



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

### 2015 CALL FOR PROPOSALS – HOME/2015/AMIF/AG/THBX

## **Actions addressing trafficking in human beings, in particular the integration and the safe and sustainable return of victims of trafficking in human beings**

### **1. INTRODUCTION**

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

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

In May 2015 the European Commission adopted the European Agenda on Migration (EAM), which brings together the different steps the European Union should take now, and in the coming years, to build up a coherent and comprehensive approach to reap the benefits and address the challenges deriving from migration. It sets out four levels of action for an EU migration policy which is fair, robust and realistic. When implemented, they will provide the EU with a migration policy which respects the right to seek asylum, responds to the humanitarian challenge, provides a clear European framework for a common migration policy, and stands the test of time: reducing the incentives for irregular migration, border management – saving lives and securing external borders, Europe's duty to protect: a strong common asylum policy, and a new policy on legal migration.

Legal basis of AMIF are the following regulations:

- Regulation (EU) No 516/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Asylum, Migration and Integration Fund (OJ L 150 of 20 May 2014)
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014).

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

- (i) strengthen and develop all aspects of the Common European Asylum System, including its external dimension;
- (ii) support legal migration to the Member States in accordance with their economic and social needs, such as labour market needs, while safeguarding the integrity of

the immigration systems of Member States, and to promote the effective integration of third-country nationals;

- (iii) enhance fair and effective return strategies in the Member States which contribute to combating illegal immigration, with an emphasis on sustainability of return and effective readmission in the countries of origin and transit;
- (iv) enhance solidarity and responsibility-sharing between the Member States, in particular towards those most affected by migration and asylum flows, including through practical cooperation.

In conformity with Regulation (EU) No 514/2014 Article 6(2), in order to implement the AMIF, the Commission has adopted, on **3 August 2015**, the 2015 Annual Work Programme for Union Actions, which includes this Call for Proposals.

## **Overview of policy context**

Trafficking in human beings (THB) is a grave violation of human rights and a serious form of organised crime. As such it is the only form of organised crime expressly prohibited in the EU Charter of Fundamental Rights. The TFEU attributes competence to the EU to prevent and combat trafficking in human beings in the context of developing a common immigration policy and judicial cooperation in criminal matters. As a serious form of crime and a threat to security it often has implications which individual countries cannot effectively address on their own.

Some estimates bring the numbers of people trafficked in the EU every year potentially to hundreds of thousands. Trafficking in human beings takes many different forms and trends change rapidly. It targets women and men, girls and boys in vulnerable positions. Victims are often recruited, transported or harboured by force, coercion or fraud in exploitative conditions, including sexual exploitation, forced labour or services, forced begging, criminal activities, or the removal of organs. Women and men, boys and girls are traded for the purpose of sexual or labour exploitation, removal of organs, begging, domestic servitude, forced marriage, illegal adoption as well as other forms of exploitation.

According to the second Eurostat working paper on trafficking in human beings statistics for 2010-2012, there were 30 146 victims registered in EU Member States. 80% of victims are female, and 70% of traffickers are male. 16% of registered victims are children, girls and boys. Data prove that the most widespread form of exploitation is sexual exploitation (69%), of which women and girls are the vast majority of victims (95%). Over 1000 child victims were trafficked for sexual exploitation. Trafficking for labour exploitation constitutes 19% of the reported cases, primarily affecting men and boys (71%), followed by other forms, like trafficking for engaging into criminal activities or for selling of children. The UNODC Global Report on Trafficking in Human Beings confirms these findings.

One third of the identified victims in the EU are third-country nationals. Within the context of the migration and asylum processes that the EU is currently facing, those figures are likely to increase. There is an estimated strong link between asylum and migration processes on the one hand, and trafficking in human beings on the other hand. Firstly, migrants and asylum-seekers are often forced to turn to criminal networks, including trafficking networks, to help them leave their homes and reach the EU, so that they may become victims of trafficking already before or during their journey. In all other cases, once reached the EU, they may often have little resources to provide for their needs, so being vulnerable to opportunities offered to them by traffickers. Amongst others, children (in particular unaccompanied children) are a particularly vulnerable category.

### The EU Legal Framework: Directive 2011/36/EU on preventing and combating trafficking in human beings and protecting its victims

Directive 2011/36/EU replaces the Framework Decision 2002/629/JHA on combating trafficking in human beings<sup>1</sup> and is the first EU legislation on the subject. Apart from approximating substantive criminal law, it takes a zero-tolerance approach towards the traffickers, brings robust provisions on victim's protection and supports the principle of

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<sup>1</sup> Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, OJ 15.04.2011, L 101.

non-punishment for petty crimes and unconditional assistance. The Directive adopts a strong human-rights approach. It incorporates a strong gender-specific perspective recognizing that women and men are often trafficked for different purposes. It provides that specific assistance, support and protective measures should be available to child victims, with a view to finding durable solutions based on an individual assessment of the best interests of the child. The Directive also emphasises the importance of partnerships, in particular with civil society.

### The EU Policy Framework: The EU Strategy towards the Eradication of Trafficking in Human Beings (2012-2016)

In June 2012 the Commission adopted the EU Strategy towards the Eradication of Trafficking in Human Beings (2012-2016), a set of concrete and practical measures to be implemented over the next five years. With this EU Strategy<sup>2</sup>, the Commission focuses on concrete actions that support and complement the implementation of EU legislation on trafficking (Directive 2011/36/EU - deadline for transposition was April 2013). The strategy includes the prevention of the phenomenon, the protection and support of the victims, as well as the prosecution of the traffickers. It identifies five priorities:

- A. Identifying, protecting and assisting victims of trafficking
- B. Stepping up the prevention of trafficking in human beings
- C. Increased prosecution of traffickers
- D. Enhanced coordination and cooperation among key actors and policy coherence
- E. Increased knowledge of and effective response to emerging concerns related to all forms of trafficking in human beings.

The aforementioned EU Directive and the Strategy adopt a comprehensive approach that is victim-centred and anchored in human rights. It is gender specific and child sensitive.

Ahead of the Eighth EU Anti-Trafficking Day on 18 October 2014, the European Commission issued the Midterm report on the Implementation of the EU Strategy<sup>3</sup>, which takes stock of how the EU Strategy has been implemented, from early 2012 to the third quarter of 2014. The report includes work carried out through cooperation between EU institutions, EU agencies and bodies, Member States, civil society organisations and the private sector. It covers action taken within the EU and in cooperation with non-EU countries of origin, transit and destination.

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

The present Call for Proposals aims at funding projects addressing all forms of trafficking in human beings, in particular the integration and the safe and sustainable return of victims of trafficking in human beings, both within the context of durable solutions as per the legal requirement of the Directive 2011/36/EU.

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

1. Initiatives aiming at enabling the **integration** in the host society of victims of trafficking in human beings.
2. Initiatives aiming at promoting the safe and sustainable voluntary **return** to their countries of origin of victims of trafficking in human beings, including actions to minimize risks of re-trafficking and re-victimisation, in full respect of the fundamental rights of the victims of trafficking.

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<sup>2</sup> The EU Strategy towards the Eradication of Trafficking in Human Beings 2012-2016, COM(2012)286 final.

<sup>3</sup> Mid-term report on the implementation of the EU strategy towards the eradication of trafficking in human beings, COM(2014) 635 final.

In the context of the above-mentioned main priorities, the project applications should also address at least one of the following sub-priorities:

1. **Early identification and protection of children** victims of trafficking and unaccompanied children at risk of trafficking in the context of the current asylum and migration processes;
2. **Identification and protection of adults** victims of trafficking for all forms of exploitation in **high-risk sectors** (such as, for example, agriculture, fisheries, construction, textile, sex industry, domestic work) in the context of the current asylum and migration processes.

**Proposals should:**

- aim at the development of a **multi-stakeholder approach** for the early identification and protection of victims of all forms of trafficking, in the context of the current migration and asylum processes. To this aim, the proposals should preferably involve the cooperation of different stakeholders (both governmental and non-governmental – such as migration, asylum, and law enforcement agencies, and service providers) dealing with the registration and accommodation of migrants and refugees, with the aim to allow for early and proper identification of victims of trafficking and prevent for them the risk of entering into contacts with traffickers. In this respect, the objective of the Call is to support activities implemented directly by governmental and non-governmental authorities working directly on the ground with victims of trafficking;
- where the proposals concern any potential ethical or child protection issues, applicants are required to provide a clear description of child protection policies in place for any project activities that involve interactions with children. Proposals, in particular including children, should promote an integrated child protection system approach. For more details see: [http://ec.europa.eu/justice/fundamental-rights/files/2015\\_forum\\_roc\\_background\\_en.pdf](http://ec.europa.eu/justice/fundamental-rights/files/2015_forum_roc_background_en.pdf);
- take a victim-centred and gender specific approach where possible;
- include a clear sustainability plan to ensure that the results of the project are useful in the long-term and after the end of the funding.

Creating appropriate links with countries of origin of victims is not excluded.

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

**3. TIMETABLE**

	Stages	Date and time or indicative period
a)	Publication of the call	16 December 2015
b)	Deadline for submitting applications	16 February 2016 – 12:00 CET)
c)	Evaluation period	February – August 2016
d)	Information to applicants	August 2016
e)	Signature of Grant Agreement	October/November 2016
f)	Starting date of the action	Last quarter of 2016

## **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects is estimated at **EUR 3.000.000**.

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

## **5. ADMISSIBILITY REQUIREMENTS**

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

Applications must be submitted in writing using the Application Form provided (including all parts of the Application Package) and the PRIAMOS electronic submission system (see section 12).

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

Projects cannot be scheduled to last more than 24 months.<sup>4</sup> Applications for projects scheduled to run for a longer period will be rejected.

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

## **6. ELIGIBILITY CRITERIA**

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

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

- a) legal persons; applications from natural persons are not eligible;
- b) a public body, a non-profit-making private entity, or an international organisation<sup>5</sup>;
- c) established in a Member State of the European Union participating in the AMIF<sup>6</sup>. International organisations may be established outside of the EU Member States participating in the AMIF.

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

- a) transnational, i.e. involving at least two entities established in two different EU Member States participating in the AMIF;<sup>7</sup>
- b) seeking EU co-funding of equal to or more than EUR 200.000 and equal to or less than EUR 500.000.

Union agencies can neither submit applications nor be Co-applicants.

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

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<sup>4</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

<sup>5</sup> The term "international organisations" is used in this Call for Proposals as defined in the Rules of Application of the EU Financial Regulation (Article 43):

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

<sup>6</sup> All EU Member States, with the exception of Denmark, are participating in the AMIF. Legal entities established in the Denmark cannot participate in this call.

<sup>7</sup> In case the co-applicant is an international organisation established in an EU Member State (participating in the AMIF), the other co-applicant(s) needs to be established in a different EU Member State (participating in the AMIF) than the international organisation. In case the co-applicant is an international organisation established outside the EU, at least two other co-applicants established in two different EU Member States (participating in the AMIF) are required.

**Supporting documents:** In order to assess the Applicants' eligibility, a Declaration of Honour, which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2). Other supporting documents may be requested at a later stage.

## 6.2. Eligible activities

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

- a) the furthering of Union cooperation in implementing Union law and in sharing best practices on addressing trafficking in human beings in asylum and migration processes, including through: networking and exchanging information, integration of third-country nationals, arrival support and coordination activities to promote resettlement with the local communities that are to welcome resettled refugees, and safe return with the aim of preventing re-trafficking;
- b) the setting-up of transnational cooperation networks and pilot projects, including innovative projects, based on transnational partnerships between bodies located in two or more Member States designed to stimulate innovation and to facilitate exchanges of experiences and best practices;
- c) preparatory, monitoring, administrative and technical support for the implementation of policies on addressing trafficking in human beings in asylum and migration processes;
- d) cooperation with third countries on the basis of the Union's Global Approach to Migration and Mobility, in particular in the framework of the implementation of the Action Oriented Paper on strengthening the EU external dimension on action against THB<sup>8</sup>, readmission agreements, Mobility Partnerships and Regional Protection Programmes.

The following types of activities will not be funded by the Commission under this Call for Proposals:

- a) duplication of previously funded projects;
- b) direct provision of assistance packages to victims in kind or in cash, legal actions before national or international courts regardless of their grounds or objectives;
- c) individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses etc.;
- d) activities supporting individual political parties and/or their representatives in any way.

## 7. EXCLUSION CRITERIA

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the situations referred to in articles 131(4) of the EU Financial Regulation<sup>9</sup>, i.e. one of the following situations:

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

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a

<sup>8</sup> <http://register.consilium.europa.eu/doc/srv?l=EN&t=PDF&gc=true&sc=false&f=ST%2011450%202009%20REV%205>

<sup>9</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ 2012 L298, p. 1).

judgment of a competent authority of a Member State which has the force of res judicata;

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

## 7.2. Exclusion from award

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

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

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

**Supporting documents:** In order to evaluate Applicants against exclusion criteria, a Declaration of Honour must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) certifying that they are not in one of the situations described above. Annex 1 and Annex 2 must be printed out, signed by the relevant authorised signatory and included (as a scanned document) in the Application Package.

## 8. SELECTION CRITERIA

### 8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

Financial capacity will be assessed on the basis of the following values and ratios:

1. The ratio between the grant requested and the operating income, and the ratio between the grant requested and the total assets should not be excessive, both for the Applicant and Co-applicants.
2. The Applicant and Co-applicants will be assessed against the following ratios<sup>10</sup>:
  - general liquidity: current assets/current liabilities
  - financial independency: own funds/(total liabilities + own funds)

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<sup>10</sup> In the following ratios, '/' stands for 'divided by'.

- indebtedness: own funds/(own funds + long-term liabilities)
- profitability: gross operating profit<sup>11</sup>/operating income
- self-financing capacity: net result + amortisation + depreciation.

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

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

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

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

**Supporting documents:** The Applicants' financial capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- completed Financial Capacity Form (MS Excel file - Annex 4);
- the profit and loss account and the balance sheet for the last financial year for which the accounts were closed (Annex 5).

For newly created entities, the business plan including the starting financial statement may replace the above documents.

The financial capacity assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for financial capacity.

## 8.2. Operational capacity

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

**Supporting documents:** The Applicants' operational capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2), which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- a lists of previous EU funded projects and activities implemented by the Applicant and Co-applicants in the last 4 years (to be indicated in the Application Form, section 2.2)
- or, where the Applicant or Co-applicant have not carried out any EU funded projects, a list of projects (similar in size and resources managed to the one described in the application) carried out by the Applicant and Co-applicants (Annex 6)
- or, where the Applicant or Co-applicant have not carried out any relevant project, the curriculum vitae and/or description of the profile of the people primarily responsible for managing and implementing the project activities (Annex 6).

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<sup>11</sup> Gross operating profit is calculated by adding back amortisation and depreciation to the operating profit.



The operational capacity assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for operational capacity.

## **9. AWARD CRITERIA**

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

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

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

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

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

## **10. LEGAL COMMITMENTS**

A Commission award decision does not represent a legal or financial commitment. The award of each grant is subject to the conclusion of a Grant Agreement in writing.

In the event a grant is awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the Coordinator, as well as instructions on how to formalise the obligations of the parties. Please note, that if international organisations are involved in the application, no other specific clauses applicable to international organisations than the ones already included in the Grant Agreement template will be added.

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

## **11. FINANCIAL PROVISIONS**

### **11.1. General Principles**

#### **a) Non-cumulative award**

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

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or

applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action (Application Form, section 2.1 and 2.2).

b) Non-retroactivity

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

c) Co-financing

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

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

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

d) Balanced budget

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

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.<sup>12</sup> Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

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

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

e) Financial support to third parties

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

f) Non-profit rule

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

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<sup>12</sup> For further guidance on exchange rate please consult the Guide for Applicants.

## 11.2. Maximum amount requested

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

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

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

## 11.3. Payment arrangements

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

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

## 12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Applications must be submitted electronically via the PRIAMOS system in accordance with the formal requirements set out under section 5 and by the deadline set out under section 3, after which the system will not accept any application.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the Applicant during the evaluation process. Failure to respond by the deadline set may lead to rejection of the application. Applicants must take the necessary steps to ensure that they can respond rapidly until the end of the selection process.

Applicants are requested to log in at the PRIAMOS system at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm) and follow the procedure for submitting an application.

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 an application.

Applications submitted via the PRIAMOS system shall not be sent by regular mail or by e-mail. Applications that are not submitted via PRIAMOS shall not be considered for evaluation.

Applications must be submitted using the forms and templates provided. If the forms or templates are altered, the application may be rejected.

### Applications for several projects

The Applicant may submit more than one application under this Call for Proposals. Note that if an Applicant wants to submit more than one application under the same Call for Proposals, a different Application Form must be downloaded from Priamos for each application, so that each application has its unique application number.

The Applicant may be awarded more than one grant under this Call for Proposals.

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

### 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 (contact person mentioned in the application) will be asked to clarify which application shall be evaluated.

The Application Package to be uploaded in PRIAMOS

Please **read carefully the Guide for Applicants** for details and explanations concerning the compulsory documents to be uploaded in PRIAMOS as a complete Application Package.

Each Application Package must include **ALL the following compulsory documents:**

<b>Application Package</b>
Application Form (Pdf)
Description of the Action (MS Word)
Budget Estimate (MS Excel)
Annexes 1-8

<b>ANNEXES</b>	<b>Description</b>	<b>To be provided by</b>
Annex 1	Declaration of Honour	Applicant
Annex 2	Partnership Declaration	Each Co-applicant
Annex 3*	Letter of support	Entity that wishes to support the project without being Applicant or Co-applicant, i.e. it cannot incur costs
Annex 4*	Financial Capacity Form (Excel)	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 5*	Balance sheet and profit and loss account or business plan	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 6*	List of projects or CVs	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 7*	Audit report	Applicant and/or Co-applicant requesting a grant higher than EUR 750.000. Not applicable for public bodies and international organisations
Annex 8	Checklist	Applicant on behalf of himself and all the Co-applicants

\* if applicable

All the templates of the Application Package are attached to the pdf Application Form<sup>13</sup> – see PRIAMOS Guide for Applicants.<sup>14</sup> The Application Form is ONLY available for download in PRIAMOS while all the templates of the Application Package (except the Application Form itself) can also be found on the Call for Proposals' webpage at: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/asylum-migration-integration-fund/calls/2015/thbx/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/asylum-migration-integration-fund/calls/2015/thbx/index_en.htm), together with the Guide for Applicants.

<sup>13</sup> Please note that only Adobe Reader is supported for completing the pdf Application Form. Using any other program will make the application unreadable to the PRIAMOS system – see also the Priamos Guide for Applicants.

<sup>14</sup> [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm)

Applicants are advised to consult the Call for Proposals webpage regularly during the period leading up to the submission deadline in case announcements, updates or frequently asked questions are published.

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

### Contacts

Questions may be sent by e-mail to: [HOME-AMIF-UNION-ACTIONS @ec.europa.eu](mailto:HOME-AMIF-UNION-ACTIONS@ec.europa.eu) indicating clearly the reference of the Call for Proposals. Question submitted later than 7 calendar days before the submission deadline, i.e. after 9 February 2016 will not be considered and thus not answered.

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 Applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

## **13. PUBLICITY**

### 13.1. By the Beneficiaries

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

### 13.2. By the Commission

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

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

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

## **14. DATA PROTECTION**

The reply to any Call for Proposals involves the recording and processing of personal data (such as name, address and 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 and will be processed solely for that purpose by the department responsible for the EU programme concerned. Details concerning the processing of personal data are available on the [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](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 2014/792 of 13.11.2014 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](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](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) ).

## **15. MEANS OF REDRESS**

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