



**EUROPEAN COMMISSION  
DIRECTORATE-GENERAL HOME AFFAIRS**

**Directorate B: Immigration and Asylum**

**EUROPEAN REFUGEE FUND 2008-2013**

**COMMUNITY ACTIONS**

**CALL FOR PROPOSALS**

**2012**

## **I. INTRODUCTION**

Decision No 573/2007/EC of the European Parliament and of the Council of 23 May 2007 established the European Refugee Fund (ERF III) for the period 2008 to 2013 to support and encourage Member States' efforts in receiving refugees and displaced persons.

The objective of the ERF III is to support and encourage the efforts made by the Member States in receiving, and in bearing the consequences of receiving, refugees and displaced persons, taking account of EU legislation on those matters. In addition, in accordance with Article 4 of Decision No 573/2007/EC, the Commission may use a limited part of the Fund's available resources to finance "transnational actions or actions of interest to the Community as a whole concerning asylum policy and measures applicable to the target groups referred to in Article 6". The target groups covered by the European Refugee Fund III actions for the period 2008 to 2013 comprise the following categories (Article 6 of the aforementioned Decision):

- (1) any third-country national or stateless person having the status defined by the Geneva Convention and who is permitted to reside as a refugee in one of the Member States;
- (2) any third-country national or stateless person enjoying a form of subsidiary protection within the meaning of Directive 2004/83/EC;
- (3) any third-country national or stateless person who has applied for one of the forms of protection described in points 1 and 2;
- (4) any third-country national or stateless person enjoying temporary protection within the meaning of Directive 2001/55/EC;
- (5) any third-country national or stateless person who is being or has been resettled in a Member State.

Attention is drawn to the fact that Community Actions must be complementary to those supported under the national programmes of the European Refugee Fund III, as well as to those supported under complementary initiatives, such as the transnational exchange and cooperation in the European Social Fund 2007 – 2013 or the Community actions of the European Fund for the Integration of third-country nationals and the European Return Fund.

### **① More Information**

For a glossary of terms and definitions used in this call for proposals  
see ► **the Guide for Applicants - section I**

## **II. SCOPE OF THE CALL**

This call for proposals aims at selecting proposals to be co-funded by the European Commission within the framework of the ERF Community Actions programme.

### **1. Who may apply?**

The call for proposals is open to national, regional and local authorities, non-governmental organisations (NGOs), public or private bodies, university departments, research centres and international organisations.

- 1) Actions should be implemented through the coordination of a partnership. Since these actions are trans-national, the partnership must include at least three organisations (the applicant and two partners).

- 2) Applicants and their partners must be registered<sup>1</sup> in any of the 26 Member States participating in the European Refugee Fund (all the EU Member States except Denmark).
- 3) The applicant and partners must be from at least three different EU Member States<sup>2</sup>.
- 4) Proposals must be submitted by a legal person, i.e. the co-ordinator, who carries out the project with at least two distinct legal entities.
- 5) The call for proposals is open to organisations working on a non-profit basis and with proven experience and expertise in the fields covered, taking into account their respective competences.

Actions may include associated partners from Denmark as well as from third countries, but the cost of their participation must be financed entirely by non-EU resources.

►► **If you apply for a grant...**

- ✓ Verify that a partnership of at least three organisations (applicant + two partners) is established.
- ✓ Verify that all participating organisations (applicant and partners) are distinct, and that they come from at least three different EU Member States participating in the European Refugee Fund (exceptions defined in points 2) and 3) above).
- ✓ Verify that all participating organisations (applicant and partners) are non-profit organisations.
- ✓ Verify that the project budget does not include any costs for organisations established in Denmark or non-EU countries.

## **2. Priorities**

On the basis of the policy context and general objectives described in the annual Work Programme of the ERF Community Actions for 2012, five priorities and related specific objectives will be pursued in this call.

Proposals must address at least one of the five priorities.

**Priority 1: Improving the quality of asylum decision-making and the continuing development of the capacity of stakeholders, including Member State authorities, UNHCR and non-governmental actors, in the asylum field.**

→ Specific objective

Exchange of information and development of best practices on the implementation of EU law between national asylum authorities, between them and other stakeholders, such as non-governmental organisations and international organisations, and between the latter, including through training, research, monitoring, discussion fora and the preparation of resource materials.

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<sup>1</sup> Not applicable for international organisations.

<sup>2</sup> An international organisation shall be deemed to be established in a Member State other than any Member State in which another partner is established.

**Priority 2: Improving the efficiency and the fairness of the Dublin system.**

→ Specific objective

Development of best practices on the implementation of the family unity criteria and on improvement of transfer procedures under the Dublin Regulation in order to enhance efficiency while at the same time ensure that needs of asylum seekers, in particular vulnerable ones, are taken into account.

**Priority 3: Enhancing solidarity mechanisms between the Member States and in particular assisting those Member States which are faced with particular pressures on their national asylum systems.**

→ Specific objective

Facilitation of intra-EU relocation, on a voluntary basis, of applicants or beneficiaries of international protection from one Member State to another Member State in cases of particular asylum pressure.

**Priority 4: Promoting common measures to address specific needs of vulnerable groups among asylum seekers and persons benefiting from international protection, in particular of those who are unaccompanied minors, with a view to implement the EU Action Plan on Unaccompanied Minors<sup>3</sup>.**

→ Specific objective

Exchange of information and development of best practices between national asylum authorities, between them and other stakeholders (such as non-governmental organisations and international organisations) and between the latter, in addressing the needs of vulnerable persons, in particular minors, unaccompanied minors (with a view to implement the EU Action Plan on Unaccompanied Minors), victims of violence and torture, pregnant women, elderly people, disabled people, single parents, as well as people kept in prolonged detention, and people with serious medical needs, when implementing EU legislation and preparing for higher and more convergent standards of protection.

**Priority 5: Promoting the integration of persons benefiting from international protection.**

→ Specific objective

Exchange of information and development of best practices between national asylum authorities, between them and other stakeholders (such as non-governmental organisations and international organisations) and between the latter on issues related to new approaches on integration of persons benefiting from international protection.

►► **If you apply for a grant...**

- ✓ Verify that your proposal responds to at least one of the five priorities.

**3. Duration and start date**

The indicative duration of a proposed action should not exceed 18 months.

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<sup>3</sup> COM (2010) 213 FINAL

All co-financed actions will have to start as soon as possible after the conclusion of a grant agreement.

A grant may be awarded for an action which has already started only where the applicant can demonstrate the need to start the action before the grant agreement is concluded. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant request, following publication of the call.

#### **4. Budget and financial provisions**

In 2012, the indicative budget available for the ERF Community Actions call for proposals is EUR 2 107 020, with a possible increase of a maximum of EUR 842 808.

Actions are funded in the form of co-financing. The EU's financial contribution may not exceed 90 % of the total eligible cost of the action; the remaining 10% must be financed by the partnership or other sources. The necessary co-financing by the applicant, by potential partners and/or by other third parties shall be confirmed before a grant agreement with the Commission is concluded.

The requested EU co-financing must be at least EUR 300 000 for all applicants.

The requested EU co-financing will not exceed EUR 2 000 000 if the applicant is a National Authority or the UNHCR; and EUR 750 000 for other applicants.

Details of the cost of a proposed action must be provided in the Budget Form. Costs must be necessary and clearly related to the action.

The co-financing of an action under this call for proposals cannot include funds obtained from another programme financed from the budget of the European Union.

Where the application concerns grants for an action for which the amount exceeds EUR 500 000, an audit report produced by an approved external auditor shall be submitted. That report shall certify the accounts for the last financial year available. The thresholds shall apply to each participating organisation (applicant or partner).<sup>4</sup>

Should a project be selected for funding, a grant agreement will be concluded between the applicant organisation and the European Commission. This agreement is a standard agreement, and its terms and conditions may not be altered or subject to negotiation. If the successful applicant is an international organisation, a contribution agreement or any other specific contract agreed between the international organisation concerned and the European Commission will be used instead of the standard grant agreement, provided that the international organisation in question offers the guarantees specified in article 53d (1) of the Financial Regulation.

#### **① More Information**

For additional information on financial aspects of grants, and for a model standard grant agreement see ► **the Guide for Applicants – sections II and IV (3)**

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<sup>4</sup> Example:

- (a) A partnership formed by three organisations (organisations x, y, z) is requesting EUR 750.001 co-financing. From this EUR 750 001 grant organisations x and y would receive EUR 125 000 each, whereas organisation z would receive a share of EUR 500 001. In this case organisation z needs to submit an audit report.
- (b) A partnership formed by three organisations (organisations x, y, z) is requesting EUR 750 001 co-financing. From this EUR 750 001 all three organisations would receive an equal share, i.e. EUR 250 000,33 co-financing. In this case neither of the organisations needs to submit an audit report, as the co-financing they would receive is below the threshold of EUR 500 000.

## ►► If you apply for a grant...

- ✓ Verify that the requested EU-contribution is at least EUR 300 000 and not more than EUR 2 000 000 (National Authority/UNHCR) or EUR 750 000 (other organisations).
- ✓ Verify that the grant requested from the EU does not represent more than 90% of the estimated total eligible cost of the proposed action.
- ✓ Verify that at least 10% co-financing from other sources is secured (from the applicant organisation, from the partners, from other associated partners, other third financing parties, or a combination of any of these).
- ✓ Verify that you are aware of and understand the Commission's rules on eligible expenditures.
- ✓ Verify that you are aware of and are ready to accept the Commission's rules and procedures concerning other financial matters (e.g. the finalisation of a budget, terms of payment, etc.).

## III. APPLICATION PROCEDURE

### 1. Deadline for submitting applications

Applications must be submitted by **12:00 CET, 8 November 2012**. Applications submitted after the deadline will be automatically rejected.

### 2. Submission of applications

Applications must be submitted electronically via the PRIAMOS system. Applications submitted by regular mail, e-mail, fax or in person will not be accepted.

Applications can only be submitted after having registered in the PRIAMOS system. The registration process may take up to 15 days. It remains the applicant's responsibility to register in PRIAMOS in due time.

If an application is proposed for funding, applicants might be requested to submit originals (signed and/or stamped) of documents submitted as electronic attachments via the PRIAMOS system. Failure to produce any of these documents will lead to the disqualification of the proposal.

### ❶ More Information

For additional information on how to use the PRIAMOS system  
see ► **the Guide for Applicants – section III**

## ►► If you apply for a grant...

- ✓ Make sure you read and understand how to use the PRIAMOS system.
- ✓ Make sure you register in the system well before you wish to upload your application.
- ✓ It is recommended that you do not submit your application at the last minute.
- ✓ Make sure that the size of your application (i.e. application form and annexes) to be uploaded into PRIAMOS does not exceed 100MB.

### 3. Language of applications

Applications can be submitted in any of the official languages of the EU. However, for reasons of efficiency the Commission advises applicants to use English or French.

#### 4. Components of a proposal

Proposals must be submitted electronically on the standard forms provided in the PRIAMOS system. An 'application' is composed of the core application form ('grant application form') together with all its annexes. An application will only be valid if it contains all elements listed below. The forms must be duly completed and signed if so required, and their presentation needs to comply with specific requirements detailed in the Guide for Applicants (see section IV).

- Grant Application Form
- Annex 1 LogFrame
- Annex 2 Budget Form
- Annex 3 Financial statements for the last available financial year for the applicant<sup>5</sup>
- Annex 4 One 'Information on participating organisations' document, containing a duly completed form per applicant and per each partner.
- Annex 5 One 'Declarations of partnership' document, containing a duly dated and signed declaration per partner and including the amounts of co-financing.
- Annex 6 If applicable, one 'Declarations of associate partners' document, containing a duly dated and signed declaration per associate partner.
- Annex 7 If applicable, one 'Declarations of co-financing third parties' document, containing a duly dated and signed declaration per co-financing third party and including the amounts of co-financing.

At the end of the evaluation procedure and only for the applications proposed for funding, some additional documents might need to be provided by the applicant ('Legal Entity' forms, 'Financial Identification' form).

The Commission might request originals of documents, as well as any further additional documentation or clarifications necessary for the evaluation of proposals at any time of the evaluation process from all applicants. Failure to provide the requested additional documents might result in the disqualification of a proposal.

#### **① More Information**

For additional information on how to prepare an application  
see ► **the Guide for Applicants – section IV**

#### **►► If you apply for a grant...**

- ✓ Verify that all requested forms, i.e. the grant application form and all its annexes, are duly completed.
- ✓ Make sure that certain documents are duly dated and signed, if so requested.
- ✓ Make sure that the presentation of your documents comply with specific requirements.
- ✓ Make sure that all requested documents are uploaded in the PRIAMOS system.

#### 5. Assistance with your application

It is advised that applicants first refer to the information provided in the documents of this call for clarifications. Applicants are equally invited to regularly consult the website of DG HOME where FAQs and answers may be published: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/refugee-fund/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/refugee-fund/index_en.htm)

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<sup>5</sup> Not applicable for public bodies and international organisations

However, if further assistance is needed, questions can be sent to the following addresses, quoting the reference of this call for proposals.

Content-related matters: [HOME-REFUGEE-FUND@ec.europa.eu](mailto:HOME-REFUGEE-FUND@ec.europa.eu)

Questions on the use of PRIAMOS: [HOME-JUST-PRIAMOS-USM@ec.europa.eu](mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu)

#### IV. EVALUATION OF PROPOSALS

Submitted proposals will be evaluated against the exclusion, eligibility, selection and award criteria.

##### 1. Exclusion criteria

The applicant organisation and its partners involved in the project must not be in one of the situations listed in article 93 and 94 of Council Regulation No 1605/2002 of 25 June 2002<sup>6</sup> on the Financial Regulation applicable to the budget of the European Union.

Effective, proportionate and dissuasive administrative and financial penalties may be applied in the event of incorrect statements.

The Commission will exclude a proposal from the eligibility, selection and award procedure if the applicant organisation or one of the partners involved in the project:

(a) is bankrupt or is being wound up, is having its affairs administered by a court, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in an analogous situation arising from a similar procedure provided for in national legislation or regulation;

(b) has been convicted of an offence concerning his/her professional conduct by a judgement which has the force of *res judicata*;

(c) has been guilty of grave professional misconduct proven by any means which the Commission can justify;

(d) has 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 it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) has 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) is currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;

(g) is subject to a conflict of interest;

(h) is guilty of serious misrepresentation in supplying the information required by the authorising department as a condition of participation in the contract procedure or fail to supply this information.

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<sup>6</sup> OJ L 248, 16.09.2002, p. 1.



## **2. Eligibility criteria**

A proposal must meet the criteria listed below in order to be eligible under this call for proposals. Please note that failure to meet either of these requirements will result in the disqualification of a proposal.

1. The application must be submitted by the deadline defined in the call.
2. The application must be submitted through the PRIAMOS system (on-line).
3. The application must contain the grant application form and all its annexes. It must also contain all information, elements and documents specified in any parts of this call for proposals or of the application forms. If any of these elements are unavailable or not relevant, the applicant must clearly indicate if/why this is the case.
4. The applicant and its partners must be national, regional and local authorities, non-governmental organisations (NGOs), public or private bodies, university departments, research centres or international organisations.
5. The applicant and its partners must be organisations working on a non-profit basis.
6. The applicant and its partners must be registered in any of the 26 EU Member States participating in the European Refugee Fund (all EU Member States except Denmark).<sup>7</sup>
7. Actions should be designed, developed and implemented in at least three participating Member States.
8. The project partnership must be composed of at least three distinct organisations from at least three different<sup>8</sup> countries.
9. The requested grant amount is in line with the financial provisions of this call minimum amount: EUR 300 000, maximum amount: EUR 2 000 000; if the applicant is a National Authority or UNHCR and maximum amount EUR 750 000 for any other organisation; percentage of EU co-financing: maximum 90%).
10. The proposed action has an indicative duration of a maximum of 18 months.
11. The objective(s) of the proposed action correspond(s) to the objectives defined under the priorities of the 2012 ERF CA programme.

## **3. Selection criteria**

A proposal must meet the criteria listed below in order to be submitted to the next stage of the evaluation process. Failure to meet either of these criteria will result in the disqualification of a proposal.

- a.) Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In particular
- 1.) the annual turnover of the co-ordinating organisation (in the last financial year for which statements are available) must be superior to the amount of requested EU contribution; and

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<sup>7</sup> Not applicable for international organisations

<sup>8</sup> Not applicable for international organisations

2.) the co-ordinating organisation must be mature enough to be financially viable, i.e. it must be in existence for at least 2 years on the date of submission of the application.

b.) Applicants must, as well, have the technical competencies and qualifications required to complete the proposed action and must have expertise in the field. In particular,

- 1.) the partnership, as a whole, must have demonstrated knowledge and experience in the field of the proposed action;
- 2.) the partnership, as a whole, must possess sufficient experience in trans-national projects; and
- 3.) the co-ordinating organisation must possess sufficient experience in project management.

#### **4. Award criteria**

Proposals that meet both the eligibility and selection criteria will be assessed and ranked on the basis of the award criteria listed below. Proposals must obtain at least 60% of the total available points in order to qualify for funding. Funding will be awarded to proposals with the highest scores in order of merit, to the extent of available budget for this call.

##### **1.) Relevance of the proposed action (20 points)**

- Does the proposal address an existing and EU-relevant challenge or issue within the chosen field of action? Does the applicant demonstrate a clear understanding of the context and of the challenge that he/she is planning to address? Does the proposal add value in relation to previous projects of similar nature?
- Are the proposed activities adequately designed to address the issue and to achieve the stated objectives?

##### **2.) Quality of the proposed action (25 points)**

- How well is the proposal prepared in terms of methodology, clarity of action, work-plan, timetable, monitoring and evaluation?
- Is the proposed action feasible?
- Does the proposal include appropriate involvement of stakeholders?

##### **3.) Outcomes and impact (25 points)**

- Does the proposal demonstrate quality, relevance and effectiveness of expected results in terms of outcomes (rather than outputs)? Would the action have a tangible impact?
- Does the proposed action have a demonstrated European dimension? Is there an added value in developing and implementing the action in a transnational partnership at EU-level, rather than at national level? Do the expected results have an EU-wide relevance?

##### **4.) Strategies for dissemination and publicity (10 points)**

- Does an appropriate plan exist for the dissemination of results and knowledge transfer?
- Does an appropriate strategy exist for giving publicity and visibility of the EU funding to a broad audience?

##### **5.) Cost efficiency (20 points)**

- Is the requested financing reasonable?
- Would the project represent good value for money?

## **5. Information to applicants/award**

Once the evaluation procedure is completed, the Commission will take its final decision concerning the grants to be awarded, and will inform each applicant of the result of their application. Unsuccessful applicants will be informed of the reason(s) why their proposal was not selected. Successful applicants will be informed about the next steps to take: shortly after the award decision has been taken the Commission will hold a dialogue with successful applicants about technical and financial adjustments, followed by the conclusion of grant agreements.

## **6. Indicative timetable**

The conduction of the call for proposals will follow the following indicative timetable:

<b>Stage</b>	<b>Date of realisation</b>
Deadline for submission of proposals	8 November 2012
Evaluation process	November 2012 – January 2012
Award of grants	February 2013
Conclusion of Grant Agreements	February- April 2013
Start of implementation of actions	from April 2013 onward

## **V. EX-POST PUBLICITY**

Information on all grants signed in the course of a financial year will be published on the Internet site of the Union Institutions. The information may also be published by any other appropriate medium, including the Official Journal of the European Union.

The following will be published with the agreement of the beneficiary: 1.) the name and address of the beneficiaries; 2). the subject/title of the action; 3.) the amount awarded and the rate of EU-funding in relation to the total eligible cost of the action.

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.

## **VI. DATA PROTECTION**

Grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the EU and on the free movement of such data<sup>9</sup>.

Information provided in the application forms is necessary in order to assess a proposal, and it will be processed solely for that purpose by the department responsible for the programme concerned. On request, you may be requested to send, correct or complete personal data. For any questions relating to such data the Commission department to which the forms must be returned can be contacted.

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<sup>9</sup> Official Journal L 8, 12.1.2001.

Applicants may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

If, at any stage of the administrative treatment of a grant application, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

Grant applicants and 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 a decision.