



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR JUSTICE AND CONSUMERS

**RESTRICTED CALL FOR PROPOSALS
JUST/2015/RDAP/AG/0116**

Action grants for running 116 000 hotlines for missing children

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

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1. INTRODUCTION

This call for proposals for action grants is based on the 2015 annual work programme¹ of the Rights, Equality and Citizenship Programme (REC Programme).² It aims to co-fund the running of 116 000 hotlines for missing children, in line with the specific objective to prevent and combat all forms of violence against children, young people and women, as well as violence against other groups at risk, in particular groups at risk of violence in close relationships, and to protect victims of such violence (Daphne).

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.

Any projects submitted on the rights of the child must take a rights-based approach and be clearly grounded in the EU Charter of Fundamental rights and the UN Convention on the rights of the child.

Applicants are invited to consider the weighting of the work streams, with a view to ensuring maximum practical benefits and impacts for the target groups and the final beneficiaries (children), and to check that the management and coordination work streams (including travel) are not over-resourced.

With regard to potential ethical or child protection issues, applicants are required to provide a description of child protection policies (see 1.16 in Annex 1) in place for any project activities that involve interactions with children.

2. PRIORITIES AND ACTIVITIES TO BE FUNDED

In February 2007, the Commission adopted a [Decision](#) requiring EU countries to reserve the six-digit number range starting with 116 for services of social value in the EU. 116000 was the first telephone number reserved in all EU countries as a hotline to report missing children and support missing children and their families. The revised [Universal Service Directive](#), adopted in 2009, introduced new obligations for the EU countries concerning the 116 000 hotline. It adds a specific obligation for the EU countries to "make every effort to ensure that citizens have access to the 116 000 hotline service". The deadline for implementing these obligations expired on 25 May 2011.

In November 2010 the Commission adopted a Communication '[Dial 116 000: The European hotline for missing children](#)'. It renewed the call on EU Member States to implement the missing children hotline as a matter of priority and to ensure the same high quality of service throughout the EU. In 2012 and 2013, the EU made a total of €7.5m

¹ Commission Implementing Decision of 30.03.2015 concerning the adoption of the work programme for 2015 and the financing for the implementation of the Rights, Equality and Citizenship Programme, C(2015) 1996.

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.](#)

available to facilitate the setting up of quality hotline services and in 2013 the Commission carried out a study to collect data on missing children.³

The 116 000 hotline is now operational in 27 EU countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

Given the importance of Europe-wide cooperation, the Commission supports Missing Children Europe⁴ (MCE) with an operating grant. MCE are currently undertaking an EU-funded project⁵ to improve the quality of the 116 000 services across Europe. The outputs of this project, which runs till September 2016, will be an evaluation system, based on identified standards and indicators (accreditation system) as well as the formulation of specific recommendations per hotline as to improve the quality of the service offered.

To ease transition from the EU funding referred to above, this call aims to support the integration of hotlines into child protection systems, rather than as stand-alone services, and to put in place structures and measures to ensure their sustainability after the end of this funding.

The proposals under this call shall focus on the priorities described below.

Applicants shall explain and demonstrate how their proposals are aligned with the Commission's activities and the reference documents described in this section. The degree of relevance to the priorities of the call for proposals will be assessed under the relevance award criterion.

2.1. Priorities

This call for proposals will co-fund activities of those organisations which are mandated by the national authorities to run 116 000 hotlines for missing children. The aim of the call is to support the operation of existing hotlines and to put in place structures and measures to ensure their sustainability after the end of this funding.

The organisations seeking funding must demonstrate that the hotline is currently running in close coordination with the relevant national child protection and law enforcement services. The operation of the hotline must be integrated with services that assure appropriate follow-up to reported cases and further support for missing children and/or their families. The organisations must demonstrate that they have the capacity to maintain quality standards in the operation of the hotlines, including well-trained staff, appropriate equipment and an up and running case management/data recording system or concrete plans to deploy a Customer Relationship Management (CRM) system, bearing in mind that MCE has developed and piloted a CRM for the hotlines that could be further rolled out.

The result of this grant must be that the hotline is fully integrated in the country's child protection system and that it has selected and put in place a system of operation that

³ http://ec.europa.eu/justice/fundamental-rights/files/agenda_child_state_of_play_en.pdf

⁴ <http://missingchildreurope.eu/whoweare>

⁵ <http://missingchildreurope.eu/116000projects>

ensures its further sustainability. Cooperation among relevant stakeholders within these systems is therefore key.

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

The activities funded under this call may include training of hotline professionals, raising public awareness and capacity-building for the organisation with emphasis on developing further the cooperation with other actors in the child protection system and strengthening the hotline's sustainability to ensure continuity of hotline services to children and their families and to ensure that the hotlines play a supporting role for other actors, such as law enforcement, family mediators and social services. Only limited costs for equipment and infrastructure can be supported. The relevant national authorities must be actively included in the project activities, including in integrating the hotline in the country's child protection system and in devising the hotline's sustainability plan.

The overall purpose of the funding is to ensure the sustainability of viable and well-integrated hotline services and all project activities must be clearly linked to this objective.

Projects ensuring maximum practical benefits and impacts for the target groups will be more favourably assessed than projects consisting mainly of research and other analytical activities.

If a project will involve direct contact with children, the applicant must describe the child protection policy it will adhere to (see 1.16 in Annex 1 - Project Description and Implementation Form and Annex 8).

Proposals under this priority must make provisions to document the number of people reached per activity and provide the data in an anonymised and disaggregated manner (e.g. gender, type/role/function of person) and must describe in their grant application how this data will be gathered.

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

- 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.

2.3. Mainstreaming

Projects funded under this call shall also seek to promote the rights of the child and equality between women and men. Consequently, when relevant, the applicant shall take the necessary steps to ensure that gender equality and child-related issues are taken into account by paying attention to the situation and particular needs of women and men and of children.

Projects funded under this call shall also comply with the prohibition of discrimination based on any of the grounds listed in Article 21 of the EU Charter of Fundamental Rights, in accordance with and within the limits set by Article 51 of the Charter. Among others the Commission encourages applicants to promote equal employment opportunities for

all its staff and team. This entails that the beneficiary is encouraged to foster an appropriate mix of people, whatever their ethnic origin, religion, age, and ability.

Finally, all projects under this call shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union.

While planning their project and preparing their application, applicants should take into account these requirements and demonstrate in their proposal how these requirements will be respected at implementation stage. Beneficiaries will be required to detail in their final activity report the steps and achievements made towards meeting these requirements.

3. BUDGET AVAILABLE

The indicative available budget under this call for proposals is 1 700 000 EUR.

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

The evaluators will check whether the application complies with all the formal requirements (admissibility, exclusion and eligibility criteria).

Applications are furthermore 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 applicant and partners 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 the 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. In most cases, admissibility, exclusion and eligibility criteria will be checked first, but the evaluation committee may decide to proceed in a different order or assess different sets of criteria in parallel.

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. If a grant application is declared ineligible, it will not be considered for further evaluation and a rejection letter to that effect will be sent to the applicant.

4.2.1. Eligibility of the applicant and of the partners

Applicants and partners must comply with the following requirements:

(a) Legal status:

The applicant must be a legal entity duly established in a participating country and it must be the entity that has been attributed the 116 000 number by the relevant national authorities and is mandated to run the hotline for missing children at national level;

Bodies set up by the European Union falling under Article 208 of the Financial Regulations (EU bodies and institutions) are not eligible for funding and cannot submit applications. They can be associated to an application, but their costs will not be co-financed.

Only legally constituted organisations can participate. Natural persons (private individuals) are not allowed to submit applications.

(b) Non-profit

Bodies and organisations which are profit-oriented can apply, be it as applicant or as partner, only in partnership with non-profit or public organisations.

‘**Non-profit organisation**’ can be

- 1) a legal entity that is by its legal form non-profit-making; or
- 2) has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The provision that profits will not be distributed must be clearly stipulated either in the law or in the statutes of the organisation; decisions on (not) distributing profits made by its managing board, associates, stakeholders, members or representatives are not sufficient proof of the non-profit nature.

(c) **Eligible country:** Applicant and partners must be legally established in an eligible country.

IMPORTANT NOTE

Eligible countries⁶:

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

4.2.2. Eligibility of the application

To be eligible, grant applications must comply with all of the following criteria:

- (a) the EU grant applied for cannot be higher than EUR 100 000;
- (b) the project must not have started prior to the date of submission of the grant application;
- (c) the relevant national authorities, i.e. national child protection and law enforcement authorities must either be involved in the project (as applicant or partner) or express in writing their support for the 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;

⁶ 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.

- (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 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)⁷.

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

For the purpose of demonstrating its financial capacity, the applicant must present its balance sheets and profit and loss accounts for the last two years available.

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;

⁷ OJ L298, 26.10.2012, p.1.

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

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

For the purpose of demonstrating its operational capacity, 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 may also present CVs of key volunteers if some professionals have been working in a voluntary capacity. The applicant must also provide its annual technical/narrative reports for the last available year. Partner declarations may also be used when assessing this criterion.

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 projects 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 (30 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 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. Every proposed action has to be based on a reliable needs assessment.

(b) Quality of the proposed action (30 points):

Quality shall be assessed 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 quality of the child protection policy put in place by the applicants.

The evaluation of the project's quality will also assess the strategy for monitoring the project implementation and the identification of risks and the measures to mitigate them; the proposed evaluation, including measures to assess the success of the activities and the indicators to be used; the identification of ethical issues and the proposed action to address them.

(c) European added value of the project (10 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 (20 points):

How appropriate are the expected results to achieve the objectives of the action⁸? 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):

The following elements will be taken into consideration under this heading:

- 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.

⁸ To be distinguished from outputs which are produced with the resources allocated to the proposed action, e.g. training courses, conferences, leaflets.

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 and publish it on DG Justice's Website. 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. Applicants whose applications are rejected will receive a letter from the Commission stating the reasons for the rejection.

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 under this call for proposals.

An organisation may participate as partner or as associate partner 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 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 project 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 50% 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 project 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 project. 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 project. 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 1 - 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.

Financial support to third parties

Projects through which the beneficiaries use the budget of the project to award grants to other organisations under their own procedures and authority (Financial support to third parties) cannot be financed under this call for proposals.

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 & DISSEMINATION ACTIVITIES

6.1. Kick-off meeting

The Commission intends to organise a one-day "kick-off" meeting in Brussels for successful applicants. The meeting will focus on 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.

6.2. Dissemination activities

During the project implementation, it could be envisaged that the beneficiaries are invited by the Commission to present their projects or their project results in seminars or conferences or to participate in study visits with other beneficiaries.

The applicants are therefore invited to include in their estimated project budget costs for return travel and subsistence for one overnight stay. Applicants should estimate that one representative of their organisation attends maximum two events of this kind.

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 an 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 an 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:

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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*. 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 Description and Implementation Form	<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 template must be uploaded in the original Word format and should not be scanned before it is attached to the Grant Application Form.</p>
Annex 2. Budget Form	<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>
Annex 3. Partner/Associat e partner declaration	<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</p>

	<p>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.</p> <p>Documents showing the legal and fiscal registration of the applicant</p>	<p>The following documents are required:</p> <ul style="list-style-type: none"> • Certificate of legal registration of the applicant organisation. • Articles of Association or Statutes of the applicant organisation. • Fiscal registration showing the VAT number of the applicant organisation. <p><u>No</u> mandatory template is imposed.</p> <p>These documents will be used to check the applicant’s legal status and that it is properly constituted under the national law of one of the eligible countries.</p> <p>Only official documents issued by the relevant national authorities (and not self-declarations) are accepted.</p> <p>There is no need to submit translation of documents drafted in an EU official language.</p>
<p>Annex 5.</p> <p>Profit and Loss accounts Balance Sheets</p> <p>(to be submitted by the applicant)</p>	<p><u>No</u> mandatory template is imposed.</p> <p>The applicant must submit:</p> <ul style="list-style-type: none"> • The Profit and Loss account (mandatory) • The Balance Sheet (if available). <p>Profit and loss accounts and balance sheets must be provided for financial years 2013 and 2014, if available, otherwise for 2012 and 2013. Profit and loss accounts have to be submitted even in case the organisation is not obliged to prepare such accounts under the applicable national legislation. These documents will be used to verify the applicant’s financial capacity.</p> <p>In case the applicant was established recently as a legal entity and thus has no closed financial year, please provide any document available that could help establish the financial capacity.</p>
<p>Annex 6.</p> <p>Annual Activity Report for the last available year</p>	<p><u>No</u> mandatory template is imposed.</p> <p>The Annual Activity Report shall describe the activities the applicant carried out during 2014. The report should be detailed enough to allow the verification of the organisation’s aims and activities and its operational and professional capacity. If the annual activity report for 2014 has not been approved yet by the responsible body/management entity of the organisation, the applicant shall submit the draft version of the report certified by the legal representative of the organisation.</p>

	<p>If no such document exists at all, the document should be drafted for the purpose of the application and certified by the legal representative of the organisation.</p> <p>The Annual Activity Report is requested only from the applicant and not from the partners.</p>
<p>Annex 7. Curriculum vitae</p>	<p>The Commission strongly suggests that CVs are presented in the EUROPASS CV format⁹; 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>
<p>Annex 8 Description of child protection policy (to be submitted, when applicable, by any organisation, applicant or partner)</p>	<p>All applicants and/or partners working directly with/having contact with children, must provide the following documents:</p> <ul style="list-style-type: none"> • the written, published child protection policy (pdf and/or hyperlink to where it is published); • the written guidelines/behaviour protocols/codes of conduct for adults working with/in contact with children. <p>All applicants are encouraged to take a close look at the guidance:</p> <ul style="list-style-type: none"> • http://ec.europa.eu/justice/fundamental-rights/rights-child/index_en.htm • http://ec.europa.eu/justice/fundamental-rights/files/rights_child/standards_child_protection_kcsc_en.pdf <p>If no Annex 8 is submitted, the Commission will assume that the applicant and/or partners concerned do not have one in place.</p> <p>Child protection policies will be considered under the quality award criterion. It is unlikely that a project will receive funding should no child protection policy be submitted.</p> <p>What will NOT be accepted as an organisation's child protection policy?</p> <ul style="list-style-type: none"> • Submission of national, European or international child protection laws or policies will not suffice. We expect to receive the organisation's internal codes/procedures and policies.

⁹ The EUROPASS CV template can be downloaded at:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Annex 9 Mandate	A mandate issued by the relevant national authorities authorizing the applicant to run the hotline for missing children at national level
Annex 10 Declaration of support by relevant national authorities (if applicable)	If the relevant national authorities, i.e. national child protection and law enforcement authorities, are not formally involved in the project as applicant or partner, they must express in writing their support for the application.

Annexes 4, 5 and 6 are not requested at the stage of application if the applicant is a **public body** (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university.

If the documents requested as Annex 4, 5 or 6 are available on the applicant's website, a link to the documents can be provided, instead of the documents. The link(s) should be indicated on a separate sheet to be annexed to the Grant Application Form called "Annex [4/5/6]", as appropriate. It is the applicant's responsibility to ensure that the links are correct and working. Please note that a general link to the applicant's website is not sufficient.

Additional information and documents may be requested from applicants and partners.

8. DEADLINE AND TIMETABLE

<p>The deadline for submitting proposals via the PRIAMOS system is</p> <p>12 January 2016, 12:00 (noon) Central European Time</p>

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

	Stages	Timing
1	Publication of the call	End September 2015
2	Deadline for submitting applications	12 January 2016, 12:00 (noon) CET
3	Information to all applicants on the results of the selection procedure	Indicative date: April-May 2016
4	Signature of grant agreements	Indicative date: Q3 2016

9. CONTACTS AND FURTHER INFORMATION

The call website is:

http://ec.europa.eu/justice/grants1/open-calls/index_en.htm

Information regarding the electronic submission in PRIAMOS can be found in the Guide for Action Grants and at:

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

Questions regarding the call may be sent by e-mail to the following functional email address:

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. **Questions received later than 7 calendar days before the deadline for submitting applications will not be responded to.**

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 the 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 proposals and will be processed solely for that purpose. 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, 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/explained/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:
http://ec.europa.eu/budget/fts/index_en.htm

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.

12. PARTICULAR ASPECTS OF PROJECT IMPLEMENTATION

12.1. Dissemination strategy and communication tools

Adequate communication and active dissemination of results is essential in ensuring the EU added value of the project and its sustainability after the funding has ended. Information-giving and awareness raising are key activities to ensure that other interested parties benefit from the project and can create new opportunities to extend it or develop new partnerships.

The proposal should provide in Annex 1 a clear description of the dissemination and communication activities to be funded, including at least the following elements:

- **Communication needs and objectives:** What are the communication needs and objectives of the project?
- **Target groups and multipliers:** What are the target groups? Which stakeholders or other organisations could possibly be supporters and multipliers of the communication activities?
- **Key messages:** Which messages will the activities convey in order to meet the communication objectives? It is essential that the messages do not stigmatise any

specific group (for example ethnic minorities). It is also encouraged not to reproduce or spread gender stereotypes.

- **Distribution channels/tools:** Which channels/tools will be used to convey the messages to the target groups and multipliers?

At final report stage, the beneficiary will be required to provide details about how and to whom the results, best practices and findings have been disseminated and how stakeholders and multipliers have been involved in the project.

12.2. Monitoring and evaluation of the activities

A monitoring strategy is to be established for a continued and informed steering of project implementation. The monitoring strategy aims to ensure that the project is implemented as planned, and that potential risks don't materialise or are appropriately addressed. It is therefore also important to identify potential risks and measures to mitigate them when planning the project.

Moreover, every project should provide for an evaluation, ideally by somebody who is not implementing the project. The application should indicate:

- How the project activities, the outputs and the results shall be evaluated, and by whom;
- The list of quantitative and qualitative indicators that will be used to measure the reach and coverage of the project activities and project results;
- What data will be collected, according to what method and at what moments, including feedback from project participants (satisfaction surveys, evaluation forms, etc);
- How findings will be analysed and reported and how they will be used.