



SPECIFIC PROGRAMME
"FUNDAMENTAL RIGHTS AND CITIZENSHIP" (2007-2013)
CALL FOR PROPOSALS JLS/2008/FRC-1
SPECIFIC TRANSNATIONAL PROJECTS

1. INTRODUCTION

On 19 April 2007, the Council adopted Decision No 252/2007 establishing the Specific Programme "Fundamental Rights and Citizenship" for the period 2007-2013 as part of the General Programme 'Fundamental Rights and Justice', in order to contribute to the strengthening of the area of Freedom, Security and Justice over the period of 2007 - 2013.

2. SCOPE OF THE CALL

This call for proposals aims at selecting specific transnational projects of European Community interest presented by at least two eligible organisations.

All projects submitted must be within the scope of the Specific Programme Fundamental Rights and Citizenship 2007-2013 and will be judged against the criteria set out in this call for proposals (see section 4 below).

The selected projects must enable progress to be made towards reaching one or more of the general and specific objectives of the Programme. Applicants should clearly indicate which priority areas their proposal addresses (see section 2.2). Only new projects will be eligible for support; projects that have already begun will not be eligible for co-financing.

The projects are foreseen to begin in the second half of 2009 and will have a duration of no more than 18 months.

2.1. Objectives of the Programme

The **general objectives** of the Fundamental Rights and Citizenship Programme are the following:

- a. to promote the development of a European society based on respect for fundamental rights as recognised in Article 6(2) of the Treaty on European Union, including rights derived from citizenship of the Union;
- b. to strengthen civil society and to encourage an open, transparent and regular dialogue with it in respect of fundamental rights;
- c. to fight against racism, xenophobia and anti-Semitism and to promote better interfaith and intercultural understanding and improved tolerance throughout the European Union;
- d. to improve contacts, exchange of information and networking between legal, judicial and administrative authorities and the legal professions, including by way of support

to judicial training, with the aim of better mutual understanding among such authorities and professionals.

The Programme's **specific objectives** are the following:

- a. to promote fundamental rights as recognised in article 6(2) of the Treaty of the European Union and to inform all persons of their rights including those derived from citizenship of the Union, in order to encourage Union citizens to participate actively in the democratic life of the Union;
- b. to examine, where necessary, the respect of specific fundamental rights in the European Union and its Member States when implementing Community law and to obtain opinions on specific questions related to fundamental rights within this scope;
- c. to support non-governmental organisations and other bodies from civil society in order to enhance their capability to participate actively in the promotion of fundamental rights, the rule of law and democracy;
- d. to create relevant structures in order to foster an interfaith and multicultural dialogue at the level of the European Union.

2.2. Call Priority Areas

Under this call the European Commission is seeking proposals for projects that address the priority areas described below. Applicants should be clear which of these priority categories their proposal addresses.

Projects submitted outside these priority areas will be considered but only where they do not duplicate actions already taken or being taken, if they demonstrate innovation and are clearly European in scope.

Furthermore, all projects submitted must fulfil at least one of the general and one of the specific objectives of the programme and will be evaluated against the criteria set forth in Section 6 (see below).

The priority areas for the call are the following:

Protection of the rights of the child

The 2006 communication “Towards an EU strategy for the rights of the child” advocates for increased promotion of children’s rights, as listed in the United Nations Convention on the rights of the child.

This activity will support awareness raising campaigns, surveys concerning good practice in Member States and ways to disseminate them, analysis of specific problems such as specific needs of the children, children being victims of crimes, etc.

Combating racism, xenophobia and anti-Semitism

The European Union, within the powers conferred on it by the Treaties, implements a policy against racism, xenophobia, anti-Semitism and other related intolerance, such as Islamophobia and anti- Roma racism. This activity will provide financial support for actions aimed at fighting traditional and new stereotypes whose persistence or diffusion are at the roots of racist attitudes and speech, discriminatory action and violent incidents. It will particularly encourage initiatives aiming at countering such stereotypes and their divulgation, as well as initiatives aiming at fostering mutual understanding. Priority will be given to projects aimed at developing cross-community approaches.

Fight against Homophobia: Enhanced/improved understanding and tolerance

Priority will be given to actions that emphasise the fundamental rights angle in the fight against homophobia, in particular projects aimed at better identifying homophobic attitudes and stereotypes. Actions that duplicate other activities in this area, particularly in the framework of non-discrimination in the area of employment, shall not be retained.

Active participation in the democratic life of the Union.

The Commission intends to promote information and civic education initiatives on the active participation in the European parliamentary elections by Union citizens, and in particular of Union citizens who are not the nationals of the Member State in which they reside. The Commission will support activities aimed at encouraging and supporting grass-roots initiatives and projects carried out by associations of Union citizens who are not nationals of their Member State of residence.

Training and networking between legal professions and legal practitioners

There is a need to develop and strengthen a shared culture of fundamental rights within the European Union. This requires that the legal, judicial and administrative authorities, legal professionals and practitioners have a good knowledge and understanding of the principles laid down in Art 6 of the Treaty on European Union and reflected in the Charter of Fundamental Rights. Training and awareness-raising are means to achieve this goal. The Commission will support training on the Charter, as well as cooperation and exchange of information between the legal profession and all legal practitioners in the area of fundamental rights. Projects involving more partners shall be prioritised.

Data protection and privacy rights

The development of a legal framework allowing the free circulation of information based on the protection of the fundamental rights of the individual and in particular their right to privacy with respect to the processing of personal data is an important task not only at European level but at international level as well.

Under this subject, priority actions should focus on:

- Reinforcing children's privacy in the current environment;
- Tackling the risks posed by internet and electronic means of communication in respect of the privacy of citizens and their economic interests, such as identity theft, phishing, spam;
- General information on the fundamental right to the protection of personal data and awareness-raising campaign, for example on the occasion of the European Data Protection Day (28th January);
- Privacy Enhancing Technologies (PETs).

2.3 TARGET GROUPS

The Programme is targeted at Union citizens or third country nationals residing legally within the European Union territory and civil society associations, among other groups active in promoting the objectives of this Programme.

3. CONDITIONS FOR PARTICIPATION

The project must be prepared by a **partnership** of at least two eligible organisations from two eligible countries (see requirements for applicants and partners below). The organisation coordinating the project (applicant) will be required to put together a team of partners/associate partners. This requirement is fulfilled through:

- Partner/associate partner declarations at the level of application which are proof of commitment of different partners to work together for the future project. Partners choose a coordinator/applicant that will be responsible for presenting a common project to the Commission. Partners that sign the declaration can either be organisations that will receive Community funding (co-beneficiaries/partners) or those that will not be financed (associate partners);
- Conclusion of the multi-beneficiary agreement following the award decision taken by the Commission. This agreement will be concluded only between the Commission and partners who financially participate in the project and whose costs will be reimbursed by the Commission. From the point of view of the agreement they will become beneficiaries and will be bound by the terms of the agreement:
 - a) Beneficiary/coordinator (normally the applicant under the call) who directly signs the agreement, is responsible for the coordination of a project and is the contact point for the Commission;
 - b) Partners/co-beneficiaries who are bound by the agreement through the signature of the mandate which delegates the powers to conclude the agreement in their name by the coordinator;
 - c) Associate partners who do not receive Community financing are simply mentioned in the agreement but do not sign the mandate. They only sign the associate partner declaration at the level of application.

There can be only one grant application per project, and this should be presented by the coordinating organisation (applicant).

3.1 Applicant

The applicant organisation will be responsible for the overall management of the project, coordination of tasks, liaison with the Commission and management of the budget.

In order to be eligible for support from the Fundamental Rights and Citizenship Programme, the applicants **must** comply with the following requirements:

- **Legal status:** they are non-governmental organisations, institutions and public or private organisations, universities, research institutes, national, regional and local authorities, and other non profit organisations established in one of the Member States of the European Union or international organisations, working on a non-profit basis and with proven expertise in the field of fundamental rights, rights of the Union citizens, fight against racism, xenophobia and anti-Semitism or networking between legal, judicial and administrative authorities and the legal professions.;

- **Origin:** they are based in one of the 27 Member States of the European Union;
- **Non-profit:** they are non-profit-making (bodies and organisations which are profit-oriented shall have access to grants under the Programme only as partners if justified by the nature of the action¹).

The project shall involve at least two eligible organisations (applicant plus one partner minimum) from two different EU Member States.

The applicant has to complete the registration and the Grant Application Form accompanied with all the compulsory annexes listed under section 6.2 of the call via the on-line application tool PRIAMOS².

IMPORTANT NOTES:

Applications from natural persons (private individuals) are not eligible.

The Programme is in principle also open to the participation of organisations from candidate countries associated to the EU or the Western Balkan countries, but specific conditions for these countries must first be met before they can be funded (i.e.: these countries must have signed a memorandum of understanding in order to participate in the Programme and must have contributed to the Budget of the European Communities). Under this call the specific conditions **are not met**. The organisations from these countries can therefore apply only as associate partners, on a **non-funded basis**.

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in the Article 93(1) and 114 of the Financial Regulation of the European Communities, and section 4.1 of the Call for Proposals (exclusion criteria).

An applicant may apply for support for several separate projects. In this case, separate applications should be submitted. Only one application is required for each project. In case more than one project is selected for funding, the applicant must demonstrate its technical and financial capacities to implement all of its selected projects. Applicants selected as the project coordinators may also participate as partners in projects submitted by other organisations.

3.2 Partners

Partners are organisations and institutions which, in cooperation with the applicant, will implement project activities as described in the grant agreement. The Partners participate in the design and implementation of the action, **and the costs they incur are eligible in the same way as those incurred by the applicant**. Consequently, partners must all be eligible for funding under this Programme at the time of submitting the application. The coordinating organisation and the partners share the relevant tasks and financial responsibility for the project. Therefore, by virtue of the grant agreement to be signed between the Commission and the co-ordinator, the co-ordinator and the partners will be jointly and severally liable to the Commission for any amount due to the Commission by one of them³.

¹ To be explained in the description of the project by the applicant

² Only in the case of technical impossibility of using the on-line tool will applications sent on paper be accepted. In this case, please, request a Grant Application Form from the helpdesk JLS-PRIAMOS-USM@ec.europa.eu

³ For this purpose partners will have to issue mandates conferring powers of attorney for the purposes of the signature of the grant agreement to the representative of the coordinating organisation.

In order for the project to receive a support from the Fundamental Rights and Citizenship Programme, all partners **must**:

- comply with the same requirements as applicants referred to in 3.1 (see above);
- complete and sign a " Partner Declaration" (Annex 2a of the Grant Application Form);

3.3 Associate Partners

Organisations from any third country may participate in project activities as associate partners where this serves the aim of the projects. Activities of associate partners are not eligible for EC funding.

All associate partners must complete and sign the "Associate Partner Declaration Form" (Annex 2b of the Grant Application Form).

4. EVALUATION OF PROPOSALS

The submitted proposals will be evaluated against exclusion, eligibility, selection and award criteria.

4.1 Exclusion Criteria

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

- 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 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 contract 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) they are currently subject to an administrative penalty referred to in Article 96(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended by Council Regulation (EC, Euratom) N°

1995/2006 of 13 December 2006 (OJ L 390/2006 of 30 December 2006) and Council Regulation (EC, Euratom) N° 1525/2007 of 17 December 2007 (OJ L 343/27.12.2007, p.9), due to having been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in another grant or procurement procedure or failing to supply this information or due to having been declared to be in serious breach of their obligations under contracts covered by the budget;

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

4.2 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) Applicants must **respect the deadline** for the submission of the applications. The applications must be submitted before **22 April 2009** (see section 6.3);
- (b) The grant application must fall **within the scope of the call**;
- (c) The applicant organisation and the partners must **be eligible** to participate in the Fundamental Rights and Citizenship Programme (see section 3);
- (d) Projects must **involve at least two eligible organisations**: (see section 3);
- (e) The Community grant applied for must be **lower or equal to 80% of the total eligible** cost of the project and be between EUR 75.000 and 500.000. The applicant must provide proof, through the budget form with estimates in Euro, signed Partner Declaration(s) and/or Co-financing Declaration(s), that it has secured⁴ co-financing of at least 20% of the total eligible costs of the project;
- (f) Projects **cannot last more than 18 months**;
- (g) Only proposals submitted on the **standard forms** accompanied by all annexes required in Section 6.2 of this call for proposals will be taken into account.

4.3 Selection criteria

- (a) The project applicant must have sufficient financial and professional capacity to complete the project. This should be evidenced by appropriate documents, for example, the previous financial year's accounts and activity report;
- (b) The applicants, as well as the Partners and those working on the projects must have appropriate and proven qualifications and experience in the field of fundamental rights and citizenship. In particular, the CV's of the main persons

⁴ "Secured" means that funds are in the applicants' accounts or that any funds promised by a partner or donor (proved in writing by signing the co-financing declaration form) can only be subject to the condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution non-secured. For co-funding from public authorities an additional condition of compliance with the relevant national budgetary regulations may be accepted.

responsible for the implementation and management of the project must be attached to the grant application form;

- (c) The project coordinator must have the necessary skills, experience and capacity for coordinating the project.

4.4 Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to Community objectives and priorities in a cost-effective manner. Synergies and complementarity with other Community instruments and programmes shall be sought. All projects submitted must be within the scope of the Programme and will be assessed against the criteria set forth in this work programme and in the call for proposals.

The award criteria for action grants are as follows:

Award criteria	Max score
1) Problem solving orientation and methodology	20
1.1. To what extent are the actions compatible with the work undertaken or planned within the framework of the Community's political priorities in the policy field of fundamental rights and citizenship?	5 (x4)
2) Impact of the expected results	10
2.1. How likely the actions will have a sustainable effect after the end of the action (considering inter alia means of dissemination, financial side, institutional side and political side)?	5 (x2)
3) Size of the action	10
3.1. How significant are the actions in terms of participants and target groups?	5
3.2. To what extent are the required expenses necessary for the implementation of the action? To which extent are the proposed costs reasonable?	5
4) Quality of the proposed action	35
4.1 Does the organisation have a clear description of its objectives, means to achieve them and the expected results?	5
4.2. How appropriate, significant and realistic are the expected results?	5
4.3. To what extent are the proposed activities suitable and consistent with the nature of the problem and the expected results of the project? How appropriate is the link between activities and expected results? Is due attention paid to any ethical issues related to the approach and methodology chosen?	5
4.4. Is the organisation and work plan clearly described? Does the organisation and work plan appear adequate for implementing the project and achieving the expected results within the grant period?	5
4.5. Is the diffusion of results at European level to appropriate target audiences considered? Are dissemination and follow-up clearly considered?	5
4.6. To what extent have the target groups (intermediary and final	5

beneficiaries) been clearly identified and their needs and expectations incorporated into the project design?	
4.7. To what extent are objectively verifiable indicators and the related sources of verification included?	5
5) European dimension	10
5.1. How is the European dimension of the actions rated, in terms of potential for trans-national relevance (several Member States) and/or relevance for the EU?	5
5.2. To what extent does the project deserve support at European level compared to local, regional or national level?	5
6) Value for money	15
6.1. How is the relation between required EC contribution and expected results to be rated?	5 (x 3)
Total score	100

The award criteria table includes, for some criteria, a weighting factor which is defined in brackets.

Once the evaluation procedure is completed, including receipt of the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken, including reasons for rejection, and of the next steps. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

5. BUDGET AND FINANCIAL ASPECTS

5.1 Budgetary Information

The indicative budget available for specific transnational projects is € 5.800.000. The Commission's contribution towards a single project cannot be less than € 75.000 or more than € 500.000. The amount of co-financing requested and its appropriateness to the expected results will be assessed as one of the award criteria. The Commission will determine the amounts of financial assistance to be awarded, based on the available budget.

IMPORTANT NOTE:

Applications **must include** travel costs **to and from Brussels** and 1 overnight stay (if necessary) for 1 to 2 representatives of the **coordinating organisation** (Including at least the project coordinator but ideally also the financial coordinator if not the same person).

These costs are to allow successful applicants to participate in the 1-day "**kick-off**" **seminar** dedicated to project management, administrative aspects and reporting obligations.

5.2 General Provisions

- The Community's financial contribution may not exceed 80% of the total direct eligible costs of the action. A minimum of 20% of the total eligible costs must therefore be provided as a contribution either from the applicant organisation and/or partners or from another donor source. Evidence must be provided by the applicants that the funding is secured, and the applicant must submit budget estimates in Euro, in which revenue and expenditure are in balance. The rules on eligible costs are described in the guide for submitting applications.
- Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project.
- Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.
- Co-financing of a project under the Programme cannot be combined with any other co-financing by another programme financed by the budget of the European Communities.
- As a general rule selected projects will begin once the grant agreement is signed by both parties or on an agreed specific date given in the agreement. Expenditure is eligible from the date stipulated by the grant agreement. Any costs incurred before the agreement is signed are at the risk of the applicant and may not be eligible.
- Contributions in kind are not taken into account in the calculation of the EC co-funding and are not considered as eligible costs.
- The Commission cannot reimburse any costs that have been incurred in non-EU countries.

IMPORTANT NOTE: the following types of action will not be funded under this call:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with the core (day-to-day) activity of the applicant or its partners;
- actions supporting individual political parties;
- actions through which the beneficiaries use the budget of the project to award grants under their own procedures and authority to third parties.

5.3 Payment Procedures

- As a general rule, the co-funding is provided in three instalments: a pre-financing payment on signature of the grant agreement, a second pre-financing payment following the receipt and approval of the mid term report, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.
- An advance payment of up to 70% of the Commission's contribution will be paid within 45 days of the countersignature of the grant agreement.
- If the Commission considers it necessary based on the financial accounts of the applicant, it may request a financial guarantee for an amount equivalent to the amount of pre-financing granted;
- A second pre-financing representing 15% of the amount of the grant awarded, upon receipt by the Commission of a progress report, including a financial report evidencing that at least 70% of the previous pre-financing payment has been used up, together with a request for payment;
- The balance upon receipt by the Commission of the final technical and financial implementation reports, together with a request for payment;
- At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs.
- Sums due shall be paid within no more than forty-five calendar days (for the pre-financing)/ninety calendar days (for the final payment) by the Commission. On expiry of the time-limit, the creditor shall be entitled to late payment interest. This only applies to valid complete payment requests or invoices.

6. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

6.1 Documents to be submitted:

Applications have to be submitted through the on-line application tool PRIAMOS. No applications (partial or entire) sent by fax or e-mail will be considered. Applicants should make sure that the applications are complete and all annexes are uploaded.

In case of technical impossibility to use the on-line tool, the application, together with all relevant annexes, must be uploaded onto a commonly used media (USB key, CD-Rom, etc.), printed out and sent to the Commission via registered post by the final deadline. In this case, please request a Grant Application Form from the helpdesk JLS-PRIAMOS-USM@ec.europa.eu.

Please note that the application submission deadline is still applicable.

6.2 List of required annexes

Together with the duly completed Grant Application Form, the applicant must upload the following annexes: (IMPORTANT: please note that Partner declaration form, Associate partner declaration form and co-financing declaration form need to be signed and scanned before uploading).

Please use the templates provided by the Commission:

1. Detailed project description;
- 2.a Partner declaration form (includes declaration on exclusion criteria);
- 2.b Associate partner declaration form;
3. Co-financing declaration form;
4. Budget form and timetable;

In addition, applicants must submit the following supporting documents:

5. Financial statements or equivalent annual budget and financial report for the past 3 years (if applicable) that demonstrates the applicant's financial capacity (not applicable for universities and public authorities);
6. Curriculum vitae of key staff performing the work in connection with the project.
7. Applicant's article of association or statutes and Certificate of legal registration of applicant organisation, if applicable;
8. Annual technical/narrative report of the applicant organisation for the previous year;
9. Most recent audit report by independent authorised firm of auditors, if available.

NOTE:

The details and the explanations concerning the annexes to be provided by the applicant are available in the '**Guide for submitting applications**'.

All necessary documents and templates can be accessed and downloaded from the Fundamental Rights and Citizenship Programme 2007-2013 website at the following address:

http://ec.europa.eu/justice_home/funding/rights/funding_rights_en.htm

6.3 Deadline for submitting applications

Applications must be completed and submitted via PRIAMOS by:

22 April 2009, 24:00 CET.

In case of technical impossibility to use the on-line tool, the application, together with all relevant annexes, must be uploaded onto a commonly used media (USB key, CD-Rom, etc.), printed out and sent to the Commission via registered mail or private courier service by the final deadline to the address below:

By registered mail or by courier service:

European Commission
DG Justice, Freedom and Security
CFP JLS/2008/FRC-1
Unit JLS/D/4
LX 46 08/050
B-1049 Brussels, Belgium

Please note that the application submission deadline remains the same in case of paper submission and that the postmark or deposit slip of the submitted proposal will determine the date and time.

6.4 Where to get further information

Directorate General Justice, Freedom and Security website:

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

The Fundamental Rights and Citizenship Programme website:

http://ec.europa.eu/justice_home/funding/rights/funding_rights_en.htm

PRIAMOS self-learning materials:

http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm

6.5 Helpdesk

Questions regarding registration and application via PRIAMOS may be sent to:

JLS-PRIAMOS-USM@ec.europa.eu

Questions regarding the call for proposals may be sent by e-mail to the address below:

JLS-FRC-PROGRAMME@ec.europa.eu

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from 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 publication of results.

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