CALL FOR PROPOSALS DG EAC/28/07

European Associations active at European level in the field of education and training

1. BACKGROUND

The new action programme in the field of lifelong learning (2007-2013)¹ constitutes the legal basis for the support of European associations active at European level in the field of education and training.²

The general aim is to support European associations in the field of education and training or which pursue an objective which is part of an EU policy. These activities must, in particular, contribute or be capable of contributing to the development and implementation of Community cooperation policy and actions in the field of education and training.

The “Education and Training 2010”³ work programme constitutes the strategic reference framework at Community level for the development of policies in the field of education and training. Implementation of this work programme also calls for the participation of the parties concerned, including the European associations active in the sector of education and training.

The Education, Audiovisual and Culture Executive Agency (“the Agency”), acting on instructions from the Commission of the European Communities (“the Commission”), is responsible for the management of this call for proposals.⁴

2. PURPOSE OF THE CALL

The purpose of this call for proposals is to support the functioning of European associations composed of national, regional or local associations and active at European level in the field of education and training.

The potential beneficiaries are European associations active in the field of education and training at European level, particularly those which are most representative in terms of the target groups that are likely to be covered: for example, European associations of learners' or parents' associations, associations of education professionals, associations representing educational and/or training establishments, associations focussing on particular aspects or themes of education and/or training.


² Until 2006, European associations acting at European level in the field of education and training were financed under Decision 791/2004/EC of the European Parliament and of the Council of 21 April 2004 establishing a Community action programme to promote bodies active at European level and support specific activities in the field of education and training.


⁴ The Agency's mission is governed by the general provisions regulating the use of an Executive Agency, in particular Framework Regulation 58/2003, and Commission Decision of 15 February 2005 delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to the performance of tasks linked to implementation of Community programmes in the field of education, audiovisual and culture, as amended by the Commission Decision of 27 April 2007.
It should be noted that European associations must be composed of national, regional or local associations in each of at least 12 Member States. Private individuals, individual contractors, universities or Member States are not considered to be “associations”.

3. COMMUNITY CO-FINANCING

The Community will contribute to the financing of the operational expenditure committed by European associations for European activities carried out according to an agreed work programme.

3.1 Framework partnership agreement

Organisations wishing to establish a long-term cooperation relationship with the Agency are invited to submit an application for a framework partnership agreement. This agreement formalises a partnership relationship between the Agency and the partner for 3 years, to enable the association to achieve its long-term Community policy.

In order to satisfy the conditions required for obtaining a framework partnership agreement, the association must submit an action plan setting out the objectives, priorities and expected results (achievements) for the period 2008–2010 as well as the strategy and the actions to be implemented to ensure that the objectives and results are achieved. This action plan will provide in particular for a breakdown of the objectives/results and actions for each of the three years.

As part of the framework agreement, the organisation must also submit each year a detailed work programme for 12 months and the corresponding budget forming the basis for the possible award a specific operating grant. The annual work programme must be based on the action plan set out in the framework agreement.

Applications in 2007 for a framework agreement must include the action plan covering the period 2008-2010 and all information required for the award of a specific operating grant (detailed work programme for 2008, budget, etc.).

In 2008 and 2009, the partner will, at the request of the Agency, submit a simplified application for a grant with a detailed work programme and the corresponding budget for 2009 and 2010. The work programme agreed on jointly by the two parties will serve as the basis for the award of an operating grant.

N.B.

A second call for proposals for a framework partnership agreement will be launched in 2010 for the three year period 2011-2013.

3.2 Annual operating agreement

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Signature of the agreement does not commit the Agency to awarding a grant for 2009 and 2010.
Organisations not wishing to make a long-term commitment under a **partnership agreement** may submit an application for an annual operating grant. This application must contain a detailed work programme\(^6\) for 2008, together with the corresponding budget.

In response to a call for proposals which will be launched each year between 2008 and 2012 it will be possible to reapply for a new operating grant.

**N.B.**

If the same organisation decides to submit applications under the two options described above, and if these two applications are both selected, priority will be given to the partnership agreement.

### 4. TIMETABLE

The **deadline** for submission of applications **is 15 September 2007**\(^7\) for

- a three-year framework partnership agreement (including the application for an operating grant specific to 2008);
- application for an annual operating grant for 2008.

Please read carefully section 13.3 of this call for proposals concerning the procedure for submitting applications.

The detailed 12-month work programme will begin between 1\(^{st}\) January 2008 and 1\(^{st}\) April 2008 and may not extend beyond the end of the beneficiary's budget year.

The period of eligibility of the costs must correspond to the beneficiary's budget year and will begin on the date of commencement of the beneficiary's budget year (between 1\(^{st}\) January 2008 and 1\(^{st}\) April 2008).

Applicants will be informed of the outcome of the selection procedure before the end of the year 2007.

### 5. BUDGET

The total Community budget for the co-financing of associations is EUR 1 700 000 in 2008. The Executive Agency intends to finance approximately 17 applications under this call, but reserves the right not to award all the funds available.

The maximum grant per association for an annual work programme of 12 months (corresponding to one budget year) may not exceed EUR 100 000\(^8\). The Community financial aid may not exceed 75% of the total eligible costs set out in the budget for the association’s work programme.

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\(^{6}\) The level of detail of the work programme and associated budget is the same for an application for an annual grant as for a framework partnership agreement.

\(^{7}\) Date as per postmark.

\(^{8}\) The maximum amount of an operating grant per association for subsequent work programmes will be indicated on the basis of the budget available in the restricted call for framework partnership agreements and the annual call for annual operating agreements.
6. ELIGIBILITY CRITERIA

Only applicants satisfying the following eligibility criteria will be considered for Community co-financing under a partnership agreement or an annual operating agreement.

6.1 Eligible organisations

Organisations submitting an application must satisfy the following conditions:

– operate in the field of education and training at European level and pursue clear and well-defined objectives laid down in their official articles of association;
– exist as a body pursuing an aim of general European interest as defined in Article 162 of the implementing rules for the Financial Regulation laid down by Commission Regulation (EC, Euratom) No 2342/2002;  
– be composed of national, regional or local associations;
– have members in at least twelve Member States of the European Union;
– be located and have legal status for more than two years (on 15 September 2007) in one of the eligible countries
– undertake the majority of their activities in the Member States of the European Union, in countries belonging to the European Economic Area and/or in the candidate countries.

Applicants must submit a copy of the articles of association of their organisation and an official certificate of legal registration. They must also provide a list of member associations and their country of origin.

6.2 Eligible countries

Applications from the bodies referred to in section 6.1 established in one of the following countries are eligible:

- the 27 Member States of the European Union;
- the three EFTA-EEA countries (Iceland, Liechtenstein, Norway);
- Turkey.

6.3 Eligible activities

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9 According to this definition, an organisation pursuing an aim of general European interest is:
a. a European body involved in education, training, information or research and study in European policies or a European standards body; or  
b. a European network representing non-profit bodies active in the Member States or in the candidate countries and promoting principles and policies consistent with the objectives of the Treaties.

10 It should be noted that European associations must be composed of national, regional or local associations in at least 12 Member States. Private individuals, individual contractors, universities or Member States are not considered to be « associations ».
a. For the framework partnership agreement, applicants must include:
- an action plan for the three-year period (2008-2010)
- a detailed work programme for the first 12 months with a view to the conclusion of a specific operating grant agreement for the first year (2008).

b. With their application for an annual operating grant, applicant organisations must submit a work programme for a period of 12 months in 2008.

The organisation's work programme for 2008 covers its basic activities (for example, the statutory activities and those linked to the status of member, communication, conferences, seminars, workshops, representation of their members' interests at European level, their other recurrent European activities.

These activities must contribute, or be capable of contributing, to the development and implementation of Community cooperation policy and actions in the field of education and training.

The activities conducted by these associations must be compatible with the priorities of the "Education and training 2010" work programme.

6.4 Eligible applications

Applications will be considered eligible which:

- have been posted before the deadline (date as per postmark) to the address indicated in point 13.3;
- have been submitted on the official grant application form, duly completed and typed in its entirety (including Budget on Excel form) in one official language of EU;
- have been signed (original signature required) by the legal representative of the organisation;
- are accompanied by all the supporting documents requested in the application form;
- have been submitted signed in the original in paper form.

The grant application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all other documents referred to in the application form.

Applicants must present on the form a budget which is balanced in terms of expenditure and income and must comply with the ceiling of Community co-financing, which is set at 75 %.

All the other conditions set out in section 13 of this call for proposals must be met.

7. EXCLUSION CRITERIA

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.
Applicants will be excluded from participating in this call for proposals if they are in any of the following situations:

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 their obligations with regard 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. following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition for participation in the grant award procedure or have failed to supply this information.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or who have seriously failed to meet their contractual obligations in a previous grant award procedure.

To comply with these provisions, applicants must sign a sworn statement certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation (see part of the application form).

8. SELECTION CRITERIA

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded, and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed work programme.
Applicants must submit a *sworn statement*, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

8.1 **Operational capacity**

Applicants must have the professional competencies and qualifications required to complete the proposed work programme.

In order to permit an assessment of their technical capacity, organisations are required to submit with their applications:

a. **Framework partnership agreement:**
   - the CVs of the key persons responsible for carrying out the action plan, showing any relevant professional experience;
   - the annual reports of the organisation for the last two financial years;
   - a list of projects and activities already undertaken in the relevant field in the last two years.

b. **Annual operating grant:**
   - the CVs of the key persons responsible for carrying out the work programme showing any relevant professional experience;
   - the annual report of the organisation for the last complete financial year;
   - a list of projects and activities already undertaken in the relevant field in the last year.

8.2 **Financial capacity**

In order to permit an assessment of their financial capacity, organisations must submit, with their applications:

a. **Framework partnership agreement:**
   - a copy of the official annual accounts\(^\text{11}\) for the *last two financial years* including the profit and loss account of the organisation, and the balance (assets and liabilities)
   - the bank details form duly completed by the beneficiary and certified by the bank (original signatures required) – see relevant part of the grant application form.

b. **Annual operating grant:**

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\(^{11}\) The term "official" in connection with annual accounts means accounts certified by a competent external organisation independent of the management of the organisation (e.g. an approved auditor), except in the case of a public body when the most recent accounts approved and/or published and/or approved by the general meeting of the organisation suffice.
- a copy of the official annual accounts for the last financial year, including the profit and loss account of the organisation and the balance sheet (assets and liabilities).
- the bank details form duly completed by the beneficiary and certified by the bank (original signatures required) – see relevant part of the grant application form.

This check on financial capacity does not apply to public bodies or government organisations, because they are regarded as having the necessary financial and administrative capacity and financial stability to complete the work programme.

If, on the basis of the documents submitted, the Commission considers that the financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee;
- offer a grant agreement without prefinancing;
- offer a grant agreement with payment in instalments.

8.3 Audit

In the case of framework partnership agreements, an audit report produced by an approved external auditor on the last two financial years available is required prior to conclusion of the framework agreement.

9. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following criteria:

I. for an application for a framework partnership agreement, on the basis of:

- the quality of the three-year action plan (2008-2010)
  a. the coherence between the proposed action plan and the actions carried out by the organisation in the past; the relevance, clarity and coherence of the long-term objectives (2008-2010); the strategy for achieving the anticipated results, the methodology and management, including the organisational model (distribution of tasks between the members of the association) to ensure that the objectives and results are achieved with the benefit of the European approach,
  b. the probable impact of the activities on education and/or training at European level (transnational nature of the activities, relevance to the objectives of the "Education and Training 2010" work programme, representativeness of the organisation as regards the target groups it represents, appropriateness of the methods envisaged to ensure the quality of the results and monitor and assess the activities, dissemination and utilisation of the results);
- the quality of the detailed work programme for the first 12 months in 2008 and its coherence with the association's action plan.
II. for an application for an annual operating grant, on the basis of:

- the quality of the detailed work programme for the first 12 months in 2008

The detailed 12 month work programme must show\textsuperscript{12}:

- the relevance, clarity and coherence of the short-term objectives (12 months);
- the quality of the management of the work programme (clarity and coherence of the activities and budgets proposed to achieve the objectives, timetable);
- the probable impact of the activities on education and/or training at European level (transnational nature of the activities, relevance to the objectives of the "Education and Training 2010" work programme, extent to which the organisation is representative of the target groups it represents, appropriateness of the methods envisaged to ensure the quality of the results and control and evaluate the activities, dissemination and utilisation of the results).

N.B.:

The granting of a framework partnership agreement is based on a positive assessment of the quality of the organisation's action plan and its work programme for 2008 (including coherence with the action plan). Each criterion has the same weighting.

Evaluation of the detailed work programme\textsuperscript{13} for the first 12 months in 2008 is based on the three criteria listed above, and each criterion has the same weighting.

10. FINANCIAL CONDITIONS

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants, which are based on the principle of co-financing, are an incentive to carry out activities which would not be feasible without the Community's financial support. They supplement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The amount allocated may not exceed the amount requested.

Grant applications must include a detailed budget estimate in which all prices are given in euro. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of this call for proposals.

\textsuperscript{12} For a framework agreement or application for an annual operating agreement

\textsuperscript{13} For a framework agreement or application for an annual operating grant
The operating budget enclosed with the application must be balanced in terms of expenditure and income and clearly specify the costs which are eligible for funding from the Community budget.

The applicant must indicate other sources and amounts of any other funding received or applied for during the same financial year for the same action or for its routine activities.

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit in the case of an operating grant is defined as surplus of receipts over costs.

The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account generate interest or other equivalent profits under the legislation of the country in which the account is held, such interest or profits will be recovered by the Agency where they result from the pre-financing payment.

10.1 Payment procedures (applicable to specific and annual operating agreements)

In the event of definitive approval by the Agency, a specific operating agreement, drawn up in euro and detailing the conditions and level of financing, will be entered into between the Agency and the beneficiary. This agreement (two originals) must be signed and returned to the Agency immediately. The Agency will sign it last.

A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the guarantees, where required, have been received. Pre-financing is intended to provide the beneficiary with a float.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the actual eligible costs incurred by the organisation are lower than the estimated eligible costs, the Agency will apply its co-financing rates to the actual eligible costs and the beneficiary will then be required to pay back the surplus amount already paid by the Agency as the pre-financing payment.

10.2 Audit report

A certificate on the financial statements and underlying accounts produced by an approved auditor or, in the case of public bodies, by a competent and independent public officer may be demanded in support of any payment by the competent authorising officer, on the basis of a risk analysis. In the case of an operating grant, the certificate must be attached to the request for payment.

This document certifies that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the grant agreement.

10.3 Guarantee

The Agency may require any organisation which has been awarded a grant to provide a guarantee in advance, in order to limit the financial risks linked to the pre-financing payment.
The purpose of this guarantee is to make a bank or financial institution stand as irrevocable collateral security or first-call guarantor of the grant beneficiary's obligations.

This financial guarantee, in euro, must be provided by an approved bank or financial institution established in one of the eligible countries. If the beneficiary is established in a third country, the competent authorising officer may agree that a bank or financial institution established in that third country may provide the guarantee, if he considers that the bank or financial institution offers equivalent security and characteristics to those offered by a bank or financial institution established in a Member State.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee will be released as pre-financing is cleared against interim payments or payment of the balance to the beneficiary, in accordance with the conditions laid down in the grant agreement.

**10.4 Double financing**

Applicants may receive only one operating grant from the budget of the European Institutions per financial year. Applicants' attention is drawn to the fact that, in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions. To this end, they must give details in their application form of any other grant requests they have submitted or intend to submit to the European institutions for the same financial year, stating, for each grant, the budget heading, the Community programme and the amount requested.

**10.5 Eligible costs**

To be considered eligible for Community funding, costs must satisfy the following general criteria:

- they must be connected with the subject of the specific agreement and they must be provided for in the estimated budget annexed to it;
- they must be necessary for the implementation of the work programme, included in the estimated budget attached to the agreement, reasonable and justified for implementation of the programme and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the work plan as defined in the operating agreement;
- be actually incurred by the beneficiary, be recorded in the beneficiary’s accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- be identifiable and verifiable and be backed up by original supporting documents.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.
Eligible direct costs:

The eligible direct costs for the work programme are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- the costs of staff assigned to the work plan, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: these costs must be the actual costs incurred by the beneficiary, and staff costs of other organisations are eligible only if paid directly or reimbursed by the beneficiary;

- travel and subsistence costs for staff taking part in actions related to the work programme (for meetings, European conferences, etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners regarding travel costs or do not exceed the scales approved annually by the Commission;

- purchase costs of capital equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the work programme and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;

- costs of consumables and supplies provided that they are identifiable and assigned to the work programme;

- costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the work programme, provided that the conditions laid down in section 11 are met;

- costs arising directly from requirements linked to the performance of the work programme (dissemination of information, conferences, seminars, workshops, specific evaluation of the work plan, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

10.6 Ineligible costs

The following costs cannot be taken into consideration:

- return on capital;
- debt and debt service charges;
- provisions for losses or liabilities;
– interest owed;
– bad debts;
– exchange losses;
– VAT, unless the beneficiary can show that he is unable to recover it;
– costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
– excessive or reckless expenditure,
– expenses for travel to or from countries other than those participating in the work programme, unless explicit prior authorisation is granted by the Agency;
– contributions in kind.

10.7 Legal entity

The organisation must provide the following documents:

– bank details form, duly completed and signed (see relevant part of the application form);
– legal entity form, duly completed and signed (see relevant part of the application form);
– extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

11. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACT

1. Without prejudice to the application of Directive 2004/18/EC, where implementation of the work plan requires subcontracting or the awarding of a procurement contract beneficiaries must award the contract to the economically most advantageous offer, i.e. to the bid offering the best value for money, and taking care to avoid a conflict of interests.

2. In the event of subcontracting exceeding a value of EUR 60 000, the competent awarding officer may impose special rules on these beneficiaries, in addition to those referred to in paragraph 1.

These special rules are based on the rules in the Financial Regulation and take due account of the value of the contracts concerned, the proportion of Community financing in the total cost of the action, and the risk. These rules must be included in the grant agreement.

The costs of subcontracting may not exceed an amount of 30% of the total eligible costs covered by the work programme. Any amount in excess of this limit will not be considered eligible.

Subcontracting is allowed only if the staff of the applicant organisation does not have the skills required for the performance of the work concerned. In order to be eligible, the subcontracting must have been fully described in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency needs to be obtained.
The only subcontracting expenditure allowed concerns costs in accordance with the provisions of this call for proposals. Subcontracting agreements must contain at least the following information:

- subject of the subcontracting;
- dates of start and end of subcontracting;
- the amount payable;
- detailed description of costs;
- work schedule or phases;
- payment procedures (one or more instalments);
- penalty clause(s) in the event of non-fulfilment of the contract or delays in the performance of work (if this is feasible or possible).

12. PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Agency during the first half of the year following the closure of the budget year in respect of which they were awarded. This information may also be published using any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether the information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- name and address of the beneficiary,
- subject of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union’s contribution in any publication or in conjunction with activities for which the grant is used. Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products produced under the co-financed project.

If this requirement is not fully complied with, the beneficiary’s grant may be reduced.
13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

13.1 Publication
The call for proposals is being published in the Official Journal of the European Union and on the Internet site of the Executive Agency at the following address: http://eacea.ec.europa.eu

13.2 Application form

Grant applications must be drawn up in an official language of the EU using the official grant application form, duly completed in its entirety, including the detailed budget.

Only one type of form is available and must be completed. Please note that only typed applications will be considered.

The forms can be obtained:

a) at the following Internet address: http://eacea.ec.europa.eu

b) or by writing to:

Education, Audiovisual & Culture Executive Agency
Lifelong Learning: Erasmus, Jean Monnet Programme
Call for Proposal DG EAC/28/07
Ms Ilona POKORNA
Office: BOUR 2/19
Avenue du Bourget 1
BE-1140 Brussels
E-mail : Ilona.Pokorna@ec.europa.eu
Telephone : direct line (32-2) 295. 83. 94.

13.3 Submission of the grant application

Applications will only be accepted if they are submitted on the correct form, duly completed and dated, showing a balanced budget (revenue/expenditure), sent in triplicate (the original clearly identified, two copies and one electronic copy on CDROM), signed by the person empowered to enter into legally binding undertakings on behalf of the applicant organisation and containing all the supporting documents requested in the application form and any documents allowing the financial, technical and operational capacity of the applicant to be assessed.

Any additional information considered necessary by the applicant may be included on separate sheets.

Proposals sent after the deadline of 15 September 2007 will not be considered. (Date as per postmark.)

Applications must be sent\textsuperscript{14} to the following address:

\textsuperscript{14} by post (date of postmark) by courier service (date of receipt by the courier service).
N.B. Applications sent by fax or e-mail will not be accepted.

No changes may be made to the dossier after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

13.4 Applicable rules


13.5 Contacts:

If you have any questions, please contact:

Education, Audiovisual & Culture Executive Agency
Lifelong Learning - Erasmus, Jean Monnet Programme
Ms Ilona POKORNA
Office: BOUR 2/19
Avenue du Bourget 1
BE-1140 Brussels
E-mail: Ilona.Pokorna@ec.europa.eu
Telephone: direct line (32-2) 295. 83. 94.

Annexes (documents which can be downloaded):

- One application form for The Partnership Framework agreement with a specific operating grant or for The annual grant agreement
- Excel form for the budget
- Model for the framework partnership agreement (2008-2010) and the specific operating grant
  Model for the Annual operating grant agreement