

Youth in Action

Call for proposals – ‘Youth in the world’: Cooperation with countries other than the neighbouring countries of the European Union

EACEA/31/07

1. INTRODUCTION

By Decision No 1719/2006/EC¹ of 15 November 2006, the European Parliament and the Council established the ‘Youth in Action’ programme for the period 2007 to 2013. The programme is part of the European Union’s ongoing commitment to youth and consolidates the priorities of European political cooperation, namely: the young people’s active citizenship; the European Youth Pact; and the mainstreaming of youth in other Community policies.

The Youth in Action programme’s general objectives are:

- to promote young people’s active citizenship in general and their European citizenship in particular;
- to develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- to foster mutual understanding between young people in different countries;
- to contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth sector;
- to promote European cooperation in the youth sector.

This call concerns Action 3.2 of the ‘Youth in Action’ programme.

The Education, Audiovisual and Culture Executive Agency is responsible for implementing this call for proposals.

2. OBJECTIVES AND PRIORITIES

2.1. Objectives

The purpose of this call for proposals is to support projects which promote cooperation in the youth sector between Programme Countries and partner countries other than those which are neighbours of the European Union (see Section 5.2). Its objectives are as follows:

¹ OJ L 327 of 24.11.2006, p. 30.

- to promote the exchange of experience and good practice in the field of youth and non-formal education;
- to contribute to the development of youth policies, youth work and the voluntary sector, as well as to capacity-building and leadership development for youth organisations and structures;
- to develop sustainable partnerships and networks between youth organisations.

The cooperation is addressed to persons working in the youth sector, youth workers and youth leaders, young people themselves and other actors involved in youth organisations and structures and interested in running projects promoting cooperation in this field.

2.2. Themes/Priorities

Preference will be given to those projects which best reflect the priorities of the ‘Youth in Action’ programme, namely: participation of young people, cultural diversity, European citizenship, inclusion of young people with fewer opportunities, and the priority theme for 2008 of intercultural dialogue.

The projects must deal with one of the following subjects:

1. Strengthening of civil society, citizenship and democracy
2. Fight against racism and xenophobia
3. Interethnic and interreligious dialogue
4. Post-conflict resolution and reconstruction
5. The active role of women in society
6. Minority rights.

3. TIMETABLE

Applications must be sent to the Education, Audiovisual and Culture Executive Agency (‘the Agency’) no later than **15 April 2008**, the date of the postmark being conclusive. (Please read carefully Section 12.3 of this call for proposals concerning the procedures for submitting applications.)

Projects must start between **1 November 2008 and 31 December 2008**.

They will have a minimum duration of **6 months** and a maximum duration of **12 months**.

Applications will not be accepted if the project is scheduled to run for a shorter or longer period than that indicated herein.

However, **if after the signing of the agreement and the start of the project** the beneficiary becomes aware that, for fully justified reasons beyond its control, it has become impossible to complete the project within the scheduled period, an extension to the eligibility period may be granted. An extension of a maximum of three additional months will be granted if requested within the time limits specified in the financing agreement. The project will then run for 15 months at most.

Applicants should be notified of the outcome of the selection procedure in September 2008 at the latest.

It is intended that beneficiaries should receive the agreements for signature in October 2008.

The eligibility period for costs will start on the date specified in the contract, i.e. the project start date. The date on which expenses first become eligible may not in any event be earlier than the date on which the grant application was submitted.

4. BUDGET AVAILABLE

The total budget allocated to the cofinancing of projects under this call for proposals is estimated at **approximately EUR 2 500 000**.

Financial assistance from the Agency may not be granted for more than **80%** of a project's total eligible expenses. The maximum grant may not exceed **EUR 100 000**.

The Agency reserves the right not to allocate all the funds available.

5. ELIGIBILITY CRITERIA

Only applications that comply with the following criteria will be considered eligible and will be the subject of an in-depth evaluation.

5.1. Eligible bodies

Proposals must be submitted by non-profit organisations, non-governmental organisations or local and regional public bodies. Applicants must – at the time when they submit their proposal – be legally established in one of the Programme Countries (see Section 5.2.A for the full list of Programme Countries).

Projects must involve partners from at least **four different countries** (including the applicant organisation), including at least **two Programme Countries**, of which at least one is a Member State of the European Union, and **two Partner Countries**.

Applicants must provide evidence of the transnational nature of their project by submitting the preliminary partnership agreements duly completed and signed (original signatures required).

The following shall not be eligible:

Natural persons may not claim a grant under this call for proposals.

5.5.1. Legal entity

The Agency can propose an agreement only on the basis of acceptance of documents that make it possible to define the applicant's legal personality.

Applicants must submit the following documents:

Non-governmental organisations:

- the legal entity identification form² duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- an extract from the official gazette or the equivalent thereof and the document confirming VAT liability (if, as occurs in certain countries the trade register number and the VAT number are identical, only one of these documents is required);
- the bank identification form duly completed and signed by the bank account holder and certified by the bank.

Public entities:

- the legal entity identification form duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation;
- a copy of the official document establishing the public entity, or another official document drawn up for the public law entity;
- the bank identification form duly completed and signed by the bank account holder and certified by the bank.

5.2. Eligible countries

A. Programme Countries

Only applicants who are legal entities and established in one of the Programme Countries shall be eligible to submit applications. The Programme Countries are as follows:

- the Member States of the European Union³: Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the United Kingdom;
- those countries of the European Free Trade Association (EFTA) which are parties to the agreement on the European Economic Area (EEA): Iceland, Liechtenstein and Norway;
- candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with these countries with a view to their participation in EU programmes: Turkey.

B. Partner Countries

Bodies established in one of the following countries may participate as partners **but may not submit proposals under this call**. Countries which are parties to agreements with

² Forms available on the Agency's website:

http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm

³ Persons from overseas countries and territories and, if applicable, public or private institutions based there, are eligible under the 'Youth in Action' programme, depending upon the rules of the programme and those which apply in the Member State with which they are connected. A list of these overseas countries and territories is given in Annex 1A of Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Community ('Overseas Association Decision') OJ L 134, 30.11.2001.

the European Community regarding the youth field are deemed to be Partner Countries. These are as follows:

- **Latin America:** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.
- **Africa:** Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo (Brazzaville), Côte d'Ivoire, Democratic Republic of Congo, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, São Tomé e Príncipe, Senegal, Seychelles, Sierra Leone, Sudan, South Africa, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.
- **Caribbean:** Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Granada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, Trinidad and Tobago.
- **Pacific:** the Cook Islands, East Timor, Fiji, Kiribati, the Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, the Solomon Islands, Tonga, Tuvalu, Vanuatu.
- **Asia:** Afghanistan, Bangladesh, Cambodia, China, India, Indonesia, Kazakhstan, Kyrgyzstan, Laos, Malaysia, Nepal, Philippines, Thailand, Uzbekistan, Vietnam, Yemen.
- **Industrialised countries:** Australia, Brunei, Canada, Korea, United States of America.*

* If projects involve industrialised countries, the EU grant cannot cover costs incurred by partners or participants from those countries.

The following shall not be eligible:

Bodies established in countries which are not specifically mentioned in Section A above may not submit applications.

Bodies and participants from countries which are not specifically mentioned in Section 5.2 are not eligible under this call.

5.3. Eligible activities

The activities proposed must be for a non-profit-making purpose and come under the field of youth and non-formal education.

Eligible activities may include, but are not limited to, the following:

- youth exchanges,
- development of partnerships and networks,
- training,
- seminars and conferences,
- feasibility and study visits,

- evaluation meetings,
- information and awareness campaigns in favour of young people.

Youth exchanges are intended for groups of young people aged between 13 and 25 years accompanied by youth workers/leaders.

The following shall not be eligible:

The following activities are not eligible:

- profit-making activities, of whatever type (publications resulting from activities under this call may be sold after case-by-case approval by the Agency);
- activities performed as part of formal educational programmes (i.e. school, university, post-university activities);
- statutory meetings of partner organisations (including the applicant).

5.4. Eligible proposals

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the specified deadline will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents referred to in the application form.

Applications must **deal with one of the priority topics** set out in Section 2.2 of this call for proposals.

Applicants must submit a budget that is balanced in terms of expenditure and revenue and must comply with the maximum limit for Community cofinancing, which is set at **80% of the eligible expenses of the project**, and with the maximum grant amount, set at **EUR 100 000**.

All the other conditions set out in Section 12 of this call for proposals must be complied with.

6. EXCLUSION CRITERIA

Applicants must certify that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities⁴ and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any

⁴ Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities.

analogous situation arising from a similar procedure provided for in national legislation or regulations;

- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the project is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another grant award procedure or procurement procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

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

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

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

7. SELECTION CRITERIA

The selection criteria make it possible to assess the applicant's ability to complete successfully the proposed action or work programme.

Applicants must have stable sources of funding sufficient to maintain their business throughout the period during which the project is being carried out and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and that they have the operational and financial capacity to complete the proposed activities (declaration included in the application form).

7.1. Technical capacity

Applicant organisations must provide a list, in the relevant part of the application form, of projects they have carried out in the relevant field, to be used in assessing their technical capacity.

7.2. Financial capacity

In order to permit an assessment of their financial capacity, applicant organisations must submit, together with their applications:

- the bank identification form duly completed by the beneficiary and certified by the bank (original signatures required)⁵;
- the profit and loss accounts, together with the balance sheet for the most recent financial year for which the accounts have been closed;
- a financial report form for the preceding year (in euro) drawn up in accordance with the model provided on the Agency's website:

http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm

Verification of financial capacity does not apply to public bodies or to international organisations⁶.

If, on the basis of the documents submitted, the Agency considers that the financial capacity has not been proven or is unsatisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee (see Section 9.2.);
- offer a grant agreement without pre-financing.

8. AWARD CRITERIA

8.1. Qualitative criteria

Eligible projects will be assessed on the following qualitative criteria:

- the project meets the objectives and priority themes of this call for proposals;
- the project has a considerable multiplier effect and will have a sustainable impact on a significant number of young people;

⁵ The form for the country where the bank is located should be completed even if the applicant organisation's statutory head office is in another country. All financial identification forms are available on the Agency's website: http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm

⁶ The international organisations as defined in Article 43 of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, are the following: a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations; b) the International Committee of the Red Cross (ICRC); c) the International Federation of National Red Cross and Red Crescent Societies.

- the project provides for actions to ensure that the results achieved are publicised and developed among the widest possible public;
- the work programme is clear, consistent and of high quality;
- the budget is consistent with the activities planned in the work programme.

8.2. Quantitative criteria

The following will also be taken into consideration:

- the balance of the partnership, which must be twofold: the projects must both involve a similar number of organisations located in the Programme Countries and in the Partner Countries, and also ensure fair representation of national groups ;
- the number of partners involved in the project and the number of countries covered by the partnership;
- the number of young people and youth workers involved in the project;
- the diversity of the activities envisaged;
- the extent of the direct and indirect impact on young people and youth workers.

Each of these qualitative and quantitative criteria carries the same weight in the evaluation.

9. FINANCIAL CONDITIONS

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

Community grants are incentives to carry out projects that would not be feasible without the EU's financial support, and that are based on the principle of co-financing. They complement the applicant's own financial input and/or national, regional or private assistance that has been obtained elsewhere.

The amount allocated may not exceed the amount requested.

Grant applications must include a detailed provisional budget in which all costs are given in euro. Applicants from countries which do not belong to the euro area must, when completing the provisional budget, use the conversion rates published in the *Official Journal of the European Union*⁷, Series C, as at the publication date of this call for proposals.

The budget for the project attached to the application must show revenue and expenditure in balance and clearly show the costs that are eligible for financing from the Community budget.

The applicant must indicate the source and the amount of any other financing from which it benefits, or which it has requested, during the same financial year, for the same project or other projects and in respect of its current activities.

⁷ The *Official Journal* may be consulted online at: <http://europa.eu.int/eur-lex/lex/en/index.htm>

The Agency's grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced in proportion to the amount of any surplus.

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

9.1. Methods of payment

If the application is finally approved by the Agency, a financing agreement, expressed in euro and specifying the terms and the level of financing, will be entered into between the Agency and the beneficiary. The original version of this agreement must be signed and returned to the Agency immediately. The Agency will be the last party to sign. A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date on which the two parties sign the agreement and any necessary guarantees have been received. Pre-financing is intended to provide the beneficiary with a float.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply the rate of funding to actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts paid by the Agency under pre-financing.

9.2. Certificate concerning financial statements and related accounts

A certificate concerning the financial statements and related accounts drawn up by an approved auditor or, in the case of public bodies, by a qualified, independent public official, may be required in support of any payments by the competent authorising officer on the basis of an analysis of risks. In the case of an action or operating grant, this certificate must be attached to the payment request. In accordance with methodology approved by the competent authorising officer, this document shall certify that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, exact and eligible in accordance with the rules in the grant agreement. Except in the case of fixed amounts and fixed-rate financing, the certificate concerning the financial statements and related accounts is compulsory for interim payments in each financial year and for the payment of the balance in the case of an action grant of EUR 750 000 or more, or of an operating grant of EUR 100 000 or more.

9.3. Guarantee

The Agency may require any organisation having been awarded a grant to provide a financial guarantee in advance, with a view to limiting financial risks connected with payment of pre-financing.

The purpose of such a guarantee is to make the body providing surety irrevocably liable or to make it stand as first-request guarantor in respect of the grant-beneficiary's obligations. This guarantee, which must be made out in euro, shall be provided by a bank or approved financial institution established in a European Union Member State. When the beneficiary is established in a non-Community country, the competent authorising officer may agree to a bank or financial institution established in that country supplying

the guarantee if he considers that the latter can provide the same assurance and has a status equivalent to that of a bank or financial organisation established in a Member State.

At the request of the beneficiary, this guarantee may be replaced by a joint, personal surety by a third party or by a joint guarantee supplied by the beneficiaries of an action, who are parties to the same grant agreement.

The guarantee shall be released when the amount of the guarantee is covered by a final payment by the Agency, under the conditions laid down in the grant agreement.

The guarantee must be provided by an approved banking or financial organisation established in one of the Member States.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

Exempt from this provision are public bodies and organisations under international public law that have been created by inter-governmental agreements and specialised agencies created by them, the International Committee of the Red Cross (ICRC), the International Federation of National Red Cross and Red Crescent Societies.

9.4. Double financing

Projects funded may not benefit from any other Community funding for the same activity.

Applicants' attention is drawn to the fact that, in the case of organisations benefiting from an operating grant, indirect costs are no longer eligible for specific projects.

9.5. Eligible costs

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

- be necessary for the implementation of the project, be included in the provisional budget attached to the agreement and be consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with applicable accounting principles and be declared in accordance with the requirements of the applicable tax and social security legislation;
- be identifiable and verifiable, and be backed up by original supporting documents.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding financial statements and supporting documents.

Eligible direct costs

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it. In particular, the

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

- costs for personnel assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners.

Personnel costs may not exceed 30% of the total eligible costs set down in the draft budget submitted by the applicant.

These expenses must be actual costs incurred by the beneficiary and its partners. Personnel costs of other organisations are eligible only if they are paid directly or reimbursed by the beneficiary;

- travel and subsistence costs for personnel participating in the project (for meetings, European conferences, etc.), provided they do not exceed the scales approved annually by the European Commission (see annex for daily subsistence allowances for the countries taking part in Youth in Action programmes);
- purchase costs of equipment (new or second-hand), provided that such equipment is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only that part of the equipment's depreciation that corresponds to the project's lifetime and the rate of its actual use for the purposes of the project may be taken into account by the Agency except where the nature and/or the context of its use justifies a different approach by the Agency;
- costs of consumables and supplies, provided that they are identifiable and earmarked for the project;
- costs arising from other contracts entered into by the beneficiary or its partners for the purposes of implementing the project, provided that the conditions set out in Section 10 of this call for proposals are complied with;
- costs deriving directly from requirements linked to the performance of the project (dissemination of information, specific evaluation of the project, audits, translations, duplicating, etc.), including, where applicable, financial services costs (in particular the cost of financial guarantees).

Eligible indirect costs (administrative costs)

A flat-rate amount, capped at 7% of the project's eligible direct costs, is eligible under indirect costs, representing those of the beneficiary's general administrative costs that can be regarded as chargeable to the project.

Indirect costs are eligible provided that they do not include costs posted under another heading in the budget.

Indirect costs are not eligible when the applicant organisation also benefits from a Community operating grant from the Agency or by the European Commission.

9.6. Ineligible costs

The following costs shall not be considered eligible:

- return on capital,

- debt and debt service charges,
- provision for possible future debts or losses,
- other interest expenses,
- bad debts,
- exchange rate losses,
- VAT, unless the beneficiary can show that it is unable to recover it;
- costs declared and covered in connection with another project or work programme giving rise to a Community grant,
- inordinate or ill-considered costs,
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

Contributions in kind shall not constitute eligible costs.

However, the Agency may accept that the budget submitted by the applicant might be cofinanced up to a maximum of 10% by contributions in kind.

In such cases the value of such contributions must not exceed:

- the actual costs as substantiated by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs;
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings are not covered by this possibility.

10. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACTS

When implementation of the project requires sub-contracting or the awarding of a procurement contract⁸, the beneficiary and, where applicable, its partners must issue a call for tenders from potential candidates and award the contract to the economically most advantageous tender, i.e. the tender which has the best quality/price ratio, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.

11. PUBLICITY

All grants awarded in the course of a financial year must be published on the website of the Community institutions during the first half of the year following the closure of the

⁸ Contracts of up to EUR 60 000 may be the subject of a negotiated procedure with consultation of at least five candidates. Contracts of up to EUR 25 000 may be the subject of a negotiated procedure with consultation of at least three candidates. The beneficiary is required to document clearly the competitive tender process carried out and to keep these documents in case of an audit. Contracts of up to EUR 5 000 may be the subject of a single tender. [See Article 120 of Council Regulation (EC, Euratom) No 1605/2002 and Article 184 of Commission Regulation (EC, Euratom) No 2342/2002.]

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

The Agency will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and address of the beneficiary,
- purpose of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or on the occasion of activities for which the grant is used.

Furthermore, beneficiaries are required to clearly show the name and emblem of the European Commission on all publications, posters, programmes and other products produced under the co-financed project. To that end, they shall use the logo of the 'Youth in Action' programme and the European flag, which the Agency will provide. If this provision is not fully complied with, the beneficiary's grant may be reduced.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

12.1. Publication

This call for proposals is published in the *Official Journal of the European Union* and on the EACEA Agency's website at the following address:

http://eacea.ec.europa.eu/youth/calls2008/index_en.htm

12.2. Application form

Grant applications must be drawn up in one of the official EU languages, using the application form specifically designed for this purpose. Please note that only typed applications will be considered.

Application forms can be obtained from the following website:

http://eacea.ec.europa.eu/youth/calls2008/action32/index_en.htm

or by writing to:

Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/31/07
Avenue du Bourget, 1 (BOUR, 1/001)
B-1140 Brussels

12.3. Submission of the grant application

Only applications that are submitted using the correct form, duly completed and dated, including a balanced budget (revenue/expenditure) and sent in duplicate (one clearly marked 'original', plus one copy), will be accepted. They must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications which have not been submitted within the specified deadline will be disregarded.

Applications must be sent **no later than 15 April 2008** to the following address:

**Education, Audiovisual and Culture Executive Agency
'Youth in Action' Programme – EACEA/31/07
Avenue du Bourget, 1 (BOUR, 1/001)
B-1140 Brussels**

- by post, date as per postmark,
- by an express courier company, the date of receipt by the courier company being taken as proof of posting.

Applications sent by fax or e-mail will not be accepted.

The Agency will allow applicants the opportunity to correct formal errors within a given time limit.

Applicants will be informed of the receipt of their proposals within 20 working days.

Only applications that meet the eligibility criteria will be considered for possible award of a grant. Ineligible applicants will be notified of the reasons for their ineligibility.

All unsuccessful applicants will be informed in writing.

The proposals selected will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed projects to provide additional information and, if appropriate, financial guarantees.

12.4. Rules applicable

The following regulations and decision apply:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities⁹, as amended by Regulation (EC, Euratom) No 1995/2006¹⁰ and Regulation (EC) No 1525/2007¹¹
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities¹², as amended by Regulation (EC, Euratom) No 1261/2005¹³, Regulation (EC, Euratom) No 1248/2006¹⁴, and Regulation (EC, Euratom) No 478/2007¹⁵.

⁹ OJ L 248 of 16.9.2002, p. 1.

¹⁰ OJ L 390 of 30.12.2006, p. 1.

¹¹ OJ L 343 of 27.12.2007, p. 9.

¹² OJ L 357 of 31.12.2002, p. 1.

¹³ OJ L 201 of 2.8.2005, p. 3.

¹⁴ OJ L 227 of 19.08.2006, p. 3.

¹⁵ OJ L 111 of 28.4.2007, p. 13.

- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action programme for the period 2007 to 2013.

12.5. Contact

For any additional information, please contact:

youthala@ec.europa.eu

Annexes:

- Application form
- Checklist of documents to be submitted
- Ceilings for daily subsistence allowances
- Model agreement + annexes