



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE

**RESTRICTED CALL FOR PROPOSALS
JUST/2014/RGEN/AG/GEND**

**Action grants to support projects on equal economic
independence of women and men**

**RIGHTS, EQUALITY AND CITIZENSHIP/JUSTICE PROGRAMME
(2014-2020)**

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1. INTRODUCTION

This call for proposals for action grants is based on the 2014 annual work programme¹ of the Rights, Equality and Citizenship Programme (REC Programme)². It aims to co-fund projects aiming to promote equality between women and men.

Proposals should aim to produce results with EU added value.

Organisations interested in submitting applications are strongly advised to study the detailed terms and conditions set out in this call for proposals and in the Guide for Action Grants published together with this call and constituting an integral part of the conditions of the call.

2. PRIORITIES AND ACTIVITIES TO BE FUNDED

With a focus on equal economic independence, this call for proposals aims to support national actors in promoting equality between women and men, to improve gender mainstreaming in the policies and programmes of the participating countries³, and to achieve the objectives defined in the European Strategy for equality between women and men⁴ and the European Pact for gender equality⁵.

The funded projects will seek to promote European goals of equality in national policies. Applicants shall explain and demonstrate how their proposal is aligned with the respective EU policies and with the documents published by the European Commission and referred to below⁶.

2.1. Background

2.1.1. Equality between women and men at EU level

Equality between women and men has been a fundamental principle of the European Union since its inception. It is a political objective, but also an economic one, as it is crucial in helping the EU achieve its goal of smart, sustainable and inclusive growth. The European Union has various tools at its disposal for promoting equality between women and men: on the one hand, legislation, financial support and specific measures; on the other, gender mainstreaming in all policies.

The European Strategy for equality between women and men for the period 2010-2015 confronts the challenges and obstacles to gender equality and reflects the Commission's

¹ Commission Implementing Decision of 24.04.2014 concerning the adoption of the work programme for 2014 and the financing for the implementation of the Rights, Equality and Citizenship Programme, [C\(2014\) 2557](#).

² [Regulation No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014-2020, OJ L 354, 28.12.2013, p. 62.](#)

³ See below under point 4.2.1.

⁴ COM(2010) 491 final

⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:155:0010:0013:EN:PDF>

⁶ Please also refer to the background documents on reconciliation between work and private life in the annex

commitment to continue and step up its activities in this field. The Strategy reaffirms the dual approach of gender mainstreaming and the adoption of specific measures in the priority areas identified: equal economic independence; equal pay for equal work and work of equal value; equality in decision-making; dignity, integrity and an end to gender-based violence; gender equality in external actions. It emphasises the importance of the partnership with the Member States, as in many areas the centre of gravity for action lies at their level.

In the European Pact for Gender Equality adopted in March 2011 at the European Council, the Heads of State and Government reaffirmed the close link between the Commission's Strategy for equality between women and men from 2010 to 2015 and Europe 2020 Strategy for smart, sustainable and inclusive growth⁷. They called on the Member States to take steps to bridge the gap between men and women in the fields of employment and social protection, including the gender pay gap, promoting a better balance between work and private life for women and men throughout their lives and combating all forms of violence against women. They also encouraged Member States to take action to mainstream the gender perspective in all public activities.

2.1.2. Equal economic independence

Despite a general trend towards more equality in society and on the labour market, progress in eliminating gender inequalities remains slow. Economic independence is a prerequisite for enabling both women and men to exercise control over their lives. It requires creating the opportunity for the full participation of women and men in the labour market all along the lifecycle as well as a more equal share of unpaid work.

In 2013 in the European Union, the employment rate of men was 75 %, while for women it stood at 63%, thus 12 percentage points less. This gender gap is even more important when we consider the full-time equivalent employment rate⁸. Moreover, in Europe 8% of men worked on a part-time basis, the average for women being 32%. The different levels and types of women's involvement in paid work are strongly connected to the allocation of family chores and responsibilities between women and men. Women tend to adjust their labour supply when they have children or other care burdens, by taking leaves, requesting part-time arrangements or even withdrawing fully from the labour market. Men, by contrast, increase rather than reduce their labour market participation when their families grow. Women still spend 26 hours a week in unpaid work (such as household tasks, caring for dependents, etc.), against nine hours for men⁹. Such gaps are problematic not only in terms of reaching equality between women and men, but also in economic and social terms. Since women are increasingly qualified, even surpassing men in educational achievements, their underutilization in the labour market results in a waste of human capital.

To successfully promote the labour force participation of women, especially women with children, the right incentives need to be created in order to allow women to enter, re-enter and remain in the labour market. Hence, the role of men in achieving gender equality is

⁷ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:2020:FIN:EN:PDF>

⁸ The employment rate in full-time equivalent of men is 71,9 while 53.6 for women, Labour Force Survey2013

⁹ Eurofound, Women, men and working conditions in Europe, October 2013; based on 2010 data. <http://eurofound.europa.eu/publications/report/2013/other/women-men-and-working-conditions-in-europe>

of utmost importance as their necessary contribution in the private sphere should complement women's involvement in the labour market. In this area, the right incentives also need to be created in order to reach a more balanced share of family and domestic responsibilities. The European Commission promotes a work-life balance policy mix which is centred on the provision of affordable and quality care services. Care services should be complemented by an efficient leave system and flexible working time arrangements for women and for men. This combination of measures should be considered over the whole life cycle, taking into consideration the needs of children, but also of dependent adults and the elderly.

To increase men's involvement in non-traditional family roles the emphasis should be put on the following two policy measures, in addition to the provision of care services:

A well designed system of complementary family leaves:

The revised Directive 2010/18/EU on Parental Leave¹⁰ gives each working parent the right to four months leave after the birth or adoption of a child. At least one of the four months cannot be transferred to the other parent – meaning that it will be lost if not taken – thereby giving an incentive to fathers to take the leave. In general, family leave schemes specifically targeted at fathers, such as quotas of paid parental leave, but also shorter periods of paternity leave at the time of birth, provide an important institutional support not only for increasing fathers' involvement in family-based childcare, but also for promoting equality in the division of household tasks.

Flexible working time arrangements:

Flexible working arrangements can also play a role in mitigating work-life balance conflicts and foster men's participation in care responsibilities. It refers to arrangements such as flexi-time, working time banking, compressed work weeks, teleworking or part-time work. The significance of working time flexibility for work-life balance is based on the assumption that giving workers greater autonomy and more control over their working times should empower them to better balance their work and non-work demands. Furthermore, some positive outcomes have also been reported for the employers; these included less sickness absence, greater commitment to the employer, less turnover, and reduced costs due to fewer missed deadlines. Companies and social partners should be encouraged to develop initiatives which promote a take-up of flexible working arrangements by fathers, in particular in male dominated areas of employment. Part-time employment, which is a flexible measure mainly used by women today, should however not be at the detriment of quality employment and should be promoted for men as well.

In addition, **measures focusing on cultural change** are also important. Role-models are key to show alternatives to men, as are efforts to increase employers' acceptance and support of men's care responsibilities.

2.2. Priorities under the call

In the context of the above section, priority will be given to proposals dealing with equal economic independence of women and men, including aspects such as

¹⁰ Council Directive 2010/18/EU of 8 March 2010 implementing the revised Framework Agreement on parental leave concluded by BUSINESSEUROPE, UEAPME, CEEP and ETUC and repealing Directive 96/34/EC.

reconciliation of professional and private life and how to share housework and care responsibilities more equally between women and men. However, other themes of the Commission's Strategy for equality between women and men are not excluded from the scope of this call (see section 2.1.1), The degree of relevance to this priority will be assessed under the relevance award criterion.

Proposals shall complement the efforts of the EU in the area of equality between women and men. Duplications of already existing initiatives will not be funded. Activities already funded or eligible for funding under other EU funds (e.g. European Social Fund) cannot be funded under this call for proposals.

In particular, this call for proposals may provide funding for:

➤ **effective national and/or transnational awareness raising activities aiming at:**

- supporting, in particular **for men**, flexible working arrangements (e.g. part time work, job sharing, reduced hours etc.) through campaigns using role models and pioneers. Such campaigns could e.g. highlight particularly successful male politicians, entrepreneurs or other public figures as care-givers who have adapted their working days to accommodate the needs of their families; show men taking care of ill partners or their parents; etc.
- highlighting the benefits of family-friendly measures to encourage **companies** to implement them; fighting against the adverse consequences affecting parents who make use of their right to family leave, and fighting stereotypes at company level that prevent men from making use of parental leave, paternity leave or part-time;
- counteracting the stereotype that domestic work does not fit the traditional picture of masculinity, by using authentic gender-balanced role models, such as:
 - run campaigns showcasing e.g. popular male athletes completing domestic work or blue collar workers bringing home groceries, etc.
 - implement at schools special lessons in 'domestic work' for both girls and boys. This should allow **students** to revalue these tasks and to establish the norm that both genders are responsible for this work.

➤ **innovative policy research aiming at:**

- Providing new evidence on innovative ways of organising work and -time that would enable a better work-life balance and better sharing of domestic tasks and care responsibilities between women and men:
 - conduct new research on economic and social benefits for equally shared paid and unpaid working hours;
 - experiment (pilot) new working arrangements that allow better sharing of paid and unpaid work.

Applicants are encouraged to consult the results of projects that were funded in the past and existing good practice and studies.¹¹

¹¹ See references at the end of this document.

2.3. Description of the activities to be funded under the call

Projects under this call for proposals may be **either national or transnational**. Applicants are encouraged to set up **relevant partnerships in particular with social partners** and other Member States implementing inspiring practices.

Activities which may be funded include information and awareness raising actions, communication campaigns, training sessions (including the training for trainers) and analytical activities such as development of ex ante evaluation, impact assessment measuring economic and social benefits of reconciliation of work and private life measures.

The following types of activities will **not** be funded by the Commission:

- individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses etc.;
- activities supporting individual political parties;
- provision of financial support to third parties;
- legal actions before national or international courts regardless of their grounds or objectives.

Moreover, mapping of best practices or best practices guides/guidelines and descriptive studies will **not** be funded under this call, as a lot of work has already been carried out in this field.

Proposals must make provisions to document the number of persons/professionals reached, provide anonymised data disaggregated by gender and by age and must describe in their grant application how this will be done.

3. BUDGET AVAILABLE

The indicative available budget under this call for proposals is **EUR 3 350 000**.

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.

4. EVALUATION PROCEDURE

All applications are subject to an evaluation process involving five sets of criteria. Firstly, the evaluators will check whether the proposal complies with all the formal requirements (admissibility, exclusion and eligibility criteria). If a proposal is rejected at this stage, the applicant will receive a letter from the Commission stating the reasons for the rejection. If the application is admissible and eligible, it will be accepted for further assessment and the applicant will not receive any information at this stage.

Applications that successfully pass this first stage will be subject to the verification of operational and financial capacity (selection criteria), and they will be evaluated on the basis of the award criteria mentioned in the call. For the verification of the selection criteria the evaluators, based on the documents submitted, will check whether the applicants have enough financial, human and operational resources to carry out the activities described in *Annex 1- Project Description and Implementation Form*. For the

evaluation of the award criteria the evaluators will assess each proposal on its merits against the award criteria, giving points to each proposal.

Proposals will be evaluated by an evaluation committee composed of Commission staff. The committee may be assisted by external experts. The submitted proposals will be evaluated solely on the basis of the criteria outlined below.

4.1. Admissibility Requirements

To be admissible applications must comply with all of the following criteria:

- (a) Applications must be submitted no later than the deadline for submission referred to in section 8.
- (b) Applications must be submitted using the online application tool of Directorate-General Justice (PRIAMOS).
- (c) Applications must be submitted using the standard PRIAMOS Grant Application Form. They must include all the mandatory information and be accompanied by all the compulsory documents and annexes requested under section 7.3 of this call for proposals.

4.2. Eligibility Criteria

To be eligible, applications must fulfil all of the following criteria.

4.2.1. Eligibility of the applicant and of the partners

Applicants and partners must comply with the following requirements:

- (a) **Applicant:** The application must be submitted:
 - (i) by the national authority in charge of the policy on equality between women and men (if an application is submitted by this authority, applications submitted by other entities will be ineligible); or
 - (ii) by the body responsible for gender equality at national level (i.e. the body referred to in Art. 20 of the Directive 2006/54/EC): if no application is submitted by the national authority under (i), an application submitted by the body responsible for gender equality at national level will be eligible; or
 - (iii) by another national authority: only if no application is submitted by the two entities under (i) and (ii), will an application submitted by another national authority be eligible;
- (b) **Partners:** If the application includes partners, they must be legally constituted public or private organisations, or international organisations.

Only legally constituted organisations can be partners. Natural persons (private individuals) are not allowed to be partners.

- (c) **Eligible country:** Applicant and partners must be legally established in an eligible country. This is not applicable for International organisations.

IMPORTANT NOTE

Eligible countries¹²:

- ⇒ all the EU Member States;
- ⇒ Iceland and Liechtenstein.

4.2.2. Eligibility of the application

- (a) The EU grant requested cannot be lower than EUR 100 000. There is no upper limit.
- (b) Projects must not have started prior to the date of submission of the grant application.

4.3. Exclusion Criteria

4.3.1. Exclusion from participation

Organisations (i.e. applicant and partners) 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 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 grant agreement is to be performed;
- (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;

¹² If, before the deadline for submission of proposals, other countries (other EEA countries, candidate countries) join the programme, a notification will be placed on the call website informing applicants that organisations from such countries can participate as applicants or partners.

- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of 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 (Financial Regulation)¹³.

4.3.2. Exclusion from award:

Organisations (i.e. applicant and partners) will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest;
- (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 4.3.1.

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

4.4. Selection criteria

4.4.1. Financial capacity

Applicants and partners must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding.

For this purpose the applicant must present its balance sheets and profit and loss accounts for the last two years available.

If the share of a grant requested by an organisation (applicant or partner)¹⁴ exceeds EUR 750 000, this organisation must submit an audit report produced by an approved external auditor certifying its accounts for the last closed financial year.

The following elements will be taken into account, among others, to assess the applicant's financial capacity:

- The applicant's dependency on EU financing;
- The applicant's deficit of the previous financial years;
- The applicant's revenue of the previous financial years;
- The auditor's findings in the audit report (when applicable).

¹³ OJ L298, 26.10.2012, p.1.

¹⁴ See the calculation in the Grant Application Form, section 1.5, column *Value of EU Contribution Expected*.

If the Commission considers that the financial capacity is not satisfactory, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment), or reject the application.

Please note that the financial capacity shall not be verified for public bodies or international organisations.

In case of applications submitted on behalf of a partnership, partners declare on their honour in the partner declaration that they possess financial capacity to implement the project. The Commission reserves the right to request financial documents also from partners.

4.4.2. Operational capacity

The applicant and the partners must have sufficient operational and professional capacities to implement the activities for which co-funding is requested.

For this purpose the applicant must present CVs of key staff involved in the project (employed by the applicant and the partners), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. The applicant must also provide its annual technical/narrative reports for the last available year.

Applicants may not be awarded a grant if they fail to demonstrate that they have the capacity, the experience and the expertise necessary for the successful implementation of the proposed activities.

4.5. Award criteria

The award criteria aim to ensure the selection of actions with a high inherent quality, which contribute as much as possible to the priorities of this call in a cost-effective manner. Synergies and complementarities with other Union instruments and programmes shall be sought and overlaps and duplications with existing activities avoided.

Applications will be assessed against the following criteria:

(a) Relevance to the priorities of the call (20 points):

Relevance of the action and its objectives to the priorities of the call for proposals, as described under section 2 of this call notice, relevance of the target groups and the issues addressed by the project, contribution of the proposal to the priorities, and complementarity with other Union activities, avoiding duplication with projects funded by other Union programmes.

(b) Quality of the proposed action (40 points):

Quality in terms of the proposed methodology for implementing the activities; the organisation of work, the allocation of resources and the time schedule; the appropriateness of the envisaged activities; the relevance of the actors involved in the project implementation; the strategy for monitoring of the project implementation and the proposed evaluation; the identification of risks and the measures to mitigate them; the identification of ethical issues and the proposed action to address them.

(c) European added value of the project (15 points):

The European added value of the project shall be assessed in the light of criteria such as its contribution to the consistent and coherent implementation of Union law and policies and to wide public awareness about the rights deriving from it, its potential to develop mutual trust among Member States and to improve cross-border cooperation, its transnational impact, its contribution to the elaboration and dissemination of best practices or its potential to create practical tools and solutions that address cross-border or Union-wide challenges.

(d) Expected results, dissemination, sustainability and long-term impact (15 points):

How appropriate are the expected results to achieve the objectives of the action? Is there a long-term impact of these results on the target groups and/or the general public? A clear, targeted and appropriate dissemination strategy, which will ensure that the results and/or lessons learnt will reach the target groups and/or the general public? Is sustainability of the activities after the EU funding ensured?

(e) Cost-effectiveness (10 points):

Financial feasibility of the proposed activities by means of a realistic and reasonable budget. Appropriateness of the amount requested in relation to the scale and type of the activities, to the expected results and to the size of the partnership. Appropriateness of management and coordination costs.

As a result of the evaluation carried out against the above award criteria the proposals will be ranked according to the points attained. The list of awarded projects will be established based on the amount of budget available.

Proposals not attaining an overall score of 70 points will not be considered for the award of a grant even in case the available budget is not consumed fully.

Once the evaluation procedure is completed, the Commission will adopt a formal award decision indicating the selected and the rejected proposals, publish it on DG Justice's Website and then send a letter informing each applicant of the final decision taken, including reasons for rejection, where applicable. Please note that the award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a Grant Agreement in writing.

After the award decision has been adopted, the Commission will prepare the Grant Agreements for the selected applications (including dialogue with the Applicant concerning any necessary technical and financial adjustments).

Experience shows that usually the number of the proposals scoring above the minimum threshold of 70 points exceeds the number of the projects that can be funded from the available budget.

Therefore, the Commission reserves the right to set up a reserve list in addition to the award list. Proposals placed on the reserve list may receive funding should additional funding become available after the adoption of the award decision. This typically happens if an awarded project is cancelled or withdrawn or if grants are reduced during

the budget review of awarded projects. In this case the Commission will contact the applicant of the project ranked highest on the reserve list.

5. ADMINISTRATIVE AND FINANCIAL PROVISIONS

5.1. Number of applications and grants per applicant

Applications for several projects

An applicant may submit only one application. An organisation may participate as partner or as associate partner in several applications.

Organisations participating in several projects shall have sufficient financial and operational capacity to implement multiple actions.

Only one application per eligible country will be awarded.

Several applications for the same project

Only one application will be accepted and evaluated for any given project. If the applicant submits more than one version of the application package or of documents contained therein under the same application number, only the latest version submitted will be taken into consideration for the evaluation. In case there are several applications for the same project with different application numbers, the applicant will be asked to clarify which application shall be evaluated.

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

5.2. Start date and duration

Projects should be scheduled to start after the Grant Agreement is signed (See section 8 - Timetable). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement.

Starting the project before the signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed.

A project that has already started before the date the grant application was submitted is not eligible for funding (see section 4.2.2.b).

The initial duration of the projects should not exceed 24 months.

5.3. Financial provisions

The funding under this call is based on the co-financing principle: the grant cannot constitute more than 80% of overall eligible project costs. The beneficiaries should ensure that the outstanding balance is covered from sources other than the EU budget (own resources of beneficiaries, contributions by donors, income generated by the project). The project budget must have revenue and expenditure in balance.

Contributions in kind

Contributions in kind mean the provision of goods or services to a beneficiary(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a beneficiary(ies) they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

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 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. More details are provided in the Guide for Action Grants.

Sub-contracting and implementing contracts

If the beneficiaries have to conclude contracts with third parties in order to carry out a limited part of the activities, it shall justify this working method in the *Annex I - Project Description and Implementation Form* and duly respect the rules set out in the Guide for Action Grants, in the section on award of contracts. As a general rule, subcontracting shall be limited to 30% of the total eligible costs. If this threshold is exceeded in the budget estimate, the applicant shall provide justification, which shall help the Commission to assess whether the exception can be accepted.

Estimated budget

Before signature of a grant agreement, the estimated budget submitted by the applicant is subject to a review. If problems such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs are identified, the Commission may request clarifications and/or may impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant as a result of these corrections.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

If the amount of the grant is lower than the amount requested, it is the responsibility of the beneficiaries to find the additional amount required to cover its co-financing share or to reduce the total cost of the project.

Grant Agreement

Grants awarded shall be governed by a written agreement. The agreement is a standard agreement; its terms and conditions may not be altered and are not subject to negotiation.

In case of projects involving partners, the coordinator will be requested to sign a multi-beneficiary grant agreement, while in case of a project involving only one organisation, the mono-beneficiary grant agreement will be used. More information is available in the Guide for Action Grants.

The Grant agreement templates are published on the webpage of the call for proposals.

VAT

Please note that new rules concerning eligibility of VAT entered into force on 1 January 2013. The change concerns more particularly public entities. Applicants should refer to the Guide for Action Grants for more detailed information.

6. KICK-OFF MEETING

The Commission intends to organise a one-day "kick-off" and/or networking meeting in Brussels for successful applicants. The meeting will focus on exchange of information and best practices, sharing of experiences, project management, administrative and financial aspects as well as reporting obligations.

If necessary, applicants should include return travel to Brussels and subsistence costs for up to two representatives in their estimated project budget. A single overnight stay should be sufficient.

The meeting should be attended preferably by the project coordinator and the financial coordinator.

7. PROCEDURE FOR SUBMISSION OF PROPOSALS

7.1. Procedure for submission of applications

This call is managed via **PRIAMOS**, an on-line system for the submission of applications.

Applicants first need to register and obtain a login and password to access the system. This should be done as soon as a decision is taken to participate in this call.

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

Information and guidance on how to register and submit your application via PRIAMOS can be found on the following website:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

The Grant Application Form and its annexes may not be modified after the deadline for submission. The functions allowing the downloading of blank Grant Application Forms and the uploading of completed Application packages will be disabled at the deadline. However, applicants will be able to access the application they submitted at any time after the deadline.

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. Applicants are advised to verify that their registration details in PRIAMOS are up-to-date. Contact details are uploaded directly into the application form and, in case of a successful application, used when preparing the grant agreement.

No extension of the deadline will be granted. No application will be accepted if the upload of the application package fails due to reasons which are beyond the Commission's control.

7.2. Grant Application Form

The Applicant will be able to download the specific **Grant Application Form** mandatory for this call once it has registered in PRIAMOS.

IMPORTANT NOTE:

Applicants should select the Grant Application Form that is relevant to the call for proposals under which they want to apply.

The reference in PRIAMOS for this call for proposals is:

JUST/2014/RGEN/AG/GEND

In the Grant Application Form, Applicants must select the priority their proposal addresses from the drop-down menu.

If an application form is void of data other than that downloaded automatically from the registration details held in PRIAMOS, it shall be considered that no application has been made.

By submitting the Grant Application Form, applicants electronically sign declarations on their honour certifying that they are not in one of the situations referred to in Articles 106(1) and 107 to 109 of the Financial Regulation applicable to the general budget of the Union, that they fulfil the eligibility criteria and that they have the required the financial and operational capacity to carry out the proposed activities.

By signing the partner declaration, the partners make the same declaration.

7.3. List of required annexes

The mandatory templates for *Annex 1- Project Description and Implementation Form*, *Annex 2 – Budget* and *Annex 3 – Partner/Associate Partner Declaration* will be available in PRIAMOS as attachments to the *Grant Application Form*. No mandatory templates are set for the rest of the Annexes.

The Commission reserves the right not to take into account documents that were not requested. In particular, the Commission will not accept a project description that is not presented on the set template or partly presented in a different document.

All the annexes must be attached to the Grant Application Form. An application is considered complete only if all the necessary annexes have been provided. If no annex is provided, the application will be rejected right away.

ANNEXES	
Annex 1. Project	The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.

<p>Description and Implementation Form</p>	<p>The template must be uploaded in the original Word format and should not be scanned before it is attached to the Grant Application Form.</p>
<p>Annex 2. Budget Form</p>	<p>The applicant must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>The budget figures contained in the <i>Budget Form</i> must match those indicated in the <i>Grant Application Form</i>.</p> <p>The template must be uploaded in the original Excel format and should not be scanned before it is attached to the Grant Application Form.</p>
<p>Annex 3. Partner/Associate Partner declaration (to be submitted if applicable)</p>	<p>Partners and Associate Partners must use the <u>mandatory template</u> and complete it in accordance with the instructions given in the Guide for Action Grants.</p> <p>All the sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the partner organisation.</p> <p>The Application package should contain one declaration for each Partner indicated in other sections of the Application Package.</p> <p><u>The scanned</u> electronic copy of each of the duly completed, dated and signed declaration(s) must be attached to the Grant Application Form in one document. The filled but unsigned Word version will not be accepted.</p>
<p>Annex 4. Documents showing the legal and fiscal registration of the applicant</p>	<p><u>NOT APPLICABLE</u></p>
<p>Annex 5. Profit and Loss accounts Balance Sheets</p>	<p><u>NOT APPLICABLE</u></p>
<p>Annex 6. Annual Activity Report for the last available year</p>	<p><u>NOT APPLICABLE</u></p>

Annex 7. Curriculum vitae	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format¹⁵; however, organisations are free to submit these CVs in any other format. CVs should preferably be grouped in one file per beneficiary, rather than uploaded individually.</p> <p>The project team should be described and the key staff should be listed in the relevant section of Annex 1.</p> <p>In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.</p>
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Additional information and documents may be requested from applicants and partners.

8. DEADLINE AND TIMETABLE

The **deadline for submitting proposals** via the PRIAMOS system is
31 March 2015, 12:00 (noon) Central European Time

The indicative timetable for the various stages of the procedure is:

	Stages	Timing
1	Publication of the call	December 2014
2	Deadline for submitting applications	31 March 2015, 12:00 (noon) CET
3	Information to all applicants on the results of the selection procedure	Q3 2014
4	Signature of grant agreements	Q3 2014

9. CONTACTS AND FURTHER INFORMATION

The call's website:

http://ec.europa.eu/justice/grants1/calls/just_2014_rgen_ag_gend_en.htm

Information regarding the electronic submission in PRIAMOS:

http://ec.europa.eu/justice/grants/priamos/index_en.htm

Questions may be sent by e-mail to the following functional email address.

¹⁵ The EUROPASS CV template can be downloaded at:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

EC-REC-CALLS@ec.europa.eu

To ensure an efficient handling of any enquiry please indicate clearly the reference of this call.

Questions will be answered as soon as possible.

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.

In accordance with the principle of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an Applicant, a Partner or an action or on the outcome of the call before the official publication of the results.

The Commission may contact the Applicant, should a need for clarification or information arise during the evaluation of the proposal. Such contact will be initiated per e-mail via the contact person indicated under section 1.4 of the Grant Application Form, and may request an answer within a short deadline. **Please make sure that the e-mail address in your Grant Application Form is correct and regularly checked.**

10. DATA PROTECTION

The submission of an application under this call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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 are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by data protection officer of Directorate-General Justice. Details concerning the processing of personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

http://ec.europa.eu/budget/expained/management/protecting/protect_en.cfm)

11. PUBLICITY 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 of the Beneficiaries;
- address of the Beneficiaries;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by a 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 beneficiary.

ANNEX – BACKGROUND DOCUMENTS ON RECONCILIATION BETWEEN WORK AND PRIVATE LIFE

Council conclusions / Indicators adopted at EU-level for the follow-up of the Beijing Platform for Action (BPfA)

- Reconciliation of work and family life as a precondition for equal participation in the labour market 2011 (PL)

Conclusions:

http://ec.europa.eu/justice/gender-equality/files/concil_conclusion_pl2011_en.pdf

Report:

<http://www.eige.europa.eu/content/document/report-review-of-the-implementation-of-the-bpfa-in-the-area-f-women-economy-reconciliation>

- Institutional mechanisms for women 2006 (FI)

Conclusions:

<http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%2014376%202006%20INITReport>

<http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%2014376%202006%20ADD%201Corrigendum>

<http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%2014376%202006%20ADD%201%20COR%201>

Research on work-life balance policies

- Gender equality in the workforce: Reconciling work, private and family life in Europe, Statistical reports European Commission 2014

[http://ec.europa.eu/justice/gender-](http://ec.europa.eu/justice/gender-equality/files/documents/140502_gender_equality_workforce_ssr_en.pdf)

[equality/files/documents/140502_gender_equality_workforce_ssr_en.pdf](http://ec.europa.eu/justice/gender-equality/files/documents/140502_gender_equality_workforce_ssr_en.pdf)

[Annex I: Use of childcare in the EU Member States and progress towards the Barcelona targets](#)

[Annex II: Parents at work: Men and women participating in the labour force](#)

[Annex III: Single parents and employment in Europe](#)

[Annex V: Emerging trends in earnings structures of couples in Europe](#)

[Annex VI: Family-related working schedule flexibility across Europe](#)

- Studies and reports at EU and Member State level, EPIC European Commission

http://europa.eu/epic/studies-reports/reconciliation-work-family-life/index_en.htm

- Working time and work–life balance in a life course perspective – Eurofound 2013

<http://www.eurofound.europa.eu/publications/htmlfiles/ef1273.htm>

- EU employers take family-friendly working seriously – Eurofound 2013

<http://www.eurofound.europa.eu/ewco/surveyreports/EU1302011D/EU1302011D.htm>

- European Company Survey on Reconciliation of Work and Family Life – Eurofound 2010

<http://www.eurofound.europa.eu/ewco/2012/10/EU1210011I.htm>

- Flexible working time arrangements and gender equality - A comparative review of 30 European countries, European Commission 2009
<http://ec.europa.eu/social/BlobServlet?docId=6182&langId=en>
- Reconciliation of work and private life- A comparative review of 30 European countries, European Commission 2006
[Reconciliation of work and private life - A comparative review of thirty countries](#)

Research on men and gender equality

- The Role of Men in Gender Equality - European strategies & insights – European Commission 2012
http://ec.europa.eu/justice/gender-equality/files/gender_pay_gap/130424_final_report_role_of_men_en.pdf
- Analysis note Men and Gender Equality tackling gender segregated family roles and social care jobs European Commission 2010
<http://ec.europa.eu/social/BlobServlet?docId=5532&langId=en>
- Men in families and Family Policy in a Changing World – United Nations 2011
<http://www.un.org/esa/socdev/family/docs/men-in-families.pdf>

The programme of exchange of good practice on gender equality:

- The role of men, Finland November 2014
http://ec.europa.eu/justice/gender-equality/other-institutions/good-practices/review-seminars/seminars_2014/role_of_men_en.htm
- Reconciliation of work and family life, France November 2013
http://ec.europa.eu/justice/gender-equality/other-institutions/good-practices/review-seminars/seminars_2013/reconciliation_en.htm
- Flexible working time arrangements/New Forms of Work, The Netherlands October 2011
http://ec.europa.eu/justice/gender-equality/other-institutions/good-practices/review-seminars/seminars_2011/new_forms_of_work_en.htm
- The Childcare System in Slovenia, September 2008
http://ec.europa.eu/justice/gender-equality/files/exchange_slovenia_report_en.pdf
- The Parental Leave System in Iceland, October 2008
<http://ec.europa.eu/social/BlobServlet?docId=2265&langId=en>

Compendium of good practices

- A toolkit for gender equality in practice - 100 best practices for gender equality at work – A joint initiative by European employers and trade union organisations- 2014
<http://www.etuc.org/press/toolkit-gender-equality-practice-100-best-practices-gender-equality-work>

- EIGE's resources and documentation centre on Reconciliation between work and family
[http://primop.eige.europa.eu:1701/primop_library/libweb/action/search.do?dsent=1&scp.scp.scope%3A%28IAV_ADL_A%29%2Cscope%3A%28IAV_ADL_J%29%2Cscope%3A%28KVI_VOYGBV%29%2Cscope%3A%28metalib%29%2Cscope%3A%28EIGE_SFX_KB%29%2Cscope%3A%28IAV_ADL%29%2Cscope%3A%28EIGE%29%2Cscope%3A%28%22AMZ_NET%22%29%2Cscope%3A%28%22GIB_VUF%22%29%2Cscope%3A%28CID_ALEGBV%29%2Cscope%3A%28KVI_VOYGCC%29%2Cscope%3A%28KVI_VOYGFV%29%2Cscope%3A%28KVI_VOYGIM%29%2Cscope%3A%28KVI_VOYGME%29%2Cscope%3A%28KVI_VOYGAM%29&frbg=&tab=default_tab&dstmp=1412580701537&srt=rank&ct=search&mode=Basic&dum=true&indx=1&vl\(freeText0\)=reconciliation+AND+famil*+OR+work*+OR+empl*+OR+travail+OR+arbei*&fn=search&vid=eigenet&fromLogin=true&fromLogin=true](http://primop.eige.europa.eu:1701/primop_library/libweb/action/search.do?dsent=1&scp.scp.scope%3A%28IAV_ADL_A%29%2Cscope%3A%28IAV_ADL_J%29%2Cscope%3A%28KVI_VOYGBV%29%2Cscope%3A%28metalib%29%2Cscope%3A%28EIGE_SFX_KB%29%2Cscope%3A%28IAV_ADL%29%2Cscope%3A%28EIGE%29%2Cscope%3A%28%22AMZ_NET%22%29%2Cscope%3A%28%22GIB_VUF%22%29%2Cscope%3A%28CID_ALEGBV%29%2Cscope%3A%28KVI_VOYGCC%29%2Cscope%3A%28KVI_VOYGFV%29%2Cscope%3A%28KVI_VOYGIM%29%2Cscope%3A%28KVI_VOYGME%29%2Cscope%3A%28KVI_VOYGAM%29&frbg=&tab=default_tab&dstmp=1412580701537&srt=rank&ct=search&mode=Basic&dum=true&indx=1&vl(freeText0)=reconciliation+AND+famil*+OR+work*+OR+empl*+OR+travail+OR+arbei*&fn=search&vid=eigenet&fromLogin=true&fromLogin=true)
- Company initiatives for workers with care responsibilities for disabled children or adults Eurofound 2011
<http://www.eurofound.europa.eu/publications/htmlfiles/ef1147.htm>
- Study on non-legislative initiatives for companies to promote gender equality at the workplace European Commission 2010
Synthesis :
<http://ec.europa.eu/social/BlobServlet?docId=5364&langId=en>
Report :
<http://ec.europa.eu/social/BlobServlet?docId=5366&langId=en>
Database :
http://ec.europa.eu/justice/gender-equality/files/gender_pay_gap/database_version2_en.mdb
- Reconciliation of professional and private life: projects funded under the fifth European programme for gender equality 2006
[Reconciliation of professional and private life: exchange of good practices](#)