



**CALL FOR PROPOSALS  
EACEA No 26/2007**

**CULTURE PROGRAMME (2007-2013)**

**SUPPORT FOR EVALUATION OR IMPACT ASSESSMENT ACTIVITIES IN THE  
FIELD OF EUROPEAN CULTURAL COOPERATION AND  
EUROPEAN CULTURAL POLICY DEVELOPMENT**

**NETWORKS (STRAND 3.2)**

**'SPECIFICATIONS'**

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## 1. INTRODUCTION

This call for proposals is based on the decision of the European Parliament and of the Council<sup>1</sup> establishing a single multi-annual programme for Community measures in the field of culture for the period 2007 - 2013 (hereinafter referred to as 'the Programme').

The Education, Audiovisual and Culture Executive Agency (hereinafter 'the Executive Agency') is the service responsible for implementing this call for proposals.

## 2. OBJECTIVES AND DESCRIPTION

### 2.1. General and Specific Objectives of the Programme

The Programme emanates from Article 151 of the Treaty establishing the European Community, which provides that the Community shall contribute to the flourishing of the cultures of the Member States while respecting their national and regional diversity and at the same time bringing the common cultural heritage to the fore.

The general objective of the Programme is to enhance the cultural area shared by Europeans and founded on a common cultural heritage, through the development of cooperation between cultural operators in the countries taking part in the Programme, with the view to encouraging the emergence of a European citizenship.

The specific objectives of the Programme are:

- ❖ to promote transnational mobility of people working in the cultural sector
- ❖ to encourage the transnational circulation of artistic and cultural works and products
- ❖ to encourage intercultural dialogue

In pursuing these objectives, the Programme encompasses the cultural sector as a whole and aspires to stimulate synergies leading to a sustainable cultural cooperation at European level.

### 2.2 .Purpose of the call for proposals

Action 3.2 of the new Culture Programme (2007-2013) provides for Community intervention aimed at support for "analyses in the field of European cultural cooperation and European cultural policy development" (article 4, paragraph 1).

The objective of this support shall be to increase the volume and quality of information and data to develop comparative data and analysis on cultural cooperation at European level, particularly with

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<sup>1</sup> Decision No 1855/2006/EC of 12 December 2006 establishing the Culture Programme (2007 to 2013).

regard to the mobility of creators and cultural players, the circulation of works of art and artistic and cultural products and intercultural dialogue.

Studies and analyses contributing to increasing knowledge of the phenomenon of trans-European cultural cooperation and to creating favourable conditions for it to flourish may be supported under this strand.

In this context, the present call aims to support the networking of various types of stakeholders (cultural departments of national, regional or local authorities, cultural observatories, universities specialized in cultural affairs etc.) which have a direct and practical experience in evaluation or impact assessment in the cultural policy field on the following two topics:

- ❖ **Topic 1:** cultural policies in local/regional socio-economic development and attractiveness
- ❖ **Topic 2:** synergies/bridges between education and culture with strong focus on creativity and innovation.

Potential outputs of the supported networks could be<sup>2</sup>:

- The valorisation, comparison and pooling of the results of evaluation or impact assessment activities in the field of cultural investment already carried out by the members of the network in view of drawing new and more solid conclusions;
- The comparison of methodologies aiming to evaluate and measure the impact of cultural investment in a given area in view of producing new and more refined methodologies. The members of the network must also commit themselves to put the newly developed methodologies into practise;
- The development of a real dissemination strategy aiming to enlarge the membership of the network or to have the results of the research project widely published;
- The identification of the key factors and catalysts that can maximise the contribution of the cultural sector to local development or synergies between education and culture;
- The production of evidence-based illustration of the contribution of the cultural and creative sectors to the Lisbon agenda or to the development of intercultural skills.

The outputs resulting from the support given by the EC must be accessible to the wider public free of charge.

**TOPIC 1**

**“Cultural policies in local/regional socio-economic development and attractiveness”**

Topic 1 should explore ways to measure the impact of investments in culture, creativity and creative partnerships between the cultural sector and other sectors (ICTs, research, education, youth, tourism, risk capital sector, etc) in a given area on the promotion of growth and jobs and the development and attractiveness of regions and cities.

Indeed, it more and more appears that the cultural and creative sectors have a multiple role to play in

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<sup>2</sup> Please note that this list is indicative.

local and regional development as these sectors:

- i) are of strategic importance for growth and employment in cities and regions,
- ii) have significant social impacts at local level in terms also of social regeneration or social cohesion,
- iii) are vital for the emergence of new economic activities,
- iv) can play a role in linking rural and urban areas,
- v) constitute a powerful catalyst for attracting tourists. In this respect, networks of cities and regions can act as laboratories to exchange experiences in harnessing the potential of such communities and in better understanding the driving factors of their contribution to growth and employment.

## TOPIC 2

### **“Synergies/bridges between education and culture with strong focus on creativity and innovation”**

Topic 2 should explore ways to measure the impact of synergies between education and culture, through creative and innovative partnerships between the cultural sector and the educational sector (schools, universities, educational centres, etc.).

Culture can act as a catalyst to boost education policies within Europe, opening up the minds of European citizens throughout their entire lives to the richness of diversity and the added value of differences. Culture has also this unique ability to impact on people's behaviour, fostering a culture of partnership and serving as a tool of social integration. Cultural participation, as well as the involvement in the organisation of cultural activities, has the power to influence the creation of new skills. Last but not least, the link between culture, on the one hand, and education or other sectors (such as social work), on the other hand, can be essential in view of developing intercultural dialogue.

### 3. PROVISIONAL TIMETABLE

The following timetable will apply:

01 October 2007	Deadline for submission of proposals
October – November 2007	Examination – Selection of proposals (eligibility, exclusion, award criteria, selection criteria)
December 2007	Submission of the results of the selection to the Culture programme Committee and the European Parliament
January 2008	Award decision and written notification of results to applicants
February /beginning March 2008	Sending Grant Agreements for signature

The intention is to strengthen European cultural cooperation by **co-financing a maximum of 3 projects** aiming to:

- ❖ build a network on one of the above mentioned topics;
- ❖ to exchange and compare existing data and evaluation methodologies at national/local levels and produce new methodologies or data on the considered topic;
- ❖ to maximise the impact and have a community-wide reporting and dissemination of the results.

#### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of NETWORKS projects amounts to EUR 0, 6 million.

Community co-financing will be granted for a period from twelve (12) up to twenty-four months and cannot exceed 50% of the total eligible budget of the project.

The right is reserved not to distribute all the funds available.

#### 5. ELIGIBILITY CRITERIA

Only applications which comply with the following criteria will be the subject of an in-depth assessment.

##### 5.1. Eligible establishment/body/type of applicant

Eligible applicants must have the following characteristics:

- ❖ they must be a public<sup>3</sup> or private body with legal status and **a proven experience of at least five years** in impact assessment or evaluation in the field of cultural policies.
- ❖ they must have their registered legal seat in one of the countries taking part in the Programme<sup>4</sup>

Natural persons may not apply for a grant.

##### 5.1.1 Legal entity

Applicants must sign a declaration on honour certifying that their legal status is in conformity with the eligibility criteria of this call for proposals.

*The declaration on honour is contained in the Application form (Part III) and should be filled in by all applicant organisations (co-ordinator and co-organisers).*

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<sup>3</sup> In the context of these specifications a public body is considered as any body, any part of whose costs are financed from the State budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exist at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

<sup>4</sup> See point 5.2, herebelow.

In order to demonstrate their legal status, as certified in the declaration on honour, applicants must provide the following documents:

*legal entities governed by public law*

- ❖ the Legal Entity identification form duly completed and signed
- ❖ a copy of the official document attesting to the establishment of the public-law entity, such as the legal resolution, law decree or decision

*legal entities governed by private law*

- ❖ the Legal Entity identification form duly completed and signed
- ❖ a copy of the official document attesting to the establishment of the private-law entity, such as official gazette or trade register (this document must show the name, address and registration number of the private-law entity)
- ❖ a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required)
- ❖ articles of association (statute of entity)

Applicants can download the Legal Entity identification forms at the following address:

[http://www.ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://www.ec.europa.eu/budget/execution/legal_entities_en.htm)

## 5.2. Eligible countries

Applicants must have their registered legal seat in one of the countries taking part in the Programme, as follows:

- European Union Member States<sup>5</sup> ;
- EEA countries (Iceland, Liechtenstein, Norway) ;
- the candidate countries (Croatia and Turkey; FYROM, subject to the conclusion of a Memorandum of Understanding concerning the participation of this country in the Programme);
- the countries of the western Balkans (Albania, Bosnia-Herzegovina, Montenegro and Serbia including Kosovo (under United Nations Security Council Resolution 1244)), subject to the conclusion of a Memorandum of Understanding concerning the participation of each of those countries in the Programme.

## 5.3. Eligible actions

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<sup>5</sup> The 27 Member States of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Sweden, Slovenia, Slovakia, Spain, United Kingdom.

Networking of various types of stakeholders (cultural departments of national, regional or local authorities, cultural observatories, universities specialized in cultural affairs etc.) which have a direct and practical experience in evaluation or impact assessment in the cultural policy field on the following two topics:

- ❖ Topic 1: cultural policies in local/regional socio-economic development and attractiveness
- ❖ Topic 2: synergies/bridges between education and culture with strong focus on creativity and innovation.

Actions for which co-financing is granted must comply with the principles underpinning the Community action in the field of culture<sup>6</sup> and must take account of the objectives and the conditions defined in point 2 of this document.

#### 5.4. Eligibility period

NB. In each individual case, the eligibility period for expenditure resulting from the implementation of a co-financed action will be specified in the Grant Agreement. This period cannot start until the grant agreement has been signed by both parties and must end at the latest 24 months after the starting date. As a general rule, expenditure incurred prior to the signature of the Grant Agreement will not be taken into account. Nonetheless, if a beneficiary can justify the necessity to start the co-financed action before the grant agreement is signed, then expenditure incurred prior to the signature of the grant agreement may be authorised to the extent that this is in line with the dates mentioned above. Under no circumstances can the eligibility period start before the date of submission of the proposal.

#### 5.5. Eligible proposals

Proposals must comply with the conditions and requirements laid down in this document.

Proposals must present a balanced budget (expenditure = income), and comply with the maximum ceiling Community co-funding set at 50% of the total eligible budget of the action.

Proposals not sent by the deadline of submission of proposals (01 October 2007) are not eligible (date as postmark).

Only proposals submitted using the official application form, duly completed (including annexes), and signed as required (original signatures of the person authorised to enter into legally binding commitment on behalf of the applicant organisations), will be considered eligible.

The application package must contain the application form with all the annexes and supporting documents, as requested, and an official cover letter.

Proposals will not be eligible if they are not complete and valid (i.e. original documents missing) by the deadline of submission of proposals.

Proposals sent by fax or e-mail and handwritten proposals are not eligible.

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<sup>6</sup> Article 151 of the Treaty establishing the European Community.

Proposals must be written in one of the official languages of the European Union. However, for practical reasons and to speed up the assessment procedure, it is recommended that applications be submitted in one of the three working languages of the European Commission (English, French or German).

## 6. 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 this call for proposals if they are in any of the following situations:

- 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 their obligations with regard to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

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

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

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

*The declaration on honour is contained in the Application form (Part III) and should be filled in by all applicant organisations (co-ordinator and co-organisers).*

## 7. SELECTION CRITERIA

Proposals will be assessed on the basis of the selection criteria (operational capacity and financial capacity).

NB. *The co-ordinator ('beneficiary') and each co-organiser ('co-beneficiaries') must demonstrate in detail true commitment not only in the design and implementation of the action, but also in terms of their financial participation. Their operational and financial commitment must be stated clearly in the Application form.*

Applicants must sign a declaration on honour certifying their operational and financial capacity to carry out the proposed activities.

*The declaration on honour is contained in the Application form (Part I) and should be filled in by all applicant organisations (co-ordinator and co-organisers).*

### 7.1. Operational capacity

Applicants must have the professional competencies and qualifications required to complete the proposed action.

In order to permit an assessment of the operational capacity, applicants must submit, as part of their application:

- ❖ the curriculum vitae of the person(s) responsible for the overall coordination/implementation of the proposed action on behalf of the co-ordinator and the curriculum vitae of the person(s) responsible for the implementation of the action on behalf of each co-organiser
- ❖ an activity report covering the past two years

### 7.2. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain the proposed activities throughout the period during which the action is being carried out and to participate in its financing.

Attention: *Verification of financial capacity shall not apply to public bodies and international organisations under public law, as well as secondary or higher education establishments.*

In order to permit an assessment of their financial capacity, the applicant organisation (co-ordinator only) will be requested to submit the following documents:

- ❖ profit and loss accounts together with the balance sheets for the last financial year for which the accounts have been closed (and not earlier than 18 months)
- ❖ the bank identification form duly completed and certified by the bank (original signatures required)

*The bank identification form can be downloaded at the following address:  
[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm) )*

**NB.** *If, on the basis of the documents submitted, the Executive Agency considers that financial capacity has not been proven or is not satisfactory, it may:*

- *Reject the application*
- *Request additional information*
- *Require a guarantee (see point 9.3)*
- *Propose a grant agreement without pre-financing*

### 7.3. Audit

Applicant organisations could be requested to provide with an external audit report produced by an approved external auditor. The audit report shall certify the accounts for the last financial year available.

**Attention:** *This document will be submitted upon request during the pre-selection procedure.*

**NB.** *This obligation does not apply to public bodies and international organisations under public law, as well as secondary or higher education establishments or beneficiaries with joint and several liability, in the case of agreements involving several beneficiaries.*

## 8. AWARD CRITERIA

Awarding of a grant is not only dependent on examination of the eligibility, exclusion and selection criteria. Decision will be determined on the basis of the award criteria.

The award criteria can be outlined as follows:

- 1) the extent to which the activities proposed are designed and can be carried out successfully with a **high level of excellence**
- 2) the **quality of partnership** between co-ordinator and co-organisers
- 3) the extent to which the project can generate a real **European added value**

4) the extent to which the results of activities proposed will be appropriately **communicated** and **promoted** – **Dissemination and exploitation Strategy**

5) the extent to which the activities can generate an appropriate level of **sustainability**

Projects will be assessed on a scale from 0 to 30 points. A ranked list of the projects which receive at least 8 points on the criterion 8.1, at least 4 on the criterion 8.4 and at least 24 in total (80/100 points) will be compiled. Up to the limit of funds available, applicants that achieve the highest score will receive a grant.

An evaluation committee will assess proposals on the basis of the award criteria, in order to determine which proposals may be co-financed.

### **8.1. Quality of the project (0-10 total pts)**

Particular attention will be given to network projects which consistently demonstrate that their proposal is one which will not only address the criteria and objectives of the Programme and of this call but can be completed successfully through:

- The **thoroughness of their methodology** (credibility and rigour of the project, credibility of data collection techniques and credibility of data analysis techniques);
- The **overall coherence of the activity programme**, from identification of existing resources up to the dissemination of results.

### **8.2. Quality of partnership (0-5 total pts)**

The smooth and efficient cooperation between the various members of the network is a vital element of its successful operation. In this respect, the following factors will be assessed:

- The **level of networking, cooperation** and commitment of each co-organiser in the design, implementation and financing of the project: the number of co-organisers, geographical distribution of the participating organisations, actual role in the cooperation;
- The **role and contribution** of each co-organiser to project management: method of management applied to the proposed activities, clarity of the tasks assigned to the staff and clear description of the role of each co-organiser involved in the project;
- The way the **budget allocated** to the various activities and the **staff available** to implement them (goodness of fit between the skill-sets/experience of team members and their assigned tasks, soundness of resource allocation) correspond to the activity programme;
- The **quality of application and budget**: Seriousness and completeness of the application, clarity and relevance of proposed methodology, clarity of the project description in terms of objectives-activities-outputs and detailed nature of the budget breakdown.

### **8.3. European Added Value (0-5 total pts)**

Projects must provide real European added value. In this respect, the following factors will be assessed:

- The way the objectives, methodology and nature of the networking/cooperation undertaken have a perspective which looks beyond local, regional or even national interests and aims to develop synergies at a European level;
- The way **cooperation** and **partnership** are based on mutual exchange of experiences and would lead to a final result that differs qualitatively from the sum of the several activities undertaken at national, regional or local level, thus producing real multilateral interaction which promotes the achievement of shared objectives;
- Particular attention will be given to the possibility for the partners to actively involve pan-European networks in view of an optimal dissemination of the results will be taken into account.

#### **8.4. Dissemination and exploitation strategy (0-5 total pts):**

Projects should present a comprehensive plan for the dissemination and exploitation of their project results. This should cover both ongoing activities to communicate the network's activities and promote the visibility of the project results, and measures to ensure that the project's results are exploited to the full by interested parties both within and beyond the network.

#### **8.5. Sustainability (0-5 total pts):**

Projects are supposed to generate as much as possible long-term results and cooperation, and also to act as multipliers as to other possible promoters. In this respect, the following factors will be assessed:

- The potential of the proposed activities to result in **continued, sustained cooperation**, in complementary activities or in permanent benefits at European level, and to contribute on a long-term basis to the development of cooperation between cultures in Europe;
- The potential of the proposed activities to **generate other future initiatives** of cultural cooperation.

### **9. FINANCIAL CONDITIONS**

Selection of a proposal 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 an entitlement for subsequent years.

Community grants are incentives to carry out actions which would not be feasible without EC financial support and which are based on the principle of co-financing. They complement applicants' own financial contribution (including secured national, regional or private funding).

The amount of self-financing mentioned under income in the estimated budget is considered to have been definitively secured.

The amount of the grant allocated cannot exceed the amount requested.

Proposals must include an estimated budget in which all prices are provided in euro.

Applicants from countries outside the "euro zone" must use the conversion rates published in the *Official Journal of the European Union*, C series, on the date of publication of this call for proposals.

Information available at this address: <http://eurlex.europa.eu/JOIndex.do?ihmlang=en>

The budget for the action attached to the application form must have income and expenditure in balance, and *clearly show the costs that are eligible for financing from the Community budget*.

Applicants must indicate, by filling in the spaces provided for this purpose in the application form, 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 regular activities.

The grant awarded must not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of revenue over costs. Any surplus will result in a proportional reduction of the amount of the grant.

The bank account or sub-account indicated by the beneficiary (co-ordinator) must make it possible to identify the funds transferred by the Executive Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Executive Agency, where it results from the pre-financing payment.

## 9.1. Payment Procedures

### Grant Agreement

In the event of definitive approval of a proposal, a *Grant Agreement*, drawn up in euro and detailing the conditions and level of co-financing, will be proposed by the Executive Agency to the beneficiary (co-ordinator). The Grant Agreement (the original) must be signed by the beneficiary and returned to the Executive Agency within the set deadline. The Grant Agreement will come into effect on the day on which it is signed by the last of the two parties, namely the Executive Agency.

### Payment modalities

#### A. Pre-financing

**NB.** *If a bank guarantee is required, the conditions associated with the payment modalities here below are not the same (see point 9.3 of this document).*

A pre-financing payment, as defined in the Grant Agreement, will be transferred to the beneficiary within 45 days of the date when the Executive Agency signs the Grant Agreement and all the requested guarantees are received.

Pre-financing is intended to provide the beneficiary with a float and may be split into a number of payments according to the duration of the co-financed action:

***Pre-financing payments will be made in the following way:***

- ❖ An initial pre-financing payment representing 50% of the awarded grant will be made within 45

days of the date of signature of the Grant Agreement by the Executive Agency, on the condition that all the requested guarantees have been received (if applicable)

- ❖ a second pre-financing payment representing 30% of the awarded grant will be made within 45 days of the date of approval by the Executive Agency of the payment request by the co-ordinator, accompanied by the *progress report* on the implementation of the action and a *financial statement of eligible costs* incurred during the period concerned.

Attention: *The second pre-financing payment cannot take place until at least 70% of the previous pre-financing instalment has been consumed.*

## B. Final payment

The Executive Agency will establish the amount of the final payment to be made to the co-ordinator, on the basis of the *final report* (i.e. technical implementation report & financial statement). If the eligible costs actually incurred by the co-ordinator/co-organisers during the action are lower than anticipated, the Executive Agency will apply the rate of co-financing, quoted in the Grant Agreement, to the actual costs. Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Executive Agency in the form of pre-financing.

### 9.2. Guarantee

In order to limit the financial risks linked to the pre-financing payment(s), the Executive Agency may require any beneficiary (co-ordinator) awarded a grant to provide a guarantee in advance.

The purpose of this guarantee is to make a bank or financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the beneficiary's obligations.

The guarantee must be in euro and must be provided by an approved bank or financial institution established in the country of the beneficiary.

At the request of the beneficiary and following approval by the competent authorising officer at the Executive Agency, this guarantee may be replaced by a joint and several guarantee by a third party or by joint guarantee of the co-beneficiaries who are parties to the same Grant Agreement.

The guarantee will be released following payment of the balance (i.e. final payment), in accordance with the conditions laid down in the Grant Agreement.

This requirement does not apply to

- ❖ public bodies,
- ❖ international organisations under public law established by inter-governmental agreements and specialist agencies created by such organisations
- ❖ the International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies

### 9.3. Double financing

Actions co-financed under this Call for Proposals must not receive any other form of Community financing.

*NB. Applicants are obliged to provide information in the Application form indicating all European Community grants already received or in progress, as well as any other applications submitted to the European Commission or other sources of funding during this year.*

### 9.4. Eligible costs

#### General conditions

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

- ❖ must be necessary for the implementation and completion of the action, be included in the estimated budget attached to the grant agreement, be reasonable, and consistent with the principles of sound financial management, in particular in terms of value for money and cost/effectiveness
- ❖ must be incurred during the lifetime of the action as defined in the Grant Agreement
- ❖ must be actually incurred by the co-ordinator (beneficiary) and co-organisers (co-beneficiaries) of the action, be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation
- ❖ must be identifiable, verifiable and be backed up by original supporting documents

The internal accounting and auditing procedures of the co-ordinator (beneficiary) and co-organisers (co-beneficiaries) of the action must permit direct reconciliation of the costs and income declared in respect of the action with the corresponding accounting statements and supporting documents.

#### Eligible Direct Costs

Eligible direct costs are those costs which, in accordance with the eligibility conditions set out in the previous paragraph, can be identified as specific costs directly linked to the implementation of the action and which can therefore be booked to it directly.

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

- ❖ the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary (co-ordinator) or, where appropriate, that of the co-organisers (co-beneficiaries) of the action

For staff only partly involved in the action, then only the percentage of the allocated time is eligible. The participation of staff in the action must be proven by secondment contracts, job descriptions, attendance records (i.e. time sheets) or any other evidence.

Attention: Cost of administrative staff assigned to the action cannot exceed 20% of the total amount of all the other direct costs.

- ❖ travel and subsistence allowances for staff participating in the action, provided that they are reasonable, justified, and in accordance with the principles of sound financial management, in particular regarding economy and efficiency, and in line with the co-ordinator's usual practice on travel costs or, where appropriate, those of co-organisers. If these costs are considered to be extravagant, they will be revised downwards and capped in accordance with the scales approved annually by the European Commission.
- ❖ rental or purchase cost of durable equipment (new or second-hand), provided that the equipment concerned is depreciated in accordance with the tax and accounting rules applicable to the co-ordinator (beneficiary) or, where appropriate those of co-organisers, and generally accepted for equipment of the same type. Only the proportion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for purposes of the action may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment.
- ❖ cost of consumables and supplies, provided that they are identifiable and assigned to the action
- ❖ cost arising from other contracts awarded by the co-ordinator or the co-organisers for the purposes of carrying out the action, provided that the conditions laid down in Article II.9 of the Grant Agreement are met
- ❖ cost arising directly from requirements imposed by the implementation of the action (dissemination of information, specific evaluation of the action, audits, translations, reproductions, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

Attention I

For actions involving costs relating to a country not taking part in the Programme – 'third country' (i.e. costs relating to natural persons citizens of a third country, organisations based in a third country and activities taking place in a third country), the relevant costs incurred by the coordinator and/or the co-organisers must not exceed 15% of the total eligible budget.

Eligible indirect costs (administrative costs)

- ❖ a flat-rate amount, **not exceeding 7%** of the eligible direct costs for the action is eligible under indirect costs. This represents general administrative costs incurred by the co-ordinator, or, where applicable, the co-organisers and which can be regarded as chargeable to the action.

Indirect costs do not include costs entered under another budget chapter/item.

Attention:

Indirect costs are not eligible where the co-ordinator or, where applicable, the co-organisers also receive

an operating grant awarded by the European Commission.

## 9.6. Ineligible costs

The following costs are not considered eligible:

- ❖ return on capital
- ❖ debts and debt service charges
- ❖ provisions for losses or potential future liabilities
- ❖ interest owed
- ❖ doubtful debts
- ❖ exchange rate losses
- ❖ VAT, unless the beneficiary shows that it cannot be recovered
- ❖ costs declared and covered in connection with another action or work programme receiving a Community grant
- ❖ inordinate or ill-considered costs
- ❖ costs for replacing staff participating in the action
- ❖ contributions in kind
- ❖ costs incurred by associated partners, unless these costs are directly paid or refunded by the coordinator and/or the co-organisers of the action

## 10. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

Where implementation of the action requires subcontracting or the awarding of a procurement contract, the beneficiary (co-ordinator) and, where applicable, the co-organisers, must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests.

**In the event of sub-contracting exceeding 25.000 EUR**, the beneficiary (co-ordinator) and, where applicable, the co-organisers, must clearly document the tendering procedure, submit the relevant documents together with the final report at the end of the project and retain them in case there should be an audit.

## 11. PUBLICITY AND PROMOTION

### 11.1. European Commission – Obligations regarding publicity and promotion

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 budgetary year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the *Official Journal of the European Union*.

With the agreement of the co-ordinator/co-organisers (and taking into account whether information is such that it will jeopardise their security or prejudice their financial interests), the following information will be published:

- ❖ name and address of co-ordinator and co-organisers
- ❖ amount awarded and rate of co-financing

- ❖ content of the action co-financed
- ❖ a summary of the results achieved
- ❖ a concise presentation of the action co-financed and what it entailed aimed at the general public. This presentation is provided by applicants upon submission of the application and will be updated when the action has been completed.

Applicants must register their agreement or, as appropriate, their disagreement to the publication of the data mentioned above. A *Declaration on honour* is provided for this purpose as part of the Application form - Part III, Annex III.i.F (coordinator) and Annex III.ii.D (co-organiser). Each applicant organisation (coordinator and co-organisers) should fill in and sign a separate declaration on honour.

## 11.2. Beneficiaries – Obligations regarding publicity and promotion

Beneficiaries have the legal obligation to clearly acknowledge the European Union's contribution in all publications or in conjunction with all activities for which the Community grant is used and to publicise the results of the activities implemented by means of the Community grant.

Beneficiaries are also required to participate in a yearly dissemination meeting or policy event that the European Commission, the Executive Agency or other delegated bodies such as for example the Cultural Contact Points may organise in Brussels or in other locations. Participation costs are only eligible under the Community grant if this meeting occurs during the eligibility period of the project.

### **Publications – Promotion material (i.e. catalogues, programmes, brochures, leaflets, posters, banners, other products)**

It is required to give prominence to the name and logo of the European Union and the name and logo of the Programme financing the action. Evidence of this publicity must be included in the final reports.

The logos to use can be downloaded at the following web address:

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.html](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html)

Practical information about how to use the logos can be found at the following web address:

[http://eacea.ec.europa.eu/about/logos\\_en.htm](http://eacea.ec.europa.eu/about/logos_en.htm)

Attention: *If these provisions are not respected in full and in line with the Grant Agreement, the awarded grant may be reduced.*

## 12. SELECTION PROCEDURE

The award of grants is subject to the principles of transparency, equal treatment and non discrimination. Up to the limits of funds available, eligible proposals with the highest score will receive a grant.

### A. Control of eligibility and exclusion criteria

Proposals will be first examined on the basis of eligibility and exclusion criteria laid down in this document.

### B. Assessment of award and selection criteria

Eligible proposals will be assessed by an *Evaluation Committee*, composed of officials of the Executive Agency and the Commission officials (Directorate General Education and Culture, on the basis of the award and selection (operational capacity) criteria laid down in this document.

Following the examination of the submitted documents and the verification of the budget and its annexes, the Evaluation Committee will make a recommendation on the list of proposals to co-finance.

### C. Last phase of selection procedure

According to article 9.3 of the decision No 1903/2006/EC of the European Parliament and of the Council 2006 establishing the Culture Programme (2007-2013), the proposed list of the Evaluation Committee should be, subsequently, submitted to the Advisory Committee of the Programme (representatives of countries taking part in the Programme) to deliver its opinion and it should be transmitted to the European Parliament for information.

Only after completion of the above mentioned procedure and the adoption of the *Award Decision* by the European Commission, the Executive Agency can announce the results of the selections procedure to applicants.

For reasons of transparency, equal treatment and non discrimination, prior to the conclusion of the selection procedure, information about the outcome of individual applications may not be given.

Selected applicants will receive a Grant Agreement to sign.

Unsuccessful applicants will receive a letter informing them of the decision taken by the European Commission and stating the reasons why their application was not selected.  
Applications will not be returned to applicants at the end of the selection procedure.

## 13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Submission of Proposals

Deadline: 01 October 2007

Applicants should submit their proposal together with the following documents:

- ❖ Application form (Part I, II and III)
- ❖ Annexes to Application Form

Part I (Information on the Project)

Part II (Estimated Budget)

\*Estimated budget (expenditure + income) and detailed budgetary annexes where applicable.

Part III (Information on Applicant Organisations):

- \* Activity Report
- \* Curriculum Vitae of persons responsible for the action
- \* Declarations on honour (two)
- \* Legal Entity Form + \* supporting documents
- \* Financial Capacity Form
- \* External audit report if applicable
- \* Balance sheets + \* Profit/Loss accounts (co-ordinator only)
- \* Bank Identity Form (co-ordinator only)

### 13.1. Publication

The call for proposals is published in the *Official Journal of the European Union* and on the website of the Executive Agency: <http://eacea.ec.europa.eu/>

### 13.2. Application form

The Application form and related documents (can be obtained :

- ❖ by downloading them at the website of the Executive Agency: <http://eacea.ec.europa.eu/>

### 13.3. Submission of proposals

Proposals must be sent to the address of the Executive Agency:

- ❖ **by post** (date as postmark)  
or
- ❖ **in person**, before 5.00 p.m., **by applicants themselves** (as evidenced by the date of receipt) or **by an employee of an express courier service** (as evidenced by the date of receipt of the courier company).

The acknowledgement of receipt (attached to the application form) will be returned to applicants as confirmation that their application has been received.

*Address to which the proposals must be sent:*

Culture Programme (2007–2013)  
*Call for proposals EACEA No 26/2007*  
Avenue du Bourget, 1 (BU 29, 2/28)  
B - 1140 Brussels  
Belgium

#### 13.4 Additional sources of information

Questions during the procedure for the submission of proposals, may be addressed to the Culture Contact Point in your country (a list of Culture Contact Points can be found at [http://ec.europa.eu/culture/eac/culture2000/contacts/national\\_pts\\_en.html](http://ec.europa.eu/culture/eac/culture2000/contacts/national_pts_en.html)).

Interested applicants will also have the opportunity to submit questions on the occasion of the 'InfoDay Culture', an event jointly organised by the European Commission (DG EAC) and the Executive Agency on September 14, 2007 (venue: Charlemagne Building, 170 rue de la Loi, 1049 Brussels).<sup>7</sup>

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<sup>7</sup> Information about the registration procedure for this event will be available on the website of the Executive Agency as of early August 2007.

### Rules applicable

The award of Community grants is governed by the Financial Regulation and must respect the procedures laid down in:

- ❖ the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities,<sup>8</sup> as amended in Council Regulation (EC Euratom) No 1995/2006 of 13 December 2006<sup>9</sup>
- ❖ Commission Regulation (EC, Euratom) No 2342/2002<sup>10</sup> of 23 December 2002 laying down detailed rules for the implementation of Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended in Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007<sup>11</sup>
- ❖ Decision No 1855/2006/EC of the European Parliament and of the Council of 12 December 2006 establishing the Culture Programme (2007 to 2013)<sup>12</sup>

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<sup>8</sup> OJ L 248, 16.09.2002

<sup>9</sup> OJ L 390, 30.12.2006

<sup>10</sup> OJ L 357, 3.12.2002

<sup>11</sup> OJ L 111, 28.4.2007

<sup>12</sup> OJ L 372/1, 27.12.2006

## GLOSSARY (KEY WORDS)

- **"Network project"**: a Network project (**Strand 3.2 of the Programme**) is a project that has a duration from 12 up to a maximum of 24 months and involves at least three (3) organisations from at least three (3) countries taking part in the Programme.

The EC grant requested for each project must be maximum EUR 200.000. It may not exceed 50% of the total eligible budget.

- **"Executive Agency"**: On 14 January 2005, the Commission adopted Decision 2005/56/EC setting up the Education, Audiovisual and Culture Executive Agency. Its mission is to implement a number of strands of more than 15 Community funded Programmes and Actions in the fields of education and training, active citizenship, youth, audiovisual and culture.

### N.B. *Relevant entries are presented in alphabetical order*

- **"Associated Partner"**: To be considered as an associated partner to a project, a cultural operator should participate in the design and implementation of the proposed activities, but not the extent and level of participation of a co-organiser. Costs incurred by associated partners are not eligible, unless they are directly paid or refunded by the co-ordinator and/or co-organisers.
- **"Award criteria"**: These criteria form the basis for assessing the quality of the proposals, with regard to the focus and the objectives set out in the Call for Proposals **EACEA 26/2007**. They comprise both quality and quantity criteria, each of which is assigned a specific weight.
- **"Bank Account"/BA**: This is the co-ordinator's bank account or sub-account, denominated in euro, through which any payments linked to the project shall be effected. The Executive Agency will create a file with details of this bank account or sub-account based on the Financial Identification Form (FIF) supplied by the co-ordinator. The FIF must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).
- **"Budget"**: The budget is a form consisted by a detailed breakdown of two parts: the estimated costs eligible for Community funding and the estimated income (including the EU grant). The budget must be always in balance (costs = income). It must be presented in accordance with the model attached to the application form (part II). Budgetary annexes (where required) are an integral part of the budget and must be provided during phase II of the application procedure (submission of additional documents). These annexes should contain details of the calculation method applied for the computation of any estimated amount exceeding 5.000 €.
- **"Contribution in kind"**: A contribution in kind is any contribution made by a third party towards the project, which is not paid for by the co-ordinator and the co-organisers. It could be contributions in the form of durable capital goods and equipment, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from another organisation (other than the

coordinator/co-organisers) receiving remuneration from the origin organisation, contributions attempting to value a cost for the purchase, lease, rental or hire of land, buildings or other real estate, etc. Contributions in kind are always not eligible.

- **“Co-ordinator” (lead beneficiary):** To be considered as co-ordinator, the applicant organisation must act as the legal co-signatory for the EU Grant Agreement awarded by the Executive Agency. This is in addition to having a coordinating role and a specific and essential involvement in the design, implementation and financing of the project. This means guaranteed participation from own or raised and secured funds (other funding). (**“Contributions in kind”** or income generated by the project cannot be included as part of the financial participation).
- **“Co-organiser” (co-beneficiary):** To be considered as co-organiser, the organisation must have a specific and essential involvement both in the design, implementation and financing of the project. This means guaranteed participation from own or raised and secured funds (other funding). (**“Contributions in kind”** or income generated by the project cannot be included as part of the financial participation). The involvement of each co-organiser must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the action, whether on a contractual basis or not, is not considered in-line with the definition of co-organiser.
- **“Direct costs”:** Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project and which can therefore be booked to it directly.
- **“Depreciation of equipment”:** In case of purchase of equipment used for the purposes of the project, depreciation should be applied. Only depreciation during the eligibility period of the project is an eligible **“direct cost”**, to the extent that the equipment is specifically used for the project. The depreciation rules to be used are those applicable to tax and accounting rules of the co-ordinator and must be stated in the application form.
- **“Eligible costs”:** Necessary, specific and reasonable expenditure incurred by the **“Co-ordinator”** and **“Co-organisers”** while implementing the action and recorded in their accounts in accordance with the applicable accounting principles. The co-ordinator's and the co-beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.
- **“Eligibility Criteria”:** These criteria are used to reject applications at the first stage of the selection procedure. Only applications which comply with the eligibility criteria will be subject to an in-depth evaluation on the basis of selection and award criteria.
- **“Eligibility period”:** The period in which eligible costs must be generated, that is costs which are necessary for the implementation of the action and give rise to an obligation to pay.

The period of eligibility is stipulated in the Grant Agreement and will, in principle, be no earlier than the signature of the Grant Agreement by the Executive Agency (for more, see point 5.4 of this document).

- **“Exclusion Criteria”:** These criteria are of general nature and are applicable to all calls for proposals published by the European Communities. Applicants must state that they comply with the provisions set out in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities. To that respect a declaration on honour is required, as part of the application

- **“Financial capacity”**: This is one of the *“selection criteria”*. The *“Co-ordinator”* and the *“Co-organisers”* must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. To that respect a declaration on honour testifying that they have the financial capacity to complete the proposed action is required, as part of the application.

In order to facilitate the verification of the financial capacity of the *“Co-ordinator”*, a Financial Capacity Form must be submitted together with the application form. In case the financial capacity of the co-ordinator is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a Grant Agreement without pre-financing.

- **“Grant Agreement”**: Community funding to successful proposals will take the form of a Grant agreement between the Executive Agency and the co-ordinator. The Grant Agreement sets out the terms and conditions governing the grant. It may be amended during the eligibility period of the project through a rider procedure.
- **“Indirect costs (administrative/operational costs)”**: They are eligible costs which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified by the co-ordinator and/or the co-beneficiaries as having been incurred in connection with the action. They may include rent, heating, electricity, gas, consumables, among other.
- **“Legal Entity”/LE**: To be eligible, the *“Co-ordinator”* and each *“Co-organiser”* must have legal personality (Private or Public Law bodies). To that respect a Legal Entity Form, together with the appropriate supporting documents, must be submitted together with the application form.
- **“Mandate”**: Based on the Grant Agreement, the *‘Coordinator’* has full responsibility for the action vis-à-vis the Executive Agency. Each *‘Co-organiser’* must sign this document by which the signatory grants power of attorney to the *‘Coordinator’* to act in their name and for their account during the implementation of the action. This document will also clearly describe the role and responsibilities of the *‘Co-organiser’* in the design, implementation and financing of the action. The mandate will be provided by the Executive Agency and will be annexed to the Grant Agreement.
- **“Operational capacity”**: This is one of the *“selection criteria”*. The *“Co-ordinator”* and the *“Co-organisers”* must have the professional competencies and qualifications required to complete the proposed action. To that respect a declaration on their honour, attesting to their operational capacity to complete the proposed activities is required, as part of the application. In addition, an Activity Report and the Curricula Vitae of the persons responsible for the action on behalf of each applicant organisation will be also submitted as part of the application.
- **“Public body/organisation”**: In the context of these specifications, a public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

- ***"Selection criteria"***: These criteria serve as the basis to assess the operational capacity and the financial capacity of the applicant organisations to complete the proposed action (see also *"Operational capacity"* and *"Financial capacity"*)
- ***"Sub-contracting"***: Any services and/or goods in connection with the proposed action which is provided by third parties (other than the *"Co-ordinator"* and the *"Co-organisers"*) and is paid for or reimbursed in full by the *"Co-ordinator"* and the *"Co-organisers"*, irrespective of the form of legal agreement made between the *"Co-ordinator"* and the *"Co-organisers"* and the third party.

Sub-contracting parties involved in the action must be listed in the application form and the direct costs linked to the activities implemented by these parties must be clearly indicated in the budget (for more see point 10 of this document).