



# Asylum, Migration and Integration Fund

## Call for proposals document

Integration of Third-Country Nationals

AMIF-2016-AG-INTE

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# ASYLUM, MIGRATION AND INTEGRATION FUND (2014-2020)

## CALL FOR PROPOSALS AMIF-2016-AG-INTE

### INTEGRATION OF THIRD-COUNTRY NATIONALS

#### **1. INTRODUCTION**

The European Union's objective to constitute an area of freedom, security and justice should be achieved, inter alia, through common measures framing a policy on asylum and immigration, based on solidarity between Member States, which is fair towards third countries and their nationals.

In order to contribute to the development of the common Union policy on asylum and immigration and to the strengthening of the area of freedom, security and justice in the light of the application of the principles of solidarity and responsibility-sharing between the Member States and cooperation with third countries, the Asylum, Migration and Integration Fund (AMIF) was set up. It aims at supporting actions to contribute to the efficient management of migration flows and the implementation, strengthening and development of a common Union approach to asylum and immigration.

In May 2015 the European Commission adopted the European Agenda on Migration (EAM), which brings together the different steps the European Union should take now, and in the coming years, to build up a coherent and comprehensive approach to reap the benefits and address the challenges deriving from migration. Building on the European Agenda on migration and as announced in the communication of 6 April 2016 on the reform of the common European Asylum system and enhancing legal avenues to Europe<sup>1</sup>, the Commission adopted an Action Plan on the integration of third-country nationals on 7 June 2016<sup>2</sup>. The Plan is a general policy framework for integration and includes actions to support Member States across all the policy areas that are crucial for integration:

1. Pre-departure and pre-arrival measures: including actions to prepare migrants and the local communities for the integration process.
2. Education: including actions to promote language training, participation of migrant children to Early Childhood Education and Care, teacher training and civic education
3. Employment and vocational training: including actions to facilitation recognition of qualifications and skills, promote early integration into the labour market and migrants entrepreneurship
4. Access to basic services: such as housing and healthcare

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<sup>1</sup> [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/european-agenda-migration/proposal-implementation-package/docs/20160406/towards\\_a\\_reform\\_of\\_the\\_common\\_european\\_asylum\\_system\\_and\\_enhancing\\_legal\\_avenues\\_to\\_europe\\_-\\_20160406\\_en.pdf](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/european-agenda-migration/proposal-implementation-package/docs/20160406/towards_a_reform_of_the_common_european_asylum_system_and_enhancing_legal_avenues_to_europe_-_20160406_en.pdf)

<sup>2</sup> [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/european-agenda-migration/proposal-implementation-package/docs/20160607/communication\\_action\\_plan\\_integration\\_third-country\\_nationals\\_en.pdf](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/european-agenda-migration/proposal-implementation-package/docs/20160607/communication_action_plan_integration_third-country_nationals_en.pdf)

5. Active participation and social inclusion: including actions to support exchanges with the receiving society, migrants' participation to cultural life and fighting discrimination.

Legal basis of AMIF are the following regulations:

- Regulation (EU) No 516/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Asylum, Migration and Integration Fund (OJ L 150, 20.05.2014, p. 168)
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150, 20.05.2014, p. 112).

The AMIF Regulation sets out four specific objectives, respectively to:

- (i) strengthen and develop all aspects of the Common European Asylum System, including its external dimension;
- (ii) support legal migration to the Member States in accordance with their economic and social needs, such as labour market needs, while safeguarding the integrity of the immigration systems of Member States, and to promote the effective integration of third-country nationals;
- (iii) enhance fair and effective return strategies in the Member States which contribute to combating illegal immigration, with an emphasis on sustainability of return and effective readmission in the countries of origin and transit;
- (iv) enhance solidarity and responsibility-sharing between the Member States, in particular towards those most affected by migration and asylum flows, including through practical cooperation.

In conformity with Regulation (EU) No 514/2014 Article 6(2), in order to implement the AMIF, the Commission has adopted, on **20 July 2016**, the 2016 Annual Work Programme for the financing of Union Actions, which includes this Call for Proposals.

Actions included in the AMIF 2016 AWP will contribute to priorities identified in a Communication on the reform of the Common European Asylum System and enhancing legal avenues to Europe of 6 April 2016<sup>3</sup> and in the Action Plan on the integration of third country nationals of 7 June 2016<sup>4</sup>.

As already announced in the Action Plan on the integration of third-country nationals, the 2016 AMIF Work Programme included 2 priorities for action in the field of integration: promoting active participation in society overall, linked to the policy priority area 5 of the Action Plan on the integration of third country nationals, and pre-departure and post-arrival support for the integration of persons in need of international protection who are being relocated within the EU or resettled from a third country linked to the policy priority area 1 of the Action Plan on the integration of third country nationals.

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<sup>3</sup> *Towards a reform of the Common European Asylum System and enhancing legal avenues to Europe*, Communication from the Commission to the European Parliament and the Council (COM(2016) 197 final).

<sup>4</sup> *Action Plan on the integration of third country nationals*. Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions (COM(2016) 377 final).

## **2. PRIORITIES OF THIS CALL FOR PROPOSALS**

The present Call for Proposals aims at funding projects in the area of Integration of third-country nationals.

Project applications submitted under the present Call for Proposals must address at least one of the following priorities:

### **1. Promoting active participation in society overall**

Integration goes beyond having a job. Active participation in other aspects of society is equally important, in particular in educational activities and social activities, including for children. Not only does this contribute to the smooth integration of third-country nationals, it also helps to promote a positive image of migration, combat stereotypes, communicate real facts and change the 'narrative' on migration.

In the evaluation of projects, the inclusion of the gender dimension through specific action empowering women or creating conditions for their active participation will be considered favourably. This needs to be clearly demonstrated through specific objectives and targets.

The objectives are to:

- promote the development and implementation of innovative actions to increase third country nationals' participation in educational and social activities, cultural life, the volunteering sector, media professions, decision-making/consultation and representation frameworks; and
- foster knowledge- and experience-sharing and capacity-building on successful action to increase third country nationals' participation in society, with a particular focus on social activities, cultural life, sport, the volunteering sector, media professions, decision-making/consultation and representation frameworks.

Project applications submitted under the present Call for Proposals under Priority 1 should build onto the results of previous projects and be designed to include in particular the following activities:

- Concrete initiatives fostering the active participation of third-country nationals in the receiving society (information dissemination, awareness-raising, training, diversity management plans and measures, mentoring programmes);
- Promotion, dissemination and sharing of successful practices, experiences and mechanisms in the field of active participation of third-country nationals in the receiving society;

### **2. Pre-departure and post-arrival support for the integration of persons in need of international protection who are being relocated within the EU or resettled from a third country**

Funding will be available for the following activities to integrate persons in need of international protection who have been relocated from another Member State or resettled from outside the EU:

- for people resettled from outside the EU – clearly linked pre-departure and post-arrival activities;
- for people relocated from another Member State – post-arrival activities building on pre-departure information activities; and
- activities to prepare host communities for the arrival of relocated or resettled people.

The objectives are to support:

- pre-departure activities aimed at preparing resettled third country nationals for their life in the EU; these should serve as a basis for subsequent post-arrival activities.
- specific post-arrival activities, especially building on/deepening pre-departure activities and enabling effective integration of resettled and relocated people; and
- capacity-building in the receiving communities, in particular for service-providers and potential employers.

These activities should inter alia address vulnerable groups (e.g. women, children).

Project applications submitted under the present Call for Proposals under Priority 2 should build onto the results of previous projects and be designed to include in particular the following activities:

- Pre-departure activities, which could include:
  - language training and training on skills and attitudes to facilitate integration;
  - managing expectations;
  - step-by-step guidance through the resettlement process;
  - providing basic information on the receiving society's legal framework, systems and social and cultural norms, rights and responsibilities;
  - workshops on living in a multicultural and multi-religious environment; and
  - guidance on access to services, money management, etc.;
- Post-arrival activities, which could include:
  - language tuition;
  - continuing the socio-cultural orientation provided in pre-departure activities;
  - knowledge of rights, including rights of the child, responsibilities and institutions;
  - skills training;
  - training officials, volunteers and service-providers on working with resettled or relocated people (e.g. sensitising them to vulnerability and experience of trauma);
  - establishing volunteering opportunities in the host community; and
  - referral to appropriate services, etc.;
- Activities to prepare host communities for the arrival of relocated or resettled people, which could include:
  - preparing the relevant administrative bodies (schools, etc.);
  - socio-cultural orientation (e.g. information about countries of origin);
  - countering myths;
  - workshops on living in a multicultural and multi-religious environment; and
  - direct exchanges between the resettled/relocated people and host communities.

Under both priorities, integrated multi-stakeholder partnerships should be sought, ideally between national, regional and local authorities (municipalities) and civil society organisations. Projects could focus on exchanges and mutual learning between stakeholders in Member States with varying degrees of experience of resettlement or relocation.

All projects must have a concrete and practical dimension, directly targeting third-country nationals. EASO activities in this field should be taken into account.

Projects applicants could involve volunteers from the European Solidarity Corps in their projects. In this case, project beneficiaries should make sure they include insurance for volunteers of the European Solidarity Corps in their project proposal.

In the evaluation of the projects, the inclusion of the gender dimension will be considered favourably. This needs to be clearly demonstrated through specific objectives and targets.

#### *Gender mainstreaming*

Projects should seek to promote gender equality. Where relevant, applicants should ensure that gender equality issues are taken into account by paying attention to the situation and particular needs of women and men.

#### *Rights of the child mainstreaming*

Projects should seek to promote the respect of the rights of the child. Where relevant, applicants should ensure that rights of the child issues are taken into account by paying attention to the situation and particular needs of children.

#### *Equal employment opportunities*

The Commission encourages applicants to promote equal employment opportunities for all their staff and team, and to employ an appropriately diverse mix of people.

Applicants should take these objectives into account when planning their project and preparing their application, and demonstrate in their proposal how they will achieve them.

Projects applicants could involve volunteers from the European Solidarity Corps in their projects. In this case, project beneficiaries should make sure they include insurance for volunteers of the European Solidarity Corps in their project proposal.

Any action under this Call for Proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies. In addition, any action under this Call for Proposals should comply with all relevant ethical principles and all applicable international, EU and national law on ethical issues while carrying out the project.

### **3. TIMETABLE**

	Stages	Date and time or indicative period
a)	Publication of the call	8 December 2016
b)	Deadline for submitting applications	(28/02/2017 – 17:00 CET)
c)	Evaluation period	March 2017 – June 2017
d)	Information to applicants	July 2017
e)	Signature of Grant Agreement	September 2017
f)	Starting date of the action	1 October 2017

### **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects is estimated at EUR 17 604 000.

The Commission reserves the right not to distribute all the funds available.

The Commission reserves the right not to award all available funds, and/or to redistribute the amounts per priority depending on the projects received and the outcome of the evaluation procedure.

## **5. ADMISSIBILITY REQUIREMENTS**

Applications must be sent no later than the deadline for submitting applications referred to in section 3.

Applications must be submitted using the Electronic Submission System of the Participant Portal originally developed for the Horizon 2020 Research programmes.

Applications must be submitted using the standard Submission Form Part A and Part B. They must include all the mandatory information and be accompanied by the Forecast Budget Calculation and (if applicable) the Audit Report<sup>5</sup> Annexes.

Applications must be drafted in one of the EU official languages. English is preferred in order to speed up the evaluation procedure.

Projects cannot be scheduled to last more than 24 months.<sup>6</sup> Applications for projects scheduled to run for a longer period will be rejected.

Failure to comply with these requirements will lead to the rejection of the application.

## **6. ELIGIBILITY CRITERIA**

### **6.1. Eligible applicants and applications**

In order to be eligible for a grant, the Applicant and the Co-applicants must be:

- a) legal persons; applications from natural persons are not eligible;
- b) a public body (including local authorities, public employment services, youth services and education institutions), a non-profit-making private entity, or an international organisation<sup>7</sup>.
- c) a for-profit entity may only participate as co-applicant and not as coordinator. Its participation must be strictly on a non-profit basis;
- d) established in a Member State of the European Union participating in the AMIF instrument<sup>8</sup>. International organisations may be established outside of the EU Member States participating in the AMIF instrument.

In order to be eligible for a grant, applications must be:

- a) transnational, i.e. involving at least three entities established in at least two different EU Member States participating in the AMIF instrument;<sup>9</sup>

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<sup>5</sup> If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

<sup>6</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

<sup>7</sup> The term "international organisations" is used in this Call for Proposals as defined in the Rules of Application of the EU Financial Regulation (Article 43):

- (a) international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;
- (b) the International Committee of the Red Cross;
- (c) the International Federation of National Red Cross and Red Crescent Societies;
- (d) other non-profit organisations assimilated to international organisations by a Commission decision.

<sup>8</sup> All EU Member States, with the exception of Denmark, are participating in the AMIF instrument. Legal entities established in Denmark cannot participate in this call.

- b) seeking EU co-funding equal to or more than EUR 450 000 and equal to or less than EUR 750 000.
- c) activities must not have started prior to the date of submission of the grant application.

Union agencies can be neither Applicants nor Co-applicants.

Affiliated entities, i.e. legal entities having a legal or capital link with Applicants, shall take part in the action as individual Co-applicants in order to declare eligible costs.

To prove these eligibility requirements, Applicants and Co-applicants will have to provide the relevant information and upload necessary documents showing their legal status in the Beneficiary Register. The information needs to be provided before the submission deadline.

## **6.2. Eligible activities**

The following types of activities are eligible under this Call for Proposals:

- a) the furthering of Union cooperation in implementing Union law and in sharing best practices in the field of asylum, notably on resettlement and the transfer of applicants for and/or beneficiaries of international protection from one Member State to another, including through networking and exchanging information, on legal migration, on integration of third-country nationals, including arrival support and coordination activities to promote resettlement with the local communities that are to welcome resettled refugees, and on return;
- b) the setting-up of transnational cooperation networks and pilot projects, including innovative projects, based on transnational partnerships between bodies located in two or more Member States designed to stimulate innovation and to facilitate exchanges of experiences and best practices;
- c) studies and research on possible new forms of Union cooperation in the field of asylum, immigration, integration and return and relevant Union law, the dissemination and exchange of information on best practices and on all other aspects of asylum, immigration, integration and return policies, including corporate communication on the political priorities of the Union;
- d) the development and application by Member States of common statistical tools, methods and indicators for measuring policy developments in the field of asylum, legal migration and integration and return;
- e) preparatory, monitoring, administrative and technical support and the development of an evaluation mechanism required to implement the policies on asylum and immigration;

## **7. EXCLUSION CRITERIA**

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the situations referred to in articles 131(4) of the EU Financial Regulation<sup>10</sup>, i.e. one of the following situations:

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<sup>9</sup> In case the co-applicant is an international organisation established in an EU Member State (participating in the AMIF instrument), the other co-applicant(s) needs to be established in a different EU Member State (participating in the AMIF instrument) than the international organisation. In case the co-applicant is an international organisation established outside the EU, at least two other co-applicants established in two different EU Member States (participating in the AMIF instrument) are required.

<sup>10</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ 2012 L298, p. 1).



## **7.1. Exclusion from participation in the Call for Proposals**

- (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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State 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 including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 Belgium or those of the country where the action is to be implemented;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty for: being guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in a procurement or grant award procedure or for failing to supply this information; or having been declared to be in serious breach of its obligations under grant agreements or contracts financed by the Union's budget.

## **7.2. Exclusion from award**

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

- (a) are subject to a conflict of interest in connection with the action;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on Applicants and Co-applicants who are guilty of misrepresentation.

## **8. SELECTION CRITERIA**

### **8.1. Financial capacity**

Applicants and Co-applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects.

Financial capacity check will be performed by the Research Executive Agency (REA). It will be assessed in line with the requirements of the Financial Regulation (EC) No 966/2012.

The documents that will be requested when assessing the financial capacity include (1) the profit and loss account and (2) the balance sheet for the last financial year for which the accounts were closed. For newly created entities the business plan may replace the above documents.

The financial documents must be uploaded in the Beneficiary Register when uploading the application package.

In case of low financial capacity, the Commission may decide the following:

- request further documents;
- request budget modifications / reallocations of costs;
- introduce interim payments based on interim reports;
- modify pre-financing percentage.

In case of insufficient financial capacity, the Commission may decide the following:

- request a change of Co-applicant;
- reject the application.

Financial Capacity assessment **will not be carried out** if:

- the Applicant or Co-applicant is a public body or an international organisation;
- the EU contribution requested by the Applicant or Co-applicant is  $\leq$  EUR 60 000.

If the share of a grant requested by an organisation (Applicant or Co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. This provision shall not apply to public bodies or to international organisations.

## **8.2. Operational capacity**

Applicants and Co-applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. This capacity shall be assessed based on the experience of the Applicants and each Co-applicant or, as an alternative, on the relevant experience of their directly involved employees.

As evidence, the following information must be provided in the Submission Form Part B of the proposal:

- general profiles (qualifications and experiences) of the staff primary responsible for managing and implementing the proposed action to be described under point 5.1.3,
- a description of the partnership in the context of the proposed action to be provided under point 5.1.1.

The operational capacity assessment is not applicable to public bodies and international organisations.

## **9. AWARD CRITERIA**

Eligible applications and their proposed action will be assessed on the basis of the following award criteria:

<b>Award Criteria</b>	<b>Maximum Points</b>	<b>Threshold</b>
1. Relevance	30	21
2. Quality of the project	20	-
3. Cost effectiveness	30	-
4. European added value	20	-
<b>TOTAL</b>	<b>100</b>	<b>65</b>

- Relevance: applications will be assessed on the extent to which they match the priorities as identified in this Call for Proposals (section 2 above) and in the relevant EU strategic documents and/or action plans (section 1 above), and on whether the expected impact will be significant on the selected priority(ies) (30 points).

Applications receiving less than 21 points for the "relevance" criterion will not be evaluated further.

- Quality: applications will be assessed with regards to the appropriateness of their design and planned implementation, taking into account the envisaged activities, methodology, organisation of work and strategy for project management, evaluation and dissemination (20 points);
- Cost-effectiveness: applications will be assessed with regards to whether the costs of the proposed action are adequate to the activities and proportionate to the expected results (30 points);
- European added value: the project activities, outcomes and impact should have a broad EU relevance; applications will be assessed on whether a suitable number of countries is involved in the project activities and on whether the expected impact will concern a significant number of countries (20 points).

Applications that pass the threshold of minimum 65 points will be considered for funding within the limits of the available budget. The European Commission will then prepare an award decision listing the projects proposed for award, projects on reserve list and rejected projects.

## **10. LEGAL COMMITMENTS**

The award of each grant is subject to the conclusion of a Grant Agreement in writing.

The coordinators of projects proposed for funding will be invited to engage in a grant agreement preparation process, which will be carried out via an online IT system (SYGMA). If successful, it will conclude with the signature of a Grant Agreement, drawn up in euro and detailing the conditions and level of funding.

The Grant Agreement must be signed electronically first by the coordinator on behalf of the consortium and then by the European Commission. All co-beneficiaries must accede to the Grant Agreement by signing electronically the accession form to the grant.

Please note, that if international organisations are involved in the application, no other specific clauses applicable to international organisations than the ones already included in the Model Grant Agreement will be added.

Please note that the award of a grant does not establish any entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### **11.1. General Principles**

#### a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action (Submission Form Part B, section 6).

#### b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed. A grant may be awarded for an action which has already begun only where the Applicant can demonstrate the need to start the action before the Grant Agreement is signed. In any case, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the Beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

#### d) Balanced budget

The Budget Estimate of the action is to be attached to the Application Form. It must have revenue and expenditure in balance and must be drawn up in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.<sup>11</sup> Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its [website](#), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the Beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retaining the documentation for the event of an audit. Detailed information on subcontracting is provided in the Guide for Applicants.

#### e) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

#### f) Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs

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<sup>11</sup> For further guidance on exchange rate please consult the Guide for Applicants.

incurred by the Beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the Beneficiary to carry out the action.

### **11.2. Maximum amount requested**

The EU grant is limited to a maximum co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses entered in the Forecast Budget Calculation must be financed from sources other than the EU grant (see section 11.1.c).

The Commission reserves the right to reduce the estimated costs in the Forecast Budget Calculation, if they are deemed as ineligible.

### **11.3. Payment arrangements**

A pre-financing payment corresponding to maximum 80% of the EU grant amount will be transferred to the Coordinator after the signature of the Grant Agreement by both parties and in accordance with its terms.

The Commission will establish the amount of the final payment to be made to the Coordinator on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the Beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order.

## **12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS**

### **12.1. How to apply**

Proposals must be submitted by the deadline indicated in section 3 via the Electronic Submission System. The list of available calls can be found at the [calls for proposals page](#).

Before submitting a proposal both the Applicant and Co-applicants must be registered via the [Beneficiary Register](#) and obtain the 9-digit [Participant Identification Code \(PIC\)](#) (one for each applicant).

In submitting a proposal, the Applicant accepts the procedures and conditions as described in this Call for Proposals and in the documents to which it refers.

No modification of the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant for this purpose during the evaluation process<sup>12</sup>.

Applicants will be informed in writing about the results of the evaluation process.

### **12.2. Related documents**

The following documents are available via the Electronic Submission System:

- Application form (Submission Form Part A and Part B)
- Required annex – Forecast Budget Calculation and (if applicable) Audit Report<sup>13</sup>

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<sup>12</sup> Article 96 of the Financial Regulation

<sup>13</sup> If the share of a grant requested by an organisation (applicant or co-applicant) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

- Model Grant Agreement
- Guide for applicants

### **12.3. Applications for several projects**

The Applicant may submit more than one application under this call for proposals.

The Applicant may be awarded more than one grant under this call for proposals.

An organisation may participate as Applicant or Co-applicant in several applications.

### **12.4. Several applications for the same project**

Only one application will be accepted and evaluated for any given project. In case there are several applications for the same project, the Applicant will be asked to clarify which application shall be evaluated.

An action may receive only one grant from the EU budget.

### **12.5. Contacts**

For questions on the online submission tools, please contact the [IT helpdesk](#) set-up for this purpose via the Participant Portal website.

Non-IT related questions shall be sent to the following email address: [HOME-AMIF-UNION-ACTIONS@ec.europa.eu](mailto:HOME-AMIF-UNION-ACTIONS@ec.europa.eu). In order to ensure an efficient handling of any enquiry please indicate clearly the reference of this Call for Proposals.

Questions will be answered as soon as possible. Questions received later than 7 calendar days before the deadline for submitting applications will not be answered. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

Applicants are advised to consult the Call's website regularly. The Commission will publish at this website any additional information relevant to the Call, such as responses to frequently asked questions (if appropriate) and the results of the selection procedure.

## **13. PUBLICITY**

### **13.1. By the Beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. Please refer to the Grant Agreement for more details.

### **13.2. By the Commission**

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded. The Commission will publish the following information:

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

Upon a reasoned and duly substantiated request by the Beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

#### **14. DATA PROTECTION**

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CVs of individuals participating in the co-financed action). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council 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. Unless indicated otherwise, the questions and any personal data requested in order to evaluate the application in accordance with the specifications of the Call for Proposal will be processed solely for that purpose by the Commission or third parties acting on behalf and under the responsibility of the Commission. Data subjects may be informed regarding further details of the processing operations, their rights and how they may be enforced by referring to the privacy statement published in the [Legal Notice page](#) of the Participant Portal.

Applicants are invited to check the relevant privacy statement at regular intervals so as to be duly informed on possible updates that may occur by the deadline for submission of their proposals or afterwards. Beneficiaries assume the legal obligation to inform their staff on the relevant processing operations that are to be performed by the Research Executive Agency; in order to do so, they have to provide them with the privacy statements published by the Agency in the Participant Portal before transmitting their data to the Agency. Personal data may be registered in the Early Detection and Exclusion System (EDES) of the European Commission provided for in Articles 105a and 108 of the EU Financial Regulation according to the applicable provisions.

#### **15. MEANS OF REDRESS**

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.