 - Number of countries involved;
 - Applicant applying for the first time;
 - Number of Member States which joined the EU after 1 May 2004 and Croatia.
- **Target Group** (10% of points available)
 - number of participants involved – including disadvantaged people – gender balanced;
 - number of young people involved

How to make a good project?

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

Some hints:

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

When to apply?

The deadlines for submitting applications for citizens' meetings will be as follows:

Phase number:	Deadline for submission:	for meetings starting between:
First phase	1 September	1 January – 30 September of the year after the deadline
Second phase	1 February	1 June of the same year of the deadline – 28 February of the year after the deadline
Third phase	1 April	1 August of the same year of the deadline – 30 April of the year after the deadline
Fourth phase	1 June	1 October of the same year of the deadline – 30 June of the year after the deadline

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

How to apply?

Applications can be submitted:

- using the on-line application form (**Until further notice:** A signed paper copy of your application form, together with all of the compulsory annexes fully completed, must also be sent to the Executive Agency at the address specified below, by the relevant deadline for submission of applications.); or
- sent by post or by courier service to the address indicated below, for which purposes the relevant date is to be the date of dispatch by post, as evidenced by the postmark; or by the registered delivery receipt issued by the Postal Services/courier service; or
- delivered by hand. No applications will be accepted by hand after 05.00 p.m. on the stated deadline for submissions.

EACEA

Unit P7 Citizenship

Applications – ‘Town Twinning Citizens’ Meetings’

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

How and when are the results communicated?

Applicants should, in principle, be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

Calculation of grants

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

- The grant for organisational costs is calculated by multiplying the number of participants from the invited municipalities, by the number of days of the meeting, and by a daily rate of the country in which the meeting takes place. The daily rates for different countries are published below at the end of this Measure. The weightings applied to the daily rate in different countries are calculated by the Statistical Office of the European Union (EUROSTAT) and reflect the cost of living for each country.
- The grant for travel expenses is calculated for each invited delegation by multiplying the number of participants by the number of kilometers travelled (round trip distance travelled for return journey) and by a flat rate of €0.027/km/participant.

The maximum grant to be awarded is 22.000 euros per project. A maximum of 40.000 euros per project can apply if at least 10 towns participate in the project.

The minimum grant awarded is 2500 euros.

Contractual conditions

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

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

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

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

Final report and payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

No pre-financing will be paid.

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

The final report has to be submitted within two months following the end date of the project and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created under the project.

If the eligible costs – based on number of participants and days - actually incurred by the beneficiary during the project are lower than those anticipated, funding will be reduced proportionally.

The final report form is available at http://eacea.ec.europa.eu/citizenship/payment_en.htm

Fixed daily rates for eligible countries*	
Country of the organizing town	Flat rate/day/person in EURO
Austria	16.63
Belgium	15.40
Bulgaria	11.40
Cyprus	13.86
Czech Republic	13.41
Denmark	21.05
Estonia	12.24
Finland	18.39
France	18.51
Germany	15.59
Greece	14.40
Hungary	13.60
Ireland	18.83
Italy	16.91
Latvia	12.00
Lithuania	12.10
Luxembourg	15.40
Malta	13.85
Netherlands	17.02
Poland	11.09
Portugal	14.14
Romania	7.67
Slovakia	14.00
Slovenia	13.00
Spain	15.49
Sweden	18.08
United Kingdom	21.98
Croatia	10.89

Measure 1.2. Networks of twinned towns

Specific objectives

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

Twinning is a strong link that binds municipalities; therefore, the **potential of the networks** created by a series of town twinning links should be used for developing *thematic* and *long-lasting* cooperation between towns.

The Commission supports the development of such networks, which are important for ensuring structured, intense and multifaceted cooperation, therefore contributing to maximizing the impact of the Programme.

Promoters are expected to present projects which integrate a range of activities (such as citizens' meetings, expert workshops and conferences within the network) around the same subject. They are also expected to produce communication tools in the context of these events with the aim of promoting structured and sustainable thematic networking and disseminating the results of the actions.

Activities should have a defined target group for which the selected theme is particularly relevant and involve community members active in the subject area (experts, local associations, citizens and citizens' groups directly affected by the theme, etc.).

Those projects should serve as a basis for future initiatives and action between the towns involved, on the issues addressed or possibly on further issues of common interest.

Eligibility criteria

The eligibility criteria specific to this measure are the following:

Applicants

To be eligible the applicant must be

- A municipality or
- A local/regional authority or
- A federation/association of local authorities, or
- A non profit organisation or a twinning committee with a legal status (legal personality) representing local authorities

It must be established in one of the countries participating to the Programme.

Partnerships

- Eligible project partners are municipalities, local/regional authorities, federations/associations of local authorities and non-profit organisations or twinning committees representing local authorities located in the participating countries.
- At least 2 municipalities participating to the project are either linked by a twinning agreement or are engaged to prepare

Number of Partners

- A project must involve municipalities from at least 4 participating countries, of which at least one is an EU Member State.

Participants

- A project must involve a minimum of 30 invited participants. "Invited participants" are the international participants sent by the partner municipalities.
- at least **30% of the participants of each event** must come from eligible countries **other than the country that host the event.**

Venue(s) of the activities

- The activities must take place in one of the partner countries participating to the project.

Duration

- Maximum project duration is 24 months.
- Maximum duration of each event is 21 days.

Activities

- At least 3 events per project have to be foreseen.

Programme

- The timetable of the activities foreseen has to be described in the application

Eligible applications

- The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?).

Administrative documents

The following documents need to be attached to the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- if the applicant is a non profit organisation or a twinning committee, proof that non-profit organisations and twinning committees act on behalf of local authorities;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The financial identification form is available at: http://ec.europa.eu/budget/execution/ftiers_en.htm
- the legal entity form, duly completed and signed. For twinning committees/ non-profit associations the legal entity form must be accompanied by an official document attesting to the establishment of the twinning committee/association (articles of association, registration document indicating date and place of the registration, statute, etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The model of the legal entity form is available at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
- if the requested grant is higher than 25.000 euro, applicants that are not public bodies must submit with their application the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed. In such case, a financial capacity form has also to be filled in. It is available at: http://eacea.ec.europa.eu/citizenship/index_en.htm

Award criteria

The eligible project proposals will be assessed against the qualitative and quantitative criteria described below. The criteria are defined as follows:

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25 % of points available)

Projects should be relevant to:

- General objectives of the Programme
- Specific objective of the Measure
- Permanent and annual priorities of the Programme
- Horizontal features of the Programme

- **Pertinence of the project and methods proposed** (25 % of points available)

- Quality of the project's framework (active involvement of all the promoters in the project; quality of the cooperation amongst the partners; definition of the programme, quality of the evaluation phase; cooperation with civil society organisations – non profit making organisations – as indicated in Action 2).
- Quality of the project's content and methodology (theme relevant to the Programme of common interest for the group of participants; appropriate methodology applied; active involvement of participants in the project; European dimension).

- **Impact** (15% of points available)

- Impact of the project on the participants and the network; its multiplying effects.

- **Visibility and Follow-up** (15% of points available)

- The quality of the project's reach (visibility of the project and of the 'Europe for Citizens' Programme', follow up, dissemination and exploitation of the results including at political level; concrete future action plans involving participating local and regional governments and their citizens).

Quantitative criteria

Quantitative criteria will represent 20% of the points available within the evaluation procedure.

- **Geographical impact** (10% of points available)

- Number of countries involved;
- Number of Member States which joined the EU after 1 May 2004, and Croatia.

- **Target Group** (10% of points available)

- number of participants involved – including disadvantaged people – gender balanced
- number of young people involved

How to make a good project?

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

Some hints:

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

When to apply?

The deadlines for submitting applications for networks of twinned towns will be as follows:

Phase number:	Deadline for submission:	for projects starting between:
First phase	1 February	1 June – 30 December <i>of the same year as the deadline</i>
Second phase	1 September	1 January – 30 May <i>of the year after the deadline</i>

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

How to apply?

Applications can be submitted:

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

EACEA

Unit P7 Citizenship

Applications – ‘Networks of Twinned Towns’

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

How and when are the results communicated?

Applicants should be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

Maximum amount eligible for a project within this measure is **150.000** euros.

The minimum amount eligible is **10.000** euros.

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

Calculation of grants

The grant for projects of networks of twinned towns is mainly calculated on the basis of the number of **participants** in the events per number of **days**. A lump sum may be added to this grant amount, provided that **communication tools** are also being produced. Coordination costs can also be requested.

The grant is calculated based on flat rates and is not directly linked to any specific costs, which therefore do not have to be accounted for or justified.

Detailed grant calculation for each event is requested.

The calculation of the total grant requested is obtained by combining:

- the total amounts requested for each 'event';
- the amount requested for 'communication tools', if any;
- and the amount requested for coordination costs, if any.

The grant calculation of each event has to be made as follows:

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

- A local participant is a person who resides in the country where the event takes place. The local flat rate as indicated below is applied in this case.
- An international participant is a person who resides in a country eligible for the programme which is not the country where the event takes place. The international flat rate as indicated below is applied in this case.
- A maximum of 400 days of participation (1 person attending the event for one day = one day of participation) are taken in consideration for the grant calculation.

The grant calculation of 'communication tools' has to be made as follows:

There are three types of 'communication tools' which can be granted:

- Publications
- DVD or CD-ROM production
- Website

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

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

Co-ordination costs

Coordination costs are calculated on the basis of a flat rate of 500 euro per year and per partner. A maximum of 15.000 euro per project will be awarded under this item.

Contractual conditions

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

Any changes to the planned activities must be submitted to the EACEA at the latest two months before the end of the project as stated in the Decision/Agreement, in writing for prior approval. The changes are not allowed to alter the main concept of the project.

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

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby

breach its confidentiality obligations or existing industrial and intellectual property rights.

Final report and payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted within two months following the end date of the project (official final report forms are available on the websites of Executive Agency at http://eacea.ec.europa.eu/citizenship/index_en.htm) and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created within the project.

If the eligible costs – based on number of participants and days - actually incurred by the beneficiary during the project are lower than those anticipated, funding will be reduced proportionally.

Beneficiaries undertake to implement projects as submitted in the grant application at the latest 2 months before the end of the project as established in the Decision/Agreement. Prior agreement of the EACEA must be obtained for any amendment to the project.

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Belgium	€4.23	€8.02
Bulgaria	€5.70	€4.33
Czech Republic	€4.95	€4.14
Denmark	€6.21	€7.08
Germany	€0.60	€7.40
Estonia	€9.85	€6.24
Greece	€8.99	€0.40
Spain	€5.00	€9.72
France	€9.27	€6.33
Ireland	€3.92	€9.03
Italy	€5.64	€0.71
Cyprus	€0.55	€2.82
Latvia	€4.02	€7.21
Lithuania	€5.26	€9.13
Luxembourg	€4.38	€9.74
Hungary	€9.21	€5.25
Malta	€2.01	€9.58
Netherlands	€7.91	€9.71
Austria	€6.57	€7.64
Poland	€3.47	€6.35
Portugal	€2.05	€9.66
Romania	€6.44	€5.47
Slovenia	€8.39	€9.47
Slovakia	€7.28	€2.26

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Finland	€1.94	€80.46
Sweden	€3.27	€82.52
United Kingdom	€3.82	€83.38
Croatia	€2.50	€84.86

Measure 2 – Citizens' projects and support measures

Measure 2.1 Citizens' projects

Specific Objectives

A major challenge of the European Union today is to bridge the gap between the European citizens and the European institutions. In this framework this measure aims at exploring innovative methodologies and approaches to encourage citizens' active participation at European level and to stimulate the dialogue between European citizens and European institutions. This measure is built on the basis of the Pilot Action of 'Citizens' Projects', run by the European Commission in 2006-2007, which proved to be successful. This experience proved also that a thematic approach in this type of projects is needed to better use the potentials of those activities and assure interaction with the decision makers.

Under this measure, a variety of projects of a trans-national and cross sector dimension, directly involving citizens, will be supported. Priority is given to projects aimed at encouraging local level participation.

In particular, this measure aims at supporting citizens' projects which enable to:

- a) collect the opinion of citizens on some key European challenges for the future;
- b) explore new methodologies capable of promoting active interaction and discussion between citizens on matters related to EU policies that affect their daily life;
- c) create mechanisms that allow European citizens to develop civic competences, to formulate their views and opinions on the European integration process in the form of recommendations for policy makers at European level;
- d) encourage the dialogue between European citizens and the institutions of the EU, empowering citizens as regards EU policies and their impact, and ensuring appropriate follow up of citizens' opinions by the EU institutions.

Those objectives can be reached using different formats and different methodological approaches. The formula of 'citizens' panel' is a valid option.

A real bottom up approach in the preparation and implementation of the project has to be encouraged and the citizens participating to such projects should be able to formulate recommendations that could be fed into the policy process at European level.

The citizens' recommendations resulting from these processes represent valuable inputs for the European Commission, because they are different and additional to the kinds of inputs that the Commission receives through the conventional consultation channels.

The Directorate General for Education and Culture is willing to play its part by being a receptive interlocutor and a real partner for the organisations involved in the organisation of citizens' panels. Therefore this Directorate General undertakes to provide information and expertise on the themes chosen by the selected projects, to facilitate access to other European experts and to give appropriate follow up to the citizens' recommendations resulting from the project.

Eligibility criteria

The eligibility criteria specific to this measure are the following:

Applicants

The applicant must be

- a local authority, or
- a non profit organisation of the civil society with a legal status (legal personality)

It must be established in one of the countries participating to the Programme.

Partnerships

Eligible projects partners are public bodies or non-profit organisation located in the participating countries.

Number of Partners

A project must involve at least 5 participating countries, of which at least one is an EU Member State.

Number of Participants

- A project must involve at least 200 participants
- At least 20% of the participants of the project must come from countries other than the country that hosts the event.

Venue of the activities

The activities must take place in any of the countries participating to the Programme (see Section B "Participating countries").

Duration

Maximum project duration is 12 months.

Programme

An action plan indicating the main activities, its timetable and expected achievements throughout the duration of the project has to be detailed in the application.

Eligible applications

The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?). The official application form is available at:

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

Administrative documents

The following documents need to be enclosed with the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The financial identification form is available at: http://ec.europa.eu/budget/execution/ftiers_en.htm
- the legal entity form, duly completed and signed. For non profit organisations the legal entity form must be accompanied by an official document attesting to the establishment of the organisations (articles of association, registration document indicating date and place of the registration, statute, etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The legal entity form is available at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
- if the requested grant is higher than 25.000 euro, applicants that are not public bodies must submit with their application the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed. In such case, a financial capacity form has also to be filled in. It is available at: http://eacea.ec.europa.eu/citizenship/index_en.htm
- the Curriculum Vitae of the responsible of the project implementation.

Award criteria

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below:

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25 % of points available)

Projects should be relevant to:

- General objectives of the Programme
- Specific objective of the Measure
- Permanent and annual priorities of the Programme
- Horizontal features of the Programme

- **Pertinence of the project and methods proposed** (25 % of the points available)

- Quality of project's framework (active involvement of all the promoters in the project; quality of the cooperation among the partners; definition of the programme; cooperation with civil society organisations – non profit making organisations – as indicated in Action 2).
- Quality of project's content and methodology (appropriate methodology applied relevant for the target group chosen and the typology of activities proposed; European dimension).

- **Impact** (15% of the points available)

- Impact of the project on the participants, its multiplying effects

- **Visibility and Follow-up** (15% of the points available)

- The quality of the project's reach (visibility of the project and of the Programme, development of new citizens' actions as follow up, contribution to the development of European policies, etc.; dissemination and exploitation of the results including at political level; concrete future action plans involving participating local and regional governments and their citizens)

Quantitative criteria

Quantitative criteria will represent the 20% of points available within the evaluation procedure.

- **Geographical impact** (10% of the points available)

- Number of countries involved;
- Number of organisations involved;

- **Target Group** (10% of the points available)
 - number of participants involved ;
 - number of people indirectly reached by the project.

How to make a good project?

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

Some hints:

- **Selection of participants**

The project application should explain the method for selecting the citizens who will participate in the panel (random selection, on the basis of pre-established criteria). Special attention should be paid to involving ordinary citizens of different demographic, social and professional backgrounds and to involving citizens' who would not have spontaneously participated in projects of a European nature.

- **Opinion building**

The project application should explain the methods for guiding the process of building individual and collective opinions. Skilled moderation should be provided in order to facilitate the debate, pay attention to minority opinions and encourage everybody's participation.

- **Quality of the information**

The project application should explain how the participants will receive information on the selected theme(s). The project promoter should ensure that the information provided to participants is balanced and that the different sensitivities regarding the issue are present. A bottom-up approach should be encouraged regarding the selection of the sources of information.

- **Examples available**

Further information on some projects approved during the Pilot Action can be found at <http://www.citizenspanel.eu/index.php?lang=en>.

When to apply?

The deadlines for submitting applications for 'Citizens' Projects' will be as follows:

Deadline for submission:	For projects starting between:
1 June	1 December <i>of the same year of the deadline</i> and 28 February <i>of the year after the deadline</i>

How to apply?

Applications can be submitted in one of the following ways:

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

EACEA

Unit P7 Citizenship

Applications – 'Citizens' projects'

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

How and when are the results communicated?

Applicants should be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

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

The grant may not exceed a **maximum rate of 60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Under no circumstances will the amount awarded exceed the amount applied for.

Maximum grant eligible for a project within this measure is **250.000** euros.

The minimum grant awarded will be **€100.000** euros.

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

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

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

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

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

Final report and payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted within two months following the end date of the project (official final report forms are available on the websites of Executive Agency at http://eacea.ec.europa.eu/citizenship/index_en.htm) and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created within the project.

If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant accordingly. The beneficiary will be required to reimburse sums already paid by the EACEA in excess of the amount due.

Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project.

Eligible costs of the project

In order to be eligible under this measure, 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 by the beneficiary 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 in respect of the action 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. In particular, the following direct costs are eligible:

- 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. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means.

Personnel costs may not exceed **20%** of the total direct eligible costs set down in the estimated budget submitted by the applicant.

- travelling and subsistence expenses. Subsistence allowances and accommodation costs may not exceed the per diem scales available on the following website:
http://eacea.ec.europa.eu/citizenship/index_en.htm

- costs related to:

- * information, production, communication and dissemination;
- * the organisation of training, information, and dissemination events;

* costs arising directly from requirements imposed by the grant agreement, including the cost of financial guarantees.

- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency.

Eligible indirect costs (administrative costs)

A flat-rate amount (indirect costs), not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

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

Ineligible costs

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

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he/she/it is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- voluntary work and other in-kind contributions.

Measure 2.2. Support measures

Specific Objectives

This measure is a tool to develop the quality of projects submitted within Action 1 "Active Citizens for Europe". It also supports the exchange of experiences, expertise and *good practice*, as well as activities which may lead to the establishment of long-lasting partnerships and networks.

A large number of municipalities across Europe are involved and participate in town twinning activities. As a pan-European movement, town twinning has however an important unused potential. This measure is targeted to associations and federations of local authorities and other actors who has expertise and experience on town twinning and who can reach a significant number of municipalities.

Related to the process of town twinning and networking of twinned towns, organisations might need advice for partner searching, fund-raising issues, involving relevant stakeholders and local organisations, exchanging best practices, etc.

Support measures may also help promoters on how to handle the priority themes such as active European Citizenship, or inter-cultural dialogue, in their own local framework.

Support measures addressing the above mentioned needs are expected to:

- promote the concept of town twinning;
- start, revitalise, and develop town twinning relationships;
- improve the quality of the activities within existing twinning relationships, especially by means of developing thematic cooperation;
- develop new skills amongst those who are responsible for twinning activities at a local level.

They should seek to reach a large number of municipalities and will therefore have an important multiplier effect.

Support measures may take a variety of forms, such as:

- Consultancy to provide practical advice for preparing and running good quality projects (from application procedures to internal evaluation of projects).
- Training sessions which enable those responsible for town twinning activities to develop their knowledge of the concept and practice of town twinning, and to better understand and work within the European context.
- National or trans-national events promoting the concept of town twinning amongst local authorities
- Tools facilitating partner search and networking as well as raising awareness and interest in town twinning, for example through publications, audiovisual materials and websites.
- Exchanges of best practices and the accumulation of experience in supporting town twinning in Europe.

Eligibility criteria

The eligibility criteria specific to this measure are the following:

Applicants

The applicant must be

- an association or federation of local authorities or
- a non profit organisation with a legal status (legal personality)

It must be established in one of the countries participating to the Programme.

Partnerships

Eligible project partners are associations or federations of local authorities and non-profit organisations with a legal status (legal personality) located in the participating countries.

Number of Partners

A project must involve at least 2 participating countries, of which at least one is an EU Member State.

Venue(s) of the activities

The activities must take place in any of the partner countries participating to the project.

Duration

The maximum project duration is 12 months.

Activities

At least 2 events per project have to be foreseen.

Programme

An action plan indicating the main activities, its timetable and expected achievements throughout the duration of the project has to be detailed in the application.

Eligible applications

The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?). The official application form is available at:

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

Administrative documents

The following documents need to be enclosed with the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The financial identification form is available at: http://ec.europa.eu/budget/execution/ftiers_en.htm
- the legal entity form, duly completed and signed. For twinning committees/associations the legal entity form must be accompanied by an official document attesting to the establishment of the twinning committee/association (articles of association, registration document indicating date and place of the registration, statute etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The legal entity form is available at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
- if the requested grant is higher than 25.000 euro, applicants that are not public bodies must submit with their application the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed. In such case, a financial capacity form has also to be filled in. It is available at: http://eacea.ec.europa.eu/citizenship/index_en.htm
- the Curriculum Vitae of the responsible of the project implementation.

Award criteria

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below:

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25 % of points available)

Projects should be relevant to:

- General objectives of the Programme
- Specific objective of the Measure
- Permanent and annual priorities of the Programme
- Horizontal features of the Programme

- **Pertinence of the project and methods proposed** (25 % of the points available)

- Quality of project's framework (definition of the programme, quality of the evaluation phase; cooperation with civil society organisations – non profit making organisations – as indicated in Action 2).
- Quality of project's content and methodology (appropriate methodology applied relevant for the target group chosen and the typology of activities proposed; European dimension).

- **Impact** (15% of the points available)

- Impact of the project on the participants, its multiplying effects.

- **Visibility and Follow-up** (15% of the points available)

- The quality of the project's reach (visibility of the project and of the 'Europe for Citizens' Programme', follow up, the creation of new town twinning relationships or revitalisation of existing ones; development of sustainable twinning networks; dissemination and exploitation of the results including at political level; concrete future action plans involving participating local and regional governments and their citizens)

Quantitative criteria

Quantitative criteria will represent the 20% of points available within the evaluation procedure.

- **Geographical impact** (10% of the points available)
 - Number of countries involved;
 - Number of municipalities involved;
- **Target Group** (10% of the points available)
 - number of participants involved ;
 - number of people indirectly reached by the project.

When to apply?

The deadlines for submitting applications for 'Support Measures' will be as follows:

Project starting between:	Deadline for submission:
1 January and 31 March <i>of the year after the deadline</i>	1 June

How to apply?

Applications can be submitted:

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

EACEA

Unit P7 Citizenship

Applications – 'Support Measures'

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

How and when are the results communicated?

Applicants should be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

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

The grant may not exceed a **maximum rate of 80% of eligible costs** of the action concerned. Accordingly, at least 20% of the total estimated eligible expenses must come from sources other than the European Union budget. Under no circumstances will the amount awarded exceed the amount applied for.

Maximum eligible grant for a project within this measure is **100.000** euros.

The minimum grant eligible is **30.000 euros**.

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

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

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

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

Final report and payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted within two months following the end date of the project (official final report forms are available on the websites of Executive Agency at http://eacea.ec.europa.eu/citizenship/index_en.htm) and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created within the project.

If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant accordingly. The beneficiary will be required to reimburse sums already paid by the EACEA in excess of the amount due.

Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project.

Eligible costs of the project

In order to be eligible under this measure, 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 by the beneficiary 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 in respect of the action 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. In particular, the following direct costs are eligible:

– 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. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means.

– travelling and subsistence expenses. Subsistence allowances and accommodation costs may not exceed the scales available on the following website:

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

- costs related to:

- * information, production, communication and dissemination;
- * the organisation of training, information, and dissemination events;
- * costs arising directly from requirements imposed by the grant agreement, including the cost of financial guarantees.

Eligible indirect costs (administrative costs)

A flat-rate amount (indirect costs), not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

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

Ineligible costs

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

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he/she/it is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;

- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- voluntary work and other in-kind contributions.

Action 2 – Active Civil Society in Europe

What are the aims of the Action?

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

This action is divided into three measures:

- Structural support for European policy research organisations (think tanks)
- Structural support for civil society organisations at European level

These measures provide structural supports to European civil society organisations and think tanks, in the form of operating grants covering part of their running costs, with the aim of providing them with the necessary capacity and stability for extending and stabilising their activities.

- Support for projects initiated by civil society organisations

This measure supports concrete projects promoted by civil society organisations established in the participating countries, and working at European, national, regional or local level, with the aim to raise awareness on European matters.

Measure 1 and 2: Structural support for European policy research organisations (think-tanks) and for civil society organisations at European level

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

A call for proposal will be published at the following address:

http://ec.europa.eu/citizenship/programme-actions/doc42_en.htm

Who implements this measure?

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

EACEA

Unit P7 Citizenship

Action 2 – Measures 1 and 2

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

Fax: +32 2 296 23 89

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

Measure 3: Support for projects initiated by civil society organisations

Specific Objectives

The aim of this measure is to support concrete projects initiated by civil society organisations belonging to different participating countries. The implementation of activities with a strong European dimension will enable civil society organisations to enhance their capacities and reach wider audiences. Direct cooperation among civil society organisations established in different Member States will contribute to foster mutual understanding on different cultures and to identify common values. While this may be in the form of single projects, a longer-term approach will also ensure a more sustainable impact and the development of networks and synergies.

Project should have one of the following forms, either

'Event projects', that consist mainly of conferences; seminars; colloquia; workshops, debates; hearings; meetings; training activities; socio-cultural activities.

or

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

Projects should correspond to at least one of the following features:

- **Action:**

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

- **Debate:**

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

- **Reflection:**

The project should consist in organising, nourishing and structuring reflection on European values, European citizenship and democracy involving civil society

organisations of all kinds but also, for example, experts, decision-makers, citizens. Special attention should be given to reflecting the cultural diversity of Europe. The project could include for example a colloquium, preceded by an opinion poll and followed by a publication in the media.

- Networking:

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

Eligibility criteria

The eligibility criteria specific to this measure are the following:

Applicants

The applicant must be

- non governmental organisations;
- civil society organisations with a legal status (legal personality) developing their activities at local, regional national or European level.

It must be established in one of the countries participating to the Programme.

Partnerships

Eligible projects partners are

- non governmental organisations;
- civil society organisations with a legal status (legal personality) developing their activities at local, regional national or European level.

The partners must be established in one of the countries participating to the Programme.

Number of Partners

Any event of the project must involve at least 2 participating countries, of which at least one is an EU Member State.

Venue of the activities

The activities must take place in any of the countries participating to the Programme (see Section B "Participating countries").

Duration

Maximum project duration is 12 months.

Programme

An action plan indicating the main activities, its timetable and expected achievements throughout the duration of the project has to be detailed in the application.

Eligible applications

The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?).

The official application form is available at:

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

Administrative documents

The following documents need to be enclosed with the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The model of the financial identification form is available at: http://ec.europa.eu/budget/execution/ftiers_en.htm
- the legal entity form, duly completed and signed. For non-profit associations the legal entity form must be accompanied by an official document attesting to the establishment of the association (statute, articles of association, registration document indicating date and place of the registration, etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The legal entity form is available at: http://ec.europa.eu/budget/execution/legal_entities_en.htm
- if the requested grant is higher than 25.000 euro, applicants must submit with their application the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed. In such case, a financial capacity form has also to be filled in. It is available at: http://eacea.ec.europa.eu/citizenship/index_en.htm
- the Curriculum Vitae of the responsible of the project implementation

Award Criteria

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below:

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25 % of points available)

Projects should be relevant to:

- General objectives of the Programme
- Specific objective of the Measure
- Permanent and annual priorities of the Programme
- Horizontal features of the Programme

- **Pertinence of the project and methods proposed** (25 % of the points available)

- Quality of project's framework (active involvement of all the promoters in the project; quality of the cooperation among the partners; definition of the programme).
- Quality of project's content and methodology (appropriate methodology applied relevant for the target group chosen and the typology of activities proposed; European dimension).

- **Impact** (15% of the points available)

- Impact of the project on the participants and the target group, its multiplying effects

- **Visibility and Follow-up** (15% of the points available)

- The quality of the project's reach (visibility of the project and of the Programme, development of new citizens' actions as follow up, contribution to the development of European policies, etc.; dissemination and exploitation of the results including at political level; concrete future action plans involving participating local and regional governments and their citizens)

Quantitative criteria

Quantitative criteria will represent the 20% of points available within the evaluation procedure.

- **Geographical impact** (10% of the points available)

- Number of countries involved;
- Number of organisations involved;

- **Target Group** (10% of the points available)
 - number of participants involved ;
 - number of people indirectly reached by the project.
 - number of Member States which joined the EU after 1 May 2004, and Croatia

How to make a good project?

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

Some hints:

- explain what objectives you would like to achieve, why you chose it and why it is relevant for the objectives and priorities of the Programme;
- explain what is the target group and why this group was chosen;
- make a detailed action plan, indicating which tasks will be carried out, by whom and when;
- describe the role of all partner organisations in the planning, implementation and follow up of the project;
- involve different types of organisations, in order to contribute to the ‘cross-fertilisation’ between the different stakeholders of this Programme
- involve in the project a variety of European citizens (for example different age groups or religious groups)
- if you are organising an event, describe precisely its format, its agenda, the participating groups, the methods and tools that will be used etc;
- if are planning to create a ‘product’, like publications, internet sites, etc., describe it precisely and, if possible, submit a model.

When to apply?

The deadlines for submitting applications for 'Citizens' Projects' will be as follows:

Deadline for submission:	For projects starting between:
15 February	1 August and 31 December <i>of the same year of the deadline</i>

How to apply?

Applications can be submitted in one of the following ways:

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

EACEA

Unit P7 Citizenship

Applications – ‘Action 2 – Measure 3’

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

How and when are the results communicated?

Applicants should be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

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

- **Grants based on flat rates for ‘event projects’**

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

- **Grants based on actual costs for ‘production and realisation projects’**

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

Grants based on flat rates for 'event projects'

General provisions

The grant for projects submitted within this measure is mainly calculated on the basis of the number of **participants** in the events and the number of **days**. A lump sum may be added to this grant amount, provided that **communication tools** are also being produced.

- The project, as a whole, must foresee no less than 50 days of participation (1 person attending the event for one day = one day of participation) to be considered eligible.
- A maximum of 400 days of participation (1 person attending the event for one day = one day of participation) are taking in consideration for the grant calculation.
- At least 40% of the eligible participants must come from eligible countries other than the country where the beneficiary organises the events. These participants are identified as international participants.

The grant is calculated on the basis of flat rates and is not directly linked to any specific costs, which therefore do not have to be accounted for or justified.

Detailed grant calculation for each event is requested.

The 'grant calculator' available on the EACEA website at http://eacea.ec.europa.eu/citizenship/funding_en.htm has to be filled in.

The calculation of the total grant requested is obtained by combining:

- the total amounts requested for each 'event';
- the amount requested for 'communication tools', if any;

The grant calculation of each event has to be made as follows:

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

takes place. The international flat rate as indicated below is applied in this case.

Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country. There are two rates for each country: one for local participants, the other for international participants.

The grant calculation of 'communication tools' has to be made as follows:

There are three types of 'communication tools' which can be granted:

- Publications
- DVD or CD-ROM production
- Website

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

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

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

Portugal	34,38	76,09
Romania	17,67	39,11
Slovenia	41,26	91,33
Slovakia	29,32	64,89
Finland	55,83	123,56
Sweden	57,26	126,73
United Kingdom	57,85	128,04
Croatia	24,19	53,53

Grants based on actual costs for ‘production and realisation projects’

General provisions

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

The grant may not exceed a maximum rate of 60% of eligible costs of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Under no circumstances will the amount awarded exceed the amount applied for.

Maximum grant eligible for a project within this measure is 55.000 euros. The minimum grant eligible is 10.000 euros.

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

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

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

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

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

Eligible costs of the project

In order to be eligible under this measure, 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 by the beneficiary 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 in respect of the action 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. In particular, the following direct costs are eligible:

– 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. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means.

Personnel costs may not exceed **20%** of the total direct eligible costs set down in the estimated budget submitted by the applicant.

– travelling and subsistence expenses on the basis of the per diem scales available on the following website:

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

- costs related to:

- * information, production, communication and dissemination;
- * the organisation of training, information, and dissemination events;
- * costs arising directly from requirements imposed by the grant agreement, including the cost of financial guarantees.

- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;

Eligible indirect costs (administrative costs)

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

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

Ineligible costs

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

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- voluntary work and other in-kind contributions.

Payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted within two months following the end date of the project (official final report forms are available on the websites of Executive Agency at http://eacea.ec.europa.eu/citizenship/index_en.htm) and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created within the project.

If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant accordingly. The beneficiary will be required to reimburse sums already paid by the EACEA in excess of the amount due.

Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project.

- **Specificities Grants based on flat rates for ‘event projects’**

The final report must include:

a list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, containing name and addresses of the project participants. A list is to be produced for each event

A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report.

- **Specificities for Grants based on actual costs for ‘production and realisation projects’**

- The final financial report must be balanced, dated, submitted in euro and must include:
- A detailed final statement of expenditure and income based on the template available on the following website:
- A complete list of invoices, based on the template available on the EACEA website: http://eacea.ec.europa.eu/citizenship/index_en.htm
- The final report form is available at: http://eacea.ec.europa.eu/citizenship/payment_en.htm

Action 3 – Together for Europe

What are the aims of the Action?

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

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

High-visibility events

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

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

These events may include the commemoration of historical events, the celebration of European achievements, artistic events, awareness-raising around specific issues, European-wide conferences and the awarding of prizes to highlight major accomplishments. The use of new technologies, in particular IST⁴, shall be encouraged.

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

Studies

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

Information and dissemination tools

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

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

⁴ Information Society Technologies.

Action 4 – Active European Remembrance

Specific Objectives

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

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

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

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

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

Project should have one of the following forms, either

‘Event projects’, that consist mainly of conferences; seminars; colloquia; workshops, debates; hearings; meetings; training activities; socio-cultural activities.

or

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

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

- **Preservation:**

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

- **Commemoration:**

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

- **Reflection:**

The project should engage citizens, and especially young people, in a broad reflection about the causes and consequences of Nazism and/or Stalinism. It could also choose to target specific groups able to act as multipliers, like experts, group leaders, decision-makers, etc. -Starting from a reflection on what actually happened, the project should analyse why and how the democratic principles and Human Rights were violated. This could lead to a reflection about the reasons for creating the European Union, and about the values that are protected through the European integration process. Finally, thanks to a better understanding of the origins of European integration and of today’s Europe, the project could engage in a reflection about the future of Europe. This reflection may be accompanied or supported by concrete actions,

in the field. Finally, the project should be carried out in a spirit of reconciliation, of tolerance and of pluralism. Therefore, it should pay particular attention to involving a variety of European citizens, notably citizens of different age groups, and of different national, cultural and religious background.

- Networking:

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

Eligibility criteria

Applicants

The applicant must be a non-profit-making organisation with a legal status (legal personality) and be established in a participating country.

For example: non-governmental organisations, associations of survivors, associations of families of the victims, memorials, museums, local and regional authorities, federations, think tanks, research institutions, organisations active in the field of voluntary work, etc.

Venue of the activities

The activities must take place in any of the countries participating to the Programme (see Section B "participating countries").

Eligible applications

The official application form has to be completed in full in one of the EU official languages and typed. Project proposals have to be submitted within the deadlines foreseen and start within the relevant eligible period (see below: When to apply?).

Duration

The maximum duration of project is **12 months**.

Administrative documents

The following documents need to be enclosed with the application form:

- the declaration on honour, which is an integral part of the application form, completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation, attesting their status as a legal entity and their financial and operational capacity to complete the proposed activities, and certifying that they are not in any of the situations listed in Articles 93 and 94 of the Financial Regulation;
- the financial identification form (bank details), signed by the applicant and certified by the bank. The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases. The financial identification form is available at:

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

- the legal entity form, duly completed and signed. For non-profit associations the legal entity form must be accompanied by an official

document attesting to the establishment of the association (statute, articles of association, registration document indicating date and place of the registration, statute etc.), together with any related up-dates or changes. Applicants which have a VAT number must send an official VAT document with their legal entities form. The legal entity form is available at:

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

- if the requested grant is higher than 25.000 euro, applicants must submit with their application the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed. In such case, a financial capacity form has also to be filled in. It is available at:
http://eacea.ec.europa.eu/citizenship/index_en.htm
- the Curriculum Vitae of the responsible of the project implementation

Award criteria

Eligible project proposals will be assessed against the qualitative and quantitative criteria described below:

Qualitative criteria

Qualitative criteria will represent 80% of the points available within the evaluation procedure.

- **Relevance of the project to the objectives and priorities of the Programme** (25% of points available)

Projects should be relevant to:

- General objectives of the Programme
 - Specific objective of the Measure
 - Permanent and annual priorities of the Programme
 - Horizontal features of the Programme
-
- **Pertinence of the project and methods proposed (25% of the points available)**

Quality of project's content and methodology (appropriate methodology applied for addressing the theme and showing how, and by whom the different tasks will be carried out).

- **Impact** (15% of the points available)
 - on the target group(s), and how this will be achieved using the project's final products;
 - on the potential development of sustainable networks of cooperation;
 - on intergenerational dialogue and on transfer of the historic memory to the younger generation
- **Visibility and Follow-up** (15% of the points available)
 - visibility /communication of the planned activities for European citizens
 - dissemination and exploitation of the results towards European citizens

Quantitative criteria

- **Geographical impact** (10% of the points available)
 - number of countries involved;
 - number of organisations involved

- **Target Group** (10% of the points available)
 - number of participants involved;
 - number of participants indirectly reached by the project
 - number of Member States which joined the EU after 1 May 2004, and Croatia

How to make a good project?

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

Some hints:

- explain what objectives you would like to achieve with your project, why you chose it and why it is relevant for the objectives and priorities of the Programme;
- explain what is the target group and why this group was chosen;
- make a detailed action plan, indicating which tasks will be carried out, by whom and when;
- describe the role of partner organisations, if any, in the planning, implementation and follow up of the project;
- projects involving different types of organisations, therefore contributing to 'cross-fertilisation' between the different stakeholders of this Programme
- projects mobilising a large number of European citizens or a variety of European citizens (for example different age groups, different national, cultural or religious groups)
- if you are organising an event, describe precisely its format, its agenda, the participating groups, the methods and tools that will be used etc;
- if you are planning to create a 'product', like publications, internet sites, etc., describe it precisely and, if possible, submit a model.

When to apply?

The deadlines for submitting applications for "Active European Remembrance" will be as follows:

Deadline for submission:	For project starting between:
30 April	1 October and 31 December <i>of the same year of the deadline</i>

How to apply?

Applications can be submitted in one of the following ways:

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

EACEA

Unit P7 Citizenship

Applications – ‘Active European Remembrance’

Avenue du Bourget, 1 (BOUR 01/25)

B-1140 Brussels, Belgium

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

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

How and when are the results communicated?

Applicants will be informed in writing of the receipt of their application and should be notified of the outcome of the selection procedure during the fourth month after the application deadline.

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

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

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

Successful applicants established in EU countries will be awarded a Grant Decision, while successful applicants established outside EU countries will receive a Grant Agreement.

How is the activity financed?

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

- **Grants based on flat rates for ‘event projects’**

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

- **Grants based on actual costs for ‘production and realisation projects’**

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

Grants based on flat rates for 'event projects'

General provisions

The grant for projects submitted within this measure is mainly calculated on the basis of the number of **participants** in the events and the number of **days**. A lump sum may be added to this grant amount, provided that **communication tools** are also being produced.

- The project, as a whole, must foresee no less than 50 days of participation (1 person attending the event for one day = one day of participation) to be considered eligible.
- A maximum of 400 days of participation (1 person attending the event for one day = one day of participation) are taking in consideration for the grant calculation.
- At least 40% of the eligible participants must come from eligible countries other than the country where the beneficiary organises the events. These participants are identified as international participants.

The grant is calculated on the basis of flat rates and is not directly linked to any specific costs, which therefore do not have to be accounted for or justified.

Detailed grant calculation for each event is requested.

The 'grant calculator' available on the EACEA website at http://eacea.ec.europa.eu/citizenship/funding_en.htm has to be filled in.

The calculation of the total grant requested is obtained by combining:

- the total amounts requested for each 'event';
- the amount requested for 'communication tools', if any;

The grant calculation of each event has to be made as follows:

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

takes place. The international flat rate as indicated below is applied in this case.

Fixed rates are calculated using weightings produced by the Statistical Office of the European Union (EUROSTAT) and reflect the cost level for each country. There are two rates for each country: one for local participants, the other for international participants.

The grant calculation of 'communication tools' has to be made as follows:

There are three types of 'communication tools' which can be granted:

- Publications
- DVD or CD-ROM production
- Website

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

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

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

Portugal	34,38	76,09
Romania	17,67	39,11
Slovenia	41,26	91,33
Slovakia	29,32	64,89
Finland	55,83	123,56
Sweden	57,26	126,73
United Kingdom	57,85	128,04
Croatia	24,19	53,53

Grants based on actual costs for ‘production and realisation projects’

General provisions

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

The grant may not exceed a maximum rate of 60% of eligible costs of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the European Union budget. Under no circumstances will the amount awarded exceed the amount applied for.

Maximum grant eligible for a project within this measure is 55.000 euros. The minimum grant eligible is 10.000 euros.

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

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

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

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

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

Eligible costs of the project

In order to be eligible under this measure, 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 by the beneficiary 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 in respect of the action 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. In particular, the following direct costs are eligible:

– 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. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means.

Personnel costs may not exceed **20%** of the total direct eligible costs set down in the estimated budget submitted by the applicant.

– travelling and subsistence expenses on the basis of the per diem scales available on the following website:

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

- costs related to:

- * information, production, communication and dissemination;
- * the organisation of training, information, and dissemination events;
- * costs arising directly from requirements imposed by the grant agreement, including the cost of financial guarantees.

- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;

Eligible indirect costs (administrative costs)

A flat-rate amount, not exceeding 7% of the eligible direct costs of the action, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

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

Ineligible costs

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

- return on capital or invested capital costs;
- debt and debt service charges;
- provisions for losses or liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that is unable to recover it;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- substitution costs for replacing persons involved in the project;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA;
- ongoing operational, depreciation and equipment costs;
- charges for financial services (except financial guarantees);
- voluntary work and other in-kind contributions.

Payment procedures

In the event of definitive approval of the application by the EACEA, a Grant Decision (if the beneficiary is established in a EU Member State) or a Grant Agreement (if the beneficiary is not established in a Member State) drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary.

In case of Decision the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment equivalent to 50% of the total grant. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

In case of Grant Agreement, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign. A pre-financing payment will be done within 45 days following the date when the EACEA signs the Agreement.

The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted within two months following the end date of the project (official final report forms are available on the websites of Executive Agency at http://eacea.ec.europa.eu/citizenship/index_en.htm) and must give a description of the results of the project as compared to the initial objectives. It must be accompanied by any publications or products created within the project.

If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant accordingly. The beneficiary will be required to reimburse sums already paid by the EACEA in excess of the amount due.

Beneficiaries undertake to implement projects as submitted in the grant application. Prior agreement of the EACEA must be obtained for any amendment to the project.

- **Specificities Grants based on flat rates for ‘event projects’**

The final report must include:

a list, certified, dated and signed by the person authorised to enter into a legal commitment on behalf of the applicant, containing name and addresses of the project participants. A list is to be produced for each event

A detailed budget does not have to be submitted. Similarly, a detailed final statement of costs will not be required, nor does supporting documentation for the expenditure have to be supplied with the final project report.

- **Specificities for Grants based on actual costs for ‘production and realisation projects’**

- The final financial report must be balanced, dated, submitted in euro and must include:
- A detailed final statement of expenditure and income based on the template available on the following website:
- A complete list of invoices, based on the template available on the EACEA website: http://eacea.ec.europa.eu/citizenship/index_en.htm
- The final report form is available at: http://eacea.ec.europa.eu/citizenship/payment_en.htm