



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate A : Internal Security

**PREVENTION OF AND FIGHT AGAINST CRIME 2007- 2013  
ACTION GRANTS 2011  
GENERAL CALL FOR PROPOSALS**

**DEADLINE: 24.02.2012**

## 1. BACKGROUND AND MAIN OBJECTIVES

Under Article 3(2) of the Council Decision 2007/125/JHA of 12 February 2007 (**hereafter the Council Decision**), establishing a specific programme **Prevention of and Fight against Crime** as part of the general programme Security and Safeguarding Liberties<sup>1</sup> (**hereafter the ISEC Programme**), the specific objectives of the programme are the following:

- (a) to stimulate, promote and develop horizontal methods and tools necessary for strategically preventing and fighting crime and guaranteeing security and public order such as the work carried out in the European Union Crime Prevention Network, public-private partnerships, best practices in crime prevention, comparable statistics, applied criminology and an enhanced approach towards young offenders;
- (b) to promote and develop coordination, cooperation and mutual understanding among law enforcement agencies, other national authorities and related Union bodies in respect of the priorities identified by the Council in particular as set out by the Europol's Organised Crime Threat Assessment;
- (c) to promote and develop best practices for the protection of and support to witnesses;
- (d) to promote and develop best practices for the protection of crime victims.

In order to implement the ISEC Programme, the Commission has adopted on 21 January 2011 the Annual Work Programme 2011<sup>2</sup>, specifying a general Call for Proposals. This general Call for Proposals (**hereafter the Call**) corresponds to the implementation of Part I. Heading A. of this Annual Work Programme.

## 2. BUDGET ALLOCATED FOR GRANTS

The total amount for co-financing of grants under this Call is subject to availability of outstanding amount from the targeted calls 2011. The projects are expected to commence shortly after the award of a grant.

## 3. PRIORITIES AND EXPECTED RESULTS

### 3.1 Priorities

The following priorities have been identified in the Annual Working Programme 2011. Proposals submitted outside these priorities may be considered, subject to quality and budget availability after funding projects matching priorities.

1. Projects on measures concerning the threat posed by possible use by terrorists of **Chemical, Biological, Radiological and Nuclear materials**, as well as **Explosives**, in line with the **EU Action Plans on CBRN and Explosives**;
2. Projects on **radicalisation leading to terrorism** and the protection of **victims of terrorism**;
3. Projects on **trafficking in human beings**: Prevention, protection of victims, prosecution and investigation of offenders, coordination and cooperation mechanisms, partnerships, awareness raising, training of officials likely to come into contact with victims and the collection of reliable data;

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<sup>1</sup> OJ L 058, 24.2.2007, p.7 Available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:058:0007:0012:EN:PDF>

<sup>2</sup> Commission Decision C(2011)131 of 21 January 2011 adopting the Annual Work Programme for 2011, available at: [http://ec.europa.eu/home-affairs/funding/docs/COMM\\_NATIVE\\_C\\_2011\\_0131\\_1\\_EN\\_DECISION\\_DE\\_LA\\_COMMISSION.pdf](http://ec.europa.eu/home-affairs/funding/docs/COMM_NATIVE_C_2011_0131_1_EN_DECISION_DE_LA_COMMISSION.pdf)

4. Projects on **sexual exploitation of children and illegal use of Internet**<sup>3</sup>: Supporting prevention and fight sexual exploitation and abuse of children, in particular but not exclusively in the on-line environment, and promoting cooperation between law enforcement, private sector and civil society for that purpose. Projects establishing real-time central pool of shared resources and best practices among Member States and the industry in combating cybercrime;
5. Projects on **Financial and economic crime**, supporting: disruption of transnational criminal networks through better **prevention and detection** of corruption (including support for the EU Anti-Corruption Report), money laundering, terrorist financing, fraud, counterfeiting, fake medicines, racketeering and extortion;
6. Projects on the **cross-border Law Enforcement cooperation**, particularly in the access to and **exchange of information** through the implementation of the principle of availability through Council Decision 2008/615/JHA and 2008/616/JHA (Prüm Decision) and Council Framework Decision 2006/960/JHA (Swedish Initiative);
7. Projects on **operational law enforcement cooperation**, including customs cooperation and **Joint Investigation Teams** in cooperation with Europol and Eurojust;
8. Projects on **cross-border law-enforcement cooperation in the field of drug supply** reduction, covering joint training programmes for law enforcement authorities, projects to enhance the EU's capacity to target drug trafficking, including on the EU's external borders; support regional law enforcement cooperation platforms facilitating the exchange of operational information and information on technical assistance projects;
9. Projects analysing the possibilities for use of **privately held information** for law enforcement purposes, including in the field of passenger data, and telecommunication data, especially focusing on the aspects of achieving higher security without compromising human rights and privacy. Projects analyzing the possibilities for use of modern technologies and improving more conventional methods to detect new forms of crime, such as transnational cybercrime, identity theft, fraud;
10. **Training** of and other exchanges among law enforcement officers Actions should include the joint development, by law enforcement training bodies, of common curricula and courses with a cross-border, regional and/or EU-wide scope as well as, workshops, seminars, and exchanges among law enforcement officers and trainers aimed at sharing knowledge, experience and best practice in various areas of law enforcement activity;
11. **Projects on illegal trafficking in firearms**, including prevention, prosecution and investigation of offenders, coordination and cooperation actions and mechanisms, awareness raising, training, analysis, assistance and networking in line - among other - with the EU Action Plan to combat illegal trafficking in so called "heavy" firearms which could be used or are used in criminal activities;
12. **Prevention of crime**, including urban, juvenile, and environmental crime through the development of multi-agencies partnerships between public, private bodies and NGOs with a special attention paid to the development of operational projects, guidelines, trainings. Initiatives should be based on local safety audits and cost-effectiveness evaluations;
13. Projects designed to improve the connectivity to Europol and to enhance the possibilities to share information via the Europol secure network: this includes projects aimed at extending SIENA to Member States' competent authorities; projects aimed at a) equipping Member States with data loaders for the transmission of information to the Europol Information System (EIS) as well as b) establishing user access to this system; projects aimed at enhancing the communication between expert communities, through, for instance, the European Bomb Data System and Check-the-Web;
14. Promoting protection and **integration of victims and witness** of organised crime (including mafia) and terrorism;

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<sup>3</sup> Coordination in this field will be ensured with DG INFSO's Safer Internet Programme

### 3.2. Expected results

The projects and other actions are expected to contribute to the achievement of the objectives of the Programme. They should also contribute to implementation of specific actions foreseen in the Commission Communication on Internal Security Strategy in action and to the implementation of specific crime priorities identified by the Council Conclusions in June 2011. The projects are intended to contribute to;

1. the exchange, dissemination and use of information, knowledge, experience and best practices between Member States in various areas of law enforcement activity;
2. the development of coordination and strengthening of mutual understanding between law enforcement authorities, facilitation of the coordination of their activities, and strengthening their capacity to combat trans-border crime and terrorist activity;
3. enhancing the ability of Member States' law enforcement authorities to exchange existing information and intelligence effectively and expeditiously for the purpose of conducting criminal investigations or criminal intelligence operations and for the prevention of criminal offences
4. the development of new methods and techniques to support a coherent operational law enforcement and to improve training and ability to apply them, including the exploration of the use of new technologies for law enforcement purposes;
5. the promotion of public private partnerships between law enforcement bodies and the private sector in taking concrete action to prevent crime and terrorist attacks;
6. supporting the assessment process of the Member States' anti-corruption efforts in the framework of the EU Anti-Corruption Report. cross border exercises and common trainings including manuals;
7. the collection of reliable data in the area of crime prevention;
8. ensure relevant support, security and protection for victims and witnesses

## 4. DEFINITIONS AND CONTRACTUAL RELATIONSHIP

The following definitions and relationships are used when an application is submitted and when a grant agreement is signed, following a successful evaluation of the proposal:

- **The "Co-ordinator" (Applicant organisation):** is the organisation that will sign a grant agreement with the Commission on behalf and with the authorisation of the entire partnership. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility and selection criteria for all its Partners. Once a grant agreement is signed, the Co-ordinator is legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its Partners.
- **"Co-beneficiaries" (or Partners):** are those organisations participating in the implementation of the project activities that are eligible for EU co-financing. Once the grant agreement is signed, they will be considered as Co-beneficiaries of the EU grant as they will receive co-financing for the project. They will sign a mandate to allow the Co-ordinator to sign on their behalf. The Co-ordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant.
- **"Beneficiaries":** the Co-ordinator and the Co-beneficiaries are jointly referred to as beneficiaries.
- **"Associate Partners":** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant. None of their costs incurred for the project activities will receive EU co-financing.

This type of partnership is first and foremost to be used by organisations in third countries (including acceding and candidate countries), international organisations and EU Agencies which may only participate on a non-cost basis in the ISEC Programme.

Each "Co-beneficiary" and each "Associate Partners" must complete and sign a Partnership Declaration form, which must be attached to the Application.

The Commission reserves the right:

- to award a grant lower than the amount applied for by the Applicant organisation,
- to decrease the value of some expenditure in the Forecast Budget Form, if they are deemed as ineligible or higher than their market value, and
- to remove expenditure from the Forecast Budget Form, if they do not explicitly relate to the project.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a standard grant agreement in writing.

Applicants should take note that **no further budget review will take place** after the Commission has taken the award decision and that the amount of the **awarded grant may be less** than the amount applied for.

Therefore, **the Forecast Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs.**

For beneficiaries of a grant under this programme, a pre-financing payment of 80% will be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the Co-ordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of final reports, financial statements and other supporting documents provided by the Coordinator and Co-beneficiaries.

## 5. EVALUATION CRITERIA

### 5.1. Exclusion criteria

Applicant organisations, Co-beneficiaries and Associated Partners shall be excluded from participating in this Call if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation<sup>4</sup>, i.e.:

- 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;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- 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;
- 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 Unions' financial interests;
- they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;
- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

The Commission may request a copy of the decision authorising the Authorised signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/coordinator. Applicants who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an EU procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from EU contracts and grants in accordance with Article 96 of the Financial Regulation and Articles 133(a) and 133(b) of the Implementing Rules<sup>5</sup>.

Only applications which meet the above exclusion criteria will be further processed.
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<sup>4</sup> Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006.

<sup>5</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

## 5.2. Eligibility criteria

To be eligible, grant applications must meet **ALL** the following criteria:

- a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In the case no proof of legal status of the Applicant organisation is attached to the application form, the application will be automatically rejected;

**Entities established in third countries', international organisations and EU Agencies** may participate as Associate Partners **but solely on a non-cost basis** and are not permitted to submit applications. None of their costs incurred in the project can be eligible for EU-co financing.

- b. **Bodies and organisations which are profit oriented** may have access to grants and may be Applicant organisation/coordinator **only** in conjunction with non-profit oriented or state organisations/public entities. In a project submitted by a profit oriented Applicant organisation/coordinator, the partnership must include **at least one "non profit oriented or state organisation/public entity" as Co-beneficiary**. Projects presented by a profit-oriented Applicant organisation/coordinator and only including Associate Partners will not be eligible.

The **Mandate, the Partnership Declaration and Legal Entity forms (and its supporting documents) for at least one "non-profit or public entity" which is a "Co-beneficiary" must be attached to the Application form.**

- c. Projects must relate to one or more of the **priorities of this Call** as specified under section 3 and at least one of the **specific objectives** of the ISEC Programme<sup>6</sup>. Both national and transnational proposals can be submitted;
- d. **Transnational projects** must involve beneficiaries in at least two Member States (one Applicant organisation/coordinator and one Co-beneficiary). In a transnational project, the Applicant organisation/coordinator must have **at least one Co-beneficiary from another Member State**. Projects including the Applicant organisation and only an Associate Partner from another Member State or candidate country will not be eligible.

**The duly completed, dated and signed Mandate, Partnership Declaration and Legal Entity Forms (and its supporting documents) of EACH "Co-beneficiary" must be attached to the Application.**

- e. **National projects** (projects/actions to be carried out within a single Member State without the active involvement of Co-beneficiaries and Associate Partners from a different Member State or candidate country) must:

- prepare transnational projects and/or Union actions ("starter measures"), or
- complement transnational projects and/or Union actions ("complementary measures"), or
- contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level.

Applicants must clearly explain how their project proposal complies with at least one of the above mentioned conditions;

- f. Projects cannot be already completed nor started and **should be scheduled to start after the grant agreement is signed by all parties**. An earlier start of the project may take place only where the applicant organisation can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept such action. The indicative starting date is mandatory information and must be indicated in part C- Timetable;

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<sup>6</sup> Article 3 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.7)

- g. Applications seeking EU co-funding of less than **€100.000** will not be eligible;
- h. **The amount of Union funding requested cannot exceed 90%** of the total eligible costs of the project, i.e. complementary funding from other sources must be secured and demonstrated in the Application and Forecast Budget Calculation Sheet. **A minimum of 10%** of the total eligible costs of the project must be provided as **a contribution in cash**, and borne either by the Applicant organisation/coordinator and/or Co-beneficiary and/or Associate Partners, and/or from another donor organisation/third party. This financial contribution shall consist of a direct monetary contribution from the partnership's own resources and/or the contribution from any other fund providers. It must be clearly indicated in the ISEC 2011 Forecast Budget Form (Sheet 2 "Forecast Budget Calculation" of Part B Cost Claim). **Contributions in kind, such as staff costs, are not allowed in the budget;**
- i. **Subcontracting** must be duly justified in the Application Form and **cannot exceed 30%** of the total eligible costs of the project.
- j. Projects cannot last more than **three years (36 months)**;
- k. Applications must be submitted **using the Application form for this Call and the Forecast Budget Forms for ISEC 2011 Action Grants** specific for this Call for Proposals (no other form will be accepted); all sections of both forms must be completed; the budget must be in euro and balanced in income and expenditure.
- l. Applications must include **ALL required documents listed in Section 6.2 of this Call.**
- m. Applicant organisations must **respect the deadline** for submission of applications set for this Call for Proposals and upload their application with all mandatory annexes and documents into the PRIAMOS system.

Only applications which meet the above eligibility criteria will be further processed.
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### 5.3. Selection criteria

In accordance with the Articles 115 and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, project proposals shall be evaluated on the basis of the following selection criteria:

a. the Applicant organisation/coordinator's and partner organisations' **operational and professional** competencies and qualifications in the specified area required to complete the proposed action including relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. Applicant organisation/coordinator must also demonstrate that they have the operational means and resources to complete the project and show, if applicable, references relating to participation in other actions financed by the European Commission.

The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- the Applicant organisation/coordinator's chart (Part I)
- the project chart and the CV of the persons involved in the project (Part J) ,
- the Applicant organisation/coordinator's annual activity reports (Annex 7) – Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities),
- the duly completed Section 1.5.6 of the Application Form (other EU funded projects),
- other relevant documents submitted by the Applicant organisation /coordinator.

This assessment is applicable to ALL Applicant organisations/coordinators (profit/non-profit oriented, public/private). In case the capacity, the experience, the expertise and the resources to successfully carry out the proposed project are not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

b. the Applicant organisation/coordinator's **financial capability**, i.e. stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.

The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- completed simplified balance, profit and loss account sheets (Part E),
- a detailed forward budget for 2011 (Annex 9),
- complete, signed and audited<sup>7</sup> financial statements or reports for the past three closed years (Annex 10),
- an external audit report if the amount of grant sought exceeds 500.000 EUR (Annex 11).

This assessment is not applicable to public entities<sup>8</sup> as Applicant organisations/coordinators. In case the financial capacity to cover its share of the costs/co-financing is not adequately demonstrated, the Applicant organisation/coordinator will not be selected.

Only applications which meet the above mentioned selection criteria will be further processed.
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<sup>7</sup> If audits is required under national law

<sup>8</sup> Public entities refer to Ministries, law enforcement and judicial authorities, other Member States' public authorities and public universities

## 5.4. Award criteria

Proposals which are eligible and meet the exclusion and selection criteria will be assessed against the award criteria. The evaluation of award covers both the content/policy and financial/project management part. Both parts are relevant for awarding a grant. Applicants should take note that, since no further budget review will take place after the award decision, proposals submitted with a low quality forecast budget and project management will score fewer points.

Proposals will be ranked on the basis of the following award criteria:

(a)	<b>Conformity.</b> Projects will be assessed on the extent to which they fall within the measures and expected results identified in section 3 above and in the relevant EU strategic documents and/or action plans. For each type of project, it should be demonstrated that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime and in the Stockholm Programme <sup>9</sup> .	<b>10</b>
(b)	<b>Quality</b> of the proposed action regarding the effectiveness and rationality of its conception, organisation, methodology, expertise, allocation of resources, expected results and dissemination strategy of results. In particular, the ability of the project to attain the desired objective(s) will be assessed.	<b>20</b>
(c)	<b>Value for money and Economies of scale.</b> Amount requested for financial support and its appropriateness as to expected results. Is the proposed expenditure necessary and reasonable for the implementation of the planned activities and is the budget well structured and rational. In particular in terms of cost effectiveness, cost benefit/ratio of the proposed activities, assessment of estimated cost of the proposed action. Size and scope of the planned activities in particular in terms of economies of scale and the likely multiplier effect on the public of the planned activities.	<b>25</b>
(d)	<b>Impact</b> of the expected results on the objectives of this Programme and on measures taken within the priorities of this Call. Impact, in terms of partners, participants and the target groups that will benefit from the deliverables, will be favoured and in particular the likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended.	<b>25</b>
(e)	<b>European added value</b> European added-value includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures mechanism, policies, processes and innovativeness. To have a European dimension means that; - several European partners are involved in the implementation of activities - the action spans largely across the Union; and/or - the expected result(s)/output(s) will be implemented in / will apply to several Member States or to a majority of concerned Member States; and/or - the impact / outcome of the action and its results concern a large number of Member States (at least 7) or a majority of concerned Member States. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.	<b>20</b>
	<b>TOTAL</b>	<b>100 points</b>

Proposals scoring below 65 points will be rejected. Awarding a grant is subject to availability of funds. The Evaluation Committee expects to complete its work indicatively by end of June 2012. Applicants shall be informed of the outcome of their application within 15 calendar days after the award decision is taken, indicatively no later than end July 2012.

<sup>9</sup> The Stockholm Programme – An open and secure Europe serving and protecting the citizens (17024/09), available at: <http://register.consilium.europa.eu/pdf/en/09/st17/st17024.en09.pdf>

## 6. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION

### 6.1. Deadline and practical information for submitting an application

Applications submitted electronically via the PRIAMOS system must be uploaded by **24.02.2012, 14:00 CET**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail.

Following the conclusion of the evaluation criterion, applicants placed sufficiently high on the merit list to be considered for a grant may be requested to provide a paper copy of the application (printed out at the moment of submitting it via the PRIAMOS system) and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforementioned documents will automatically lead to disqualification of the application concerned.

Applications that are not submitted via PRIAMOS cannot be considered for evaluation.

Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "non applicable" and provide justification.

### 6.2. Documents to be submitted in electronic version uploaded to PRIAMOS

Please **use the ISEC 2011 Checklist** and **read carefully the Guide for Applicants ISEC 2011** for details and explanations concerning the compulsory documents and annexes to be uploaded in PRIAMOS as a complete application package. All compulsory standard forms (Parts A-B-C-D-E-F-G-H) can be **accessed in PRIAMOS and under the below mentioned relevant links:**

The application must include **ALL the following compulsory documents:**

1. Part A.- the **Application form** specific for this Call **duly completed**
2. Part B the **Forecast Budget Form** for ISEC 2011 Action Grants, (Sheets 1 "ID Form" and 2 "Forecast Budget Calculation" of Part B - Cost Claim), **duly completed**, including a detailed breakdown of expected expenditure and revenue. The budget estimate has to be **in Euro and in balance. Relevant supporting documents must be attached.**
3. Part C- the **Timetable** for implementation. Estimate/Indicative project start date must be completed.
4. Part D- the **Technical Annex**
5. Part E- the **Simplified Balance and Profit and Loss account sheets**<sup>10</sup>.
6. Part F- one ISEC 2011 **Partnership declaration for EACH Co-beneficiary and Associate Partner** organisation duly completed dated and signed by the authorised signatory (scanned versions).
7. Part G- **Mandate for EACH Co-beneficiary/partner organisation** completed, dated and signed by authorised signatory (scanned version)
8. Part H- If applicable, one **Declaration of co-financing per third co-financing party** (scanned versions).
9. Part I- an **organisation chart** of the Applicant organisation

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<sup>10</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

10. Part J- an **organisation chart of the project** and a description of the tasks of the staff involved in the project, including the **CVs of all staff members** responsible for carrying out the activities specified in the Application form and Forecast Budget Form and Technical Annex;

#### **ANNEXES to be submitted by the Applicant organisation/coordinator**

- **Annex 1: the Legal Entities Form (LEF)**, duly completed, dated and signed **by the Authorised signatory**. All the required annexes mentioned on the Form must be attached (Annex 2). Form available at [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

- **Annex 2: evidence of legal status** – depending on the legal status of the entity, this should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;
- in addition, the statute of the organisation – if applicable.

These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation/coordinator. No self-made word documents without authorised signature can be accepted.

- **Annex 3: the Financial Identification Form (BAF)**, duly completed, dated and signed by the Authorised signatory, or a recent bank statement. Form available a [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

- **Annex 4: The legal entity form for EACH Co-beneficiary/partner organisation** receiving part of the grant, completed, dated and signed by authorised signatory of the organisation. Form available at [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

If the applicant is a profit making entity the legal entity form for at least one of their "non- profit or state organisation" Co-beneficiary/partner must be submitted together with the supporting documents required in this form.

- **Annex 5:** a copy of the **VAT registration** document, if applicable and if the VAT number does not appear on the official documents referred to above.

- **Annex 6: For Universities (private and public):** clear evidence that the Applicant organisation/coordinator and the Authorised signatory can enter into financial commitments on behalf of the University (scanned version).

- **Annex 7: the report or description of the activities** carried out by the Applicant organisation/coordinator in 2009 and 2010 (or 2010 and 2011)<sup>11</sup>. No self-made word documents without authorised signature can be accepted (scanned version).

- **Annex 8: the annual activity programme for 2011 (or 2012)** of the Applicant organisation/coordinator, including the list of the planned activities and their timing, location and costs<sup>12</sup>. No self-made word documents without authorised signature can be accepted (scanned version).

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<sup>11</sup> Not requested from Ministries, law enforcement and other national administration authorities and public universities

<sup>12</sup> Not requested from Ministries, law enforcement and other national administration authorities and public universities

- **Annex 9:** the **forward budget for 2012** of the Applicant organisation/coordinator, showing a detailed breakdown of the expected expenditure and revenue<sup>13</sup>. No self-made word documents without authorised signature can be accepted (scanned version).

- **Annex 10:** the **latest signed financial statements** (scanned version) of the Applicant organisation/coordinator for the past three closed financial years (balance sheet, profit and loss account - in coherence with both simplified financial sheets completed in Part E), including audited accounts when required under the national law<sup>14</sup>. No self-made word documents without authorised signature can be accepted.

- **Annex 11:** an **audit report produced by an approved external auditor** if the amount of grant requested exceeds 500.000 Euro; this audit report shall certify the Applicant organisation/coordinator's accounts of the last financial year available<sup>15</sup>.

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

## 7. FURTHER INFORMATION

Applicants are invited to consult the "Guide for Applicants to the 2011 ISEC Programme Action Grants" to be published at the following address:

[http://ec.europa.eu/home-affairs/funding/isec/funding\\_isec\\_en.htm](http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm)

Questions may be sent by e-mail to the address or number listed below, indicating clearly the reference of the Call: e-mail address: HOME-ISEC@ec.europa.eu

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the Call before the official announcement of results.

### 7.1. Examination of applications

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

### 7.2. Ex-post publicity

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

1. the name and address of the beneficiaries;
2. the subject of the grant;
3. the amount awarded and the rate of funding of the costs of the project.

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

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<sup>13</sup> Not requested from Ministries, law enforcement and other national administration authorities and public universities

<sup>14</sup> Not requested from Ministries, law enforcement and other national administration authorities and public universities

<sup>15</sup> Not requested from Ministries, law enforcement and other national administration authorities and public universities

## **8. DATA PROTECTION**

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) mentioned in the application package 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 EU institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the EU 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 (Official Journal L 8, 12.01.2001). 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 228(1) of the Treaty on the Functioning of the European Union 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 L 113 of 4 May 1994.

## **9. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE**

Grant Applicants and, if they are legal entities, persons who have powers of representation, decision making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.