



EUROPEAN COMMISSION

Directorate-General for Communications Networks, Content and Technology

Media and Data

Converging Media and Content

CALL FOR PROPOSALS

Monitoring media pluralism in Europe

Further application of the Media Pluralism Monitor tool (MPM)

1. BACKGROUND

Media freedom and pluralism are fundamental rights enshrined in the European Charter of Fundamental Rights (hereinafter 'the Charter'). They constitute essential foundations of democratic societies. Article 11(2) of the Charter states that 'the freedom and pluralism of the media shall be respected'.

The European Commission defends the respect of those fundamental rights within its competences. In accordance with Article 51(1) of the Charter, its provisions are addressed to the Member States only when they are implementing Union law.

EU citizens, by and large, enjoy the benefits of a free and pluralistic media. However, challenges remain. This was reflected by the Conclusions on media freedom and pluralism in the digital environment, adopted on 26 November 2013 by the Council of the European Union and the representatives of the Governments of the Member States, meeting within the Council (hereinafter 'the Council Conclusions'¹).

The report of the independent High Level Group on Media Freedom and Pluralism (hereinafter 'the High Level Group') highlighted the importance of up-to-date information on the state of media freedom and pluralism in the Member States. The Council Conclusions invited the Commission to continue to support an independent monitoring tool for assessing risks to media pluralism in the EU.

The Media Pluralism Monitor

The Media Pluralism Monitor (MPM) stems from an initial study, published in 2009, carried out by a group of three academic institutes: ICRI (Katholieke Universiteit Leuven), CMCS (Central European University), and MMTIC (Jönköping International Business School), with Ernst & Young Belgium. The study developed a monitoring tool for assessing risks for media pluralism in the EU Member States and identifying threats to such pluralism based on a set of indicators.

The outputs were the following:

¹ <https://ec.europa.eu/digital-agenda/en/news/council-conclusions-media-freedom-and-pluralism-digital-environment>

a) the *Final Report*, describing the approach and method used to design indicators and their integration into a risk-based framework. It contains no policy recommendation as such².

b) the *User Guide*, explaining how the Monitor can be applied in practice (how to install the MPM software, how to calculate indicator scores, how to interpret the resulting risk profiles, etc.)³.

c) the *Media Pluralism Monitor*: an Excel file containing the indicators embedded in a risk-based scoring system⁴.

The pilot implementation – first year

In 2013, the European Parliament decided to finance the simplification and pilot implementation of the Media Pluralism Monitor. The European Commission subsequently awarded a grant for the implementation of the Pilot Project to the Centre for Media Pluralism and Media Freedom (CMPF) at the European University Institute.

The action was split into two streams, one focusing on simplification and the other on testing the tool in nine Member States. The CMPF hence selected a representative sample of nine Member States to be assessed during the pilot phase on the basis of: typology of media and political systems; geographical criteria; media market size (including population and territory); and existing political assessments of the level of media freedom and pluralism.

Following the simplification and pilot implementation, the tool is based on the following features:

- A broad notion of media pluralism that encompasses political, cultural, geographical, structural and content related dimensions;
- A large coverage of media: public service, commercial and community media. Moreover, the monitor recognises that different policies and regulatory approaches may apply to different types of media (e.g. broadcasting, print and new media). Such distinctions are reflected in the indicators;
- A diagnostic tool, designed to obtain a broad understanding of the risks to media pluralism in a Member State, but does not establish the problems or the policy responses.
- A broad range of indicators to identify risks across domains. The assessment is carried out in a transparent manner in consultation with stakeholders.

The final report of the first phase was published in January 2015⁵.

The pilot implementation – second year

In 2014, the European Parliament decided to allocate budget to continue the testing of the project in a manner complementary to the previous one. At the moment of publication of this Call, the CMPF is implementing the MPM tool in the remaining 19 EU Member States. The results of this phase are expected by the end of 2015.

The preparatory action

² https://ec.europa.eu/digital-agenda/sites/digital-agenda/files/final_report_09.pdf

³ https://ec.europa.eu/digital-agenda/sites/digital-agenda/files/user_guide_09.pdf

⁴ <https://ec.europa.eu/digital-agenda/sites/digital-agenda/files/monitor.xls>

⁵ <http://ec.europa.eu/digital-agenda/news-redirect/20149>

The present Call is the result of commitment appropriations voted by the European Parliament for a preparatory action under the 2015 Budget. At this stage, the Commission does not envisage any legislative initiative in this field.

2. OBJECTIVES

- 2.1 The objective of the preparatory action is to continue the test implementation of the Media Pluralism Monitor tool. It will build on the initial study, applying a simplified version of the MPM tool across a wide range (at least nine) or ideally all EU Member States. The additional application of the tool to some or all of the Candidate Countries to EU accession is optional.
- 2.2 The selected project should ensure that the tool is easily and openly applicable, by any interested parties, in different national contexts.
- 2.3 The testing shall be conducted in an independent manner. Applicants must have stable and sufficient resources 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. Applicants must demonstrate the ability to attract staff members with proven expertise in the media sector and specifically with knowledge of collecting relevant data. A network of experts with a solid and proven understanding of the economic, legal, social and cultural diversity of all the countries covered by the project should be in place.
- 2.4 The selected project should not only identify potential risks to media pluralism in the countries covered, but also – where relevant data is available – monitor the evolution of the said risks as compared to previous assessments.
- 2.5 The methodology of the project should be applicable to different national contexts. The results of the project should be comparable.
- 2.6 The selected proposal should foresee a final report and include its draft structure. The final report should include the results of the project, which will be presented in a comparable format, by indicator, by risk domain, and by country. The final report should also include a narrative report for each of the countries covered. Furthermore, the final report should include a clear description of the methodology used. The report should also provide an assessment of the implementation of the tool. In particular, it should outline difficulties encountered and make suggestions about how to address them.
- 2.7 The selected beneficiary(ies) should be in contact with relevant stakeholders (e.g., media companies, practitioners, journalists and audience representatives), at an early stage of the project and throughout its whole duration, to present the developments of the project and receive feedback.
- 2.8 The selected proposal should also include a study on the possibility to start a programme of regular monitoring throughout European countries, beyond the preparatory action. This study should present several options with an analysis of their respective dis/advantages. The options should present approaches that are sustainable in the long term and that foresee regular feedback from various stakeholders in the field. The study should explore how to take account of the request by the Council Conclusions to encourage the further use of the tool. It should in particular address the question if specific EU legislation would be

required in this context. Furthermore, it should include options that do not rely on funding from the EU budget.

- 2.9 A clear and sound dissemination and communication strategy for the whole duration of the project, including the presentation of the final results, should be developed.
- 2.10 Without prejudice to the ownership rights vested into the selected beneficiary(ies) on the results of the project, the beneficiaries must ensure that the final report of their work will be disclosed to the public in an open-source format and will be publicly accessible and usable, by any interested third parties, any time after the conclusion of the project, without the need for prior authorisation and without any copyright claims being possible.

Furthermore, an in-depth description of the applied methodology must be presented and published in an open-source format and must be publicly accessible.

Moreover, the beneficiary(ies) must (i) ensure that the applied methodology itself becomes publicly accessible and (ii) give third parties access rights to the applied methodology, on a royalty-free basis and at any time after the conclusion of the project, without the need for prior authorisation and without any copyright claims being possible.

All the access rights the beneficiary(ies) must provide to third parties are construed to be granted for the maximum term provided by law, with universal scope and in respect of all modalities of use of such rights, including, inter alia, the rights to edit, re-write in another way, shortening, summarising, modifying the content or correcting technical errors in the content of the applied methodology.

Timetable

Stages	Date and time or indicative period
Publication of the call	July 2015
Deadline for submitting applications	<u>30 September 2015 18:00</u> <u>Brussels time</u>
Evaluation period (indicative)	October/November 2015
Information to applicants (indicative)	November/December 2015
Signature of grant agreement (indicative)	December 2015
Starting date of the actions (indicative)	January 2016

3. BUDGET AVAILABLE

The budget earmarked for the co-financing of the project is estimated at EUR 500 000 (five-hundred-thousand euros).

4. 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 (see section 14), using the application form available at <https://ec.europa.eu/digital-agenda/news-redirect/24586>.

Applications must be drafted in one of the EU official languages

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

5. ELIGIBILITY CRITERIA

5.1. Eligible applicants

Only applications from legal entities established in the EU Member States are eligible.

Application may be submitted by **one** applicant, whether established specifically or not for the action, provided that:

- it is formed of one or several legal entities, all of which 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.

For the purpose of declaring eligible costs as specified under section 11.2, the entities composing the applicant shall be treated as affiliated entities.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

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, and may declare eligible costs as specified in section 11.2.

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

5.2. Eligible activities

Types of activities eligible under this call for proposals:

- awareness and dissemination actions;
- actions aiming at the creation and improving of networks, exchanges of good practices;

- studies, analyses, mapping projects;

6.3 Implementation period

The maximum duration of projects under this call is **nine months**;

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

6. EXCLUSION CRITERIA

6.1. 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) of the Financial Rules⁶ (hereinafter 'FR').

6.2. 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;

⁶ 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 L 298, 26.10.2012, p. 1.

- (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.

6.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) FR and 107 to 109 FR, filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://ec.europa.eu/digital-agenda/news-redirect/24586>

7. SELECTION CRITERIA

7.1. Financial capacity

Applicants must be able to demonstrate 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:

a) Low value grants (\leq EUR 60 000):

- a declaration on their honour.

b) Grants \geq EUR 60 000:

- a declaration on their honour and,

EITHER

- the profit and loss account, the balance sheet for the last financial year for which the accounts were closed;
- for newly created entities, the business plan might replace the above documents.

OR

- the table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

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

- request further information;
- propose a grant agreement without pre-financing;

- reject the application.

7.2. Operational capacity

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, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisations' activity reports;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;
- an inventory of natural or economic resources involved in the project.

In the case of legal entities forming **one** applicant, as specified in section 6.1, the above requirements apply to those entities.

8. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

<u>Award criterion</u>	<u>Maximum score/ weighting</u>	<u>Threshold</u>
<p><i>1. Relevance</i></p> <p>Relevance and feasibility of the proposal towards the objectives of the call (this includes the question whether the proposal fits within the scope of the call).</p>	20	10
<p><i>2. Coverage</i></p> <p>The geographical coverage including the number of Member States covered.</p>	20	10
<p><i>3. Methodology and organisation</i></p> <p>The effectiveness and rationality of the proposed methodology and organisation (including the timetable and monitoring)</p> <p>This includes the credibility, soundness and feasibility of the proposal in terms of concept, as well as the proposed structure for the final report and the envisaged timetable.</p> <p>This also includes the clarity and quality of the dissemination and communication strategies outlined in the proposal.</p>	40	20

4. Resources	20	10
The relevance and quality of the means of implementation and the resources and expertise deployed in relation to the objectives envisaged (particularly in terms of cost-effectiveness).		
TOTAL	100	60

Minimum score per criterion (threshold): Proposals **scoring less than 50%** of the maximum score for any award criterion will be considered of insufficient quality and rejected.

Minimum total score (threshold): Proposals **with a total score of less than 60 points** at the end of the evaluation process will be considered of insufficient quality and rejected.

9. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, 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.

The two copies of the original agreement must be signed first by the beneficiary, on behalf of the consortium if applicable, and returned to the Commission immediately. The Commission will sign it last.

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

10. FINANCIAL PROVISIONS

10.1. 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.

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 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-financing

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.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible.

d) Balanced budget

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.

Applicants which foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

e) Implementation contracts/subcontracting

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.

In the event of procurement exceeding EUR 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁷ or contracting entities in the meaning of Directive 2004/17/EC⁸ shall abide by the applicable national public procurement rules.

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 parties.

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

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

The applications may envisage provision of financial support to third parties. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support
- the definition of the persons or categories of persons which may receive financial support,
- the criteria for awarding financial support,
- the maximum amount to be granted to each third party and the criteria for determining it. The amount of financial support per third party must not exceed EUR 60 000.

10.2. Funding forms

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

➤ **Maximum amount requested**

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

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

➤ Contributions in kind

The external co-financing may be made up of contributions in kind in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules.

➤ Eligible costs

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the action or of the work programme, with the exception of costs relating to final reports and audit certificates;

The period of eligibility of costs will start as specified in the grant agreement.

If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).

- ✓ they are indicated in the estimated budget of the action or work programme;
- ✓ they are necessary for the implementation of the action or of the work programme which is the subject of the grant;

- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action/ work programme are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action or the work programme and which can therefore be booked to it directly, such as :

- *the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;*
- *subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices,*
- *costs of travel (for meetings, including kick-off meetings where applicable, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel,*
- *costs of consumables and supplies, provided that they are identifiable and assigned to the action/project;*
- *costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs of financial support to third parties provided that the conditions laid down in the grant agreement or grant decision are met;*
- *costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);*
- *costs relating to external audits where required in support of the requests for payments;*
- *value added tax ('VAT') is not eligible.*

Eligible indirect costs (overheads)

- a flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific actions.

➤ **Ineligible costs**

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure.
- others (in accordance with the relevant legal base).

➤ **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 or work programme, upon approval of the request for payment containing the following documents, *including relevant supporting documents where appropriate*:

- a final report providing details of the implementation and results of the action/work programme ;
- the final financial statement of costs actually incurred;
- where applicable, a certificate on the financial statements of the action and underlying accounts.

EU grants may not have the purpose or effect of producing a profit within the framework of the action or the work programme of the beneficiary. **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 or work programme.

10.3. Payment arrangements

A pre-financing payment corresponding to 20% of the grant amount will be transferred to the beneficiary within 30 days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

One interim payment shall be paid to the beneficiary at mid-term of the action, in accordance with the provisions of the grant agreement. The interim payment is intended to cover the beneficiary's expenditure on the basis of a request for payment when the action has been partly carried out. For the purpose of determining the amount due as

interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be 90%.

The total amount of pre-financing and interim payments shall not exceed 80% of the maximum grant amount.

The Commission 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 (see section 11.2 above). 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 order.

11. PUBLICITY

11.1. 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.

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.

11.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, 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, region when the beneficiary is a natural person, as defined on NUTS 2 level⁹ if he/she is domiciled within EU or equivalent if domiciled outside EU,
- 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.

12. 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

⁹ European Union Official Journal L 39, of 10 February 2007.

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)

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out under section 5.

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 process.

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

➤ Submission on paper

Application forms are available at <https://ec.europa.eu/digital-agenda/news-redirect/24586>.

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in *four* copies (one original clearly identified as such, plus *three* 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 to the following address:

*European Commission
Directorate-General for Communications Networks, Content and Technology
Directorate Media and Data - Converging Media and Content (Unit G1)
For the attention of the Head of Unit (BU25 05/181)
1049 BRUSSELS, Belgium*

- by post, date as postmark;
- in person, date as receipt;
- by courier service, date of receipt by the courier service.

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

➤ Contacts

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➤ Annexes:

- Application form
- Checklist of documents to be provided
- Model grant agreement