Addendum to the 2003 to 2004 Call for proposals under the second phase of the Leonardo da Vinci Programme (EAC/15/02) (2003/C 202/11)


In order to take account of these changes, the 2003 to 2004 call for proposals under the second phase of the Leonardo da Vinci Programme (EAC/15/02) (3) will be amended as follows:

1. The following paragraph will be added to Chapter II:

   "The Commission draws the attention of promoters to the Council Resolution of 19 December 2002 on the promotion of enhanced European cooperation in vocational education and training (4), and to the priorities it mentions, which are particularly relevant to the Leonardo da Vinci programme."

2. Chapter XII will be repealed and replaced by the following provisions:

   'XII. ADMINISTRATIVE AND FINANCIAL PROVISIONS

   1. Participation in the programme

   In accordance with Article 4 of Council Decision 1999/382/EC establishing the second phase of the Leonardo da Vinci programme (5), "access to this programme shall be open to all public and/or private bodies and institutions involved in vocational training, and in particular:

   (a) vocational training establishments, centres and bodies at all levels, including universities;

   (b) research centres and bodies;

   (c) undertakings (6), particularly SMEs and the craft industry, or public or private sector establishments, including those involved in vocational training;

   (d) trade organisations, including chambers of commerce, etc.;

   (e) social partners;

   (f) local and regional bodies and organisations;

   (g) non profit making organisations, voluntary bodies and NGOs."

   These bodies and institutions must be established in one of the countries participating in the Leonardo da Vinci programme. Before awarding a grant to selected projects, the National Agency or the Commission (7) will require confirmation of the promoter’s legal status.

2. Selection and award procedures

   Proposals are evaluated and grants are awarded in accordance with three procedures — “Procedure A”, “Procedure B” and “Procedure C” — depending on the measures in question. These procedures are described in the Council Decision establishing the second phase of the programme (8) and in Chapter VII of the General Guide for Promoters. Promoters whose proposals have been accepted will be informed in writing of the results of these procedures and may be offered a contract with the National Agency or with the Commission, in accordance with the relevant procedure.

(6) This means ‘all undertakings in the public or private sector whatever their size, legal status or the economic sector in which they operate, and all types of economic activities, including the social economy’ (see Annex III to Council Decision of 26 April 1999 establishing the second phase of the Community vocational training action programme ‘Leonardo da Vinci’).
(7) For Procedure C only.
— Concerning the probable date for closing the procedures, with Procedure A, the National Agencies will inform the promoters of whether their project has been selected or not within approximately three months after the deadline for submitting the proposals;

— with Procedure B, these dates are indicated in Chapter X of the 2003 to 2004 call for proposals.

The possible start-up dates for successful projects are as follows:

— for Procedure A projects: 1 June 2004;


3. Principles governing the award of grants

The grants awarded under this call for proposals, and any national calls for proposals in accordance with Procedure A, are subject to the provisions of Title VI “Grants” of the new Financial Regulation of the European Communities (9). In accordance with these provisions, grants are awarded in line with the following principles:

— grants will be awarded on the basis of transparency and equal treatment of proposals and promoters;

— grants must involve co-financing (except for Procedure A projects);

— one proposal may give rise to the award of only one grant to any one promoter. Hence, a project promoter or members of the same partnership may not apply more than once during the same selection year for Leonardo da Vinci funding for the same project, regardless of the procedure and the body (10) to which the proposal is submitted. The same project cannot be financed more than once by the Leonardo da Vinci programme.

— a grant may be awarded for an action which has already begun only in exceptional cases where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. No grant may be awarded retrospectively for actions already completed;

— during the term of the agreement, grants may not be used with a view to, or with the effect of, producing a profit. However, this provision does not apply to grants paid to actual persons. If any of the products developed under Procedure B or C projects are marketed, all revenue thus generated throughout the duration of the agreement must be declared in the reports to be submitted to the National Agency or the Commission, in accordance with the appropriate procedure. All revenue generated by the project and received by the partnership up to the date that the request for final payment is presented will limit the Leonardo da Vinci financial contribution to the amount necessary to balance income and expenditure.

4. Submission of proposals

Promoters must submit their proposals on paper, duly signed by their legal representative. Only the paper version will be taken into account when evaluating the eligibility of the proposals. Promoters are also strongly advised to submit their proposal electronically so that the data they supply can be further used at a later stage and so that the National Agencies and the Commission find it easier to process the data. Proposals in electronic form must be submitted via the following website:

http://leonardo.cec.eu.int

For any questions concerning electronic submission, please contact:

leonardo-helpdesk@cec.eu.int or leonardo-helpdesk@socleoyouth.be

Where the promoter has not submitted his proposal on-line, the promoter is requested to send, by email, a Word file of his proposal to the National Agency and/or the Commission (this should take into account the dates given in Chapter X of the 2003 to 2004 call for proposals). This Word document sent by email must be accompanied by a declaration, which attests to the fact that the Word document attached to the email is identical to the paper version sent by post.

Depending on the measures concerned, proposals (on paper or in electronic form) should be sent to the National Agencies responsible and/or the European Commission, in accordance with the information presented in the following table:

(9) Council Regulation No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (it was published in OJ L 248, 16.9.2002) and can be consulted in all languages at the following website: http://europa.eu.int/eur-lex).

(10) Commission and/or National Agencies.
<table>
<thead>
<tr>
<th>Procedure A</th>
<th>Type of proposal</th>
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<td>Pre-proposals</td>
<td>National Agency responsible (original and two copies)</td>
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<tr>
<td>Full proposals</td>
<td>National Agency responsible (original and two copies) and European Commission (two copies)</td>
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<tr>
<th>Procedure C</th>
<th>Type of proposal</th>
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<tbody>
<tr>
<td>Pre-proposals</td>
<td>European Commission (original and two copies)</td>
<td></td>
</tr>
<tr>
<td>Full proposals</td>
<td>European Commission (original and two copies) and National Agency responsible (two copies)</td>
<td></td>
</tr>
</tbody>
</table>

Proposals should be sent to the following addresses:

National agencies — the addresses (postal and email) can be found at:


European Commission — please use the following postal address only:

Technical Assistance Office — Socrates, Leonardo and Youth
Leonardo Department
2003 to 2004 call for proposals
Procedure C or Procedure B, as appropriate
59-61 Rue de Trèves
B-1040 Brussels

For emails sent to the Commission, please use only the following address:

leonardo-helpdesk@socleoyouth.be

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> The eligibility criteria are set out in Chapter VI.1 of the General Guide for Promoters (and are repeated in Annex II of the application form). Only those proposals which meet all these criteria will be evaluated.

> The selection criteria are used to evaluate the applicant's financial and operational capacity for completing the action or work programme proposed. They are set out in Chapter VI.2 of the General Guide for Promoters.

> The award criteria are used to evaluate the quality of the applications in terms of the programme's objectives and priorities. They are set out in Chapter VI.3 of the General Guide for Promoters.

The General Guide for Promoters also indicates which supporting documents need to be enclosed with the proposals.

If a false declaration is made concerning the eligibility of the proposal, a financial penalty (in proportion to the value of the grant for which the application has been submitted) and administrative sanctions may be imposed on the promoter.

6. Publication of the results of procedures

All the grants awarded during a financial year (except for grants paid to natural persons) will be published on the Commission's website (for Procedure C), or on the website of the National Agency responsible (for Procedures A and B), during the six months following the closure of the award procedure. The Commission's website will provide links to the websites of the National Agencies.

The Commission will also publish the promoter's name and address, the subject of the grant, the amount awarded and the percentage of Community cofinancing (except for Procedure A projects).
7. **Provisions for Community funding**

Information on the duration and maximum amount of the Community grant, as laid down in the Council Decision establishing the second phase of the Leonardo da Vinci programme, can be found in the General Guide for Promoters (*Chapter III*) and in the guides for each particular measure.

More detailed information on financial and budgetary matters is provided in the "Administrative and Financial Handbook", which can be consulted on the website indicated in section 8 below.

8. **Documentation**

The General Guide for Promoters, the guides for particular measures, the Administrative and Financial Handbook for Procedure B and C projects and the application forms are available at the following address:


or can be obtained from the:

— **National Agencies:**

  their addresses are referred to in section XI of the 2003 to 2004 call for proposals.

  — **Technical Assistance Office:**

    Technical Assistance Office — Socrates, Leonardo and Youth
    Leonardo Department
    59-61 Rue de Trèves
    B-1040 Brussels
    Fax (32-2) 233 01 50
    E-mail: leonardo@socleoyouth.be

  — **European Commission:**

    Fax (32-2) 295 57 04
    E-mail: leonardo-helpdesk@cec.eu.int

The Administrative and Financial Handbook for Procedure A projects can be obtained from the National Agencies responsible.

**NB:** The General Guide for Promoters, the application forms and the Administrative and Financial Handbook have been revised to take account of the present addendum. Therefore please use the updated documents (2004 version) for the 2004 selection round.