

LÍNEA PRESUPUESTARIA 04.03.03.03
INFORMACIÓN, CONSULTA Y PARTICIPACIÓN DE LOS
REPRESENTANTES DE LAS EMPRESAS

Esta línea presupuestaria busca reforzar la cooperación transnacional de los representantes de los trabajadores y de los empresarios en materia de formación, consulta y participación en las empresas. También busca financiar puntos de información y observación en este contexto.

Podrán presentar una solicitud:

- los interlocutores sociales a todos los niveles, las empresas o los comités de empresa europeos;
- excepcionalmente, los organismos técnicos sin ánimo de lucro autorizados a tal efecto por los interlocutores sociales.

Esta línea presupuestaria está dotada para 2010 con un crédito de compromiso de 7 300 000 euros.

Se han fijado dos plazos de presentación de las solicitudes para 2010.

- el 9 de abril de 2010, para las acciones que comiencen a partir del 9 de junio de 2010;
- el 3 de septiembre de 2010, para las acciones que comiencen entre el 3 de noviembre y el 22 de diciembre de 2010.

Para mayor información sobre los objetivos y las prioridades de esta línea presupuestaria, las medidas subvencionables, los candidatos admisibles, los importes de cofinanciación y otras disposiciones, consúltense las instrucciones completas para solicitantes que figuran en la convocatoria de propuestas.

1.) EN

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=242&furtherCalls=yes>

2.) FR

<http://ec.europa.eu/social/main.jsp?langId=fr&catId=630&callId=242&furtherCalls=yes>

3.) DE

<http://ec.europa.eu/social/main.jsp?langId=de&catId=630&callId=242&furtherCalls=yes>



EUROPEAN COMMISSION
Employment, Social Affairs and Equal Opportunities DG

Social Dialogue, Social Rights, Working Conditions, Adaptation to Change
Labour Law

BUDGET HEADING 04.03.03.03

**INFORMATION, CONSULTATION AND PARTICIPATION OF
REPRESENTATIVES OF UNDERTAKINGS**

CALL FOR PROPOSALS

2010

VP/2010/003

In view of the large number of enquiries, please do not telephone.
Questions should be sent by e-mail only to: empl-04-03-03-03@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in
English, French or German.

The English version of the call is the original.

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BUDGET HEADING 04.03.03.03
INFORMATION, CONSULTATION AND PARTICIPATION OF
REPRESENTATIVES OF UNDERTAKINGS

1. OBJECTIVES OF THIS CALL FOR PROPOSALS

The budget authority has fixed the amount allocated to budget heading 04030303 for 2010 at € 7 300 000

The purpose of the Budget Heading 04030303 is to fund operations in order to ensure the conditions for fostering the development of employee involvement in undertakings, by promoting Directives 2009/38/EC¹ recasting Directives 94/45/EC² and 97/74/EC³) on European works councils, Council Directives 2001/86/EC⁴ and 2003/72/EC⁵ on employee involvement in the European Company and European Cooperative Society, respectively, Directive 2002/14/EC⁶ of the European Parliament and the Council establishing a general framework for informing and consulting employees in the European Community and Article 16 of Directive 2005 / 56 / EC⁷ on cross-border mergers of limited liability companies and for fostering transnational company agreements envisaged in the Social Agenda 2005-2010 (COM (2005)33 Final of 9.02.2005).

In this context, the appropriations of Budget heading 04030303 cover in particular funding of measures aimed at strengthening transnational co-operation between workers' and employers' representatives in respect of information, consultation and participation within undertakings operating in more than one Member State. These appropriations also cover the setting up of information and observation points to inform and help the social partners and undertakings to set up transnational consultation, participation and information structures, and to foster relations with EU institutions.

In the context of the purpose of the Budget Heading stated above, these appropriations may also be used to fund short training actions for negotiators and representatives working with transnational information, consultation and participation bodies as well as actions involving representatives of social partners in the candidate countries. It may also be used to finance measures aiming to enable the social partners to exercise their rights and their duties as regards information, consultation and participation in Community scale undertakings, especially within the framework of their European work councils and to familiarize the actors represented at company level with Transnational company agreements and strengthen their cooperation within the Community framework.

1.1. Type of projects

For the financial year 2010 two categories of projects will be supported under this budget line

Type I: Transnational cooperation projects;

¹ OJ L 122, 16/05/2009

² OJ L 254, 30/09/1994

³ OJ L 10, 16/01/1998

⁴ OJ L 294, 10/11/2001

⁵ OJ L 207, 18/08/2003

⁶ OJ L 80, 23/03/2002

⁷ OJ L 310, 25/11/2005

Type II: **Information and observation points;**

1.2. Priority objectives and types of actions

1.2.1

Regarding **transnational cooperation projects**, priority objectives are the following:

- a) to promote actions designed to prepare the setting up of information, consultation and participation structures in the context of the European Company, the European Co-operative Society and the limited liability Companies issued of cross-border mergers, as per article 16 of Directive 2005/56/EC;
- b) to promote the exchange of information and good practice aimed at creating favourable conditions for the setting up of information, consultation and participation structures within undertakings as foreseen in Directive 2002 / 14 / EC;
- c) to promote action aiming to familiarize the social partners and actors at company level with the content of Directive 2009/38/EC on European Works Councils as well as to promote the setting up of new European Works Councils and to improve transnational information and consultation processes in Community-scale undertakings and Community –scale groups of undertakings;
- d) to promote transnational actions involving representatives of the new member States and of Candidate Countries in the field of information, consultation and participation of workers;
- e) to promote actions aiming to enable the social partners to exercise their rights and their duties as regards information, consultation and participation in Community scale undertakings, especially within the framework of their European work councils;
- f) to promote action aiming to familiarize the actors represented at company level with transnational company agreements and to strengthen their cooperation within the Community framework;
- g) to promote innovative actions relating to the management of information, consultation and participation, with the view of supporting the anticipation of change and the prevention and resolution of disputes in the context of corporate restructuring, mergers, take-overs and relocation in Community-scale undertakings and Community-scale groups of undertakings ;

Regarding **information and observation points**, priority objectives are the following:

- h) to provide support to the preparation, launching and monitoring of transnational co-operation projects in the field of information, consultation and participation of workers;
- i) to monitor, analyse and assess the experience regarding the establishment of transnational representative bodies at enterprise level and the extent to which the objectives regarding information consultation and participation have been effectively fulfilled within such bodies.

1.2.2

Eligible types of action are:

For TYPE I -Transnational cooperation projects

- A. Conferences, seminars, short training actions and exchange of information and of good practices involving workers' and/or employers' representatives;
- B. Analysis papers on subjects related to the structures concerning the workers' and employers' representatives, the social dialogue at undertaking level in a transnational cooperation context;
- C. Websites, publications, newsletters and others means for the dissemination of information

For TYPE II- Information and observation points

D. Helpdesk and assistance to transnational cooperation projects presented by workers' and/or employers' representatives, as well as observation of experience regarding transnational representative bodies at enterprise level. The activities of such structures may include studies, reports and databases, related to information, consultation and participation of employees, as well as websites, publications, newsletters and other means for the dissemination of information.

2. SUBMISSION OF GRANT APPLICATIONS

2.1. Submission and implementation dates

2.1.1. Respect of deadlines – Programming

Only applications for operations starting in 2010 will be considered.

In view of the time needed to examine applications, actions may not start before the deadlines given below. Applicants should note that if their project is approved, they will not necessarily receive the grant agreement prior to the action starting dates indicated and should, therefore, take this into account in programming the timing of their project.

Any expenditure incurred before written confirmation that the application has been accepted is at the applicant's risk.

Proposals which indicate an earlier starting date than the ones indicated at point 2.1.2. will not be considered by the Evaluation Committee.

Proposals which do not respect the dates of submission indicated at point 2.1.2. and/or do not comply with the rules indicated at point 4.2 hereinafter, will not be considered by the Evaluation Committee.

2.1.2. Deadlines:

The **deadlines** for the submission of applications (and indicative amounts) are as follows:

- **09 April 2010** for actions commencing no earlier than **09 June 2010**
(€ 3 200 000);
- **03 September 2010** for actions commencing no earlier than **03 November 2010** and no later than **22 December 2010** (€ 4 100 000)

2.1.3. Evaluation Process

Applications will be examined by an Evaluation Committee which will meet, in principle, within 40 working days following the deadlines for submission indicated at point 2.1.2. For each meeting of this Committee, complete applications must be submitted to the European Commission by the deadline.

Applications will be examined and selected taking account of the budget comment, the criteria laid down in this document and the principle of balanced support.

The available appropriations may be exhausted before the end of the budget year and it is therefore in the applicant's interest to submit a proposal as early as possible.

The partial or total withholding by the applicant of any information that may have an impact on the Commission's final decision concerning the application will entail the automatic disqualification of the application or, if discovered at a later stage, will entitle the Commission to terminate the agreement and demand the full repayment of all sums received by the beneficiary under it.

2.2. Co-financing rate

This budget heading allows support to be given to projects to which the applicants contribute at least 20 % of the total eligible costs of the action. Contributions in kind will not be taken into account.

Any application which requests a grant of more than 80 % will be excluded automatically from the selection.

The amount of the average grant for transnational cooperation projects in 2009 was about € 130 000.

3. ELIGIBILITY, SELECTION AND AWARD CRITERIA

3.1 Eligibility criteria

3.1.1. General rule of eligibility

The budget heading is intended to finance specific transnational cooperation projects or information and observation points. Therefore grants are not intended to finance the normal operation or meetings of bodies representing management or labour (the social partners); they are intended only to cover additional expenditure linked directly to projects.

3.1.2. Eligible applicants

3.1.2.1. The applicant must not be in one of the situations listed in Article 93 §1, 94 and 96 §2 point a) of the Financial Regulation.⁸ The situations referred to include bankruptcy, compulsory winding-up, being under court administration, in an arrangement with creditors or any other similar proceedings; convictions of professional misconduct; non-fulfilment of social security or tax payment obligations; convictions of fraud, corruption, involvement in a criminal organisation or any other illegal activity; declared in serious breach of contract in relation to activities funded by the EU budget; subject to conflict of interest; guilty of misrepresentation in supplying the required information.

3.1.2.2. The applicant must be properly constituted and registered legal entity, having their registered office based in one of the Member States of the European Union. In derogation from this requirement and pursuant to Article 114 of the Financial Regulation, the organisations of social partners without legal personality under the applicable national law are also eligible provided that their legal representatives have the capacity to undertake legal obligations on their behalf and assume financial liability⁹.

A project applicant cannot be an individual.

3.1.2.3. Regarding **transnational cooperation projects** applicants must be representatives of workers or employers based in one of the Member States of the European Union. Thus

- for workers: applicants may be works councils or similar bodies ensuring the general representation of workers; regional, national, European, sectoral or multi-sectoral trade unions based in one of the Member States of the European Union;

⁸ See Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by Council Regulation (EC, EURATOM) No 1995/2006 of 13 December 2006 (http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_390/l_39020061230en00010026.pdf)

⁹ Council Regulation (EC, EURATOM) No 1995/2006 of 13 December 2006 amending Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities: <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2006:390:SOM:EN:HTML>

- for employers: applicants may be the management of undertakings, organisations representing employers at regional, national, European, sectoral or multi-sectoral level based in one of the Member States of the European Union. In case of commercial undertakings, the objective of the project must be non-commercial and the undertaking must not make profit of it.

Unless there are exceptional circumstances, projects involving only one information and consultation body must be submitted as joint projects from representatives of workers and employers. Joint projects should be submitted by one of the parties who will fulfil the contractual commitments *vis-à-vis* the Commission and the other party must indicate in writing its agreement to the joint implementation of the project.

3.1.2.4. Regarding **information and observation points**, applicants must be European organisations representing workers or employers.

3.1.2.5. As a departure from the rules stated above, applications from technical bodies such as non-profit training or research bodies can be accepted under the conditions stated hereunder.

Similarly, commercial undertakings can be accepted under the conditions stated hereunder and only if the objective of the project is non-commercial and the undertaking will not make a profit of it.

The above quoted technical bodies and commercial undertakings will be considered eligible only where they are expressly mandated by one or more of the parties listed in point 3.1.2.3., and when a letter of mandate as per point 3.1.4/13 hereunder is included.

3.1.3. Eligible participants

Participants in projects should be representatives of workers or employers from the Member States and candidates countries, thus: members or future members of information, consultation and participation bodies; management of undertakings or groups or members of employers associations; officials of workers organisations/ trade union representatives; experts nominated by the social partners mentioned at point 3.1.2.3.

3.1.4. Eligible applications

To be eligible, applications must:

- Be sent by the deadlines indicated in section 2.1.2;
- Be submitted according to the set requirements. Application forms must be compulsorily submitted on-line as set below and their respective detailed and signed print-outs must be submitted as set at point 4.2 hereinafter;
- Be complete, detailed and include all the documents indicated in the table below;
- Comply with the European Community co-financing percentage of maximum 80 %;

The Evaluation Committee will not examine applications lacking one or more of these documents:

1	Official covering letter of application with the original signature of the legal representative(the mandatory draft letter can be found annexed to the online Application form) This covering letter shall mandatorily quote, inter alia::
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	<p>a) the reference of the call for proposals;</p> <p>b) the Type of action (I or II);</p> <p>c) the title of the action;</p> <p>d) the Mandator (if any) as per point 3.1.2.5 hereinabove, specifying his name, address, type of organisation;</p> <p>e) the support (if any) received for the preparation and/or submission of the project; specifying the name, address of the organisation that has provided this support and the kind of support that has been provided.</p>
2	<p>Print-out of the duly completed and submitted on-line application form (see point 4.1) dated and with the original signature of the legal representative.</p> <p>NOTE: Application forms must be compulsorily submitted on-line. Their respective detailed and signed print-outs must be submitted as set at point 4.</p> <p>The on-line form <u>must first be electronically submitted before printing</u>. After the electronic submission no further changes to the application are possible.</p>
3	<p>The grid listing the persons and occupational sectors concerned by the project, duly completed. The grid can be found annexed to the on-line application form.</p>
4	<p>"Financial identification" form duly completed with the original signature of the account holder and the original signature and stamp of the bank. The financial identification form can be found annexed to the on-line application form.</p> <p>The bank account must be held in the name of the applicant. Applications cannot be accepted with an account held in the name of an individual</p>
5	<p>"Legal entities" form duly completed with the original signature of the legal representative. The legal entities form can be found annexed to the on-line application form.</p> <p>Applicants must also provide:</p> <ul style="list-style-type: none"> • a copy of the certificate of official registration or other official document attesting to the establishment of the entity (where this exists); • a copy of its articles of association/statutes or equivalent, proving the eligibility of the organisation; • a copy of a document confirming the applicant's tax or VAT number, if available; • exclusively in the case of social partner organisations without legal personality, a signed declaration of the legal representative stating his capacity to undertake legal obligations.¹⁰
6	<p>Detailed work programme and detailed budget for the project signed by the legal representative. These are to be separate documents. The project description and budget in the on-line application form are not sufficient. The work programme must provide a detailed description of the project, a timetable for the activities, the names of all members of staff involved in the project, their positions and employment status must be included. The detailed Budget must provide a detailed budget explanation for each row in each heading, which respects the format and numbering of the "project budget estimate" form and which provides any additional relevant information concerning the budget for the project, including subcontracting plans. The detailed work programme and detailed budget should be submitted in English, French or German.</p> <p>NOTE: The work programme in WORD format and detailed budget <u>must also be submitted electronically on on-line application form</u>. The electronic version must be identical to the paper version of the document in question.</p>

¹⁰ See previous Footnote Nr. 9

7	<p>If active partners are involved in project management, for example providing technical support and/or financing, a letter of commitment/partnership should be provided from each of the partners with the name, address and person responsible, explaining the nature of their involvement, the tasks to be carried out and specifying the cash amounts of any funding provided.</p> <p>"Partner" means an active institution or organisation involved in carrying out the project (e.g. a sectoral or multi-sectoral trade union or employer representation body at European, national or regional level, a company or a works council, a research or training institute, etc.)</p> <p>The project will not be considered unless all such letters of commitment are enclosed.</p> <p>Work and tasks carried out by the project partners (as described in the letters of commitment/partnership) are not subject to the rules on subcontracting listed in Annex I. However, it is not permissible to include normal commercial suppliers of goods and services as project partners in order to avoid these rules. By way of example, and without limiting the exclusions to the examples listed, the Commission does not find it appropriate to include as project partners independent consultants, conference organisers, etc.</p>
8	<p>A written declaration signed by the project manager certifying the professional competence of the team performing the tasks associated with the action for which funding is requested. This declaration shall be accompanied by the Curriculum vitae of the project manager indicating clearly the current employer with whom there exists either a permanent or temporary contract of employment. Where applicable, the declaration will include also the curriculum vitae of the persons who will perform the tasks associated with the action for which funding is requested.</p>
9	<p>Declaration on subcontracting and compulsory Annex "CONTRACTS for IMPLEMENTING the ACTION" attached to the Application Form in case of subcontracting for external expertise:</p> <p>The nature and procedures concerning all activities to be subcontracted must be compulsorily given in the Annex "CONTRACTS for IMPLEMENTING the ACTION" attached to the Application Form</p> <p>Applicants wishing to recruit the services of external experts must provide a copy of the draft tender specifications. This applies to <i>any</i> amount of external expertise above € 5.000 The legal representative must confirm his intention to comply with the rules for subcontracting, by completing and providing the compulsory declaration on subcontracting and the relevant draft tender specifications included as Annex II.</p> <p>This requirement does not apply to public authorities which are already governed by a system of public procurement rules.</p> <p>To assist applicants, the declaration on subcontracting is annexed to the on-line application form and a model for tender specifications is included as Annex II attached to this Call. Important additional information concerning the award of contracts and specific</p>

	rules for external expertise can be found in Annex I to this Call.
10	The most recent balance sheet of the organisation for the most recent financial year, demonstrating the financial capacity of the applicant. The Commission reserves the right to request balance sheets from previous years, if necessary.
11	For grant requests over € 500 000, an external audit report produced by an approved auditor, certifying the last year available (not necessary for public bodies).
12	A signed declaration of honour (to be found on-line as Annex to the application form). This must have the original signature of the legal representative, certifying that the applicant is not in one of the situations listed in Article 93 §1, 94 and 96 §2 point a) of the Financial Regulation and his financial and operational capacity.
13	A letter of Mandate shall be included if appropriate, according to the requirements of point 3.1.2.5. This letter shall contain details on the mandator, the content of the mandate, the reasons for the mandate, the assistance and/or participation of mandator in the project, if any, with the original signature of the legal representative of the mandator.
14	The most recent activity report of the applicant's organisation (if available);
15	An organisational chart showing the structure of the applicant's organisation with all members of staff involved in the project, their positions and employment status.

3.1.5. Eligibility of actions:

To be eligible, actions must:

- A. Comply with the rules on dates of start of the actions as stated in point 2.1.2.
- B. Have the transnational dimension requested at point 1.2 "Priority objectives"
- C. Be linked to at least one objective of the budget heading;
- D. Comply with the eligibility criteria set in point 3.1;
- E. Be fully carried out in the Member States of the European Union or in the Candidate Countries;
- F. Comply with the rules on subcontracting and in particular those related to external expertise under Budget Line 04.03.03.03, as set in Annex I.

3.2. Selection criteria

The applicant must be able to demonstrate the financial and operational capacity to complete the activity for which funding is requested. Thus the applicant must have access to solid and adequate financial resources, which are not exclusively made up of Community grants, to maintain activities for the period of the project and to help finance it as necessary and must have the operational resources (technical, management) needed to successfully complete the activity.

3.2.1 The financial capacity shall be proven, inter alia, by the annual balance sheet and declaration of honour.

3.2.2. The applicant must prove have competence and experience in the field and in particular in the type of action proposed. Therefore in order to demonstrate his operational capacity the applicant shall provide, inter alia:

- the declaration of honour mentioned above;
- the most recent activity report of the applicant's organisation (if available);
- an organisational chart showing the structure of the applicant's organisation with all members of staff involved in the project, their positions and employment status;
- for each active partner involved in the project management **the letter of commitment/partnership** requested at point 3.1.4/7 above including the full description of work and tasks to be carried out;
- a written declaration signed by the project manager certifying the professional competence of the team performing the tasks associated with the action for which funding is requested. This declaration shall be accompanied by their curriculum vitae, as requested at point 3.1.4/8 above.

3.3. Award criteria

3.3.1 Proposals which fulfil the eligibility and selection criteria indicated above will be assessed according to the following award criteria:

- i. The extent to which the operation meets the objectives of the budget heading and the priority objectives of this call for proposals;
- ii. The extent to which the expected results add value to the existing situation or to results already obtained in the past through transnational projects supported under this budget heading;
- iii. The extent to which the project concerns innovative measures or new subjects in relation to information, consultation and participation of representatives of undertakings;
- iv. The extent to which the project promotes the joint participation of employers and workers;
- v. The extent to which the operation has a genuine transnational dimension;
- vi. The extent to which workers' and/or employers' representatives from new Member States or candidate countries are actively involved in the project;
- vii. The cost-effectiveness of the operation;
- viii. The overall quality, clarity and completeness of the proposal, including the budgetary aspects and the arrangements to publicise the operation, including aspects related to the Commission funding, and dissemination methods envisaged.

3.3.2. The Evaluation Committee reserves the right when assessing projects to take into account the effectiveness, added value and operational capacity shown in previous projects undertaken by the applicant with Commission funding.

4. PRACTICAL PROCEDURES

4.1. Where can the application form be found?

The compulsory on-line grant application form is an electronic form which must be filled by using the Internet Web system "SWIM" at the following internet address:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=630&callId=242&furtherCalls=yes>

This system allows the introduction, edition, validation, printing and submission of the grant application form. Once the application is submitted electronically, a print out of an exemplar has to be signed by the legal representative submitting the proposal and be sent to the Commission as per point 4.2. After submission of the application electronically no changes are possible.

At the above quoted web site other requested forms and other useful documents can be found.

4.2. Where does the application need to be sent?

Please send your covering letter of application, together with all the other documents listed in the table under section "3.1.4. Eligible applications" above as signed **originals** as well as **one copy of all these documents (in total: 2 sets of documents)** by the deadlines indicated at point 2.1.2 above, to the following address:

Call for proposals VP/2010/003
Budget heading 04.03.03.03
European Commission – DG EMPL/F.2
ARCHIVE Rue Joseph II ,54
B 1049 Brussels Belgium

Please send your application by registered mail or express courier service only. The date of post office on the stamp on the envelop or express courier stamp or slip on the envelop indicating the sending date will be considered as proof of the date of sending.

Hand-delivered applications must be received at the latest by the European Commission on the last day for submission. The address for hand deliveries of documents for the European Commission is: Avenue du Bourget n° 1, B-1140 Evere, Belgium. Proof of delivery is a signed receipt from the Commission's Archives Service stamped with the date of the last day for submission or earlier.

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

- Follow the order of documents as listed in the table under section 3.1.4 " Eligible applications"
- Print the documents double-sided, where possible
- Use only 2-hole folders (please do not bind or glue)

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

ALL ENQUIRIES MUST BE MADE BY E-MAIL ONLY AT
empl-04-03-03-03@ec.europa.eu
PLEASE DO NOT TELEPHONE

4.3. What next? Accepted and rejected applications

Applications will be examined by an Evaluation Committee, which will meet, in principle, within 40 working days following the deadline for submission indicated at point 2.1.2.

Rejected applications

Unsuccessful applicants will receive a letter stating the reasons for refusal. Rejected proposals may be revised and resubmitted in accordance with a subsequent submission deadline and without prejudice to a new complete evaluation. They will only be considered if a new and complete application file including all supporting documents is sent to the Commission by the relevant deadline. Documents submitted to previous meetings of the Evaluation Committee will not be taken into account.

Requests concerning the progress of dossiers sent prior to the elapse of this time periods will not be answered.

Selected applications

Successful applicants will receive two original copies of the grant agreement for acceptance and signature. Both these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

ANNEX 1

FINANCIAL GUIDELINES FOR APPLICANTS

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The purpose of this document is to enable applicants to prepare their grant applications.

Please be sure to read these guidelines carefully before replying to the current call for proposals.

MAIN FINANCIAL AND MANAGEMENT RULES

Disclaimer: this document provides the applicants with a quick summary of the main legal and financial rules contained in the Financial Regulation applicable to the general budget of the European Communities¹¹ and its Implementing Rules¹². The information given is not exhaustive and beneficiaries are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

1 GENERAL PRINCIPLES

Grants are subject to the principles laid down in the Financial Regulation, in particular the principles of co-financing, prohibition of double financing and no-profit.

Co-financing principle

Union grants may not finance the entire cost of the action to be subsidised. The applicant must contribute to the implementation of the action either by way of own resources or by financial contribution from third parties (in the form of public or private assistance obtained elsewhere).¹³

No double financing rule

Each action may give rise to the award of only one grant, there can be no duplicate European Union funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.¹⁴

No-profit rule

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of total actual receipts over the total actual costs of the action. Any income of the action must be indicated in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.¹⁵

2 RULES RELATED TO THE GRANT REQUESTED

- The Union grant will not exceed 80% of the total eligible costs.
- The applicant organisation and/or other fund providers are required to make financial (cash) contribution(s) to the proposal of at least 20% of the total eligible costs.
- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted.

¹¹ Council Regulation (EC, Euratom), n° 1605/2002 of 25.06.2002 (OJ L 248, 16.09.2002), as amended by Regulation n° 1995/2006 (OJ L 390, 30.12.2006) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R1605-20070101-en.pdf>)

¹² Commission Regulation (EC, Euratom) n° 2342/2002 of 23.12.2002, (OJ L 357, 31.12.2002) and subsequent amendments: Commission Regulation (EC, Euratom) n° 1261/2005 of 20.07.2005 (OJ L 201, 02.08.2005), Commission Regulation (EC, Euratom) n° 1248 of 07.08.2006 (OJ L 227, 07.08.2006) and Commission Regulation n° 478/2007 (OJ L 111, 28.04.2007) (<http://eur-lex.europa.eu/LexUriServ/site/en/consleg/2002/R/02002R2342-20070501-en.pdf>)

¹³ Art. 113 FR and 172 IR

¹⁴ Art. 111 FR and 173(5) IR

¹⁵ Art. 109(2) FR and 165(1) IR

