

<p>THE DAPHNE III PROGRAMME (2007-2013) TO PREVENT AND COMBAT VIOLENCE AGAINST CHILDREN, YOUNG PEOPLE AND WOMEN AND TO PROTECT VICTIMS AND GROUPS AT RISK.</p>

CALL FOR PROPOSALS JLS/DAP/2007-2 (Support to the activities of NGOs or other organisations through operating grants)

Grants awarded under this call are not intended to co-finance the implementation of a specific project but to support the activities included in the 2008 annual activity programme of eligible organisations.

To be eligible, proposals must clearly state the expected results of the activities of the organisation making the proposal. The work programmes that are selected must enable progress to be made towards the general and specific objectives of the programme, mentioned below.

1. OBJECTIVES OF THE DAPHNE III PROGRAMME

The **general objective** of the Daphne III Programme is to contribute to the protection of children, young people and women against all forms of violence and to attain a high level of health protection, well being and social cohesion. The programme shall contribute, especially where it concerns children, young people and women, to the development of the community policies and more specifically to those related to public health, human rights and gender equality, as well as actions aimed at protection of children's rights, and the fight against trafficking of human beings and sexual exploitation.

The programme's **specific objective** is to contribute to the prevention of and the fight against all forms of violence occurring in the public or the private domain against children, young people and women, including sexual exploitation and trafficking in human beings, by taking preventive measures and by providing support and protection for victims and groups at risk.

This specific objective will be achieved by means of the following actions:

- (a) assisting and encouraging NGOs and other organisations active in this field;
- (b) developing and implementing awareness-raising actions targeting specific audiences, such as specific professions, competent authorities, identified sectors of the general public and groups at risk, with a view both to improving understanding of and promoting the adoption of zero tolerance towards violence, and to encouraging support for victims and the reporting of incidences of violence to the competent authorities;
- (c) disseminating the results obtained under the two Daphne programmes including their adaptation, transfer and use by other beneficiaries or in other geographical areas;
- (d) identifying and enhancing actions contributing to positive treatment of people at risk of violence, namely following an approach that encourages respect for them and promotes their well-being and self-fulfilment;

- (e) setting up and supporting multidisciplinary networks with a view to strengthening cooperation between NGOs and other organisations active in this field;
- (f) ensuring the expansion of evidence-based information and the knowledge base, the exchange, identification and dissemination of information and good practice, including through research, training, study visits and staff exchange;
- (g) designing and testing awareness-raising and educational materials regarding the prevention of violence against children, young people and women, and supplementing and adapting those already available for use in other geographical areas or for other target groups;
- (h) studying phenomena related to violence and its impact, both on victims and on society as a whole, including the health-care, social and economic costs, in order to address the root causes of violence at all levels of society;
- (i) developing and implementing support programmes for victims and people at risk and intervention programmes for perpetrators, whilst ensuring the safety of victims.

2. WHO CAN APPLY?

Organisations meeting the following criteria can apply:

- they must be non-profit organisations;
- they must be constituted in accordance with the law of one of the EU Member States;
- they must pursue activities with a European dimension involving at least 12 EU Member States;
- the aims of their activities must include one or more of the objectives of the DAPHNE III programme (see above under “Introduction”);

NOTE: For reasons external to the European Commission, organisations from the EFTA/EEA countries (Iceland, Liechtenstein and Norway) are not eligible for funding under the JLS/DAP/2007-2 call for proposals.

3. BUDGET AND FINANCIAL ASPECTS

The indicative budget available for operating grants to organisations is EUR 1.9 million.

3.1 Financial provisions

- ✓ The maximum grant that can be awarded is EUR 250,000. For grants above 100,000 Euros an external audit report is obligatory;
- ✓ The maximum rate of co-financing by the Commission is 80% of the total eligible costs the applicant expects to incur in carrying out its activities during 2008. The remaining funding of the organisation's budget must come from other sources;
- ✓ Eligible expenditure must be incurred in the applicant's financial year beginning in 2008.

NOTE: Further information concerning eligible expenditure can be found in Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 amending Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 390 of 30/12/2006). Eligible costs are those necessary to enable the organisation to pursue its stated goals. The rules on eligible and ineligible costs are described in the standard grant agreement.

- ✓ Contributions in kind are not accountable in the co-financed amount and are not taken into account in the calculation of the EC co-funding;
- ✓ Only one operating grant (i.e. grant meant to co-finance the annual activity programme of the applicant) from the budget of the European Communities can be received by each applicant in any given financial year.

NOTE: The applicant should immediately inform the Commission of any multiple applications for grants or award of grants related to the co-financing of his annual activity programme in the financial year for which the grant under this call for proposals is requested.

- ✓ If an organisation realizes a surplus of income over expenditure at the end of the financial year, it may have to repay part of the grant paid to it by the Commission.
- ✓ When an operating grant is renewed (i.e. attributed to the same beneficiary for more than one consecutive term), the grant shall be gradually decreased.

3.2 Payment conditions

The grant is paid in two instalments: a pre-financing payment (generally 70% of the total grant) on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement. Sums due shall be paid within no more than forty-five calendar days by the Commission. On expiry of the time-limit, the creditor shall be entitled to late payment interest.

4. WHAT FORM SHOULD THE APPLICATION TAKE?

Applications must include the following documents to be eligible:

Documents	Comments	Number of copies
Grant application form JLS/DAP/2007-2	Completed by applicant in WORD (the Commission strongly recommends applicants to submit their applications in DE, EN or FR)	1 signed original + 2 photocopies + electronic version

ANNEXES (all sets obligatory)		
Please use Commission templates (published on the Daphne website)		
Documents	Comments	Number of copies
1. Co-financing Declaration Form	1 form for each source of co-financing <u>other than</u> from Applicant (recommended in DE, EN, or FR) [Note that applicants declare their co-financing by signing the Budget Form]	1 signed original + 2 photocopies for <u>each</u> source of funding
2. Budget Form	Completed in EXCEL [Note that the form is protected and most calculations are automatic]	1 signed original + 2 photocopies + electronic version
3. Applicant's financial capacity	[NOTE: This requirement is not applicable for universities and public bodies] a. "Simplified balance sheet", filled in for 3 years and duly signed; and b. "Simplified Profit and Loss Account", filled in for 3 years and duly signed. NOTE: Organisations that on the basis of their national law are not required to lodge the balance sheet or the "Profit and Loss Account", might submit a bank statement certifying their financial capacity. Also note that recently established organisations have only to submit (i) the start-up Balance Sheet and (ii) and the projection of the "Simplified Balance Sheet" and the "Simplified Profit and Loss Account".	1 copy
4. Financial Identification Form	Typewritten, signed and stamped by both the bank and the applicant's legal representative. The stamp of the bank and the signature of the bank's representative are not required if a copy of a recent bank statement is attached. The signature of the account-holder is obligatory in all cases: http://ec.europa.eu/budget/execution/ftiers_en.htm	1 signed original
5. Legal entity form	Typewritten and signed by the applicant's legal representative: http://ec.europa.eu/budget/execution/legal_entities_en.htm	1 signed original
6. Declaration on Exclusion Criteria	Completed and signed by applicant (recommended in DE, EN, or FR) to certify that it is not in one of the situations listed under the Exclusion criteria	1 signed original
7. Curriculum	The curriculum vitae of key staff performing the work in	1 copy of each

vitae	connection with the annual work programme of the organisation is required.	CV
Please use your own templates.		
Documents	Comments	Number of copies
8. Additional documents concerning Applicant's Financial Capacity	<p>[NOTE: This requirement is not applicable for universities and public bodies.]</p> <p>- Copy of balance sheet for the last year (closed accounts year); and</p> <p>- Copy of Profit and Loss Account for the last year (closed accounts year).</p> <p>[NOTE: Organisations that on the basis of their national law are not required to lodge the balance sheet or the "Profit and Loss Account", might submit a bank statement certifying their financial capacity.</p> <p>Also note that recently established organisations have only to submit (i) the start-up Balance Sheet and (ii) and the projection of the "Simplified Balance Sheet" and the "Simplified Profit and Loss Account".]</p>	1 copy
9. Applicant's Articles of Association or Statutes	This is to allow verification of the applicant's legal status and that it is properly constituted under the law	1 copy
10. Activity reports	Annual technical/narrative report of the applicant organisation for the previous three years	1 copy
11. Activity report 2008	Annual Activity report for the year for which support is requested (2008)	1 copy
12. Audit Report	For grants above 100.000 EUR, the most recent audit report by independent authorised firm of auditors is required.	1 copy

In addition, applicants should submit the following supporting documents, if they exist:

- Certificate of legal registration of applicant organisation;
- List of members of the Board of Directors or executive officers.

5. CRITERIA APPLICABLE FOR OPERATING GRANT SELECTION

EXCLUSION CRITERIA

Candidates shall be excluded from participation to a call for proposals if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the court, 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 judgement which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they are currently subject to an administrative penalty imposed by the contracting authority on (i) applicants which are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant application procedure or fail to supply this information; or (ii) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

ELIGIBILITY CRITERIA

Proposals will be declared ineligible if they do not respect one of the following criteria. If a grant application is declared ineligible, it will not be considered for evaluation.

- (a) The grant application must have been submitted by the deadline set for the call;
- (b) The applicant must be eligible to participate in operating grant call, i.e., be a non-for-profit organisation duly constituted on the basis of the law of one of the EU Member States;
- (c) Eligible expenditure must be incurred in 2008 (1 January - 31 December);
- (d) Organisations must carry out activities with a European dimension involving at least 12 of the EU Member States;
- (e) The aims of their activities must include one or more of the objectives of the Daphne III Programme;
- (f) The application must have been presented on the standard application forms. Any alterations made to the form will disqualify the application.

SELECTION CRITERIA

Proposals which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant has sufficient operational capacities to carry out the annual activity programme;
- (b) The applicant has sufficient financial capacities to carry out the annual activity programme;
- (c) The applicant has sufficient professional capacities to carry out the annual activity programme.

AWARD CRITERIA

Only proposals meeting the selection criteria described above will be subject to in-depth evaluation. The proposals will be evaluated against the following criteria, with a maximum number of points to be allocated under each criterion as indicated below.

a.	Ability of the organisation to contribute to the objectives of the Daphne III Programme, in particular in terms of the relevance of the results and practical impact	30 points
b.	Problem-solving orientation, demonstrating that the aims of the organisation's activities meet a clearly identified need	30 points
c.	European dimension, showing a wide geographical scope of the activities, in terms of partners, participants, and target group	10 points
d.	Measures planned for dissemination of the results	10 points
e.	Complementarities with other past, present or future activities	10 points
f.	Size and scope of the planned activities, in particular in terms of economies of scale and cost-effectiveness, but also in terms of participants and target group and range of activities covered, as appropriate	10 points
TOTAL		100 points

6. HOW AND WHERE TO SEND THE GRANT APPLICATION FORM

The forms necessary for the grant application and its annexes can be accessed and downloaded from the Daphne website at the following address:

http://ec.europa.eu/justice_home/funding/daphne3/funding_daphne3_en.htm

For reasons of efficiency, the Commission strongly recommends applicants to submit their applications in English, French or German.

- Send applications to the address given below by **25 March 2008**.
- The envelope must be clearly marked "**Application under the Daphne III Programme – Support to the activities of NGOs or other organisations through operating grants. Call JLS/DAP/2007-2**".
- Grant Application forms sent **by e-mail or by fax will not be accepted**.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below. If a private messenger service is used - including express courier services - the application must arrive before 16.00 hrs CET on the day of the deadline. The date of receipt will be noted by the Commission. In the case of hand-delivery, a signed and dated certificate of receipt issued by the Commission will be given to the deliverer. In the case of applications arriving by post, the postmark will attest to the date sent.

By registered mail (postmark + time 16.00 hrs. CET)	OR	By hand or messenger service (16.00 hrs. CET)
European Commission DG Justice, Freedom and Security Unit JLS/C/4 LX 46 07/122 B-1049 Brussels Belgium		European Commission CENTRAL MAIL DEPARTMENT (Registered post) Att: DG JLS/C/4 Avenue du Bourget, 1 B-1140 Brussels (Evere) Belgium

Where to get further information

Directorate General Justice, Freedom and Security website:

http://ec.europa.eu/dgs/justice_home/index_en.htm

Daphne Programme website:

http://ec.europa.eu/justice_home/funding/daphne3/funding_daphne3_en.htm

Specific questions about the call for proposals may be sent to:

JLS-DAPHNE@ec.europa.eu

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on eligibility. Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Daphne website (FAQs document).

Standard grant agreement available at the Daphne website.

The evaluation process will most probably take place in the second quarter of 2008.