



EUROPEAN COMMISSION
DG COMMUNICATION - Representations in the Member States

Representation in United Kingdom - LONDON

Call for proposals

GUIDELINES TO APPLICANTS

CALL FOR PROPOSALS – COMM/LON/2015/04

European Commission Representation in the United Kingdom

Simplified grants programme for initiatives to promote debate and raise awareness of EU policy priorities

1. INTRODUCTION – BACKGROUND

The European Commission Representation in the United Kingdom ("the Representation") is calling for proposals from legal entities¹ coming from Civil Society Organisations² registered in an EU Member State to promote debate and raise awareness of current EU policy priorities as reflected in the [2015 European Commission Work Programme](#) in the field of Communication³ and the European Commission President Juncker's [ten Political Guidelines](#)⁴.

Proposals should have an explicit UK angle (challenges and opportunities) on the EU topics being discussed and fall within the context aforementioned (see also under section 2).

2. OBJECTIVE(S) – THEME(S) – PRIORITIES

The Representation will provide financial support in the form of lump sum grants⁵ to successful applicants to hold events, giving particular emphasis to dissemination mechanisms of such events, the gathering of comments on the reactions produced and analysing the impact of these actions.

The key objectives are to:

- raise public awareness and understanding of EU policy priorities and engage a wide range of participants in public and private debate on EU issues;
- contribute to closer links between citizens and the institutions of the European Union, in particular through better knowledge of the Union's role and activities;
- stimulate an open debate on the chosen topic(s) and encompass a range of views;

¹ Including affiliated entities without legal entity as defined under paragraph 6.1.

² A range of organisations which include: the labour-market players (i.e. trade unions and employers federations – the “social partners”); organisations representing social and economic players, which are not social partners in the strict sense of the term (for instance, consumer organisations); NGOs (non-governmental organisations), which bring people together in a common cause, such as environmental organisations, human rights organisations, charitable organisations, educational and training organisations, etc.; CBOs (community-based organisations), i.e. organisations set up within society at grassroots level which pursue member-oriented objectives, e.g. youth organisations, family associations and all organisations through which citizens participate in local and municipal life; and religious communities.

³ http://ec.europa.eu/dgs/communication/contracts-and-grants/annual_work_programme/index_en.htm

⁴ http://ec.europa.eu/priorities/docs/pg_en.pdf

⁵ Low value simplified grants in the meaning of art. 124.2 of the EC Financial Regulation

- deliver projects in an innovative way to encourage participation from groups not normally engaged in policy;
- gather opinions from participants which could be used as input for European decision-makers;
- produce tangible and lasting spin-offs.

Proposals may, for example, include:

- Lecture/debate;
- Conferences, seminars, workshops organised in the premises of the EC Representation (Europe House) or at a suitable venue chosen by the applicant;
- Events organised with educational establishments, universities, policy institutes (think tanks) or national/regional UK authorities;
- Network coordination meeting;
- Other outreach event.

Proposals may include a research element. Any research findings should be publicised through an event and/or written material.

Applicants are invited to draw on their EU policy expertise, networking capacity and experience in staging events to promote public, academic and/or specialist debate on these themes. Crosscutting proposals covering several topics are welcome (e.g. linking EMU integration, the single market and the UK-EU relationship). We encourage cooperative partnerships between organisations and actions targeted and/or hosted in the UK regions (England, Scotland, Wales and Northern Ireland); we particularly encourage events that would take place outside the London area. All events should take place in the UK.

The Representation is not prescriptive about the type of event. What matters is the quality and consistency with the communication goals of this call. Events could be organised for policy advocacy, networking or gathering information by opinion-formers; may be open to media (audio-visual appearance, articles, rebuttals, press conference/meetings, journalists visits/training, newsletters, press releases or other media events) or to the general public.

The types of activities that are eligible for support under this call for proposals are set out in section 6.2. All actions must meet the objectives stated above.

The following topics are suggested:

- Jobs, growth and investment: how can Europe get out of its economic malaise? Where investment should be channelled? How is the UK affected by economic developments in the Eurozone?
- Digital Single Market: What are the elements necessary to make a Digital Single Market work? How would the UK benefit?
- Energy Union: what are the main obstacles to creating a functioning energy union? What would be the benefits? What role for the UK in delivering energy union?
- Climate change: What prospects for COP 21, in particular on a binding global deal and its subsequent enforcement? What should be done in terms climate finance to support developing countries? What role will EU and UK play in these negotiations?

- Deeper and fairer single market: how can we ensure the single market works for everyone, including business, workers and consumers? How can we reduce regional economic disparities?
- What should a Capital Markets Union look like? What are the risks and opportunities? How would it affect the UK?
- Deeper and fairer EMU: what reforms are needed to create a strong EMU that is fair for all Member States? Do we need fiscal transfers, contracts, fiscal discipline, or a combination of these?
- Does the UK need special safeguards to protect its interests in the Single Market as a non-member of the euro? What would such safeguards look like?
- TTIP: what are the elements necessary to achieve a balanced and reasonable free trade agreement with the USA? Are there specific UK concerns and priorities?
- European neighbourhood policy: how should ENP develop in view of recent events in Ukraine? What should be Europe's response to Russia's actions in the region? How should ENP develop in the Middle East?
- Justice and fundamental rights: what future for police and judicial cooperation in Europe? How can UK concerns about loss of sovereignty in justice and criminal matters be addressed?
- Democratic change: what steps can be taken to increase the democratic legitimacy of the EU institutions? How would this affect the EU debate in the UK?
- UK-EU relationship: is a referendum inevitable? How should the relationship of the UK and its regions with the EU evolve?
- Free movement: what changes to EU free movement rules do you consider necessary or desirable? Should the same rules apply to all Member States or is the UK a special case?
- Migration: how can the EU better manage migration from the rest of the world? How can we secure our borders while providing asylum for those who need it and encouraging legal migration to help address the EU's skills and demographic challenges?

3. TIMETABLE

| | Stages | Date and time or indicative period |
|----|--------------------------------------|--|
| a) | Publication of the call | 1 May 2015 |
| b) | Deadline for submitting applications | 26 June 2015 |
| c) | Evaluation period | July-August 2015 |
| d) | Information to applicants | Mid-September 2015 |
| e) | Signature of grant agreement | End of September 2015 |
| f) | Starting date of the action | After the signature of the awarded grant |

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at 280,000 euros.

The maximum grant will be 19,000 or 10,000 euros depending on the module selected (see section 11.2).

These lump sums are considered to represent a maximum co-financing rate of 80% of eligible costs. Applicants will have to source the remaining funding elsewhere.

The Representation expects to fund around 20 proposals.

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

Publication of the call on the Commission or Representation internet website does not guarantee the availability of the funds for the above action.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be submitted in writing (see section 14) in the form of one original and four copies and must be sent in a sealed envelope no later than the deadline for submitting applications referred to in section 3, using the application form⁶ provided for in Annex I, available at <http://ec.europa.eu/unitedkingdom>;
- Applications must be drafted in English;
- Only projects that are strictly non-profit making and/or whose immediate objective is non-commercial shall be eligible;
- Applications must respect the requirements set for the start date;
- Applications may not envisage support to third parties;
- Any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or freedom of expression will be rejected.

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

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

Legal entities coming from Civil Society Organisations⁷ registered in an EU Member State and proactive in European issues, with at least **three** years of experience in this domain, are eligible to apply.

⁶ Art. 131 FR

⁷ As defined under section 1.

6.1.1 Types of eligible legal entity

To be eligible for a grant, applicants must be able to demonstrate that they satisfy **all** the following criteria:

- a single entity (sole beneficiary)⁸;
- a legal person⁹;
- registered in one of the EU Member States.

N.B.: Natural persons are not eligible.

6.1.2 Eligible applicants: Affiliated entities

1. Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities. For that purpose, applicants shall identify such affiliated entities in the application form. These affiliated entities will each have to sign a declaration on honour with respect to eligibility and selection criteria.

For that purpose, applicants shall identify such affiliated entities in the application form.

2. Applications may be submitted by a single applicant, whether established specifically or not for the action, where:

- It is formed of several legal entities complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action;
- The application identifies the said entities.

6.1.3 Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested depending upon the legal status of the applicant:

- **for a private entity:** declaration of honour as per section 3 of the Annex I (application form);
- **for a public entity:** declaration of honour as per section 3 of the Annex I (application form);
- **for affiliated entities:** declaration of honour as per section 3 of the Annex I (application form) and the evidence of their legal or capital link with the applicant (for Section 6.1.2.1) or evidence of the establishment of the partnership whether established specifically for the action or not (for Section 6.1.2.2).

⁸ National, regional or local ministries in case of separate legal entities can be considered as affiliated to the State to avoid interference with the various institutional set-ups in the different Member States.

⁹ Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf, and assume financial liability (e.g. on the basis of a financial guarantee equivalent to that provided by legal persons) and provide proof thereof (Articles 131(2) (a) FR and 197 RAP).

- **for entities without legal personality:** declaration of honour as per section 3 of the Annex I (application form) and documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

6.2. Eligible activities

Events

To be eligible under this call, proposals must demonstrate that the actions put forward meet all of the key objectives set out in section 2 and that they **meet the minimum requirements for the relevant lump sum set out in section 11.2.**

Events promoting EU debate are the main output of this call. They can take different forms and be aimed at large or smaller audiences depending on the module selected.

Most events will be on the record but it is envisaged that some events may be held under the Chatham House rule¹⁰ or with restricted attendance (e.g. policy shapers roundtable).

Proposals must result in events that:

- (a) Acknowledge the European Commission's contribution in all publications and marketing material. Appropriate visibility must be ensured with the use of EC logo in all written and/or electronic material advertising the event (programme, invitation, brochures, e-banners etc.). (see also section 12)
- (b) Offer a speaking presence for the European Commission or other EU institutions (without prejudice to applicants' desire or need to present a range of opinions or views)
- (c) Are open to the widest and largest possible public audience (events of an excessively specialized or esoteric nature will not be considered, nor will events which are only open or attractive to academics)

In addition, the successful applicant(s) will undertake to fully organise the event in terms of **logistics** (room set-up, IT and AV equipment required, internet facilities, interpretation – where appropriate – catering, photos etc.). They will also be responsible for establishing appropriate **contact lists** that will represent a broad mix of stakeholders, drafting the invitations (in co-operation with the Representation) and ensuring follow-up.

The premises of the EC Representation (Europe House, 32 Smith Square, SW1P 3EU, London, UK) are also a possible venue upon request.

Publications

The events should be complemented by a written output or other spin offs related to the events. This can be in the form of books, pamphlets, blog pieces or other online material, and audio-visual content. Media coverage and promotion is of great importance.

The purpose of publications and spin offs is to give events more visibility and a wider, more lasting impact. Some will also serve as input for EU policy makers.

¹⁰ <http://www.chathamhouse.org/about/chatham-house-rule>

Target groups

Proposals should encourage wide public participation. Target groups may include the general public (including through media coverage) as well as more specific stakeholder groups such as business, civil society or young people. Proposals may also target politicians, thought leaders, policy shapers, opinion formers and other specialists in EU policy making.

We welcome innovative proposals which would encourage participation from groups not normally engaged in EU policy discussions.

Partnerships with the UK government or the European Parliament are encouraged in order to create synergies and to coordinate their information and communication activities on the European Union (EU). Moreover, the involvement of members of the UK Parliament, representatives of UK national, regional or local authorities and media professionals is also welcome.

N.B.: Lobbying is not an eligible action.

6.3 Implementation period

Activities must start after the signature of the grant agreement by both parties and are to be completed by 31.12.2016.

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion from participation:

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the 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 the country of the RAO 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).

The same exclusion criteria apply to affiliated entities.

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;
- (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.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

8. SELECTION CRITERIA¹¹

8.1. Financial capacity¹²

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- declaration on their honour (section 3 of Annex I - application form).

8.2. Operational capacity¹³

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on their honour (see 8.1 above), and the following supporting documents:

- Curriculum vitae or description of the profile of the individual(s) primarily responsible for managing and implementing the operation.

9. AWARD CRITERIA¹⁴

Eligible applications/projects will be assessed on the basis of the following criteria (see also application form-Annex I):

¹¹ Art. 132 FR, 202 RAP

¹² Art. 131, 132 FR, 202 RAP.

¹³ Art. 131 FR, 202 RAP.

¹⁴ Art. 132 FR, 203 RAP

- a) Relevance and general interest of the project (**35** points): type of events, target group, number of events, profile of speakers and location of events;
- b) European dimension and added value of the project under the UK angle (**10** points): communication priorities;
- c) Expected multiplier effect (impact beyond the target group) (**10** points): Publications, number of participants and involvement of other organisations/ partners;
- d) Visibility given to the project (promotion/publicity) (**10** points): written output or other spin-offs, dissemination mechanism-Communication Plan and EU visibility;
- e) Consistency of the overall design of the project with the policy priorities (**10** points): content and methodology of the activities and innovative character;
- f) Quality of the project and working method (**25** points): resources deployed in relation to the objectives; adequate timing and cost-effectiveness; proposal for the ex-post analysis of the impact of the proposed action.

If a score lower than 50% for any of the above criteria is obtained, the proposal will not be evaluated further.

In addition, a minimum quality threshold of 60 % of the maximum possible total score is applied for the qualitative evaluation (60 out of 100 total points). Applications falling below this threshold will be rejected.

*Applications resulting in events taking place outside the London area will benefit from three (3) additional **bonus** points, added after the completion of the qualitative evaluation; the latter will only affect the final ranking of those eligible proposals that have passed the 60% threshold.*

Eligible applications will be **ranked in order of merit**. The best projects will be chosen, i.e. the projects with the highest number of points will be ranked first, and the one with the second highest number will be ranked second and so on. The highest ranked projects will be selected until the maximum amount earmarked for the call has been consumed.

10. LEGAL COMMENTS¹⁵

In the event of a grant awarded by the Commission, a grant agreement¹⁶, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

Two copies of the original agreement must be signed first by the beneficiary and returned to the Commission immediately. The Commission will sign last.

Submission of a grant application implies acceptance of the General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant agreement.

¹⁵ Art. 121 FR, 174 RAP.

¹⁶ Annex II

A model grant agreement setting out the General Conditions governing the grant can be found in Annex I.3.

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

11. FINANCIAL PROVISIONS

11.1. General Principles

a) Non-cumulative award¹⁷

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.¹⁸

b) Non-retroactivity¹⁹

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 or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Co-financing²⁰

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

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

d) Balanced budget²¹

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in **euros** and will be equivalent to one of the lump sums defined by this call (19,000 or 10,000 euros).

¹⁷ Art. 129 FR

¹⁸ Art. 196.4 RAP.

¹⁹ Art. 130 FR

²⁰ Art. 125 FR, 183 RAP.

²¹ Art. 196.2 RAP

e) Implementation contracts/subcontracting²²

Where the implementation of the action or the work programme 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.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC²³ or contracting entities in the meaning of Directive 2004/17/EC²⁴ shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

f) Financial support to third parties²⁵.

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

11.2. Funding forms²⁶

Financing exclusively in form of lump sums²⁷

The EU grant is based on:

- **Module 1a (M1a):** A lump sum of 19,000 euros which is considered to represent a maximum co-financing rate of 80% of eligible costs for actions which should provide for at least 3 half day events. The events could be seminars, conferences, workshops or public lectures/debates. The profile of key speakers should be at least Category 2 (encompassing politicians such as MPs, MEPs, elected national politicians and certain regional and local politicians; EU Officials at senior management level; Directors and Heads of entities in Think Tanks; leading academic experts or media representatives). There should be at least 200 participants;
- **Module 1b (M1b):** A lump sum of 19,000 euros which is considered to represent a maximum co-financing rate of 80% of eligible costs for actions which should provide for at least 2 half day events. The events could be seminars, conferences, workshops

²² Art. 137 FR, 209 RAP

²³ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

²⁴ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

²⁵ Art. 137 FR, 210 RAP.

²⁶ Art. 123 FR, 181 RAP.

²⁷ Art. 124 FR, 182 RAP.

or public lectures/debates. The profile of key speakers should be at least Category 1 (encompassing politicians such as Ministers, and Commissioners as well as top ranking EU Officials). There should be at least 40 participants;

- **Module 2 (M2):** A lump sum of 10,000 euros which is considered to represent a maximum co-financing rate of 80% of eligible costs for actions which should provide for at least 1 event lasting at least a full day. The event could be a seminar, a conference or workshop or a public lecture/debate. The profile of speakers should be at least Category 3 (including most politicians at local and regional level, former national and European Union politicians, EU officials equal or below to middle management level, researchers or lecturers). There should be at least 50 participants.

by way of decision of the responsible authorising officer in accordance with Article 124 of the Financial Regulation.

➤ **Maximum amount requested**

The grant requested is calculated on the basis of the lump sum amounts corresponding to the module selected in accordance with the activities/deliverables planned in the application. Only one module may be selected per proposal.

The grant amount may not exceed the amount requested. Amounts are indicated in euros.

➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon:

- approval of a payment request accompanied by a final report providing details of the implementation and results of the action (see Annex I.2);
- verification of the implementation of the activities and/or of the production of the deliverables planned in the application.

The Contracting Authority will apply a **proportionate** reduction to the final payable amount of the grant in the event that the minimum requirements defined under 11.2 above (duration of events, type of events, profile of (key) speakers and number of participants) are not fulfilled. Each minimum requirement counts for a 20% proportion of the full payment. The overall level of project execution will be taken in consideration in determining the final amount of the grant.

For example:

i) a grant under module 1b results in conference(s) lasting a full day, with a Minister and an EC Commissioner as key speakers and was attended by 20 participants; it will lead to a 10% reduction of the full payable amount of the grant as the number of participants reported is 50% less than the required minimum;

ii) a grant under module 1a results in workshop(s) lasting four full days, with a Minister and an EC Commissioner as key speakers and was attended by 150 participants will lead to no reduction of the full paid amount of the grant; while the number of participants is below the threshold defined under 11.2, the overall achievements of the project mitigate this shortcoming by exceeding the minimum requirements at the level of speakers or the duration of the events.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

11.3. Payment arrangements²⁸

A pre-financing payment²⁹ corresponding to **50%** of the grant amount will be transferred to the beneficiary within 30³⁰ days of the date when the last of the two parties signs the agreement.

The Representation will establish the amount of the final payment to be made to the beneficiary 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 beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order³¹.

Payments will be made in EUR.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications related to the event(s) or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at:

<https://myintracomm.ec.europa.eu/corp/comm/VisualIdentity>

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

In addition, applicants should supply the Representation with publicity material for use before (e.g. flyers, programmes, biographies) and after the event (e.g. video clips, photos, transcripts). The date and programme for events must be submitted to the Representation in London at least six weeks in advance of the event.

12.2. By the Commission³²

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

The Commission will publish the following information:

- name of the beneficiary,
- address of the beneficiary when the latter is a legal person,
- subject of the grant,
- amount awarded.

²⁸ Art. 90, 135 FR, 207 RAP

²⁹ Art. 109, 110 RAP

³⁰ Art. 92 FR

³¹ Art. 109, 110 RAP

³² Art. 35, 128.3 FR, 21, 191 RAP

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.

13. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by [entity acting as data controller]. Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

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

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 3.

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 for this purpose during the evaluation process³³.

Applicants will be informed in writing about the results of the selection process.³⁴

14.1 Submission of applications

The deadline for submission of proposals is: 26 June 2015.

➤ Submission on paper

Application forms are available at:

http://ec.europa.eu/unitedkingdom/index_en.htm

³³ Art. 96 FR

³⁴ Art. 133 FR, 205 RAP

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in **5** complete copies of all documents (**one original** clearly identified as such, plus **4** copies), and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent in a sealed envelope, clearly indicating the call reference (COMM/LON/2015/04), to the attention of³⁵:

**EUROPEAN COMMISSION REPRESENTATION IN THE UNITED KINGDOM,
c/o M. Williams, Europe House, 32 Smith Square, SW1P 3EU, London, UK**

- either by post, the evidence of the date of dispatch shall be the postmark;
- or by courier service, the evidence of the date of dispatch shall be the date of the deposit slip provided by the courier service.

Applications sent to any other address shall not be accepted.

The envelope containing the application **must** be marked "NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE".

Applications sent by fax or e-mail or hand-delivered will not be accepted.

14.2 Contacts

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals,

- At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.
- Any requests for additional information must be made **in writing only** to the coordinates stated below.
- The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.
- Any additional information including that referred to above will be published on the internet in concordance with the various call for proposals documents.

³⁵ Art. 195.3 RAP

It is the applicants' responsibility to check for updates and modifications throughout the procedure.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission will contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that those proposals, which have been listed for award needs limited adaptations to their proposal. In such case, these applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the applicant does not wish to comply with the modifications requested.

Contact coordinates for this call:

Before or after the final deadline for submission of proposals, contacts between the Contracting Authority (the Representation) and potential applicants can only take place in **writing**, by sending e-mail to the coordinates stated below:

COMM-LON-TENDERS-2015@ec.europa.eu

With the subject title: To the attention of the Chairman of the evaluation committee established for the call COMM/LON/2015/04

➤ **Annexes:**

- Application form (I)
- Final report template (I.2)
- Model grant agreement (II)