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EUROPEAN COMMISSION
Directorate-General Justice Security and Freedom

JLS/D4

Specific programme

"PREVENTION OF AND FIGHT AGAINST CRIME"

2007-2013

Annual work programme 2008

CALL FOR PROPOSALS

Operating grants

1. INTRODUCTION

Under Article 4 (1) (d) of the Council Decision 2007/125/JHA of 12 February 2007, establishing a specific programme Prevention of and Fight against Crime as part of the general programme Security and Safeguarding Liberties¹, the Community can co-finance the activities of non-governmental organisations pursuing on a non-profit basis objectives of the programme on a European dimension. The 2008 call for proposals for operating grants aims at the following objective of the programme:

- to stimulate, promote and develop horizontal methods and tools necessary for strategically preventing and fighting crime and guaranteeing security and public order, and
- to promote and develop best practices for the protection of crime victims.

The amount available for operating grants to be awarded under this call for proposals will be **€650 000**.

2. ELIGIBLE ACTIVITIES

Operating grants may be awarded to non-governmental organisations which, as described in their statute and activity programme for the financial year starting in 2008, are:

- 2.1. **active in the field of general crime prevention dealing with** - juvenile crime, urban crime or drug related crime, and facilitating different forms of restorative justice and mediation. They should develop mechanisms related to renunciation of violence and tackle antisocial behaviour, via organisation of preventive programmes of education and training, counselling, sport and physical activity, especially for young people.
- 2.2. **aiming at improving transparency and accountability of non-profit organisations in the European Union** and thus contribute to the protection of these organisations against any abuse of financial criminal nature. Intended actions should develop mechanisms for enhanced organisational transparency and accountability including for example better reporting, improving public access to information about the organisation and its activities;
- 2.3. **aiming at preventing radicalisation into violence and at developing mechanisms related to renunciation of violence and terrorism.**

Activities of the activity programme should aim at:

- preventing the emergence of radicalisation into violence;
- education (in particular of youth) in the field of counter-radicalisation, including awareness-raising of the nature of radicalisation processes and of the narrative of violent radicals; promoting counter-narratives to the ones used by terrorists and violent radicals;

¹ Council Decision of 12 February 2007 establishing for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties, the Specific Programme "Prevention of and Fight against Crime", OJ L 058, 24.2.2007, p.7

- training and/or competence building of professionals/spokespersons/spiritual leaders/political leaders/youth organisations;
- dialogue between political leaders, policy-makers, spiritual/religious leaders and civil society coming from both within and outside the European Union;
- developing partnerships with representatives of public and private organisations active in the field of counter-radicalisation, including religious communities;
- enhancing the media's role in countering radicalisation;
- promoting tolerance and respect of other cultures with the aim of reducing polarisation and radicalisation in towns and cities;
- academic research, study or analysis of factors influencing radicalisation processes;
- developing mechanisms related to renunciation of violence and terrorism;

2.4. active in the fight against of trafficking of human beings and sexual exploitation of children.

3. ELIGIBLE ORGANISATIONS

Proposals for operating grants will be examined only from bodies which pursue an aim of general European interest² or have an objective forming part of a European Union policy and which:

- have been legally established in accordance with the law of one of the Member States;
- are non-governmental;
- are non-profit-making;
- pursue activities as described in Section 2 of this Call for proposal on a European dimension;

4. EVALUATION OF PROPOSALS

The submitted proposals will be evaluated against exclusion, eligibility, selection and award criteria.

² According to Art. 162 of the Implementing rules, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), a body pursuing an aim of general European interest is: (a) an European body involved in education, training, information, innovation or research and study in European policies, any activities contributing to the promotion or citizenship or human rights, or an European standards body; (b) an European network representing non-profit bodies active in the Member States or in the candidate countries and promoting principles and policies consistent with the objectives of the Treaties.

4.1. Exclusion criteria

Non-Governmental organisations shall be excluded from participating in this Call for proposals if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently the subject of an administrative penalty referred to in Article 96 (1);
- (g) they are subject to a conflict of interest;
- (h) that are guilty of misrepresentation in supplying the information required or fail to supply this information.

Candidates must sign the declaration on the last page of the application form. Candidates who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier Community procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from Community contracts and grants in accordance with Art. 133 IR.³

4.2. Eligibility criteria

To be eligible, applications for operating grants must meet **all** of the following criteria:

- (a) Applicants must **respect the deadline** for applications set under Section 7 of this Call for proposals;

³ Art. 133, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), as last amended by Council Regulation No 1248/2006 of 7 August 2006.

- (b) The applicant organisation **must be eligible to participate** as specified under Section 3 of this Call for proposals;
- (c) **Activities** of the applicant organisation must be of the kind described in Section 2 of this Call for proposal;
- (d) Applications must be submitted using the **operating grant application form** specific for this Call for proposals made available by the Commission in electronic format; all sections of the form must be completed, the form **must be duly dated and signed** by the authorised signatory representing the organisation and it **must be accompanied by all the documents** listed in Section 7 of this Call for proposals; the formal requirements described in Section 7 must be respected; the form must be filled in electronically and not by hand;
- (e) Applications must include a detailed budget of the operating costs (ordinary expenditure of the organisation as described in the statute of the organisation) using **the operating grant budget estimate form** specific for this Call for proposals made available by the Commission in electronic format; all sections of the form must be completed; the form **must be duly dated and signed** by the authorised signatory representing the organisation; **all pages** of the form must be printed and submitted in paper format; total anticipated operating costs must be equal to the total sources of financing including the grant request presented to the Commission under this Call for proposals; the budget must be in euro;
- (f) The requested amount of **grant cannot exceed 70% of the operating cost** incurring during the financial year of the applicant starting in 2008.
- (g) Only those proposals will be considered which are seeking financial contribution to their operating expenses incurring during the financial year of the applicant starting in 2008.

If a grant application does not meet the eligibility criteria, it will not be considered for further evaluation.

4.3. Selection criteria

The selection criteria will be the basis for assessing the applicant's ability to complete the proposed activity programme.

- (a) The applicant must have appropriate operational and professional capacity to implement the activities described in its activity programme for the financial year starting in 2008; the non-governmental organisation's operational and professional capability will be examined based on the CVs of the persons involved, the activity reports and other documents submitted by the applicant as evidence of its know-how;
- (b) The applicant must prove that with the help of the EC grant it is financially capable to implement the activities described in its activity programme for the financial year starting in 2008; the organisation's financial capacity will be examined based on the information submitted on the **Simplified Profit and**

Loss account form and a **Simplified Balance Sheet** provided by the Commission electronically as part of the **operating grant budget estimate form** , and other documents specified under Section 7 of this Call for proposal.

If a grant application does not meet one of the selection criteria, it will not be considered for further evaluation.

4.4. Award criteria

Proposals that are eligible and meet the exclusion and selection criteria will be assessed and ranked on the basis of the following criteria:

(a) Consistency of the organisations proposed activities with the priorities set out in Section 2 of this Call for proposals.	30 Points
(b) Quality of the planned activities.	30 Points
(c) Likely multiplier effect on the public of these activities.	10 Points
(d) Geographic impact of the planned activities.	15 Points
(e) Value for money. Cost/benefit ratio of the proposed activity	15 Points
TOTAL:	100 Points

Proposals scoring highest on the above award criteria may be financed, subject to availability of funds.

5. GENERAL FINANCIAL RULES APPLICABLE TO THESE GRANTS

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

5.1. Rate of co-financing

The rate of Commission funding may not exceed 70% of total operating costs of the functioning of the body during its financial year beginning in 2008. The remaining amount shall be born by the beneficiary.

5.2. Payment procedures and requirements on financial management

In the event of acceptance of an application by the Commission, a financial grant agreement, drawn up in euro and detailing the conditions and level of funding, will be concluded between the Commission and the beneficiary in two original copies. Both original copies of this grant agreement must be duly signed, dated and returned to the Commission within the time limit set in the covering letter of the Commission. The beneficiary may receive a pre-financing payment not exceeding 80% within 45 days of the date when the last of the two parties signs the agreement and thus the agreement entered into force.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final report, the final financial statement and the supporting documents provided by beneficiary. If the accepted eligible costs actually incurred by the organisation are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amount already transferred by the Commission as pre-financing. The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The person in charge of the organisation must, by his signature, undertake to provide proof of the correct use of the grant and enable the Commission and/or the European Court of Auditors, and any qualified external body designated by the Commission, to verify the organisation's accounts. To this end, supporting documents must be kept by the beneficiary for five years after the final payment.

5.3. Guarantee

The Commission can require any organisation which has been awarded a grant to submit an audit report showing the capacity to meet the contractual obligations or to furnish in advance a guarantee from an approved bank or financial organisation based in one of the Member States. The guarantee must be denominated in euros.

5.4. Double financing

Applicants may receive only one grant towards their operating costs from the budget of the European Institutions in one budgetary year. To ensure this, they must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions for the same year, stating in each case the budget heading, the Community programme and the amount requested.

6. ELIGIBILITY OF COSTS

Costs eligible for financing may not have been incurred before the grant application was lodged with the Commission or before the start of the beneficiary's financial year.

Grant applications must include an estimate in euro of the organisation's operating costs, based on the actual costs incurred in the previous year and on those required for carrying out the proposed annual activity programme for the applicant's financial year beginning in 2008. The budget must be balanced and mention all sources of funding.

The annual activity programme and the financial section in the application will form an integral part of the grant agreement, if a grant is awarded. Organisations are therefore asked to complete these sections clearly, fully and scrupulously.

Since a grant must not give rise to any profit, the Commission will take account of all income used for funding both the organisation's actual operating costs and its activities. To this end, beneficiaries must submit a financial report showing their actual income and expenditure for the activities co-financed under this Call for proposals and a report on their actual activities within three months from the end of the budgetary year. If the beneficiary has not carried out a part of the activities envisaged in the application, the amount of the grant will be reduced in proportion to the quantity of activities not carried out and to the volume of budget used up.

6.1. Eligible expenditure

For the purposes of fixing the maximum amount of the grant to be awarded, the Commission will take account of the operating budget presented by the applicant. In its analysis, only the costs anticipated by the organisation to cover its own normal activities incurred not before the submission of the application to the Commission nor before the start of the beneficiary's financial year will be taken into consideration, i.e.:

- personnel costs;
- general rental and property costs, equipment (in the case of purchases of durable equipment, only annual depreciation may be taken into account), telecommunications and postage, office supplies;
- travel and subsistence costs for the organisation's staff in relation to its statutory meetings and any other working meetings necessary for the organisation's normal activities;
- costs of meetings;
- publication, information and dissemination costs.

6.2. Ineligible expenditure

The following costs will not be taken into account:

- expenditure on infrastructure purchases;
- expenditure not linked to the functioning or normal activities of the organisation;
- clearly unnecessary or excessive expenditure.

Organisations receiving an operating grant should note that none of their overheads will be treated as eligible costs in relation to an action grant awarded for individual projects.

7. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

Non compliance with the formal requirements described in this Section may result the rejection of the project in case this formal requirement is part of the eligibility criteria described under Section 4.2 of this Call for proposals.

Applications must be submitted using the forms especially set for this Call for proposals and published by the Commission in electronic format available on the Europa web-site under the following address:

http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

The template of the forms should not be altered. Applications submitted on a form that has been altered or used before and forms filled in by hand (even if partially except the places for signatures or initials and the checklist of the application form) will be disqualified.

The applicant must fill in all the fields indicated; when a field is considered to be non applicable please use "Non-applicable" and provide justification.

Applicants are advised no to bind the documents submitted with the application in any way.

7.1. Documents to be submitted:

Consult also the CHECKLIST of the application form specific for this Call for proposals.

7.1.1. To be submitted electronically:

Part of the application has to be submitted electronically on a CD-ROM or memory stick. No applications (partial or entire) sent by e-mail will be considered, such e-mails will be automatically deleted and not answered. The applicants should make sure that the files are not corrupted and readable.

The documents which are compulsory to submit electronically are:

- (1) the **application form** for an operating grant under this Call for proposals, completed in WORD format;
- (2) a **budget estimate**, completed and presented on the specific budget form, including a detailed breakdown of expected expenditure and revenue together with its annexes - Simplified Balance Sheet, Simplified Profit and Loss Account and a timetable for implementation of the annual activity programme for the financial year starting in 2008 - in EXCEL format.
- (3) the applicant organisation's annual activity programme for the financial year starting in 2008 describing the planned activities in detail.

7.1.2. To be submitted on paper:

Applicants should make sure that the content of the electronic and paper versions of their application is identical. In case of any discrepancy between the electronic and paper version of the application, the paper version will be considered. It is advised to verify this before sending the application.

The following documents must be submitted on paper in triplicate (one signed original and two copies clearly distinguished):

- (1) the **application form** for an operating grant under this Call for proposals, duly completed, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant, all pages of the application must be initialled;
- (2) a **budget estimate**, dated and signed, presented on the above mentioned specific budget form, including a detailed breakdown of expected expenditure and revenue for 2008. All pages of the form has to be included regardless of its content, in case a certain budget heading is not relevant it has to be left blank but it still has to be printed and included in the application;
- (3) **timetable for implementation** of the annual activity programme for the financial year starting in 2008 presented on the form provided as annex to the above mentioned budget form.
- (4) **An introduction of the organisation :**

- (a) **statute** of the organisation describing its usual activities;
- (b) an **organisation chart** and a **description** of the tasks of the staff, including the **CVs** of staff members responsible for carrying out the activities;
- (c) the **organisation's annual activity programme** for the financial year beginning in 2008 describing the planned activities in detail;

A **single** copy of the following documents is required:

- completed **Simplified Balance Sheet** presented on the form provided as annex to the above mentioned budget form,
- completed **Simplified Profit and Loss Account** presented on the form provided as annex to the above mentioned budget form,
- the **financial identification form**, duly completed, dated and signed by the applicant, and signed and stamped by the bank where the applicant holds its account; The form is available at the Europa web-site:

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

- the **legal entities form**, duly completed, dated and signed by the applicant; The form is available at the Europa web-site:

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

- the **latest financial statements** (balance sheet, profit and loss account), including audited accounts when required under the national law;
- an **external audit report** by an approved auditor if the amount of **grant exceeds 100 000 euros**; this audit report shall certify the account of the last financial year available;
- the **activity report** for the latest available year;
- the **overall forward budget** for the financial year beginning in **2008** showing a detailed breakdown of the organisation's expected expenditure and revenue;
- **evidence of legal status**, including articles of association;
- a copy of any official document (e.g. Official Gazette, Register of companies, etc.) showing the organisation's name and address and the **registration** number given to it by the national authorities;
- a copy of the **VAT registration document** if applicable and if the VAT number does not appear on the official document referred to above;
- evidence that the applicant can enter into financial commitments on behalf of the university (*applicable only to universities or university departments*).

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

7.2. Deadline for submitting applications

Applications must be received in a sealed envelope **either**

by registered mail or by courier service, to the address indicated below:

European Commission
Directorate-General Justice, Freedom, Security
Unit D4 Financial support
Programme "Prevention of and Fight against Crime"
Call for proposals/Operating grants 2008
Office LX-46 2/106
B-1049 Brussels

or by hand-delivery to:

European Commission
Directorate-General Justice, Freedom, Security
Programme "Prevention of and Fight against Crime"
Call for proposals/Operating grants 2008
Office LX-46 2/106
Mail Department
Avenue du Bourget 1
B-1140 Brussels-Evere

Applications must be sent either by registered mail or by courier service, posted or dispatched **not later than 15 April 2008** (as evidenced by the postmark or by the date of the deposit slip), or by hand-delivery (in person or by an authorised representative) **till 15 April 2008 16:00 Brussels time**, in which case a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

Any application sent, dispatched or hand delivered after the deadline or to the wrong address will not be accepted.

Acknowledgement of receipt

Following the opening of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application met the above deadline and informing them of the reference number of their application. The template of that letter is attached to the application form specific for this Call for proposals.

8. FURTHER INFORMATION

Questions may be sent by e-mail or by fax to the address or number listed below, indicating clearly the reference of the Call for proposals:

e-mail address: JLS-ISEC@ec.europa.eu

Fax: + 32 2 299 82 15

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from the receipt of the question.

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

In addition, the European Commission has the task of promoting equality between women and men and must aim in all its activities to eliminate gender inequalities (Articles 2 and 3 of the EC Treaty). In this context, women are particularly encouraged either to submit proposals or to be involved in their submission. As regards studies or research projects, the Commission would also like to draw your attention to the importance of a systematic breakdown by sex of all statistics used and of an analysis of the potentially different impact of policies on men and women, even if they appear at first sight to be gender neutral.

9. TIMETABLE

The evaluation committee expects to complete its report by the end of May 2008. The Commission will then consult the committee of representatives of the Member States set up by the Decision establishing the programme. It is envisaged that all applicants will be informed in writing of the decision taken on their application by the middle of July 2008.

10. EX-POST PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published with the agreement of the beneficiary:

- (d) the name and address of the beneficiaries;
- (e) the subject of the grant;
- (f) the amount awarded and the rate of funding of the costs of the approved activity programme.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

11. DATA PROTECTION

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On

request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.