

THE DRUG PREVENTION AND INFORMATION PROGRAMME (2007-2013)

CALL FOR PROPOSALS JLS/DPIP/2008 (Support to the activities of NGOs or other organisations through operating grants)

INTRODUCTION

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. WHAT IS THE DRUG AND PREVENTION PROGRAMME

On 25 September 2007, the European Parliament and Council adopted Decision No 1150/2007/EC establishing for the period 2007-2013 the specific programme "Drug Prevention and Information Programme" as part of the general programme 'Fundamental Rights and Justice'.(1)

The EU Drugs Strategy 2005-2012 sets targets for all EU drug-related activities to attain a high level of protection, well-being and social cohesion by preventing and reducing drug use, dependence and drug-related harms to health and society. The EU Action Plan on Drugs 2005-2008(2) translates these targets into a list of concrete actions to reduce the prevalence of drug use among the population and to reduce the social harm and health damage caused by drugs. This programme will contribute to the achievement of those actions.

2. OBJECTIVES OF THE DRUG PREVENTION AND INFORMATION PROGRAMME

The **general** objectives of the Drug Prevention and Information Programme 2007-2013 are to:

- (a) to prevent and reduce drug use, dependence and drug-related harms.
- (b) to contribute to the improvement of information on drug use; and
- (c) to support the implementation of the EU Drugs Strategy.

(1) OJ L257, 3.10.2007, p.23

(2) OJ C 168/EC, 8.7.2005

3. 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 E.U. Member States,
- € they must pursue activities with a European dimension involving at least 5 Member States,
- € the aims of their activities must include one or more of the objectives of the Specific Programme Drug Prevention and Information,

Participating organisations must show in their application that they have experience in working in the area of information on and prevention of drug use including the reduction and treatment of drug-related harm.

4. BUDGET AND FINANCIAL ASPECTS

The indicative budget available for operating grants to organisations is **EUR 500.000** for the year 2008.

4.1 Financial Provisions

- The maximum grant that can be awarded is EUR 100,000.
- 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 in general 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.

4.2 Payment Conditions

The grant is paid in two instalments: a pre-financing payment (generally 50% of the total grant, note that the beneficiary may be required to constitute a bank guarantee for the pre-financing) 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.

5. WHAT FORM SHOULD THE APPLICATION TAKE?

Applications must include the following documents to be eligible:

Documents	Comments	Number of copies
Grant application form JLS/DPIP/2008	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 DPIP)		
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 Also note that the budget must have revenues and expenditure in balance.]	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	1 copy

	<p>duly signed; and</p> <p>b. "Simplified Profit and Loss Account", filled in for 3 years and duly signed.</p> <p>[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> <p>Also note that if the applicant is not obliged to compile the balance sheet and the profit and loss account documents under the applicable national legislation, they can be replaced by a statement of the applicant's bank confirming the applicant's financial capacity.]</p>	
4. Financial Identification Form	<p>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:</p> <p>http://ec.europa.eu/budget/execution/ftiers_en.htm</p>	1 signed original
5. Legal entity form	<p>Typewritten and signed by the Applicant's legal representative:</p> <p>http://ec.europa.eu/budget/execution/legal_entities_en.htm</p>	1 signed original
6. Declaration on Exclusion Criteria	<p>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</p>	1 signed original
7. Curriculum vitae	<p>The curriculum vitae of key staff performing the work in connection with the annual work programme is required</p>	1 copy of each CV
Please use your own templates.		
8. Additional documents concerning 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 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". Also note that if the applicant is not obliged to compile these documents under the applicable national legislation, they can be replaced by a statement of the applicant's bank confirming the applicant's financial capacity.]</p>	1 copy
9. Applicant's	<p>This is to allow verification of the applicant's legal status</p>	1 copy

Articles of Association or Statutes	and that it is properly constituted under the law	
10.Activity reports	Annual technical/narrative report of the applicant organisation for the previous three years	1 copy
11.Activity report	Annual Activity report for the year for which support is requested (2008)	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.

Note: By submitting the grant application under this call for proposals, the applicant accepts to be subject to the 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), in particular its articles 94, 96 and 114 on administrative and financial penalties.

6. SELECTION PROCESS - APPLICABLE CRITERIA

6.1 EXCLUSION CRITERIA

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations:

- (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) candidates or tenders 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.

6.2 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 organisations which can present a request must be non-profit organisations duly constituted on the basis of the law of one of the Member States; one of the EFTA states that are party to the EEA Agreement in accordance with the provisions of that

agreement, one of the acceding countries, the candidate countries and the Western Balkan countries included in the stabilisation and association process in accordance with the conditions laid down in the association agreements or additional protocols thereto relating to participation in Community programmes concluded or to be concluded with those countries.

- b) Eligible expenditure must be incurred in the applicant's financial year beginning in 2008, the maximum grant that can be awarded is €100 000, proposals requesting a higher amount will be considered ineligible. The maximum rate of co-financing by the Commission is 80%, proposals requesting more than 80% of eligible expenditure will be considered ineligible.
- c) Organisations must carry out activities with a European dimension involving at least 5 Member States.
- d) The aims of their activities must include one or more of the objectives of this specific programme (see above under Section 2).
- e) Only requests presented on the standard request forms, within the time mentioned in the call for proposals, will be taken into account. Any alterations made to the form will disqualify the application.

7. SELECTION CRITERIA

Applicants must show (in the application and its annexes) that they have:

- a) The applicant's sufficient operational capacities to carry out the annual activity programme (to be assessed on the basis of the applicant's previous activities);
- b) The applicant's sufficient professional capacities to carry out the annual activity programme (to be assessed on the basis of the profiles of the key staff to be involved in the implementation of the applicant's annual activity programme, as well as any other information available to the Commission);
- c) The applicant's sufficient financial capacities to carry out the annual activity programme (to be assessed on the basis of the financial documentation provided with the application form, as well as any other information available to the Commission).

The aforesaid selection criteria will be evaluated for all eligible proposals. If one or more of the selection criteria has not been met, the proposal will not be considered for further evaluation (i.e. it will be rejected without being evaluated against the award criteria).

8. 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) **Consistency** of the organisation's planned activities with the priorities set out under the Drug Prevention and Information Programme, in particular in terms of the relevance of the results and social impact (**maximum 30 points**).

- (b) **Quality** of the planned activities and demonstration that the aims of the organisation's activities meet a clearly identified need **(maximum 30 points)**.
- (c) **European dimension** and geographic impact of the planned activities, in terms of partners, participants and target group **(maximum 10 points)**.
- (d) The likely **multiplier effect** on the public of their activities. **(maximum 10 points)**
- (e) **Citizen involvement** (direct or indirect) in the organisation of the bodies involved. **(maximum 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 **(maximum 10 points)**.

9. 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 Drug website at the following address:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_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 **27 March 2008**.
- € The envelope must in both cases be clearly marked "**Application under the Drug Prevention and Information Programme – Support to the activities of NGOs or other organisations through operating grants Projects. Call 2008**".
- € 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)		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	OR	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

Drug Programme website:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

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

JLS-DRUGS-Programme@ec.europa.eu

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.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Drugs website (FAQ).

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

The standard grant agreement is available on the Drug Programme website.