

**Call for proposals**  
**for the support of European integration activities organised by the academic world**

**ARTICLE A-3022**

(2001/C 96/09)

**1. CONTEXT**

Article A-3022 of the general budget of the European Union provides for subsidies for projects and initiatives organised by the academic world (institutes, study and research centres, organisations or associations and university networks of teachers, researchers or students) and aimed at promoting discussion, reflection and knowledge on the process of European integration.

Subsidy heading A-3022 thus demonstrates the Commission's desire to support European study and research centres in the European Union <sup>(1)</sup> and to promote activities organised by bodies operating individually or via transnational networks to raise public awareness of European integration.

**2. OBJECTIVE**

The main objective of these subsidies is to reinforce European citizenship and the active participation of citizens in the process of European integration through reflection and discussion on the various aspects of this process.

This budget heading is also designed to consolidate associations which pursue their activities in university circles and endeavour to strengthen teaching and/or research on European integration and citizenship.

The subsidies will be used to co-finance projects whose direct aim is to promote the dissemination of knowledge on European integration.

**3. AVAILABLE BUDGET**

The available budget is EUR 1 000 000.

**4. SELECTION CRITERIA**

**4.1. Eligibility of applicants**

Only proposals from academic circles: institutes, study and research centres, organisations and associations of university teachers, researchers or students will be considered, provided they:

- (a) possess their own legal status at the time of submission of the application;
- (b) are constituted and operate as centres, organisations, associations or networks run on a non-profit making basis and are established in the European Union <sup>(1)</sup>;

<sup>(1)</sup> European study and research centres and university teacher associations and networks established in the Member States or the applicant countries: Bulgaria, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Romania, Slovakia, Slovenia and Turkey.

(c) have experience in organising the activities proposed;

(d) substantiate a capacity for mobilisation and communication which will guarantee a multiplier effect. The setting-up of national and transnational networks will be a definite asset in this regard.

**4.2. Technical and financial capacity of applicants**

4.2.1. Technical capacity will be assessed on the basis of:

- (a) the CVs of the project leaders and their experience in directing, managing, coordinating and organising projects;
- (b) the annual activity report or an assessment report from the applicant organisation.

4.2.2. Financial capacity will be assessed on the basis of:

- (a) the amount of funding requested in relation to the provisional budget managed by the applicant for 2001;
- (b) the capacity to assemble co-funding;
- (c) the applicant organisation's accounts for the previous financial year and, if appropriate, other administrative or accounting documents supplied by the applicant.

**4.3. Eligible activities**

4.3.1. For the year 2001 priority will be given to projects which:

- (a) relate to the following themes:
  - enlargement,
  - the euro,
  - the future of the EU: the Nice Treaty, reform of the European institutions and European governance;
- (b) have the potential to mobilise, publicise and disseminate, e.g. symposia, debates, meetings, joint projects for studies, reflection or research, projects designed to circulate information, publications, multimedia dissemination, Internet dissemination. The foreseeable multiplier effect of the overall project and of its component parts must be described in the subsidy application form.

In the event of a general programme of activities, applications must specify the activities covered by the application for a subsidy. Associations, organisations and networks of associations submitting a general programme of activities must include the overall budget estimate and the part budgets for each activity envisaged. The overall budget and each of the part budgets must be accompanied by a detailed budget giving the information requested in the budget form.

Special attention will be paid to projects which help to consolidate European integration studies in university circles.

As heading A-3022 complements the other European Commission programmes, simultaneous applications for funding under other budget headings may not be made under any circumstances. The applicant may not submit the same project in response to other calls for proposals from the European institutions.

4.3.2. Priority will be given to projects centred on research work conducted by young researchers (aged up to 35) on the (priority) themes set out in 4.3.1. As it is the Commission's aim to support young researchers working on European integration at the start of their careers, three types of projects are envisaged:

(a) the allocation of grants to young researchers seeking to complement their research by spending a period in another country. The amount of the grant will be determined on the basis of the following criteria:

— the grants will consist of a flat-rate payment of EUR 1 000 monthly for a maximum period of six months. Additional assistance of up to EUR 1 000 for travelling costs actually incurred may also be paid,

— these grants are intended to offset the extra living and travelling costs generated by research work in another country. Payment of these grants is thus compatible with other national allowances to young researchers (but not with another EU grant for research in another country);

(b) the organisation of very high level seminars for young university researchers (aged up to 35) able to substantiate results in the area of research. Preference will be given to projects organised at the international level in partnership with associations of teachers and universities in several countries. The EU's financial contribution will be used to set up a system of grants for participants;

(c) the organisation of meetings around the results of university research on the priority themes mentioned

in 4.3.1 and pursued by young researchers (aged up to 35).

4.3.3. Depending on the quality of applications, the Commission will limit subsidies for these new types of activities to a maximum of 20 % of the budget available in 2001.

## 5. AWARD CRITERIA

5.1. Subsidies will be granted as a function of:

(a) the evaluation of the quality of the projects pursuing the priority themes mentioned;

(b) the quality of the project presentation (detail and clarity of the activities envisaged) and its implementation;

(c) the applicant's technical and financial capacity;

(d) the project's multiplier effect;

(e) the quality of the project's financial presentation and the quality and clarity of the general estimated budget and of the detailed budget;

(f) the results of any previous subsidies granted under heading A-3022.

Close consideration will be given to projects which contain innovative aspects (in terms of means or targets).

5.2. The use of appropriations under budget heading A-3022 is the subject of a formal decision adopted by the Commission.

## 6. TERMS AND CONDITIONS OF FUNDING

6.1. The subsidies are awarded on a strictly annual basis and do not give any entitlement whatsoever to a subsidy in subsequent years.

6.2. The maximum amount of the subsidies will be EUR 50 000 per project. In general, the subsidies awarded may not exceed 50 % of the total cost.

A higher subsidy may be allocated in certain justified cases if the 20 % project funding is secured from sources other than the EU budget.

If the amount actually spent is less than initially anticipated the Commission will reduce the subsidy in proportion to the difference between the two amounts.

6.3. The subsidy will be granted only for activities taking place after submission of the application and expenditure will be considered as eligible only as from the date of submission. The action or series of actions must be completed no later than 30 September 2002. Actions already running or completed will not be awarded funding retroactively.

6.4. The subsidy application must include a detailed budget. This provisional budget must be expressed in euro. This estimated budget must be balanced and must also be detailed enough to allow the proposed activities to be identified, monitored and verified.

6.5. Eligible expenditure:

The following costs are eligible:

- (a) personnel costs directly linked to the execution of the project;
- (b) travel costs linked directly to the execution of the project;
- (c) the cost of consumables and supplies;
- (d) information dissemination;
- (e) communication and postage costs directly linked to the project;
- (f) costs generated by the terms of the grant agreement (audits, evaluations).

Indirect costs (overheads) are eligible, but must not exceed 7 % of the total eligible costs.

The following costs are not eligible:

- (a) costs which do not give rise to actual, effective expenditure;
- (b) expenditure on luxuries or expenditure considered excessive;
- (c) expenditure on the purchase of fixed equipment;
- (d) contributions in kind. However, these may be taken into consideration when the maximum amount of the subsidies is being determined;
- (e) contingency costs.

The rules on eligibility of categories of expenditure are set out in the 'General terms and conditions applicable to grant agreements of the European Communities', which will be sent to applicants on request, together with a grant application form. These documents are also available on the Europa website at:

<http://europa.eu.int/comm/education/integration/home.html>

6.6. The beneficiaries must clearly acknowledge the support received from the European Commission.

6.7. The Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.

Should the actual eligible cost on completion of the project be less than the estimated total cost, the Commission will apply the stipulated percentage to the actual costs, and the beneficiary will be required to refund amounts already paid which exceed the resulting amount.

6.8. An advance of 80 % of the grant will be paid within 60 days of receipt of the agreement signed by the organisation's authorised representative.

Any outstanding amount payable will be paid following submission and acceptance by the Commission of an activity report and a detailed financial statement showing income and expenditure (stating unit costs). The financial statement must be balanced, dated, certified, signed and set out in euro.

## 7. SUBMISSION OF APPLICATIONS

7.1. The application forms and the vade-mecum for heading A 3022 are available on the Internet at:

<http://europa.eu.int/comm/education/integration/home.html>

or upon request is obtainable from the following address up to 10 working days before the deadline established for the submission of applications:

European Commission  
 Directorate-General for Education and Culture  
 Unit A 2 Higher Education — Heading A-3022  
 Rue de la Loi/Wetstraat 200  
 B-1049 Brussels  
 E-mail: eac-a3022@cec.eu.int  
 Tel. (32-2) 299 94 54  
 Fax (32-2) 299 92 05.

7.2. Applications must be supported by a programme of activities and a duly certified copy of the applicant's annual budget. A copy of the organisation's articles of association must also be appended, except in the case of public bodies such as universities.

7.3. Only properly completed applications will be accepted. An application will not be considered 'properly completed' unless it is accompanied by:

— an official letter of application, dated and signed,

- the application form (in triplicate) duly completed, and signed by the organisation's representative,
  - a balanced budget estimate (income and expenditure) setting out expenditure and revenue in detail and indicating unit costs,
  - a proper description of the project and the other documents stated on the form,
  - the requisite documents to substantiate points 4.1 and 4.2 concerning the eligibility of applicants and their technical and financial capacity.
- 7.4. Applications must be submitted to the Directorate-General for Education and Culture using the specific subsidy application form and the specific budget form. The request for a subsidy must always be presented on this form.
- 7.5. The form must be properly completed, signed, dated and sent in triplicate along with the other requisite documentation no later than 30 April 2001 (date as postmarked) to:
- European Commission  
Directorate-General for Education and Culture  
Unit A 2 Higher Education — Heading A-3022  
Rue de la Loi/Wetstraat 200  
B-1049 Brussels.
- 7.6. Applications submitted by fax or e-mail will not be considered.
- 7.7. If the application is accepted, the responsible person in the recipient organisation must give a signed undertaking to provide proof that the subsidy has been properly used and to permit the Commission and/or the Court of Auditors to check the organisation's accounts if they so wish.
- 7.8. If a subsidy is granted by the Commission, an agreement drawn up in euro stating the terms and conditions and the level of funding, will be sent to the beneficiary. This agreement must be signed and returned to the Commission immediately.
- 7.9. Applications from organisations which have previously received a subsidy from the Commission will be considered only if the proper use of this previous subsidy has been duly proven. If necessary, internal or external audit reports for the previous financial year should be appended to the application. If these reports are not available, the accounts for the previous year should be appended, duly certified by the responsible person in the organisation.
- 7.10. The closing date for the submission of applications is 30 April 2001, date as postmarked. The Commission intends to take its decisions by 31 July 2001.
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