



**EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND  
SECURITY**

**Directorate D: Fundamental rights and citizenship  
Unit D4: Financial support for Fundamental rights and citizenship**

**FUNDAMENTAL RIGHTS AND CITIZENSHIP  
PROGRAMME 2007-2013**

**GUIDE FOR SUBMITTING APPLICATIONS**

Reference: JLS/2008/FRC-1

Deadline for submission of proposals: 22 April 2009

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**Important Note**

The purpose of this Guide is to help organisations that wish to submit applications for funding from the Fundamental Rights and Citizenship Programme to complete the annexes of the Grant Application Form in a manner that facilitates the evaluation and selection of proposals.

To prepare a successful application, therefore, it is important to follow all the technical instructions and consider the practical advice provided in these guidelines and other documents posted on the following Fundamental Rights and Citizenship website:

[http://ec.europa.eu/justice\\_home/funding/rights/funding\\_rights\\_en.htm](http://ec.europa.eu/justice_home/funding/rights/funding_rights_en.htm)

The content of this Guide is based on the grants section of the Financial Regulation of the European Communities and its Implementing Rules and other relevant documents.<sup>1</sup>

**2009 DEADLINE FOR APPLICATION FOR FUNDING**

The completed Grant Application Form and annexes must be submitted to the Commission by:

**22 April 2009, 24:00 CET**

**The Priamos system will not accept any application after the deadline**

Note that projects selected for funding under this call for proposals will probably start in the second half of 2009.

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<sup>1</sup> Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248 of 16.09.2002, p. 1) and Commission Regulation (EC, Euratom) No 2342/2002 (OJ L 357 of 31.12.2002, p.1).

## **Introduction**

This is the first call published by DG-JLS that is facilitated by **Priamos**, a new system for the submission of proposals by applicants, which allows the applicants to fill in an on-line Grant Application form and submit all relevant documents on the Internet. In order to access the system, an applicant needs to register (this involves the applicants providing some basic data about themselves and their organisations) and subsequently use a password provided by the system.

Please keep in mind that the applicants must complete all annexes as these need to be attached to the Grant Application Form at the moment of its submission.

The documents submitted via the Priamos system do not need to be sent by regular mail. However, following the conclusion of the selection process, applicants placed on the merit list sufficiently high to be considered for a grant might be requested to provide a paper copy of the application and the originals (signed and stamped wherever applicable) of all annexes required under the call for proposals. Failure to produce any of the aforesaid documents will lead to disqualification of the project proposal concerned. Therefore, it is recommended to print out the Grant Application Form and other submitted documents.

All the explanations concerning the Priamos system are available on the Priamos guide.

**Helpdesk:** all the questions and problems can be sent to the following address:

JLS-PRIAMOS-USM@ec.europa.eu

The helpdesk will answer to any request for service within 5 working days after the request has been submitted. Please be informed that delays in executing the service do not constitute a valid reason to extend the deadline of the submission period. No exceptions will be granted.

Please note that although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable to not to do this at the last moment of application submission period. In case of problems, please retry your action a little bit later. If that does not work, please write to JLS-PRIAMOS-USM@ec.europa.eu.

**NOTE:** It is our goal to minimize disruption caused by technical errors. However some data or information on our site may have been created or structured in files or formats that are not error-free and we cannot guarantee that our service will not be interrupted or otherwise affected by such problems. In that case the applicant may address the problem as a service request to JLS-PRIAMOS-USM@ec.europa.eu. Disruptions because of heavy internet traffic may not allow the applicant to submit the application in time. Please therefore do not leave it until the last minute to submit your application. No exceptions will be granted.

In the case of a duly justified and traceable incident that prevents the applicant from transmitting the application via Internet and shortly before the deadline of the submission period, the applicant may store the exact same Grant Application Form with the attached electronic documents that should have been uploaded via the Internet in electronic form on a commonly used media (USB-Stick, CD-Rom, DVD-Rom, ...) and print it and send it via registered post. This should be accompanied by an explanation and description of the incident. Please note that the application submission period is still applicable and will be applied in the usual way of submitting via registered post.

## I. GUIDELINES CONCERNING THE COMPLETION OF THE DETAILED PROJECT DESCRIPTION

### I.1. Technical instructions for filling in the detailed project description

1. The Detailed project description (annex I) contains a field on the cover where the applicant's project number will be added by the Commission. The applicant should not write in this field.
2. Where a maximum line/page limit is given, you should also attempt to be precise. You should not write more than requested, so make sure you get your point across. You should not attempt to write more by changing the line spacing, kerning, margins or font size (the font is Courier 12). All other explanations are provided directly in this annex.

## II. GUIDELINES CONCERNING THE COMPLETION OF THE BUDGET FORM

As part of the application, the beneficiary must submit a detailed forward budget of the project in Euro, with information on both planned **expenditure** and expected **revenue** (indicating the amount of co-financing requested from the Commission, own funding and any other funding).

Financial contributions from the applicant, partners and other sources must be taken into account in the appropriate headings and must be consistent with the Budget Form, Partner Declaration Form, Associate Partner Declaration Form and/or the Co-financing Declaration Form.

The Budget Form is an Excel file (to be attached to the Grant Application Form) the worksheets of which applicants are required to complete to give full details of the project budget. It consists of:

- a budget part with individual sheets for budget headings (staff costs, travel etc.), a summary budget sheet and timetable (annex 4);

### **REMINDER**

The Commission's contribution will be no less than 75,000 Euro and not more than 500,000 EUR and no greater than 80% of the total eligible cost of the project. You will therefore need to secure funding from other sources to cover the balance of the project costs, and demonstrate this at the time of the application. Any financial contributions from the applicant, partners and other sources must be indicated under the appropriate headings.

### IMPORTANT

While filling in the budget form you must specify the costs to be incurred individually by applicant/coordinator and partner(s) per budget heading (sheet). For this purpose please fill in the applicants and partners names in the sheet 'Partners' and use corresponding applicant's and partners' numbers consistently throughout the all budget headings.

## **II.1. Technical instructions for filling in the Budget Form**

- The Budget Form is protected. You may not change the titles or names of any categories or headings.
- The form has been designed to allow you to present your budget in detail – you can add a brief comment in the ‘explanation’ column and the ‘memo’ box on each sheet allows additional useful comments.
- When a table contains sub-titles (for example sheet ‘B’), these sub-titles can be moved to any line of the table.
- You cannot add extra lines. If there are not enough, try and group amounts together and explain this in the ‘memo’ box or, if necessary, you can provide all further details and explanation in an additional sheet.
- All costs and income must be given in Euro. In case your currency or that of the partners is different, please explain shortly which exchange rate you used. Please allow us to point out that in the grant agreement, specific rules are laid down.
- A proposal is potentially ineligible if there are errors on the budget form, and any budget not complying with the rules may be rejected. The budget form consists of separate workbook pages, please bear in mind when printing this form out to print all pages, not only the summary page.
- Staff – Use the formula ‘number of people according to qualification x number of days x employer’s costs per day (salary plus social security contributions). Use actual present salary costs and specify status (self-employed, employee etc). Specify if specially recruited for the project part- or full-time.
- Translation– state price per page per language. Give the number of languages and the likely number of pages.
- Travel and subsistence – Give average cost between place of departure and destination, means of transport, duration of stay etc.

## **II.2. Rules concerning eligible expenditure**

There are two main categories of expenditure: eligible direct costs and eligible indirect costs (or overheads).

In the context of grants, the costs considered eligible for Community funding are those that satisfy the following criteria:

- They must be directly connected with the activity of the proposal and they must be provided for in the estimated budget;
- They must be necessary for the performance of the action outlined in the proposal;

- They must be reasonable and justified and they must be in accord with the principles of sound financial management, in particular in terms of value for money and cost effectiveness;
- They must be generated during the lifetime of the action. Only expenditure incurred after the starting date of the action and before the date of completion of the action is eligible;
- They must be incurred by the beneficiary or his partners in any of the 27 EU Member States and recorded in his accounts or tax documents and they must be identifiable and verifiable.
  
- Community finance may under no circumstances give rise to commercial activity or profit.

### **II.2.1. Eligible direct costs**

<b>Item A – Staff Costs</b>
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Staff assigned to the action is understood to mean permanent or temporary staff employed for the project by applicants and partner(s). Staff costs shall not exceed the average rates corresponding to the applicant's usual policy on remuneration. Staff costs must be calculated on the basis of the actual daily salary/fee of the employee, multiplied by the number of days worked on the project. Where applicable, this figure must include all the usual contributions paid by the employer, such as social security contributions, but must exclude any bonuses, incentive payments or profit-sharing schemes. (It may also include other charges relating to the use of human resources).

If the applicant and partner(s) intend to meet part of this staff cost himself it counts as self-financing out of own resources. They should be declared in Item A as staff costs and in addition should be reflected in item R as cash contribution. Please explain this in the column 'explanation' of the Items A and R of the budget form.

The amount of time actually spent on a given action by staff as declared by the organisations must be substantiated by means of time sheets signed by the staff concerned and their immediate superior.

Note that the salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken. In all other cases salary costs of personnel of public administrations will not be eligible as direct costs and shall be classified as contribution in kind.

Please also note that staff costs cannot include expenditure on translation. Translation must be included under the “Other direct costs” heading (see below).

<b>Item B – Travel and subsistence allowances costs for project staff</b>
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This section concerns **only** costs charged for **project staff** and excludes all travel related to conferences and seminars, which must be accounted for under the specific “Seminars and conferences” heading.

Only travel costs directly linked to the project and relating to specific and clearly identifiable actions are eligible for Community funding. Any travel to places other than those where the members of the partners are located must be shown to be relevant to the project.

Organisations are required to use the cheapest means of travel, and every effort should be made to use the most economical fare (maximum eligible amount = Air fares/Economy class or, where possible, Apex, Pex, excursion or other discount formulae; Train/First class; Car/Cost of first class train fare).

All local travel costs are covered by the subsistence allowances, *except* for transport to and from airports/train stations for the main journey.

Expenses for car travel, where substantiated and where the price is not excessive, will be refunded as follows:

- For private vehicles: on the basis of a declaration up to a maximum of the corresponding first class rail fare (the price of one ticket only will be reimbursed, even where several people are travelling in the same vehicle).
- For hired cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel.

**Subsistence costs (per diem):** cover accommodation, meals, local travel within the place of mission and sundry expenses. These costs may be financed by the project, provided:

- They are reasonable in the light of local prices.
- They are calculated in accordance with the partner organisations' internal rules, which may be on an actual cost or daily allowance basis.

In principle, subsistence costs may not exceed the daily rate per person set and applied by the organisation to which the person travelling belongs. These costs are eligible up to the following maximum amounts – depending on the country where the event is being held:

**EU Member States (€)**

<b>Austria</b>	<b>225</b>	<b>Latvia</b>	<b>211</b>
<b>Belgium</b>	<b>232</b>		
<b>Bulgaria</b>	<b>227</b>	<b>Lithuania</b>	<b>183</b>
<b>Czech Republic</b>	<b>230</b>	<b>Luxemburg</b>	<b>237</b>
<b>Cyprus</b>	<b>238</b>	<b>Malta</b>	<b>205</b>
<b>Denmark</b>	<b>270</b>	<b>Netherlands</b>	<b>263</b>
<b>Estonia</b>	<b>181</b>		
<b>Finland</b>	<b>244</b>	<b>Poland</b>	<b>217</b>
<b>France</b>	<b>245</b>	<b>Portugal</b>	<b>204</b>
<b>Germany</b>	<b>208</b>	<b>Romania</b>	<b>222</b>
<b>Greece</b>	<b>222</b>	<b>Slovak Republic</b>	<b>205</b>
<b>Hungary</b>	<b>222</b>	<b>Slovenia</b>	<b>180</b>
		<b>Spain</b>	<b>212</b>
<b>Ireland</b>	<b>254</b>	<b>Sweden</b>	<b>257</b>
<b>Italy</b>	<b>230</b>	<b>United Kingdom</b>	<b>276</b>

For countries not listed there, the maximum daily rates are available at:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

**Item C – Equipment, land and immovable property**

**Equipment (new or second hand):** The purchase cost of equipment (new or second-hand) is eligible, provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and the need for the equipment is demonstrated.

Only the portion of the equipment's depreciation corresponding to the duration of the activity and the rate of actual use for the purposes of the activity may be taken into account by the Commission and explicitly allowed, except where the nature and/or the context of its use justifies different treatment by the Commission<sup>2</sup>.

If national rules do not exist or are not applicable by the applicant in question then the following rule will be applied.

Equipment valued at  $\leq 1000$  € would not be depreciated.

The Commission will accept the following depreciation rates: Equipment valued between 1001-5000€ should be depreciated over 3 years and  $>5000$ € should be depreciated over 4 years.

For all equipment purchases, the contractor, complying with the terms of the agreement, must then compare the prices of different suppliers to see who offers the best value for money (taking account of price and quality).

The equipment purchased must be itemised in the organisation in which it is installed and bear an inventory number. Contractors must abide by the principles of sound management when deciding to rent, lease or purchase equipment and must be able to justify their choice.

Leasing equipment with a view to purchase, where there is some interest included will not be accepted unless the interested is deducted.

The use of the applicant's existing equipment and installations which are indirectly linked to implementation of the action may be partly covered via the indirect cost.

**Land and immovable property:** costs of land and immovable property (depreciation/rental costs according to the nature of the activity) are not eligible. In exceptional cases, however, the Commission may allow rental costs of premises for the project if such rent is necessary and directly linked to the project and documented by a rental contract/lease explicitly for the project team and for the particular period of the project's duration. Acceptance of such costs must be justified by reference to the objectives of the activity.

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*Total value of equipment purchase: € 2 000.*

*Assumed service life: three years (36 months).*

*Permissible monthly depreciation will then be  $\text{€ } 2\,000/36 = \text{€ } 55.55$ .*

*Duration of the agreement: from 1/09/2007 to 31/08/2009, i.e. 24 months.*

*Date of purchase (= date of invoice): 30/03/2008*

*The period of use for the project will then be not more than 17 months.*

*Supposing the equipment is used on a half-time basis for the project, the utilisation rate will be 50%.*

*The total amount payable for depreciation under the grant will then be:*

*$(55.55 \times 17) \times 0.5 = \text{€ } 472.18$ .*

**Item D – Consumables and Supplies**

The costs of consumables and supplies are eligible, provided that they are identifiable and assigned to the activity. Consumables and supplies are real costs necessary to produce the outputs and strictly related to the activities of the project. This excludes seminars and conferences consumables and supplies - these are under (E). Generic office supplies and overheads are considered to be included in the 7 % Indirect Costs.

**Item E - Seminars and conferences**

All costs related to seminars and conferences must be included under this budget heading regardless of their nature (travel, subsistence, translation and interpretation costs, printing, photocopying, consumable and supplies, etc.). Costs for own staff participation to the conference is also included here.

A detailed breakdown for such costs must be provided.

If meals or others expenses are provided for, the daily allowance has to be reduced accordingly.

**Item F - Publications and dissemination**

In order to be eligible for Community funding, publications must be produced by the project and intended for the use of the project. The type of publication, number of pages, number of copies, translations, costs of editing and printing, etc. must clearly be indicated.

**Item G – Other possible direct costs**

Please be very specific and detailed and sure that these items could not be classified under any other cost category. These costs should also include a justification why they are necessary for the project.

Typical expenses under this heading include:

- charges for financial services in specific contexts (charges for bank transactions, the risk of exchange losses is excluded);
- costs of services relating to eligible costs;
- other costs stemming from obligations under the grant agreement which are not budgeted for under another budget heading (reports, translations, certificates, deposits, bank guarantee, bank fees, etc.);
- external evaluation.

**Audits and evaluation:**

The Commission strongly recommends applicants to include an external independent evaluation of the project prior to its completion as well as an audit report of project accounts. The costs for such evaluation and/or audit report, within reasonable limits, will be considered eligible.

**Subcontracting costs:** any amounts paid to an external party, which is not part of a member organisation of the partnership and is carrying out a specific one-off task in connection with the project, are subcontracting costs (consultancy fee, studies, production of documents, translations, etc). If possible such costs should be included under the budget heading relevant for the subcontracted action (for instance, translations and interpreting for a conference under Item E and printing work under Item F) or under the heading of other possible direct costs.

It is not permissible to subcontract all the project activities, as this would distort the concept of the partnership. For this reason, the contractor may not subcontract the management and general administration of the project and the partners may not subcontract all or most of the activities for which they are responsible.

**Other additional costs:** not falling into any of the above categories may be claimed under the agreement, with the consent of the Commission, provided they are considered necessary for the proper performance of the work specified in the agreement.

### **II.2.2. Eligible indirect costs (Overheads)**

Indirect costs relate to categories of expenditure<sup>3</sup> that are not identifiable as specific costs directly linked to and necessary for carrying out the activity, but can be identified and justified by the applicant/partner using his accounting system as having been incurred in connection with the eligible direct costs for the action. Flat-rate funding in respect of indirect costs (maximum 7% of total eligible direct costs) could be applied under this call, which would not need to be supported by accounting documents. The applicants are required to introduce amount of indirect costs directly in the main budget table.

Organisations receiving an operating grant from the EU budget cannot include indirect costs in their forward budget.

### **II.2.3. Contribution in kind**

Contributions in kind shall not count as actual project expenditure and shall not constitute eligible costs. However, if they are provided in the forward budget in order to contribute to the proper implementation of the activity, the beneficiary undertakes to obtain them.

Contributions in kind are non-cash inputs which do not constitute eligible costs. For example:

- Any donation of raw materials (i.e. paper and ink for publication purposes);
- ‘Donation’ of a consultant’s time for the activity;
- Unpaid charity work by a private, individual or corporate body;
- Public civil servant working on the project as part of his/her normal routine.

The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action.

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<sup>3</sup> The indirect costs might comprise the following: administration and management fees, depreciation of buildings and equipment, renting of equipment, maintenance costs, telecommunication and postal fees, heating, water supply, electricity or other forms of energy, office stationary, cost of personnel not recruited specifically for the project, and insurance policies.

The contribution in kind will be taken into account by the Commission when assessing the scale of the activity and level of engagement and commitment.

### **II.3. Non-eligible costs**

The following costs are not considered eligible:

- Return on capital;
- Debt and debt service charges;
- Provision for losses or potential future liabilities;
- Other interest owed;
- Doubtful debts;
- Exchange losses;
- VAT, unless the contracting organisation can show that it is unable to recover it;
- Costs declared by the contracting organisation in connection with another activity or work programme receiving a Community grant;
- Excessive or reckless expenditure;
- Contributions in kind;
- Gifts and presents;
- Recreational/touristic side programmes.

### **II.4. Co-financing guarantees**

Co-financing guarantees must be given at the time of the application. Guaranteed co-financing must be demonstrated through the Co-financing Declaration Form (annex 3).

For the applicant's contribution (if any), this needs only to be noted in the budget form and the Declaration on the Grant Application Form is sufficient.

For contributions from Partners or Associate partners in the project, the statement and signature on the Partner/Associate partner Declaration Form are sufficient.

Whether from a project Partner/Associate Partner or from any other co-financing source, the co-financing commitment must be secured<sup>4</sup>.

In particular, the following kinds of statements are **NOT** acceptable as co-financing statements:

- a general sponsoring statement from a sponsor for the applicant organisation, that is not dedicated specifically and exclusively to sponsoring the applicant's project;
- a general intention or promise to co-finance the applicant's project, that is subject from the sponsoring organisation to the future approval (or availability) of its own budget by another public or political authority;
- co-financing statements not signed;
- project-related income that might be planned does not constitute part of the co-funding obligation.

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<sup>4</sup> "Secured" means that funds in the applicants' accounts or 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.

**NOTE:** if there is a discrepancy between the amount mentioned in the **co-financing declaration form** and the one mentioned on sheet "S" of the **Budget form** ("other contributions"), the Commission will consider as co-financing, the amount stated in the co-financing declaration form.

## **II.5. Summary timetable for the operation**

The form to be used for this is provided separately as the 'timetable' worksheet in the electronic file that contains the Budget Form.

Give an approximate timetable for implementation of the project, activity by activity. In horizontal rows, list the numbers of activities and/or groups of activities.

### III. APPLICATION PACKAGE

Together with the Grant Application Form the following documents must be submitted (as attachments to it):

**To be completed by the applicant:**

- **Annex 1: Detailed project description**
- **Annex 4: Budget form and timetable** (excel file)
- **Annex 5: Financial statements** (scanned) or equivalent annual budget and financial report for the past 3 years (if applicable) that demonstrates the applicants financial capacity (not applicable for universities and public authorities).
- **Annex 6: Curriculum Vitae** Only the CV's of key staff performing the work in connection with the project is requested. Please use the EUROPASS CV format if possible in order to facilitate evaluation. Each CV must contain maximum 3 pages. You can download a template at this address:  
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>

In addition, applicants should submit the following supporting documents, if they exist:

- **Annex 7: Applicant's article of association or statutes and Certificate of legal registration of applicant organisation**, if applicable (scanned). This is to allow verification of the applicant's legal status and that it is properly constituted under the law.
- **Annex 8: annual technical/narrative report of the applicant organisation for the previous year;**
- **Annex 9: most recent audit report by independent authorised firm of auditors.**

**To be completed by the partner(s):**

- **Annex 2a : Partner Declaration Form** (signed and scanned)  
This form includes the declaration on exclusion criteria.

**To be completed by the associate partner(s):**

- **Annex 2b : Associate Partner Declaration Form** (signed and scanned)

**To be completed by donors others than partners or associate partners:**

- **Annex 3 : Co-financing Declaration Form** (signed and scanned )  
This form is requested by each form of co-financing other than from applicant, partners or associate partners.

**V. DEADLINE FOR SUBMITTING APPLICATIONS**

**Applications must be completed and submitted through PRIAMOS by 22 April 2009 24:00 CET**

In case of technical impossibility to use the on-line tool the Grant Application Form together with all relevant annexes must be uploaded on 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  
Fundamental Rights and Citizenship  
Unit JLS/D/4  
LX 46 08/050  
**B-1049 Brussels**  
Belgium

- Applications must be submitted in a sealed envelope/package by registered mail, (as evidence by the postmark or by the date of the deposit slip).
- Applications must be sent to the Commission in one envelope/package.
- The envelope must be clearly marked:

**"Application under the Fundamental Rights and Citizenship Programme – Specific Transnational Projects –**

**Call JLS/2008/CFP/FRC/2008-1".**

NOTE: Any application sent after the deadline or to the wrong address will not be accepted.

## VI. WHERE TO GET FURTHER INFORMATION

### **Directorate General Justice, Freedom and Security website**

[http://ec.europa.eu/dgs/justice\\_home/index\\_en.htm](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](http://ec.europa.eu/justice_home/funding/rights/funding_rights_en.htm)

### **FRC Helpdesk**

Questions may be sent by e-mail to the address below:

[JLS-FRC-PROGRAMME@ec.europa.eu](mailto:JLS-FRC-PROGRAMME@ec.europa.eu)

### **Priamos Helpdesk**

Questions about the electronic submission that are not resolved by consulting the FAQ provided may be send to the address below:

[JLS-PRIAMOS-USM@ec.europa.eu](mailto:JLS-PRIAMOS-USM@ec.europa.eu)

### **Priamos FAQ document:**

Questions that may be relevant to other applicants, together with the answers, are published on the internet at JLS funding website.

[http://ec.europa.eu/justice\\_home/news/information\\_dossiers/priamos/faqs\\_en.htm](http://ec.europa.eu/justice_home/news/information_dossiers/priamos/faqs_en.htm)

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

\* \* \*