



EUROPEAN COMMISSION
DIRECTORATE-GENERAL MIGRATION AND HOME AFFAIRS

Preparatory Action

Funding for the rehabilitation of victims of torture

2015

HOME/2015/PAVT/AG

Call for proposals for action grants

DEADLINE for submission of proposals:

8 September 2015 12:00 CET (noon)

1. INTRODUCTION – BACKGROUND

The main objective of this Preparatory Action is to create a line of funding for the final benefit of victims of torture¹ whether EU citizens and /or migrants present in the Union.

The Preparatory Action is implemented directly by Directorate-General for Migration and Home Affairs of the European Commission (hereinafter referred to as DG HOME) through grants awarded pursuant to this **open call for proposals**.



More information

For a glossary of terms and definitions used in this call for proposals and detailed instructions on how to prepare the Application Package all organisations interested to submit applications or participate in projects on a co-funded or non-co-funded basis should consult the **2015 PAVT Guide for Applicants** published together with this call for proposals and constituting an integral part of the conditions of the call.

2. PRIORITIES AND ELIGIBLE ACTIONS

The activities financed under this call for proposals shall enable **new or existing rehabilitation centres established in the European Union** to offer victims of torture whether EU citizens and /or migrants present in the Union as full rehabilitation as possible thus empowering torture victims to rebuild their life and dignity and to find their role in the society.

The priorities of this call for proposals are :

PRIORITY 1

— to provide victims with access to holistic rehabilitation such as multi-disciplinary support and counselling, including physical and psychotherapeutic treatment, legal services, and socio-economic support, by providing funds for the costs of rehabilitation centres for victims of torture established in the EU (new or existing ones); the funding cannot cover financial compensation to victims;

PRIORITY 2

— to support the capacity building of rehabilitation centres established in the EU via networking activities in and outside the EU, research, training, development of common tools, exchange of good practices, peer supervision as a prevention of vicarious trauma;

¹ For the purposes of this Preparatory Action, torture means any act as defined under the UN Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT) (Art.1), namely any mental and/or physical severe pain or suffering, or any other forms of aggravated and deliberate cruel, inhuman or degrading treatment or punishment, where:

- the person involved, or acquiescing, in such acts is a public official, or someone acting in an official capacity; or
- the act is intentionally inflicted on a person for one of the following purposes:
 - obtaining from that person or a third person information or a confession,
 - punishing him/her for an act s/he or a third person has committed or is suspected of having committed,
 - or intimidating or coercing him or a third person,
 - or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with the consent or acquiescence of a public official or other person acting in an official capacity. It does not include pain or suffering arising only from, inherent in or incidental to lawful sanctions.

PRIORITY 3

— to support activities aiming at the empowerment of torture victims themselves and, in general, at supporting the integration capacities of torture victims in EU countries;

PRIORITY 4

— to support advocacy actions aiming at ensuring that Member States comply with the right to rehabilitation as defined in General Comment 3 to Article 14 of Convention Against Torture².

3. ELIGIBILITY CRITERIA

Applications must meet all of the following criteria:

a) **Eligible organisations** (as Lead Applicant or Co- applicants) are:

national, regional and local authorities, non-governmental organisations (NGOs), public or private bodies, university departments, research centres that are constituted **with a legal personality and are duly registered in one of the Member States of the EU for at least 2 years** on the date of the official submission of the Application Package in PRIAMOS system.

International organisations regardless of their place of establishment and organisations established outside of the EU are not eligible to receive grants under this call for proposals. Consequently, they cannot submit applications and cannot be included in proposals as Co-applicants.

In order to be eligible participating organisations (as Lead Applicant or Co-applicants) must work on a **non-profit basis**.

b) **Eligible activities** are the activities set out under section 2 of this call for proposals. This call will fund only **transnational projects** designed, submitted and implemented by a **Partnership** of at least **2 eligible distinct organisations** from at least **2 EU Member States** (i.e. the Lead Applicant who will submit the application on behalf of the Partnership established in one EU Member State + at least one (1) other distinct legal entity established in another EU Member State). All members of the partnership shall be actively involved in the implementation of the project.

The activities of the proposed project should be designed, developed and implemented **in at least 2 EU Member States**. Activities implemented in non-EU Member States are not eligible under this call and the related costs will not be co-financed. In duly justified cases and when it serves the purpose of the project, costs related to participation in networking, exchange or training events (typically travel and subsistence costs) held outside of the EU may be accepted. These activities however, can only be complementary to the core activities of the project and shall bring direct benefits within the lifetime of the action and shall support the capacity building of rehabilitation centres established in the EU.

² See footnote 1

The staffs of organisations/individual experts established outside of the EU may participate in networking, exchange or training events organised by the eligible EU partners within the framework of the project if the costs of their participation (typically travel and subsistence costs) are incurred by eligible organisations established in one of the EU Member States and if their participation helps meeting the overall objective of the Preparatory Action. This should be clearly explained in the Grant Application Form and Annex 1 – Description of the Action.

c) Implementation period

Applications submitted for projects already terminated (even partially, i.e. containing activities that have already been implemented) on the date of the submission of the grant application cannot be funded, and consequently will not be evaluated in details.

The implementation of the projects can only start after the entering into force of the Grant Agreement upon its signature by both parties. The actual starting date of an awarded project that will set the start of the eligibility period of costs shall be agreed with the Commission prior to the conclusion of the Grant Agreement.

Consequently actions should be scheduled to start after the entering into force of the Grant Agreement. When preparing their application Applicants should take into account the indicative timetable for the implementation of this call for proposals set out under section 7 below.

- d) **The requested amount of EU grant** cannot be less than 300.000 EUR and more than 750.000 EUR. Proposals requesting a lower or higher amount will not be evaluated in details.
- e) The **EU co-financing rate requested** cannot be higher than **90%** of the total eligible costs of the action. Proposals requesting a higher percentage of co-financing will not be evaluated in details.

4. EXCLUSION CRITERIA

The check on exclusion criteria applies both to the Lead Applicant organisation and the proposed Co-applicants.

4.1. Exclusion from participation:

The Lead Applicant and the proposed Co-applicants will be excluded from participating in the call for proposals procedure 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 European Commission 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;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation³.

4.2. Exclusion from award:

The Lead Applicant and the proposed Co-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;
- (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 4.1.

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

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to above. The Lead Applicant is signing such declaration by submitting the Grant Application Form via the PRIAMOS system. The same declaration for the Co-applicants is included in the Partnership Declaration by a Co-applicant organisation (Annex 5a).

5. SELECTION CRITERIA

5.1. Financial capacity

The Lead Applicant and the Co-applicants (participating organisations) 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. In order to ensure

³ 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 and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298 , 26.10.2012, p.1

this the Commission will assess individually the financial capacity of each of the participating organisations against their estimated share of the requested EU grant.

The verification of the financial capacity **shall not apply to national, regional and local authorities or university departments.**

The participating organisations' financial capacity will be assessed on the basis of the following supporting documents to be submitted as part of the Application Package:

In case of the Lead Applicant organisation

- primarily based on a declaration on honour⁴ and the information provided by the Lead Applicant via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;
- the official financial statements (Annex 3b) of the Lead Applicant organisation for the last **two** financial years for which the accounts were closed. The Lead Applicant must be mature enough to be financially viable, i.e. must be in existence for at least 2 years on the date of the official submission of the Application Package in PRIAMOS.

In case of the Co-applicants

If the value of the share of their grant is \leq EUR 60 000:

- a declaration on honour.

If the value of the share of their grant is \geq EUR 60 000:

- primarily based on a declaration on honour⁵ and the information provided by the Co-applicant via filling in the mandatory template (Annex 3a) with the relevant statutory accounting figures;
- the official financial statements (Annex 3b) of the Co-applicant organisation for the last **two** financial years for which the accounts were closed. The organisation must be mature enough to be financially viable, i.e. must be in existence for at least 2 years on the date of the official submission of the Application Package in PRIAMOS.

On the basis of the documents submitted, if the Commission considers that financial capacity is not satisfactory, it may:

- request further information;
- propose a Grant Agreement without pre-financing;
- propose a Grant Agreement with a pre-financing paid in instalments;
- propose a Grant Agreement with a pre-financing covered by a bank guarantee;
- reject the application / reject the participation of the organisation concerned.

⁴ The Lead Applicant is signing such a declaration by submitting the Grant Application Form via the PRIAMOS system.

⁵ The declaration for the Co-applicants is included in the Partnership Declaration by a Co-applicant organisation (Annex 5a).

5.2. Operational capacity

The Lead Applicant and the Co-applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. Since the action must be implemented by a Partnership composed of several legal entities, two levels of operational capacity are distinguished: a) the Partnership's operational capacity; b) each organisation's operational capacity.

The purpose of the verification is therefore to assess whether the organisations (collectively and individually) have the professional competencies and qualifications required to complete the action.

The Partnership's operational capacity

- the Partnership, as a whole, must have demonstrated knowledge and experience in the field of the proposed action and must possess sufficient experience in EU/transnational projects of a volume similar to that of the proposed action;
- it must be demonstrated that sufficient human resources are allocated to the activities and that the proposed project staff have the relevant qualifications and/or experience.

The operational capacity of each individual organisation

- the Lead Applicant must possess sufficient experience in managing EU/transnational projects of a volume similar that of the proposed action;
- the Co-applicants should demonstrate that they have project management experience proportionate to the tasks assigned to them in the proposal.

The assessment will be based on the submitted documents as part of the Application Package and in particular:

- declaration on honour of the Lead Applicant submitted as part of the Grant Application Form;
- declaration on honour of each Co-applicants included in the Partnership Declaration by a Co-applicant organisation (Annex 5a);
- information included in Annex 4 – Information on participating organisations;
- information included under the relevant section of Annex 1 – Description of the action;
- Curriculum vitae or description of the profile of the key project staff primarily responsible for managing and implementing the project;

6. AWARD CRITERIA

Eligible proposals that meet the selection criteria will be assessed and ranked on the basis of the award criteria listed below. Proposals must obtain at least **60% of the total available points** in order to be considered for funding.

Funding will be awarded to proposals with the highest scores in order of merit, taking into account policy priorities and within the limits of the available budget for this call for proposals.

Proposals addressing more than one priority of this call for proposals, involving implementing partners and proposing a higher EU coverage than the minimum eligibility partnership will be favoured.

(a) Relevance of the proposed action (20 points)

- Does the Partnership demonstrate a clear understanding of the context and of the challenge that they are planning to address? How far does the proposal add value in relation to previous projects of similar nature?
- Are the proposed activities adequately designed to address the issue and to achieve the stated objectives?

(b) Quality of the proposed action (25 points)

- How well is the proposal prepared in terms of methodology, clarity of action, work-plan, timetable, monitoring and evaluation?
- Is the proposed action feasible?

(c) Overall effectiveness of the action in terms of outcome and impact (20 points)

- Does the proposal demonstrate quality, relevance and effectiveness of expected results in terms of outcomes (rather than outputs)?

(d) Cost effectiveness (20 points)

- Is the requested co-financing reasonable?
- Does the project represent a cost effective way and a good value for money?

(e) European added value (15 points)

- To what extent does the project have a broad EU relevance/dimension?
- Are there a suitable number of countries involved in the project activities? Does the expected impact concern a significant number of countries?

7. DURATION AND START DATE OF PROJECTS - INDICATIVE TIMETABLE FOR EVALUATION PROCESS AND GRANTING

In principle applications should target an **estimated duration of 18 to 24 months**. Extension of projects during the implementation of the action is only possible in duly justified cases and after a case by case analysis. Extensions exceeding 2 months will not be granted.

The implementation of the projects can only start after the entering into force of the Grant Agreement upon its signature by both parties. The actual starting date of an

awarded project that will set the start of the eligibility period of costs shall be agreed with the Commission prior to the conclusion of the Grant Agreement.

When planning their projects Partnerships should take into account the following **indicative timetable related to the conduction of the call for proposals**:

Stages	Date and time or indicative period
a) Publication of the call for proposals	June 2015
b) Deadline for submitting applications	8 September 2015 12:00 CET (noon)
c) Evaluation period	September – October 2015
d) Information to main Applicants	October 2015
e) Signature of Grant Agreement(s)	November 2015 – January 2016
f) Starting date of implementation of the actions	Upon the signature of the Grant Agreement

Applications submitted for projects already terminated or containing activities that have been implemented on the date of the submission of the grant application will be rejected.

8. FINANCIAL PROVISIONS AND AVAILABLE BUDGET

Actions are funded in the form of co-financing. The total budget earmarked for the co-financing of projects is **EUR 1.179.946,52⁶**.

The grant amount requested by a **Partnership for the implementation of an individual project shall be between EUR 300.000 and 750.000 EUR**. Financial contribution from the European Union cannot exceed **90 %** of the total eligible costs of the action.

The available budget should allow 2 to 3 projects to be co-financed depending on the individual grant amounts. The projects that will be awarded a grant must enable progress to be made in the attainment of one or more of the priorities mentioned under section 2 above and must represent good value for money.

The same Partnership can apply for co-funding of several distinct projects. An organisation can participate in several projects, but it should have sufficient financial and operational capacity to meet its obligations in all the projects if they were all awarded a grant.

The Commission reserves the right

- not to distribute all the funds available;
- to award a grant lower than the amount applied for;

⁶ Financing decisions: C(2014)4196 final Commission Decision modified on 04.03.2015 and C(2015)3180 final Commission Decision of 20.05.2015.
http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/other-programmes/pilot-project-victims-torture/index_en.htm

Budget line: 18 03 77 09 of the general Budget of the European Union for 2015

- to remove or decrease the value of some expenditure listed in the Budget Form, if they are deemed as ineligible, unjustified, not explicitly related to the project or considered excessive.

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.

Participating organisations should take note that no further budget negotiation will take place after the Commission has taken the award decision and that the amount of the awarded grant may be less than the amount applied for. Therefore, the Forecast Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs. When preparing the budget and filling out the Budget Form the instructions of the Guide for Applicants should be strictly followed.

For beneficiaries of a grant under this call, a **pre-financing payment of up to 80%** will be made after the signature of the grant agreement by both parties and in accordance with its terms (subject to sufficient payment appropriations made available by the Budgetary Authority). The Commission may require the Lead Applicant to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided by the Coordinator and the Co-beneficiaries.

With the introduction of the new Financial Regulation, interests on pre-financing are no longer due to the EU budget and therefore do not have to be declared at the end of the project and will not be taken into account for the calculation of the non-profit rule.

In addition to the above the following financial provisions should apply:

- 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.
- 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 main Applicant can demonstrate the need to start the action before the Grant Agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the Grant Application.
- Co-financing: The funding under this call is provided based on the co-financing principle: the resources which are necessary to carry out the action may not be entirely provided by the EU budget. The EU co-financing cannot constitute more than 90% of overall eligible project costs. Consequently, at least 10% of the total eligible costs should be covered from resources different than the budget of the EU.

The own co-financing of the action may take the form of: a) the beneficiaries' own resources, b) income generated by the action, c) financial contributions from third parties. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

Co-financing **may not take the form of in-kind contributions**, i.e. non-financial resources made available free of charge for the purposes of the project. The corresponding costs are not eligible.

- (d) Balanced budget: The estimated budget of the action is to be attached to the Grant Application Form. It must have revenue and expenditure in balance.
- (e) The budget must be drawn up in euros. Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm .

- (f) Non-profit: 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.

- (g) Sub-contracting

Sub-contracting implies one or several beneficiaries hiring a contractor following a procurement procedure, in order to carry out specific tasks or activities which form part of the action as described in the Application Package. Tasks to be subcontracted have to be identified in the Application Package.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the Application Package must satisfy the following conditions:

- it may only cover the implementation of a limited part of the action; in this respect, the main Applicant cannot subcontract its coordination tasks;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the Application Package;
- where the implementation of the action requires the award of procurement contracts, the beneficiary organisation must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit. Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁷ or contracting entities in the meaning of Directive 2004/17/EC⁸ shall abide by the applicable national public procurement rules.

The above described conditions should be applicable to the purchase of services and/or goods, equipment etc. necessary for the implementation of the action.

⁷ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

⁸ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

- (h) Financial support to third parties: The applications may not envisage provision of financial support to third parties for example prizes, grants for other organisations or individuals or financial compensation for victims of torture.
- (i) Eligible costs: In case a project is proposed for funding the Commission will, prior to the conclusion of any Grant Agreement, conduct a detailed examination of the budget presented and verify the eligibility of each budget item against the eligibility rules stipulated in the 2015 PAVT Guide for Applicants published together with this call for proposals. As a result of this budget review, the amount of grant indicated in the Grant Agreement may be lower than the amount requested. Grants awarded shall be governed by a written agreement including the modalities for the reimbursement of a specified proportion of the eligible costs actually incurred.
- (j) VAT rules: Please note that new rules concerning eligibility of VAT are in force since 1 January 2013. The change concerns more particularly public entities. Please consult the 2015 PAVT Guide for Applicants for more detailed information.

9. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a Grant Agreement drawn up in euros and detailing the conditions and level of co-funding, will be sent to the Coordinator, as well as the procedure in view to formalise the obligations of the parties. Two copies of the original Grant Agreement must be signed first by the Coordinator on behalf of the Partnership and returned to the Commission within the set deadline, including the originals of mandates giving power of attorney to the Coordinator duly signed by each Co-Beneficiary. The Commission will sign the Grant Agreement last. Please note that the award of a grant does not establish an entitlement for subsequent years.

10. ADMISSIBILITY REQUIREMENTS

The following formal requirements must be complied with in order to pass the proposal to the evaluation stage described above. Failure to comply with these requirements will lead to the rejection of the application. Applications rejected at this stage will not be passed on to the detailed assessment stage.

- (a) Applications must be submitted **electronically via the PRIAMOS** system by uploading the complete Application Package **by the deadline set out under section 7 of this call for proposals**. Applications that are not submitted via PRIAMOS shall not be considered for evaluation (i.e. applications submitted by regular mail, e-mail, fax or in person will not be accepted). Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail nor by e-mail unless explicitly required by the Commission.

Applications can only be submitted after having registered in the PRIAMOS system. The registration process may take up to 15 days. It

remains the Applicant's responsibility to register in PRIAMOS in due time.

The 2015 PAVT Guide for Applicants also explains how the Application Package can be modified, once uploaded. However, no changes to the submitted Grant Application Form and its annexes can be made after the deadline for submission. The PRIAMOS system will not accept any applications or request for modifications after the deadline.

However, Applicants will be able to access their application any time after the submission deadline via the PRIAMOS system. It is recommended to verify the completeness of the application immediately after the receipt of the application registration number.

If you submit more than one version of the same Application Package under the same registration number, only the latest version is taken into consideration for the evaluation. Please avoid submitting updated versions of projects under different registration numbers.

Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application. Please do not upload any jpg/tif/htm files; scanned documents should be in PDF format. Please note that PRIAMOS limits the size of the Application Packages that can be uploaded to **100 MB**.

For further information on how to use PRIAMOS including detailed technical requirements you are required to study the PRIAMOS Guide and FAQ available on the PRIAMOS website of DG Home Affairs:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm

- (b) The Application Package should contain all necessary annexes and supporting documents described here below. Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "not applicable" and provide justification.

You are invited to use the 2015 PAVT Checklist and read carefully the 2015 PAVT Guide for Applicants published together with this call for details and explanations concerning the compulsory documents and annexes.

The elements of the Application Package

– Grant Application Form

The specific Grant Application Form mandatory for this call is available in PRIAMOS. The main Applicant will be able to download it once the Contact person has registered in PRIAMOS. The reference in PRIAMOS for the Grant Application Form to be used under this call for proposals is: **HOME/2015/PAVT/AG**.

– **Required annexes**

The mandatory templates for Annexes 1, 2, 3a, 4 and 5 are made available in PRIAMOS as attachments to the Grant Application Form. No mandatory templates are set for the other 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 annexes should be attached to the Grant Application Form in accordance with the instructions given in the 2015 PAVT Guide for Applicants. An application is considered complete only if all annexes have been provided.

– **Annex 1 – Description of the Action**

You must use the mandatory template and complete it in accordance with the instructions given in the 2015 PAVT Guide for Applicants. Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

– **Annex 2 - Budget Form**

You must use the mandatory template and complete it in accordance with the instructions given in the 2015 PAVT Guide for Applicants. The budget figures contained in the Budget Form must match those indicated in the Grant Application Form. Please upload the template in the original Excel format and do not scan the document before attaching it to the Grant Application Form. Please make sure that you have verified that the requested amount of the grant is within the allowed limit, there is no automatic check for that incorporated in the templates.

– **Annex 3 - Financial documents**

Annex 3a - Simplified Balance and Profit and Loss account sheets of the Lead Applicant and the Co-applicants. You must use the mandatory template and complete it in accordance with the instructions given in the 2015 PAVT Guide for Applicants.

Annex 3b - Financial statements: the latest official financial statements (scanned version) of the Lead Applicant and the Co-applicants for the past two closed financial years (balance sheet, profit and loss accounts - in coherence with the information provided in Annex 3a) including audited accounts when required under the national law. No self-made Word documents without authorised signature will be accepted.

The following organisations **do not have to submit** Annexes 3a and 3b:

- national, regional and local authorities, university departments;

or

- Co-applicant organisations that do not fall in the previous category but have a provisional share of the grant requested below 60.000 EUR.

– **Annex 4 - Information on participating organisations**

The Form must be duly completed with the information of the Lead Applicant and each Co-applicant. You must use the mandatory template and complete it in accordance with

the instructions given in the 2015 PAVT Guide for Applicants. Please upload the template in the original Word format and do not scan the document before attaching it to the Grant Application Form.

Lead Applicant and Co-applicant organisations should be prepared to submit further documents to support the information provided in the Annex 4, in particular concerning their legal status. Evidence of legal status should only be submitted if explicitly requested by the Commission.

Evidence of legal status – depending on the legal status of the organisation - should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation’s official name and address and the registration number given to it by the national authorities;
- a copy of the resolution, law, decree or decision establishing the organisation, or any other official document attesting the establishment of the organisation;
- the statute of the organisation – if applicable.

– **Annex 5 - Partnership declaration**

Annex 5a – Partnership Declaration by a Co-applicant (future Co-beneficiary) organisation - Co-applicant organisations must use the mandatory template and complete it in accordance with the instructions given in the 2015 PAVT Guide for Applicants. The Application Package should contain one declaration for each Co-applicant indicated at other sections of the Application Package. All sections of the mandatory template shall be completed and the form shall be signed and dated by the authorised signatory of the Co-applicant organisations. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

Annex 5b – Partnership declaration by an Associate Partner – Associate Partner organisations must use the mandatory template and complete it in accordance with the instructions given in the 2015 PAVT Guide for Applicants. The Application Package should contain one declaration for each Associate Partner indicated at other sections of the Application Package. All sections of the template shall be completed and the form shall be signed and dated by the authorised signatory of the Associate Partner organisation. The scanned electronic copy of each of the duly completed, dated and signed declarations must be attached to the Grant Application Form. The completed but unsigned Word version will not be accepted. You should also avoid scanning and attaching every page separately.

– **Annex 6 - Curriculum vitae**

No mandatory template is provided but it is recommended to use the Euro pass format. The project team should be described and the key staff should be listed in the relevant section of Annex 1. The Curriculum vitae (CV) of these key staff members should be submitted as Annex 6. 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.

11. FURTHER INFORMATION

11.1. Contacts and assistance with your application

It is expected that interested organisations first refer to the information provided in the documents of this call for proposals for clarifications. You are equally invited to regularly consult the website of DG HOME where FAQs and answers might be published:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/other-programmes/pilot-project-victims-torture/index_en.htm

However, if further assistance is needed, questions can be sent to the following addresses, quoting the reference of this call for proposals.

For content-related matters:

HOME-VOT-PP@ec.europa.eu

For questions on the use of PRIAMOS and technical assistance:

HOME-JUST-PRIAMOS-USM@ec.europa.eu

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of Applicants, the Commission **cannot give a prior opinion** on the eligibility of an organisation or an action or on the outcome of the call for proposals before the official announcement of results.

11.2. Contacts with Applicants during the evaluation process

The Commission may contact the Lead Applicant to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Such contact will be initiated via the contact e-mail address indicated by the Lead Applicant under section 1.4 of the Grant Application Form. The Commission may impose a short deadline to provide the information requested. Lead Applicants therefore, must take the necessary steps to ensure that they can be contacted rapidly until the end of the evaluation process. When the Commission contacts a Lead Applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

11.3. Visibility and publicity

By the beneficiaries of the EU grant

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used. In case the proposal is selected for funding the beneficiaries receive detailed instructions on the above obligation as part of the Grant Agreement. If this requirement is not fully complied with, the final amount of the grant may be reduced in accordance with the provisions of the Grant Agreement.

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 Lead Applicant and Co-applicants,
- address of the Lead Applicant and Co-applicants,
- contact e-mail address for the project (unless the Lead Applicant notifies the Commission otherwise this contact address will be the contact e-mail address indicated by the Lead Applicant under section 1.4 of the Grant Application Form),
- subject of the grant including the title and the short description of the project,
- 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.

11.4. Data protection

The reply to any 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 the data protection officer of DG Home Affairs. 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:

- the 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

- the 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/explained/management/protecting/protect_en.cfm)

11.5. 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.