

AREA RETE ASSOCIATIVA
Trasporti

Roma, 23 dicembre 2008
Prot. n. 04357
Circ. n. 22

Oggetto: Bando Commissione Europea su mobilità Urbana.

Come segnalato dai nostri uffici di Bruxelles, la Commissione Europea ha pubblicato un bando (allegato) per il cofinanziamento di progetti in grado di contribuire alla sostenibilità della mobilità urbana.

L'iniziativa è emersa a seguito del libro Verde "Verso una nuova cultura della mobilità urbana" e della relativa campagna di consultazione pubblica svolta dalla Commissione Europea, che ha coinvolto la nostra Confederazione all'inizio di quest'anno.

Le proposte per essere selezionate dovranno promuovere buone pratiche in una o più delle seguenti 5 aree tematiche: 1) sviluppo della mobilità ciclistica e pedonale; 2) trasporto di merci e logistica urbana; 3) Armonizzazione dei sistemi delle zone a traffico limitato-tutela ambientale; 4) Interoperabilità dei sistemi di informazione e pagamento nei trasporti; 5) Sistemi di trasporto passeggeri a chiamata.

Le azioni dovranno svolgersi in almeno tre città appartenenti a Stati diversi dell'Unione, il budget complessivo del bando è di 5 milioni di euro, il cofinanziamento europeo potrà coprire dal 10 al 50% del totale dei costi ammissibili e la scadenza per la presentazione dei progetti è fissata nel 31 marzo 2009.

Lo sportello Enterprise Europe Network (impresaeuropa@confcommercio.it) è a disposizione per fornire assistenza nella ricerca dei necessari partner progettuali, a tal proposito, segnala l'opportunità dell'invio di una sintetica descrizione degli obiettivi del progetto e del tipo di partner che si intende coinvolgere.

Il Responsabile
Dott. Tullio Nunzi

Allegato: Bando mobilità urbana e modulo di domanda

NOTICE OF CALL FOR PROPOSALS WITH A VIEW TO OBTAINING GRANTS FOR ACTIONS IN THE FIELD OF URBAN MOBILITY

Call for proposals TREN/SUB 02-2008

1. POLITICAL CONTEXT

The European Commission intends to award grants to actions in support of the development of sustainable mobility policy for urban agglomerations. These actions should promote the objectives of sustainable urban mobility, as set out in the Green Paper Paper 'Towards a new culture for urban mobility', adopted by the Commission on 25 September 2007 (COM (2007) 551). In this Green Paper, the Commission announced its intention to follow up with an Action Plan on urban mobility in 2008.

The actions to be selected must be in line with the approaches set out in the Green Paper on urban mobility: more fluid and less polluted towns and cities, more intelligent and more accessible, and safer and more secure urban transport. They should also contribute to the implementation of the Action Plan on urban mobility.

Over the past years, EU funded initiatives such as CIVITAS ¹ and ELTIS² have helped to develop and spread a wealth of innovative solutions and approaches in urban mobility.

Information on this call for proposals is available on the DG TREN website at the following address: http://ec.europa.eu/dgs/energy_transport/grants/proposals_en.htm

2. SOURCES OF FUNDING

The actions selected will be co-financed from the European Commission Budget line: 06 02 04 01 (Internal market and optimisation of transport networks).

3. ESTIMATED TOTAL AMOUNT FOR THIS CALL

The estimated total amount is € 5.000.000.

4. PERCENTAGE OF COMMUNITY CO-FINANCING

The grants are intended as incentives for carrying out actions which could not be executed without Community financial support, and they reflect the principle of co-financing.

¹ www.civitas-initiative.eu

² www.eltis.org

The Commission therefore plans to grant only funds which are complementary and subsidiary to contributions made by the beneficiary, the national, regional or local authorities and other bodies. The Community contribution can cover between 10% and 50% of the total eligible costs of the action. The estimated indicative Community contribution for each action is € 1.000.000. The part-financing rate will be chosen in the light of the available budget and on the basis of the award criteria, following the assessment by the Evaluation Committee. The maximum possible part-financing rate will be earmarked for the proposals which best meet the award criteria.

5. OBJECTIVES AND EXPECTED RESULTS

5.1. Main objectives:

The actions should test and assess measures which can significantly contribute to improving sustainable urban mobility .

The actions should particularly help to implement and test measures improving fluidity of traffic, reducing congestion, reducing pollution in towns and cities, improving accessibility, and making urban transport safer and more secure.

The actions should have a high potential for EU-wide application. An assessment of the possibilities of EU-wide replication, of their impact, and the dissemination of information on the actions should be included.

The proposals to be selected should promote good practice, with a focus on one (or several) of the following five areas:

- (1) Safe walking and/or cycling in towns and cities, with the objective of encouraging these transport modes as alternatives to private-car use;
- (2) Goods transport and logistics in towns and cities, with particular attention to close co-operation between freight operators, industry, and public authorities;
- (3) Approximation of the systems of green areas in towns and cities, with a focus on access rules, interoperable technological tools for access control, and public information provision;
- (4) Interoperability of the information and payment systems of public and private modes of transport in towns and cities, possibly in co-operation with commercial payment system service providers;
- (5) Demand-responsive transport for passengers in towns and cities and the suburbs, with a focus on seamless traffic chains, integrating private and public travel in urban and peri-urban areas, include possible links to land-use and urban mobility planning.

Proposals could also include Community-wide information and awareness-raising actions covering all the priority areas listed above, as well as the areas set out in the Green Paper on urban mobility, i.e., more fluid and less polluted towns and cities and more intelligent, more accessible, and safer and more secure urban transport , implemented in cooperation with the parties concerned.

The actions must be visible, tangible and operational. They must be implemented in three to five towns and cities in different Member States of the European Union, ensuring geographical balance and a representative spread of social and economic contexts.

The actions should provide added value and incorporate, where possible, experiences gained from activities financed under Community programmes such as STEER³, CIVITAS⁴, LIFE⁵ and/or other EU programmes.

5.2. Expected result(s):

- Contributions to achieving the objectives set out in the White Paper ‘European Transport Policy for 2010: Time to decide’ and in the 2006 update ‘Keep Europe Moving’;
- Contributions to achieving the objectives set out in the Green Paper ‘Towards a new culture for urban mobility’;
- Contributions to improving the environmental performance of the different transport modes;
- Intensified dialogue with those involved to encourage sustainable mobility;
- Contributions to better interoperability of the different transport modes;
- Increased acceptance and deployment of best-practice solutions, tools, and technologies.

6. ELIGIBILITY OF COSTS

The Commission is ready to support operations of a maximum duration of 36 months. Only costs incurred after signature of the grant agreement by all parties are eligible.

Purchase costs of equipment (new or second-hand) are eligible costs, provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and to its partners and generally accepted for items of the same type. Only the portion of the equipment's depreciation corresponding to the duration of the action and the actual rate of use for the operation may be taken into account by the Commission.

Costs of specific equipment which is directly and exclusively linked to the actions (such as e.g. road signs, IT equipments, etc) will be considered as fully eligible for reimbursement by the Commission at the EC contribution rate established for the relevant action. However, this only applies if the beneficiary keeps the equipment

³ <http://ec.europa.eu/energy/intelligent/>

⁴ www.civitas-initiative.eu

⁵ <http://ec.europa.eu/environment/life/index.htm>

purchased with the support of the EU grant in that specific action until the termination date of the EU grant. Purchase of land is excluded.

Certain tasks can be subcontracted if the beneficiaries do not intend to carry them out themselves. If so, rules provided by Article II.9 of the Grant Agreement apply. Contracts awarded to subcontractors should only cover the execution of a limited part of the action. The tasks concerned and the estimated costs must be set out clearly in the application.

7. ELIGIBILITY CRITERIA

7.1. Legal status of applicants:

Applications submitted in writing by legal persons who are domiciliated in a Member State of the European Union are eligible. Applicants must show that they exist as a legal person, by providing a certified true copy of their articles of association or equivalent.

7.2. Grounds for exclusion:

Applications will not be considered for a grant if the applicants are, at the time of the grant award procedure, 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 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 authorizing officer or those of the country where the grant agreement 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 organization or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation⁶ for being guilty of misrepresentation in supplying the

⁶ Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial regulation applicable to the general budget of the European Communities, OJ L 248 of 16 September 2002, p. 1, amended by Council Regulation (EC, Euratom) n° 1995/2006 of 13 December 2006, OJ L 390 of 30 December 2006, p. 1.

information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorizing officer as a condition of participation in the grant award procedure, for failing to supply this information or for having been declared to be in serious breach of their obligations under contracts or grants covered by the budget;

- g) they are subject to a conflict of interest;
- h) they have been guilty of misrepresentation in supplying the information required or have failed to supply this information;
- i) they have been excluded from the contracts and grants financed by the Community budget, in accordance with Article 96(2) lit. a of the Financial Regulation.

The cases referred to in point 7.2. e) cover:

- a) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995⁷;
- b) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997⁸;
- c) cases of participation in a criminal organization, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council⁹;
- d) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC¹⁰.

Applicants must provide a declaration on the honour certifying that they are not in one of the situations listed in point 7.2.

⁷ OJ L 316, 27.11.1995, p. 48.

⁸ OJ C 195, 25.6.1997, p. 1.

⁹ OJ L 351, 29.12.1998, p.1. Joint action of 21 December 1998 on making it a criminal offence to participate in a criminal organization in the Member States of the European Union.

¹⁰ OJ L 309, 25.11.2005, p.15-36. Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (Text with EEA relevance).

7.3. Administrative and financial penalties:

Without prejudice to the application of penalties laid down in the Grant agreement, applicants and beneficiaries who are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorizing officer as a condition of participation in the grant award procedure, who have failed to supply this information or who have been declared to be in serious breach of their obligations under contracts or grants covered by the Community budget may be subject to administrative or financial penalties, in accordance with Article 96(1) of the Financial Regulation.

7.4. Eligible actions:

The granting of Community aid to projects of common interest is conditional to compliance with relevant Community law, inter alia concerning environmental protection, competition and public procurement.

No Community financial aid shall be awarded for parts of projects receiving funds from other sources of Community financing.

8. SELECTION CRITERIA

The applicants must have access to solid and adequate funding sources, so as to be able to maintain activities for the period of the action funded and to help finance the action. The applicants must have the professional skills and qualifications required to complete the proposed action.

8.1. Financial capacity of applicants:

Applicants must show that they have the financial capacity to carry out the action for which the grant is sought and must provide their balance sheet for the last financial year for which the accounts have been closed. The last of these provisions does not apply to public bodies.

Applicants must provide evidence for availability of the financing resources needed, apart from the co-financing of the EU required, in particular as far as own resources of the applicants and his partners, public funding and bank loans are concerned.

Applicants must fill in the form relative to legal entities, available from the website mentioned in point 1.

8.2. Technical capacity of applicants:

Technical and professional capacity – means of proof required

- (1) Applicants must have the technical capacity and the operational capability to carry out the action to be supported. They must provide evidence of their knowledge and a minimum experience of 3 years in the field of urban mobility. They must provide detailed curricula vitae of the team members and proof of the

managerial capabilities of the project director and manager, including educational background, degrees and diplomas, professional experience, and publications.

- (2) Applicants must demonstrate that competent authorities or organizations in the Member States covered by the action are committed to the action to be implemented. They must provide evidence of the contacts and organizations that they intend to consult and whose resources they intend to draw upon in the course of the execution of the action.

9. CRITERIA FOR THE AWARD OF THE GRANT

The actions to be supported must be designed to further the objectives referred to in point 5 above. The Commission will base the choice of proposals and the rate of Community co-financing on the following criteria:

9.1. Quality of the actions (80%):

The Commission will assess the proposals by evaluating:

- Their impact, namely the extent to which the proposed actions can contribute to achieving the goals of the Green Paper on urban mobility (20%);
- Their European dimension in terms of transfer and generalisation of knowledge and good practice, dissemination or wide application of the results;
- Their visibility, in terms of how the results of the actions will be communicated at the EU level, e.g. through publications, organisation of events, Internet sites, CD-ROMs (15%).
- Their cost-effectiveness, by assessing the cost-effectiveness ratio of the action and by evaluating the expected results in the light of the grant requested (15%).
- Their innovative character in terms of approaches presented and practices developed (15%)

9.2. Presentation of the application (20%):

The organisation of the action must be described in detail, in particular as regards the following aspects:

- Work plan : the work plan should include a clear and full description of the means to achieve the goals of the action, with a detailed financing plan, person-months attributed to specific tasks, and a meaningful and realistic timetable (10%)
- Methodology: the proposers have to present an evaluation method for the action with result indicators to meet the proposed objectives (5%)
- Evaluation: evaluation of the results in comparison with the objectives (5%).

Only proposals with a total score of 70% or higher and of at least 60% for each individual criterion will be taken into consideration for Community funding.

The evaluation of eligible proposals which fulfill the selection criteria is carried out by an Evaluation Committee, composed of DG TREN officials. This Committee draws up a list of projects for which a support is proposed, and the rate of Community contribution recommended, on the grounds of the award criteria.

10. GENERAL CONDITIONS FOR AWARDING GRANTS

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement available at the Internet address mentioned in point 1. Applicants must compulsorily take notice of this document and must take into account the conditions for awarding grants when drawing up their proposal.

For all applications for pre-financing of over € 100.000, a financial guarantee equivalent to the amount pre-financed will be required. In addition, the Commission reserves the right to require a financial guarantee for pre-financing amounts of under € 100.000.

The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget. Therefore, applicants must provide a detailed breakdown of all expenditure related to their proposal.

The Commission will only recognize the cost of entities having signed the grant agreement, whether as beneficiary or as co-beneficiary. It will no longer accept the co-financed participation of third parties to the grant agreement, when they are neither beneficiaries, nor co-beneficiaries, unless they are subcontractors, the costs of which are taken into account when considering the beneficiaries or co-beneficiaries.

For actions where the cost to be financed by the Commission exceeds € 500.000, the proposal must be accompanied by an external audit report produced by an approved auditor and give an assessment of the financial viability of the applicant. This report must certify the accounts for the last year available. If this report is not submitted, the proposal will be rejected.

The Commission services would welcome applications in English and in any case a summary and an overview table in English.

11. SUBMISSIONS OF APPLICATIONS FOR A GRANT

Applications must be made only using the **model application form available at the Internet address mentioned in point 1**. For each application, **one signed original and five copies as well as an electronic version** must be supplied by the organisation coordinating the action. Partners must fill in the sections B (information about each applicant) and C (declaration by each applicant) of the application form.

The form relative to legal entities, available from the website mentioned in point 1, must also be filled in.

Any unsigned applications will be rejected when the applications are opened.

12. CLOSING DATE FOR SUBMISSION OF APPLICATIONS FOR A GRANT

12.1. Grant applications can be sent in two ways:

(a) either sent by registered mail or by private courier

The proposal must be sent by registered mail or by private courier, dispatched not later than 31 March 2009 (the postmark or the receipt issued by the courier service serving as proof of the dispatch) to the following address:

By registered mail

European Commission Directorate-
General Energy and Transport DM 28 -
0/110 - Archives B-1049 Brussels
Belgium

With the mention “call for proposal Unit A.4”

By private courier

European Commission
Directorate-General Energy and Transport - DM 28 - 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

With the mention “call for proposal Unit A.4”

(b) or delivered by hand

Proposals delivered by hand must be submitted at the **Central Mail of the European Commission** by 11 March 2009, at **4:00 pm** (Brussels time), at the following address:

European Commission
Directorate-General Energy and Transport – DM 28 0/110
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

With the mention “call for proposal Unit A.4”

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

12.2. Practical arrangements:

Applications must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

Call for proposals TREN/SUB 02-2008

Not to be opened by the postal service

DM 28 0/110 – Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

13. INDICATIVE SCHEDULE

Reception of proposals: refer to point 12.1 above.

Evaluation: 15 May 2009.

Award decision: 15 June 2009.

Signature of the contract: July 2009

14. FREQUENTLY ASKED QUESTIONS (FAQ)

A specific document is enclosed to the present Call.

STANDARD GRANT APPLICATION FORM¹

PROGRAMME CONCERNED:² ACTIONS IN THE FIELD OF URBAN MOBILITY

REFERENCE NUMBER OF THE CALL FOR PROPOSALS:²TREN/SUB 02-2008

[Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this programme available on our site [...].³]

[Incomplete forms will not be accepted.]

¹. THIS STANDARD GRANT APPLICATION FORM CAN BE USED FOR GRANTS FOR ACTIONS OR OPERATING GRANTS. IT SHOULD BE VIEWED AS A WORKING BASIS AND CAN BE ADAPTED TO THE SPECIFIC ASPECTS OF THE GRANT PROGRAMMES CONCERNED.

IN PARTICULAR, IN THE CASE OF SCHOLARSHIPS PAID TO NATURAL PERSONS, PARAGRAPHS 1.3, 1.4, 2.3, 3 AND 4 SHOULD BE DELETED.

A SPECIFIC FORM FOR SELECTING FUTURE PARTNERS FOR A FRAMEWORK PARTNERSHIP AGREEMENT WILL BE PROPOSED IN THE "PARTNERSHIP" SECTION OF THE PRACTICAL GUIDE ON GRANTS.

PARAGRAPHS IN SQUARE BRACKETS AND ITALICS ARE OPTIONAL AND ARE LEFT TO THE DISCRETION OF THE AUTHORISING OFFICER DEPENDING ON THE GRANT PROGRAMME CONCERNED AND THE INFORMATION CONSIDERED RELEVANT IN THE LIGHT OF THE NATURE OF THE ACTIONS INVOLVED AND THE POTENTIAL BENEFICIARIES.

THE FOOTNOTES IN ITALICS ARE INTENDED AS GUIDANCE FOR THE COMMISSION DEPARTMENTS AND SHOULD BE DELETED BEFORE THE FORM IS SENT TO APPLICANTS. THOSE IN ORDINARY FONT ARE INTENDED TO HELP APPLICANTS FILL IN THE FORM.

² These fields should be completed by the authorising department.

³ Indicate the site where appropriate.

1. INFORMATION ON THE APPLICANT

1.1 IDENTITY OF THE APPLICANT⁴

Official name in full:

Short name or acronym:

Official legal form:⁵

Legal capacity:⁶

Company registration number:⁷

VAT number:⁸

Applicant's official address:

- Street:
- Number:
- Post code:
- City:
- Country:
- Telephone:
- Fax:
- E-mail address:
- Internet site:

⁴ The information given here must be taken from official documents such as the trade register, memorandum and articles of association or equivalent documents in the case of private-sector organisations or an identity card, passport or equivalent document in the case of natural persons.

⁵ Not applicable if the beneficiary is a natural person.

⁶ Applicant's capacity to take part in court proceedings (to constitute a party in court proceedings) under the applicable national legislation: reply by yes or no.

⁷ Not applicable if the beneficiary is a public-sector body. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁸ If the applicant is not liable for VAT, this must be justified in the light of the applicable national legislation.

Contact person responsible for this proposal:

- Name:
- Position:
- Telephone:
- Fax:
- E-mail address:

1.2 BANK DETAILS⁹

The account to be used for the action or work programme for which a grant is being requested *[must allow payments made by the Commission to be identified] [must be reserved exclusively for EU funds paid for carrying out the operation being funded]*.¹⁰

- Name of the bank:
- Address of branch:
- Precise name of the account holder:
- Full account number (including bank codes):
- IBAN (or BIC code if not applicable):

⁹ Bank details may be provided once the applicant has been informed of the results of the selection of proposals by the Commission, especially if the Commission requires a specific bank account to be opened for the operation receiving funding.

¹⁰ Choose one.

1.3 APPLICANT'S ACTIVITIES AND OBJECTIVES

- Date on which applicant was founded:
- Objectives specified in the applicant's articles of association:
- Applicant's current main activities:
- Main projects completed or being carried out in the field covered by this application:

1.4 APPLICANT'S STRUCTURE AND COMPOSITION

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;
 - Name / first name:
 - Position:

- *[List the organisations or natural persons holding capital or shares in the applicant, specifying the proportion held where appropriate:*
 -
 -
 -
 - ...

- *List the members of the applicant's administrative board or equivalent body, specifying their profession and position:*
 -
 -
 -
 - ...

- *Shares held in other organisations (where appropriate):*
 -
 -
 -
 - ...]

1.5 OTHER COMMUNITY FUNDING

1.5.1 Community grants, procurement contracts or loans obtained directly or indirectly during the last [...] ¹¹ years from a European institution or agency.

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which took the award decision:¹²
- The year of the award and the duration of the operation:
- The value of the grant, contract or loan:

1.5.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Community programme concerned (if applicable):
- Title of the operation:
- The Community institution which will take the award decision:¹²
- The planned duration of the operation:
- The estimated value of the grant, contract or loan:

NB: The applicant is required to inform without delay the Commission department to which this application is submitted of any application for funding made to other Commission departments or Community institutions or any funding approved by them AFTER submission of this grant application.

¹¹ Indicate the number of years.

¹² Where appropriate, indicate the unit responsible within the institution.

2. INFORMATION ON THE ACTION / WORK PROGRAMME FOR WHICH THE GRANT IS REQUESTED

2.1 DESCRIPTION OF THE ACTION / WORK PROGRAMME

Title:

Specific objective(s): *(explain how the action / work programme meets the objectives of the Community programme concerned)*

Detailed description:

Organisation / implementation: *(in particular, mention the qualifications and skills for the action or work programme of the staff who will be assigned to it especially in terms of project management, and the involvement of any third parties as set out at 2.3.2)*

Arrangements for evaluation / supervision during the operation:

Expected results and their use: *(as far as possible, the results must be measurable on the basis of criteria laid down for that purpose)*

Applicant's operational capability (and, if appropriate, that of any third parties or subcontractors involved) **to complete the proposed action / work programme** *(in particular in the light of skills and qualifications in the relevant field):*

Financial viability of the applicant and of any third parties involved throughout the period during which the planned action or work programme is to be carried out.

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

[In this context the following indicators must be given (for the last two financial years for which the accounts have been closed) in euros:

	<i>Accounts N</i>	<i>Accounts N-1</i>
<i>Turnover or equivalent:</i>		
<i>Net earnings or equivalent:</i>		
<i>Total balance sheet or budget:</i>		
<i>Shareholders' equity or equivalent:</i>		
<i>Medium and long-term debt:</i>		
<i>Short-term debt (< 1 year):</i>		
<i>Permanent staff (number of posts):</i>		

Any guarantees granted by third parties:

Any other factors demonstrating financial viability:]

Any risks or uncertainties about implementation:

2.2 DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE ACTION / WORK PROGRAMME

The period during which an action or work programme is carried out determines the period of eligibility of the corresponding costs.

[Applicants are informed that, under the financial legislation applicable to the general budget of the European Communities, no grant may be awarded retrospectively for actions already completed, and that in the exceptional cases accepted by the Commission where applicants can demonstrate the need to start the action or work programme before the agreement is signed, expenditure eligible for financing may not have been incurred before the grant application was lodged or before the start of the beneficiary's budgetary year in the case of an operating grant.]¹³

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action, or the dates of their budgetary year in the case of an operating grant:
- the timetable for carrying out each stage of the action or work programme showing the main key dates and the objectives/expected results for each stage:

2.3 INVOLVEMENT OF THIRD PARTIES IN THE ACTION / WORK PROGRAMME

Use sheets 2.3.1 and/or 2.3.2 of Annex I if necessary.

¹³ Paragraph to be adapted if the action programme concerned is covered by one of the exceptions laid down in the second paragraph of Article 112(1) of the Financial Regulation (provided for in the basic act or for crisis management aid or humanitarian aid operations).

2.4 GRANT APPLIED FOR (give amounts in euros)

- Estimated total cost of the action or work programme:
- Amount of grant requested (EUR):
- As a percentage of proposed eligible costs:
- As a percentage of the total estimated costs of the action / work programme:

3. BUDGET SUMMARY

Use Annex 2A (single beneficiary)
 Annex 2B (multiple beneficiaries)

4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY COMMUNITY GRANT

The data below are to be provided for each external sponsor of the action or work programme.

4.1 FUNDS CONFIRMED

A letter committing the financial contribution must be signed by each sponsor.

(Add further sheets if necessary.)

- Official name in full:
- Official legal form:
- Official address
- Activities:

- Person responsible within the sponsoring organisation that has signed the commitment letter (name/first name, title or position):

- Amount of funding which the organisation undertakes to provide for the operation:

- Any pre-allocation of these funds:

- Any conditions or reservations:

4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION

(Add further sheets if necessary.)

- Organisation concerned:
- Official address:
- Activities:
- Amount requested:
- Any pre-allocation of these funds:
- Any conditions or reservations:

5. DECLARATION BY THE APPLICANT

I, the undersigned,, authorised to represent the applicant, hereby request from the Commission a grant of EUR with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Community funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Community grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established;
- has not 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;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 18 June 2002 applicable to the general budget of the European Communities,¹⁴ applicants found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist in being excluded from all contracts or grants financed from the Community budget for a maximum of two years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations will also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

¹⁴ Official Journal L 248, 16.9.2002.

Name / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

Your grant application 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.¹⁵ 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.]¹⁶

- Annexes:**
1. Involvement of third parties in the action / work programme
 - 2A. Forward budget for a grant awarded to a single beneficiary
 - 2B. Forward budget for a grant awarded to multiple beneficiaries
 3. Supporting documents to be attached to the grant application
 4. Check list for applicants

¹⁵ Official Journal L 8, 12.1.2001.

¹⁶ **Clause to be inserted in calls for proposals or grant application forms in the absence of a call for proposals for “ex A-30 and similar” grants awarded from 2005, following a request from the European Ombudsman accepted by the cabinets of Ms Schreyer and Ms de Palacio.**

ANNEX 1

2.3.1 Contracts for implementing the action

Reasons must be given for contracting out implementation work.

Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest. Any special rules in this connection contained in the call for proposals or any other document governing the grants concerned must be complied with.

The information below must be given for each contract covering a heading or sub-heading of the costs of the action or work programme concerned:

(add further sheets if necessary)

- Tasks involved:

- Reasons for contracting out implementation work:

- Selection procedure:

- Contractor's official name (if known):

2.3.2 Other third parties involved in carrying out the action for which a grant is being requested

Should the nature of the action require third parties who are associates of the applicant to become involved in carrying out the action jointly with the applicant, such associate third parties are bound to carry out the action on the same terms as the applicant.

A letter undertaking to carry out the action must be signed by each associate third party.

Reasons for involving associate third parties and cooperation arrangements envisaged (creation of a consortium, appointment of a coordinator, etc.):

The data below must be completed for each associate third party:

(add further sheets if necessary)

- Official name in full:
- Official legal form:
- Legal capacity:
- Company registration number:
- Main activities:
- Official address:
- Person who is authorised to enter into legally binding commitments on behalf of the associate third party and who will sign the agreement (or who will officially authorise the coordinator to sign):
 - Name /first name
 - Position
- Person responsible for the operational performance of the tasks to be carried out as part of the action for which a grant is being requested:
 - Name /first name
 - Position
- Grounds for the choice and involvement of the associate third party:
- Role in carrying out the action:

Estimated value of the eligible costs concerned:

Annex 2A

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

A — ELIGIBLE COSTS ¹⁹	EUROS	B — FUNDING	EUROS
A.1) costs of the staff assigned to the action or work programme ²⁰		B.1) expected direct revenue from the action or work programme	
A.2) travel and subsistence costs for the staff assigned to the action or work programme		B.2) contribution by the applicant	
A.3) cost of purchasing equipment ²¹		B.3) contribution by other external sponsors ²⁵	
A.4) costs of consumables and supplies		B.4) contribution requested from the Commission ²⁶	
A.5) costs entailed by other implementation contracts ²²			
A.6) any other direct costs ²³			
A.7) indirect costs / overheads ²⁴			

¹⁷ MODEL BUDGET FOR A GRANT TO A SINGLE BENEFICIARY

¹⁸ A detailed statement for each of the eligible cost items must be provided in a separate document.

¹⁹ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

TOTAL ELIGIBLE COSTS		SUB-TOTAL	
A'.1) other non-eligible costs ²⁷		B'.1) contributions allocated to these other costs	
A'.2) contributions in kind ²⁸		B'.2) value of contributions in kind ¹²	

²⁰ Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *[If the applicant is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant or by an external sponsor.]*

²¹ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicant. Only the portion of the equipment's depreciation corresponding to the duration of the action or work programme is eligible.

²² See point 2.3.1 of the grant application form.

²³ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

²⁴ *[This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]*

²⁵ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

²⁶ See point 2.4 of the grant application form.

²⁷ Such costs may under no circumstances be financed from Community funds.

²⁸ *Delete if not applicable.* **Exceptionally**, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions of real estate (such as the use of a building

3.A¹⁷ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED			
The budget estimates must be detailed,¹⁸ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered. The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.			
TOTAL COSTS			TOTAL FUNDING

or of premises) are excluded. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

Annex 2B

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

A — ELIGIBLE COSTS³¹	Applicant	Partner No 1	Partner No 2	Partner No 3		TOTAL
A.1) costs of the staff assigned to the action ³²						
A.2) travel and subsistence costs for the staff involved in the action						
A.3) purchase cost of equipment ³³						
A.4) costs of consumables and supplies						
A.5) costs entailed by other implementation contracts ³⁴						
A.6) any other direct costs ³⁵						
A.7) indirect costs of implementation ³⁶						

²⁹ MODEL BUDGET FOR A GRANT TO MULTIPLE BENEFICIARIES

³⁰ A detailed statement for each of the eligible cost items must be provided in a separate document.

³¹ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

³² Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *[If the applicant / associate third party is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant / associate third party or by an external sponsor.]*

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL ELIGIBLE COSTS						
A'.1) other non-eligible costs ³⁷						
A'.2) contributions in kind ³⁸						

³³ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicants. Only the portion of the equipment's depreciation corresponding to the duration of the action is eligible.

³⁴ See point 2.3.1 of the grant application form.

³⁵ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

³⁶ *[This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs, unless the call for proposals provides otherwise; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]*

³⁷ Such costs may under no circumstances be financed from Community funds.

³⁸ *Delete if not applicable.* **Exceptionally**, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL COSTS						
B — FUNDING	Applicant	Partner No 1	Partner No 2	Partner No 3		TOTAL
B.1) expected direct revenue from the action						
B.2) contribution by the applicant and associate third parties						
B.3) contribution by other external sponsors ³⁹						
B.4) contribution hereby requested from the Commission ⁴⁰						
B'.1) contributions allocated to any ineligible costs (point A.'1)						

³⁹ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

⁴⁰ See point 2.4 of the grant application form.

3.B²⁹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,³⁰ in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

B'.2) value of any contributions in kind ¹⁰						
TOTAL FUNDING						

ANNEX 3

Supporting documents to be attached to the grant application⁴¹

IDENTITY DOCUMENTS

- Photocopy of grant applicant's identity card, passport or equivalent⁴²
- Applicant's memorandum and articles of association, instrument of incorporation or equivalent⁴³
- Applicant's official registration certificate
- Declaration or certificate of non-liability for VAT (if applicable)
- Document giving details of the applicant's bank account or sub-account into which the Community grant will be paid. This document must be produced or certified by the bank concerned and must clearly show the data referred to at 1.2.⁴⁴

⁴¹ *The list is not intended to be exhaustive. It should be adapted / supplemented in accordance with the type of grant envisaged and the type of potential beneficiary and with the selection and award criteria laid down in the basic act and the call for proposals, in particular as regards financial documents and any other document which the authorising officer considers necessary.*

⁴² Only if the applicant is a natural person.

⁴³ Not applicable to national public authorities in the strict sense. For public-sector entities which derive from the national authorities, provide the founding act, decision or regulation justifying their public-sector status.

⁴⁴ This document may be provided later.

[FINANCIAL DOCUMENTS

- *Applicant's annual accounts (or annual budget in the case of a public-sector body) for the last [...] ⁴⁵ year(s) for which the accounts have been closed, including any annexes or other official documents commenting on and supplementing the financial data in the annual accounts*
- *External audit report by an approved auditor certifying the accounts for the last [...] year(s) for which they have been closed and giving an assessment of the applicant's financial viability for the period during which the action or work programme will be carried out ⁴⁶*

OTHER DOCUMENTS

- *Curriculum vitae for those primarily involved in implementing the action or work programme*
- *Letter of commitment from any third parties involved in implementing the action*
- *Letter of commitment from any external sponsors*
- *References relating to any other actions completed in the relevant field by the applicant and/or associate third parties]*

⁴⁵ Give the number of years.

⁴⁶ Pursuant to the Rules for the implementation of the Financial Regulation (Official Journal L 357, 31.12.2002), an external audit report certifying the accounts for the last financial year available and giving an assessment of the financial viability of the applicant is compulsory for actions where the cost to be financed exceeds EUR 300 000 and for operating grants of over EUR 75 000, where it is the first application made by a beneficiary to an authorising officer in any one budget year. The authorising officer responsible may waive that obligation for public bodies, secondary and higher education establishments, international organisations, and beneficiaries who have accepted joint and several liability in the case of agreements with a number of beneficiaries.

ANNEX 4

CHECK-LIST FOR APPLICANTS⁴⁷

Before sending in the form, please check the following:

- All the sections of the application form have been completed, where appropriate in accordance with the guide for applicants and/or any other reference document made available by the Commission in relation to the programme concerned.	☐
- The eligibility criteria for the applicant and for the action / work programme laid down in the call for proposals or equivalent have been met.	☐
- Any rules relating to the period for carrying out the action mentioned in the call for proposals or equivalent have been complied with.	☐
- The budget for the action / work programme has been drawn up in euros and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT), has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	☐
- Where necessary, letters of commitment have been produced by partner beneficiaries and external sponsors.	☐
- The grant requested complies with the ceilings laid down in the call for proposals or equivalent in relation to the total estimated cost of the action / work programme and/or the eligible costs proposed.	☐
- The application has been made within the deadline for submitting proposals as laid down in the call for proposals or equivalent and has been dated and signed by the authorised representative.	☐
- References/qualifications in the relevant field have been specified and/or produced.	☐

⁴⁷ Optional. Adapt as appropriate in accordance with the options chosen in the grant application form.