III

(Notices)

COMMISSION

THE COMMUNITY YOUTH ACTION PROGRAMME

Call for submission of large-scale cooperation, training and information projects

Action 5 — Support Measures (DG EAC 17/03)

(2003/C 247/07)

Through this call for projects the Commission invites project promoters to submit applications for large-scale European projects under Action 5 of the Youth programme.

The deadline for submission of project applications is 31 December 2003 (as per postmark).

1. GENERAL FRAMEWORK FOR LARGE-SCALE PROJECTS UNDER ACTION 5

1.1. OBJECTIVES OF THE YOUTH PROGRAMME

Above all, the Youth programme (1) offers young people opportunities for mobility and of playing an active role in the construction of the Europe of the third millennium. It aims at contributing to the achievement of a 'Europe of knowledge' and creating a European arena for cooperation in the development of youth policy, based on non-formal education. It encourages the concept of lifelong learning and the development of aptitudes and competencies, which promote active Citizenship.

1.2. NON-FORMAL EDUCATION IN INTERNATIONAL YOUTH WORK

In the context of international youth work non-formal education has clear and significant characteristics: Projects actively involve young people who contribute to a project in a voluntary capacity. These projects — like youth exchanges or voluntary services, youth initiatives or seminars — are not part of any formal educational curriculum. They are, however, distinguished by a planned programme of personal and social education, which embraces methods of intercultural learning. It is important to stress that trained and skilled actors working in the field of youth carry out the projects.

A strong European dimension is ensured through the involvement of partners and participants from different countries and cultural backgrounds. In addition, besides the relevant skills (e.g. communication, teamwork and methodologies of intercultural learning) and competencies (e.g. about European societies and policies) which are familiar to these international Youth projects — depending on the theme chosen for an activity — there is a strong political vision attached to it. Values like democracy, tolerance and solidarity are integral to every Youth project.

It is believed that the opportunity for young people to participate in society is improved through their involvement in non-formal educational projects within an international context. Furthermore, international activities, namely those, which apply the quality standards of the Youth programme, contribute significantly towards active European citizenship.

The highest importance is attached to the quality and content of the projects which are organised or supported within these programmes, specifically with respect to promoting European Citizenship, the participation of young people in society and politics, the involvement of young people with fewer opportunities, intercultural learning and the fight against racism.

1.3. WHITE PAPER, A NEW IMPETUS FOR YOUTH

The concept of non-formal education — as it is promoted through the Youth programme — also plays an important role in the White Paper, 'A new impetus for Youth', published end of 2001

http://europa.eu.int/comm/youth/whitepaper/index_en.html

1.4. EUROPEAN YEAR OF EDUCATION THROUGH SPORT

One of the priorities of this Call refers to the European Year of Education through Sport 2004. Information on the context, the relevant Decision and activities foreseen are available at the following website:

http://europa.eu.int/comm/sport/index_en.html
2. AIMS OF ACTION 5 — SUPPORT MEASURES

Support Measures have the following basic aims:

— To assist in the development of the three major Actions of the Youth programme (Youth for Europe, European Voluntary Service and Youth Initiatives) through the support of training, cooperation and information projects;

— To contribute to achieving the objectives of the Youth programme as well as fostering and strengthening cooperation in European youth matters;

— To support capacity building and innovation with regard to international training and cooperation in the field of youth work.

Please note that a variety of projects can be supported through the channels of Action 5. These applications should be addressed to the National Agencies for the Youth programme. Please consult the User’s Guide for further details at the following Internet address:

http://europa.eu.int/comm/youth/program/guide03_en.pdf

3. OBJECTIVES OF THIS CALL

Within the framework of Action 5 of the Youth programme — but independently from the nine Action 5 activities listed in the User’s Guide — the Commission aims to support large-scale European youth projects on cooperation, training and information within the framework of non-formal education.

This call for projects addresses large-scale projects that must follow one of the priorities set out by the Commission in paragraph 4 of this call. The large-scale European projects must have a clear European dimension and contribute to development of the Youth programme as well as European cooperation in youth matters.

Standard activities of organisations or networks are not supported through this call for projects.

4. PRIORITIES OF THIS CALL FOR PROJECTS

Through this call for projects the Commission would like to call for large-scale European projects which possess a clearly identifiable added value for the Youth programme and youth cooperation. The Commission therefore sets priorities concerning the themes to be worked on through the selected projects. Applications should refer to only one of the themes mentioned here below.

THEMES

1. projects promoting mutual respect and diversity by facilitating dialogue and joint activities of young people from multiethnic and multifaith backgrounds;

2. projects using sports and outdoor education as a tool for social integration and non-formal education;

3. projects developing and implementing innovative methods of youth work and the international cooperation, training and information related to it;

4. projects aiming at the inclusion and empowerment of young people with fewer opportunities (e.g. disabled or socially disadvantaged) by efficiently using the variety and synergy of different instruments such as youth exchanges, the European Voluntary Service, youth initiatives and support measures and various partners at local, regional and international level to develop and implement new creative approaches in this field.

Working methods are listed among the Award criteria in Article 6 here below.

5. FORMAL SELECTION CRITERIA

5.1. General criteria

Only proposals submitted on the official application form, completed in full, and posted (as per postmark) by the specified closing date (December 31, 2003) will be considered.

The Commission will only take into consideration projects that fulfil the following criteria:

— the project has to be submitted by an organisation located in one of the Programme Countries (EU-Member States (1), EEA/EFTA countries (2), candidate countries (3));

— for themes 1, 2 and 3 the project has to involve at least four partner organisations (including the applicant), one of which has to be a EU-Member State; for theme 4 an applicant organisation only is necessary, however, the network of intended cooperations and partnerships has to be very clearly outlined at application level;

(1) Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom.
(2) Iceland, Liechtenstein, Norway.
(3) Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovak Republic, Slovenia.
— organisations from neighbouring countries of the enlarged EU (1) may participate as partners in the context of this call; they shall, however, neither submit an application nor outnumber the Programme Countries;

— each proposal must be submitted to the Commission by a single, coordinating/promoting institution/organisation;

— the budget must be accurate, balanced and expressed in Euro;

— the project must be non-profit making;

— Applications from organisations, which have previously received a grant from the Commission, will be considered only if proper use of this previous subsidy has been duly proven.

5.2. Financial and technical capacity

The applicant must have stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out.

Financial capacity will be assessed on the basis of:

— the funding amount requested in relation to the applicant's provisional budget for the current year and — if available — the following year;

— the capacity to assemble cofunding;

— the applicant's accounts for the previous financial year available and, if appropriate, other administrative or accounting documents supplied by the applicant.

The applicant must have the professional competencies and qualifications required to complete the proposed action.

Technical capacity will be assessed on the basis of:

— the CVs of the project leaders and their experience in directing, managing, co-ordinating and organising projects;

— the latest annual activity report and — if available — an assessment report from the applicant organisation.

5.3. Eligibility of applicants

All non-profit making organisations and public bodies, which have their seat in one of the Programme countries and are willing to develop activities in line with the Youth programme's objectives, are entitled to apply under this call.

5.3.1. The coordinating/promoting institution and/or other organisation must possess a legal identity.

5.3.2. Applicants must certify that they are not in one of the situations listed in Article 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (2) as detailed in point 5.4.

5.4. Exclusion criteria

Applicants will be excluded from participating in this call for proposals if, at the time of the grant award procedure, they are in one 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 for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgement, which has force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the authorising officer can justify;

(d) they have not fulfilled 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 authorising officer or those of the country where the contract is to be performed;

(e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interest;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;

(g) are subject to a conflict of interest:

(1) Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, West Bank and Gaza Strip, Belarus, Moldova, Russia, Ukraine, Albania, Bosnia and Herzegovina, Croatia, Former Yugoslav Republic of Macedonia, Serbia and Montenegro.

(h) are guilty of misrepresentation in supplying the information required by the authorising officer as a condition of participation in the call procedure or fail to supply this information.

Administrative or financial penalties may be imposed by the authorising officer on applicants who are in one of the above listed cases of exclusion, after they have been given the opportunity to present their observations.

These penalties may consist:

(a) in the exclusion of the applicant concerned from contracts and grants financed by the budget for a maximum period of five years,

(b) in the payment of financial penalties by the beneficiary in the case referred to in Article 93(1)(f) and by the applicants in the cases referred to in Article 94 where they are really serious and without exceeding the value of the contract in question.

The penalties imposed shall be in proportion to the importance of the grant and the seriousness of the misconduct.

6. AWARD CRITERIA
The Commission’s decision on whether to award a grant will be based on the following criteria:

— the project must be in line with the objectives of the Youth programme;

— the project must clearly meet one of the themes mentioned in article 4;

— the quality and coherence of the projects workplan;

— the project must have a strong European component;

— the number of young people per partner country (for applications under theme 4 per country and activity) should be balanced;

— the project must involve young people and youth workers in the preparation, implementation and follow-up of an activity;

— the project must aim at a strong involvement of partners in the preparation, implementation and follow-up of activities;

— the project must be innovative and show new approaches how to deal with the themes mentioned;

— the project must combine cooperation, training and information aspects and must be based on intercultural working methods and non-formal education;

— the project must ensure a high visibility and multiplier effect of both the activity in question and the Youth programme and pay specific attention to the dissemination of results;

— the project must indicate how the envisaged activities can lead to sustainable impact and developments;

— applications for theme 4 will be especially judged upon the coherence with the criteria related to the different Actions in the User's Guide, the diversity of the programme and the effective synergetic use of the different instruments chosen; project coordinators are advised to prove they have already established contacts to further partners/participants in the project:

— the coherence of the budget as well as the cost-effectiveness of the proposed activities in relation to the expected results;

— efforts made for co-financing of the project.

For applications from organisations, which have previously received a grant from the Commission under the Youth programme, the results of the projects already supported will be taken into consideration.

Applicants should note that the resources available for the call for projects are limited. All applications are therefore also evaluated in comparison with other applications submitted. It might therefore happen that applications of good quality cannot be supported due to a possible lack of resources and a necessary choice, which has to be taken by the selection panel.

Applicants are advised to get into contact with the National Agency in their country for further information before submitting an application. The addresses of National Agencies can be found at the very end of the User's Guide at the following web address:

http://europa.eu.int/comm/youth/program/guide03_en.pdf

7. FINANCIAL CONDITIONS
Comprehensive information about financial provisions is available in the Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 at the following web site:

http://europa.eu.int/comm/budget/furtherinfo/index_en.htm
Community grants are an incentive to carry out an action that would not be able to be carried out without the financial support of the Commission, and are based on the principle of co-financing. They complement the applicant’s own financial contribution and/or national, regional or local assistance that has been obtained elsewhere.

The subsidised project may not benefit from any other Community funding for the same action.

7.1. Financial contribution of the Community

The total amount planned for this call for projects is EUR 2 000 000. (This is, however, subject to approval of the budgetary authority for the budget year 2004.) The Commission estimates that this amount will allow to support about 10-15 high quality projects.

Theme 1-3: The request for funding may not exceed 65 % of the eligible costs (see below point 7.2). Personnel costs may not be higher than the contribution of the applicant and its partners to the global budget.

Theme 4: For theme 4 the request for funding has to be based on the User’s Guide funding rules as far as flat rates (average flat rates as indicated in the User’s Guide apply) are concerned. For all other costs (such as coordination, travel costs etc.) the request for funding may not exceed 50 % of eligible costs.

For all 4 themes, the maximum funding amount per project will not exceed EUR 100 000 per year of activity.

The grant application must include a detailed, provisional budget (a model of which is contained in the application form). The budget items indicated in the form include the relevant budget headings that are eligible for community funding.

The budget must be expressed in Euro. The budget must be balanced and must be detailed enough to ensure that the proposed activities are identifiable, monitored and verifiable.

The Commission reserves the right to award a lower grant amount than requested by the applicant. Grants higher than requested in the application will not be awarded.

7.2. Eligible and ineligible costs

Only the categories of costs that follow are eligible, in so far as they are properly calculated and valued according to market conditions and that they can be identified and verified. They are direct costs incurred in the implementation of the project:

— personnel costs for working on the implementation of the project described in the proposal (actual salaries plus social charges);
— travel, accommodation and subsistence costs related to the carrying out of the action (meetings, etc.);
— costs linked to the organisation of conferences (room hire, interpretation, etc);
— publication and dissemination costs;
— other direct costs;
— indirect costs up to a maximum of 7 % of the direct costs. (In cases, where the beneficiary is in receipt of an operating grant financed from the Community budget, the grant agreement subject to this Call for proposals may not authorise flat-rate cover of the beneficiary’s overheads up to a maximum of 7 % of total eligible costs for the Action.)

Excluded from the co-financing budget request are costs incurred by a third party and not reimbursed by the beneficiary organisation: contributions in kind which do not involve a financial transaction; expenditure related to infrastructure acquisition (with the exception of the annual depreciation of material purchased); expenditure not related to the specific activities of the project (notably, running costs and/or expenditure related to statutory obligations); expenditure that is clearly unnecessary or excessive; capital investment costs; general provision (for losses, possible future liabilities, etc); contingency reserve; debts owed, charges for financial service; exchange losses, unless specifically provided for in exceptional cases.

8. PROJECT DURATION AND ELIGIBLE FUNDING PERIOD

Due to the nature of the call, projects should have duration of at least 18 months in order to ensure that an activity is sustainable. If justified, a maximum duration of up to three years will be accepted.

Projects must start between the 1 June 2004 and 31 December 2004.

9. SUBMISSION OF APPLICATIONS

Grant requests should be made, using the form specifically designed for this purpose, in one of the 11 official EU languages. Please note that only typed applications will be taken into consideration.
Application forms and financial identification sheets may be obtained on the Internet at the following address:

http://europa.eu.int/comm/youth/program/lsp_action_5_en.html

To facilitate consideration of the submissions, applicants are requested to provide a short summary of the project description in English, French or German.

9.1. **Proof of technical and financial capacity**

The application form, duly completed, including a full description and time table of the project as well as a detailed budget, signed by the organisation’s legal representative will not be considered 'duly completed' unless it is accompanied by:

— An official letter of application, dated and signed (original signatures are required).

— The profit and loss accounts and the balance sheet for the last financial year for which the accounts have been closed. Public bodies do not have to present these documents.

— The curricula vitae of the persons responsible for the implementation of the project.

— The latest annual activity report and — if available — an assessment report from the applicant organisation,

— The applicant's provisional budget for the current year and — if available — the following year;

— For themes 1 to 3 the letters of endorsement of the project partners to the applicant organisation by which they outline their motivation for participating in the project and declare their capacity to actively participate in all phases of the project (original signatures are required).

— A copy of the legally registered statutes or articles of association of the applicant organisation as well as a copy of its official registration certificate, except if it is a public or semi-public organisation. This document must be provided in one of the 11 official EU languages.

— Declaration on their honour from applicant completed and signed certifying that they exist as a legal person and have the financial and operational capacity to complete the proposed project.

— Declaration on their honour from applicant completed and signed certifying that they are not in one of the situation listed in point 5.4 of this call (the model is included in the application form).

— The financial identification sheet (bank detail form) completed by the beneficiary and certified by the bank (original signatures required).

Applicants should note that the evaluation of an application is made easier if the documents are submitted in the above order.

Only duly completed, signed and dated applications will be accepted.

9.2. **Presentation of the grant application**

Three copies of the grant application must be transmitted. It should provide complete information that can be checked against the criteria defined in the above mentioned points.

All additional information that is considered necessary by the applicant can be included on separate sheets.

The application must be duly completed, signed (original signatures as required) and accompanied by an official letter from the applicant organisation as well as the documents proving its technical and financial capacity referred to in point 9.1 of this call.

The applications must be sent to the address below by ordinary or registered post by **December 31, 2003 at the latest (as per postmark)**. Applications sent at a later date and applications sent via Internet, fax or e-mail or handed in personally will not be accepted.

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**European Commission**

**Directorate-General for Education and Culture**

Youth, Civil Society, Communication

Unit D.1

‘Youth — Call for large scale projects Action 5’

(VM-2: 5/52)

B-1049 Brussels

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10. **SELECTION PROCEDURE**

The decision about the allocation of grants will be taken by a selection panel made up of European Commission representatives and the National Agencies for the Youth programme. A representative of Unit D.1 of the Directorate-General for Education and Culture chairs the selection meeting.

Applicants will be informed about the results in May 2004. The Commission's decision is final.
11. CONTRACTUALISATION AND PAYMENT OF THE GRANT

Should the Commission award a grant, a standard agreement setting out the conditions and the grant amount in Euro will be sent to the beneficiary.

This agreement (the original) must be signed and returned to the Commission immediately. The beneficiary will receive a prefinancing payment within 45 days of the date when the last of the two parties signs the agreement.

The payment of the grant will be done as follows:

— 50% prefinancing payment,
— 30% further prefinancing payment upon receipt and acceptance of the Progress Report and
— 20% balance payment upon receipt and acceptance of the Final Report.

The Commission is entitled to ask for a guarantee of the bank if deemed necessary. The prefinancing payment may be conditioned by the presentation of such a guarantee of the bank.

12. PRESENTATION OF THE PROGRESS AND FINAL REPORT AND FINANCIAL BREAKDOWN

According to the terms of the agreement, persons responsible for proposals approved and financed by the Commission must submit a progress report after the end of the first half of the project and a final report on completion of the project.

These reports, which should provide a succinct but complete description of the results of the activities outlined in the proposal, should also be accompanied by any publications produced (brochures, teaching material, videos, multimedia, press clippings, etc.). After approval of the progress report by the Commission, the beneficiary will receive a further prefinancing payment of 30%. The Commission may require the beneficiary to lodge a guarantee of the bank.

The final financial statement, annexed to the final report, should show real costs and receipts. The beneficiary must set up an accounting system for the co-financed action and keep all original supporting documents for possible auditing for a period of five years as from the date of completion of the agreement. After approval of the final report, a balance payment will be ensured. An external audit of accounts produced by an approved auditor may be asked for by the responsible authorising officer in support of any payment on the basis of his analysis of risk.

The Commission reserves the right to withdraw its support entirely or partly if the project is not implemented as described in the application, if changes undertaken are not authorised by the Commission, or if the reporting is not satisfactory.

13. SUBCONTRACTING AND AWARD OF PROCUREMENT CONTRACTS

Where implementation of the assisted actions requires the award of procurement contracts, beneficiaries of grants shall request at least 3 offers from different tenders and shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

14. EX POST PUBLICATION

The Commission will publish the name and address of the beneficiary, the subject of the grant and the amount and the rate of financing. This will be done, in agreement with the beneficiary, and unless publication of the information may threaten the safety of the beneficiary or harm their business interests. In the event that the beneficiary does not agree to this, they should attach a detailed justification, which the Commission will consider in the process of deciding on the award of the grant.

15. APPLICABLE RULES
