

THE DRUG PREVENTION AND INFORMATION PROGRAMME

CALL FOR PROPOSALS JLS/2010/DPIP/OG

(Support to the activities of NGOs or other organisations through operating grants)

I. INTRODUCTION

This call for proposals is published on the basis of the Decision No 1150/2007/EC of the European Parliament and the Council of 25 September 2007 establishing the specific programme "Drug Prevention and Information" for the period 2007-2013, as part of the general programme "Fundamental Rights and Justice" and aims at supporting the activities of non-governmental and other organisations.

The EU Drugs Strategy 2005-2012 sets targets for all EU drug-related activities to attain a high level of protection, well-being and social cohesion by preventing and reducing drug use, dependence and drug-related harms to health and society. The EU Action Plan on Drugs 2009-2012 translates these targets into a list of concrete actions to reduce the prevalence of drug use among the population and to reduce the social harm and health damage caused by drugs. This call will contribute to the achievement of those actions.

This call for proposals is launched pending the approval of the corresponding appropriations by the budgetary authority. As a consequence, the Commission reserves itself the right to abandon this call for proposals or to modify its amount, without the applicants being entitled to claim any compensation.

II. OBJECTIVES AND SCOPE OF THE CALL

This call is aimed at supporting the existence and functioning of organisations - such as non-profit organisations, voluntary associations, foundations, NGOs or similar bodies - pursuing an aim of general European interest, to enable them to carry out a set of activities over a period which is equivalent to the organisations' financial year for 2010. Such organisations must envisage activities in their annual work programmes that contribute to the general objectives of the Drug Prevention and Information Programme, i.e.: to prevent and reduce drug use, dependence and drug related harm; to contribute to the improvement of information on drug use; and to support implementation of the EU Drugs Strategy.

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

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

The Programme 2007-2013 supports projects and activities associated with the following **specific objectives**:

- (a) To promote transnational actions to:
- (b) set up multidisciplinary networks that can make a clear and specific contribution to achieving the objectives of this programme;

- ensure the expansion of the knowledge base, the exchange of information and the identification and dissemination of good practice, e.g. through training, study visits and staff exchanges;
 - raise awareness of the social and health problems caused by drugs use and to encourage an open dialogue with a view to promoting a better understanding of the drug phenomenon; and
 - support measures aimed at preventing drug use, including the reduction of drug-related harm and treatment methods, taking into account the latest state of scientific knowledge;
- (c) To involve civil society in the implementation and development of the European Union's Drugs Strategy and Action Plans; and
- (d) To monitor, implement and evaluate the implementation of specific actions under the Drugs Action Plans 2005–2008 and 2009–2012.

IMPORTANT NOTE:

NATURE OF OPERATING GRANTS

Unlike an EC grant for a transnational action ('action grant'), which helps to co-finance an one-off action which is over and above the organisation's normal activities and which has a budget that is specific to that action, an operating grant is broader in scope.

Operating grants are intended to co-finance the operating expenses that enable a body to have an independent existence and to implement a range of activities envisaged in its work programme that correspond to the pursuit of its statutory objectives. The activities must contribute to the development and implementation of one or several objectives of the Drug Prevention and Information Programme.

III. BUDGET AND FINANCIAL PROVISIONS

The indicative budget available for operating grants under this call is EUR 400.000.

III. 1. Financial provisions

- (a) The maximum individual grant amount is EUR 100.000.
- (b) In Annex 1 (Budget) to the Application Form the applicant will have to present both its *Annual Budget* and an *Operating Budget*. The *Annual Budget* reflects the budget for the applicant's overall annual activities. The *Operating Budget* covers the part of the budget (running costs and other costs) necessary for the implementation of the activities of the work programme related to the objectives of the Drug Prevention and Information Programme.

- (c) The *Operating Budget* may be different from the applicant's *Annual Budget* forecast if the applicant's global activities have a wider scope (e.g. an organisation carrying out work in various areas, only one of which is combating violence)¹.
- (d) The Commission will co-finance a maximum rate of 80% of the eligible costs (see eligibility rules in Section III.2 of this call) specified in the *Operating Budget*. The remaining part of the applicant's *Operating Budget* must be funded by other sources.
- (e) Contributions in kind do not count as co-financing and are not taken into account in the calculation of EC co-financing.
- (f) Only one operating grant per beneficiary per financial year may be awarded from the budget of the European Communities.
- (g) Organisations awarded both an operating and an action grant covering the financial year 2010 must charge the general administrative expenditure (overheads) incurred by the organisation when carrying out the various activities to the operating grant. These overheads will not be an eligible cost under the action grant funding.
- (h) The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of the operating incomes over operating costs. If an organisation realizes a surplus of income over expenditure at the end of the financial year, the amount of the grant will be reduced by the amount of surplus.
- (i) If an operating grant is renewed (i.e. attributed to the same beneficiary for more than one consecutive term, irrespective under which Community programme), the percentage of EU co-financing will be gradually decreased by 3% in comparison with the previous year.

III.2. Eligibility of costs

Eligible costs in the *Operating Budget* are costs the applicant intends to incur which meet the following criteria:

- They must be reasonable and justified and in accordance with the principles of sound financial management, particularly in terms of value for money and cost effectiveness;
- They must be incurred during the applicant's financial year starting in 2010 (i.e. an accounting period of 12 months starting in 2010) - with the exception of costs relating to final reports and certificates on the financial statements and underlying accounts - and not prior to the date of submission of the grant application by the organisation concerned;
- They must be incurred by the applicant in any of the 27 EU Member States or EFTA States that are members of the EEA agreement (Iceland, Liechtenstein, Norway);
- They must be identifiable and verifiable, in particular being recorded in the accounting records of the applicant and determined according to the applicable accounting standards of the country where the applicant is established and the usual cost-accounting practices of the applicant;
- They are necessary for the implementation of the work programme which is the subject of the grant;
- They comply with the requirements of applicable tax and social legislation;

¹ The *Annual Budget* forecast may thus include not only expenditure to finance the activities related to this call, but also among others: (1) costs, which are necessary for the implementation of the other activities included in the organisation's work programme, but not relevant to the DPIP objectives; (2) costs incurred while participating in projects financed by other EU programmes; (3) costs which are not eligible under the present call, according to Section III.2. All these costs are ineligible for funding under the DPIP *Operating Budget* and should not be included therein.

- The applicant's accounting and internal auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect to the work programme with the corresponding accounting statements and supporting documents.

In particular, the following operating costs are eligible provided that they satisfy the criteria set out in the previous paragraph:

- The costs for staff, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy of remuneration.
- Travel and subsistence allowances, provided that they are in line with the applicant's usual practice on travel costs and do not exceed the scales approved annually by the Commission:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_200907.pdf

- The purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the applicant and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the grant agreement may be taken into account by the Commission (except where the nature and/or the context of its use justifies different treatment by the Commission).
- General administration costs include running costs of the organisation, such as communication costs (telephone, fax, internet & e-mail, postage), insurance, maintenance of office equipment, consumable and supplies, bank charges, etc. The general expenses shall be reasonable and consistent with the principles of sound financial management.
- Costs entailed by other contracts awarded by the applicant for the purposes of implementing the work programme. Any service undertaken by an external party in connection with the implementation of the work programme is considered to be subcontracting. In this case, the beneficiary shall ensure that some of the terms applicable to itself under the agreement are also applicable to the subcontractors². The total expenditure related to sub-contracting may not exceed 30 % of the total eligible costs. It must be clearly specified in the work programme which tasks it is intended to subcontract and why this subcontracting is necessary. When concluding external contracts in order to implement the work programme which involve eligible costs for the operating budget, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering the best value for money.
- Costs arising directly from requirements imposed by the agreement (in particular, audit costs), including the costs of any financial services (especially the cost of financial guarantees).

Ineligible costs

The following expenses are ineligible:

- Contributions in kind: these are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge;
- Expenditure not related to the implementation of the organisation's annual work programme;

² The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits.

- Expenditure not supported by documentary evidence;
- Expenditure incurred outside the performance period;
- Expenses incurred outside the EU and EFTA/EEA Member States;
- Cost of purchasing infrastructure equipment, including buildings, land and second-hand equipment (except to the amount of the annual depreciation of the equipment purchased);
- Capital increases and return on capital;
- Debt and debt service charges, doubtful debts;
- Provisions;
- Interest owed;
- Losses generated by the exchange rate fluctuations;
- VAT, unless the applicant can show that it is unable to recover it;
- Excessive or reckless expenditure;
- Costs incurred by the applicant but already covered by a specific action receiving a Community grant;
- Gifts and presents;
- Recreational/touristic programmes;
- Travel and subsistence fees for EU officials.

III.3. Payment conditions

As a general rule, the co-funding is provided in two instalments: a pre-financing payment (generally 70% of the total grant) after signature of the grant agreement and the final payment.

The Commission may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment. This financial guarantee shall be provided in euro by a bank or financial institution established in one of the Member States of the European Union. The guarantee will be released against payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the **activity report** and **audit report of the accounts of the beneficiary** issued by an external auditor in accordance with the terms of reference provided by the Commission. The audit report of the accounts shall, inter-alia, certify that the costs declared by the beneficiary are real, accurately recorded and eligible in accordance with the grant agreement. If the eligible costs actually incurred by the organisation during the budgetary year are lower than anticipated, the Commission will apply its rate of funding to the actual eligible costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Commission under the pre-financing payment.

IV. CRITERIA APPLICABLE FOR THE SELECTION OF THE APPLICATIONS

Applications submitted by the applicant organisations will be assessed by the Commission in the light of exclusion, eligibility, selection and award criteria as detailed below:

IV.1. Exclusion criteria

Applicants shall be excluded from participation to a call for proposals if:

- (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 work 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) No 1525/2007 of 17 December 2007 (Official Journal L 343/2007 of 27 December 2007);
- (g) they have been declared to be in serious breach of their contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget;
- (h) they are subject to a conflict of interest;
- (i) they 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.

IV.2. Eligibility criteria

Only applications which meet the following eligibility criteria will be considered for further evaluation:

- (a) The grant application must concern an operating grant (i.e. a grant to support activities included in the applicant's 2010 annual work programme) for the expenses to be incurred in applicant's 2010 budgetary year;
- (b) The grant application must have been submitted through Priamos (on-line application tool) by the deadline set for the call;
- (c) The applicant must be non profit making entity (non-governmental (NGOs) or other organization) duly constituted at least for two years on the basis of the law of one of the EU or EFTA/EEA Member States;
- (d) The aims of the activities must include one or more of the objectives of the Drug Prevention and Information programme
- (e) Organisations must carry out activities with a European dimension involving at least 9 of the EU and EFTA/EEA Member States (see note below);

- (f) The application is presented on a standard Grant Application Form accompanied by all required annexes;
- (g) The Community grant applied for must be lower or equal to 80% of the costs of the *Operating Budget* and be for a maximum amount of EUR 100.000.

IMPORTANT NOTE:

For the purposes of this call for proposals, the definition of organisations that pursue activities with a European dimension is the following:

- Organisations that have a corporate or organisational structure in at least 9 EU or EFTA/EEA Member States through their own offices or branches; or
- Organisations that work through a formalised cooperation with partners or member organisations in at least 9 EU or EFTA/EEA Member States and whose work is coordinated either by a joint secretariat or by one of the member organisations; or
- Organisations that are active via an existing (formal or informal) network of organisations or collaborators that carry out work with a common objective in at least 9 EU or EFTA/EEA Member States.

Applicants must show in their application that they have pursued activities with a European dimension before the submission of the application. Potential networks or partnerships still to be set up will not be accepted.

IV.3. Selection criteria

Applications which meet the eligibility criteria will be evaluated on the basis of the following selection criteria:

- (a) The applicant has sufficient operational and professional capacities to implement its annual work programme. For this purpose the applicant must present CVs of key staff and provide description of the organisation in the application form.

The applicant will be eliminated if there is strong evidence that:

- it has neither the capacity, experience nor the expertise necessary for a successful implementation of the proposed work programme.

- (b) The applicant has sufficient financial capacity to implement its annual work programme. For this purpose the applicant must present its certified annual statement of accounts for the two preceding years.

The applicant will be eliminated if there is strong evidence that:

- it does not possess the financial capacity to cover his share of costs/financing.

IV.4. Award criteria

Only applications which met the selection criteria described above will be subject to in-depth evaluation. The applications will be evaluated against the following criteria, with a maximum of 100 points to be allocated under the award criteria as indicated below.

- (1) Consistency of the organisation's proposed activities with the objectives and the priorities set out under the Drug Prevention and Information Programme, in particular in terms of the relevance of the results and social impact. (20 points)
 - Extent to which the planned activities, and their expected results are relevant to the objectives of the Drug Prevention and Information Programme.
- (2) Quality of the planned activities and demonstration that the aims of the organisation's activities meet a clearly identified need. (20 points)
 - Do the aims of the planned activities meet a clearly identified need;
 - How appropriate, relevant and feasible the planned activities are to the needs they intend to address; and
 - Extent to which the needs and expectations of the final target group are taken into account.
- (3) European dimension and geographic impact of the planned activities, in terms of partners, participants and target group. (20 points)
 - Do planned activities have a European scope, and in particular are European partners/member organisations/collaborators involved in the implementation of activities; and
 - Degree of their participation, results and added value they can draw from the activities.
- (4) The likely multiplier effect on the public of their activities. (10 points)
 - Have plans for dissemination, transfer or exchange of results and/or lessons been put in place so that the planned activities' outcomes reach the public; and
 - Are plans are clear, adequate and realistic.
- (5) Citizen involvement (direct or indirect) in the organisation of the bodies involved. (10 points)
 - Are civil society organisations and/or individual citizens directly involved in the running of the applicant organisation and its planned activities.
- (6) The cost/benefit ratio of the activities proposed. (20 points)
 - Is the proposed expenditure necessary and reasonable for the implementation of the planned activities;
 - Is the budget well structured and rational.

Once the evaluation procedure is completed, including the Programme Committee's opinion and the Commission's decision, the Commission will inform each applicant of the final decision taken and of the next steps. The Commission will then set in motion the procedures necessary for the 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).

V. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

V.1. Deadline for submission

The deadline for submitting the application is 17 December 2009, 12:00 CET (noon).

No changes to the submitted application form can be made and no additional documents will be accepted following the deadline for submission. The Commission may contact the applicant should a need for clarification arise.

V.2. Submission through Priamos

This call is managed via *Priamos*, a system for the submission of the applications, which requires applicants to fill in an on-line Grant Application form and to attach to it all required annexes.

In order to access the system applicants first need to register (this involves applicants providing some basic data about themselves and their organisations). It should be done as soon as a decision is taken to participate in this call. Subsequently, it shall receive a password to be used to access the system.

Applications must be submitted, in their entirety, through Priamos. **No applications (partial or entire) submitted on paper, fax or e-mail will be considered.**

Please note that although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable NOT to wait until the last moment to register on the system and submit your application.

If the applicant submits more than one version of the grant application form or any annex, only the latest version of such document(s) will be taken into consideration for the evaluation.

Information and guidance on how to register and submit your application on Priamos can be found on:

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

(Please see documents under 'Electronic registration/applications'.)

V.3. Documents to be submitted

V.3.1. Grant Application Form

The Grant Application Form specifically designed for the purposes of this call, including the Budget form, will be available on the Priamos environment to which a link will be found on the DPIP website. The applicant will be able to download these forms once it has registered on the Priamos system.

V.3.2. List of required annexes

Applicants must complete all required annexes and attach them to the Grant Application Form through Priamos before the submission is complete. The Commission will only consider as eligible those applications that have the following annexes attached to it:

ANNEXES	
1. Budget	Completed in EXCEL using the template provided on DPIP website.
2. Annual work programme for 2010	Annual work programme for 2010 describing all of applicant's planned activities for that year (including any activities which are not directly related to the objectives of Drug Prevention and Information Programme). Note that the Annual work programme must be sufficiently <u>detailed and accurate</u> , particularly in terms of the activities, results and means of delivery planned.
3. Annual Budget forecast for 2010	Annual budget forecast of the organisation for 2010 covering all of applicant's planned activities for that year and approved by the competent body of the organisation.
4. Certificate of legal registration of applicant organisation	These will allow verification of the applicant's legal status and that it is non-profit and properly constituted under national law.
5. Articles of Association or Statutes	
6. Certified annual statements of accounts for the last 2 years	The certified annual statements of accounts are balance sheets and/or profit and loss accounts that allow verification of the applicant's financial capacity. These accounts must be certified by an independent auditor/accountant
7. Annual report / work programme for the last 2 years	The annual technical/narrative reports or programmes of the applicant organisation for the previous two years in order to verify the organisation's aim and activities.
8. Curriculum vitae	The curriculum vitae of key staff performing the work in connection with the annual work programme of the organisation allow verification of the organisation's operational capacity.

VI. CONTACTS AND FURTHER INFORMATION

Directorate General Justice, Freedom and Security website:
http://ec.europa.eu/dgs/justice_home/index_en.htm

The Drug Prevention and Information Programme website:
http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm#

Questions may be sent by e-mail to:

Questions will be answered as soon as possible and in any case not later than 15 working days from the 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 or an action.

VII. APPROXIMATE TIMETABLE

The schedule of the call for proposals for operating grants will most probably be as follows:

Publication of the call for proposals on the Commission website:	Q4 2009
Deadline for submission of proposals:	Q4 2009
Eligibility verification and evaluation:	Q1 2010
Opinion of the Programme Committee:	Q2 2010
Commission Award Decision:	Q2 2010

VIII. DISCLAIMERS

PERSONAL DATA

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form 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 Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001).

EWS and CED

grant applicants and, if they are legal entities, 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 decision.