EUROPEAN COMMISSION
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate A : Internal Security

GUIDE FOR APPLICANTS 2011

PREVENTION OF AND FIGHT AGAINST CRIME

ACTION GRANTS

DISCLAIMER

These guidelines aim at providing assistance to Applicants. In case of discrepancy between the provisions of this text and those of the 2011 Annual Work Programme and Calls for Proposals, and the Grant Agreement, it is the three last-named documents that Applicants/Beneficiaries should follow. Neither the European Commission nor any person acting on its behalf can be held responsible for the use made of these guidelines.

1. INTRODUCTION

1.1. Background

On 12 February 2007 the Council of the European Union adopted the Council Decisions 2007/125/JHA[1] establishing for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties, the Specific Programme **Prevention of and Fight against Crime** (hereinafter referred to as the **Programme**).

The **Programme** is implemented via annual work programmes (hereinafter referred to as the **AWP**) adopted by the European Commission (hereinafter referred to as the **Commission**) each year. The AWP describes the priorities set for that particular year and contains the envisaged financial appropriation for the different grant schemes. The AWP is published on the website of the Programme. The grant schemes of AWP are implemented through publication of Calls for proposals (hereinafter refereed to as **CFP**).

1		2		3
Basic Act: Council Decision 2007/125/JHA establishing the Specific Programme "**Prevention of and Fight against Crime**" for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties Adopted: 12 February 2007 Valid for the period **2007-2013**	⇨	Commission Decision on **AWP for <u>each year</u>** Adopted until September of the previous calendar year. (e.g. 2011 AWP adopted on 21January 2011)	⇨	**Call for proposals:** action grants action grants within framework Partnerships action grants for bodies in monopoly situation

Figure. 1. Implementation of the AWP

1.2. Who manages the Programme?

The Programme is implemented by the Commission, Directorate-General for Home Affairs (DG HOME) based in Brussels – Belgium. The operational tasks related to the implementation of the Programme are assigned to DG HOME, Directorate A – Internal Security, Unit A4 Financial Support, while Units A1 crisis management and fight against terrorism, A2 Fight against organised Crime and A3 Police co-operation and access to information are responsible for the Programmes outputs

1.3. How to contact the Programme?

The postal address of the Programme is:

European Commission
Directorate-General for Home Affairs
Directorate A – Internal Security
Unit A4: Financial Support – Internal Security
Office LX46 04/019
B-1049 Brussels

The Programme can be contacted via its functional e-mailbox: HOME-ISEC@ec.europa.eu.

Always consult the CFP for specific instructions on how to submit a grant application.

[1] Official Journal L 58,24.2.2007,p.7: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:058:0007:0012:EN:PDF

1.4. Website of the Programme

Information relating to the Programme and all important documents are published on the website of the Programme, which is available on the general website of DG HOME at the following address: http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm

In addition to this Guide, it is strongly recommended that interested persons should consult the website of the Programme regularly.

1.5. Purpose of this Guide

The purpose of this Guide is to assist all those interested in developing projects (Action Grants) within the ISEC Programme. This Guide should also provide operational, administrative and financial management guidelines to Applicants/Beneficiaries whose projects have been awarded a grant.

The content of this Guide is based on the grants section of the Financial Regulation of the European Communities (hereinafter referred to as **Financial Regulation, FR**)[2] and on its rules for Implementation (hereinafter referred to as **Implementing Rules, IR**)[3], as well as on other relevant documents. In relation to the Grant Agreement, the Guide shall be used for supplementary purposes together with the Call for Proposals.

1.6. How to use this Guide?

Before you start, please read the 2011 ISEC AWP and CFP carefully to find out which actions may be funded, the priorities set out for 2011, the conditions under which you can apply and the exclusion, eligibility, selection and award criteria. **The CFP contains specific information on how to submit your proposal.**

The structure of this Guide reflects the various stages in the life cycle of the proposal:

Preparation and selection

- Preparation and submission of the proposal
- Selection, evaluation and award procedures
- Preparation of the Grant Agreement and its annexes.

Implementation

- Request for amendments in the project and/or its budget
- Evaluation of the Final report and determination of the final grant amount
- Evaluation and dissemination of results.

This Guide is updated annually to make it as user-friendly as possible.

However, the European Commission reserves the right to publish modifications to the Guide not later than 11 calendar days prior to the deadline for submission. The modifications are published on the same webpage as this Guide.

You are welcome to share your comments and suggestions on how to further improve the Guide with the European Commission by sending an e-mail to HOME-ISEC@ec.europa.eu. Please indicate "Guide for Applicants ISEC 2011" in the title of your email.

[2]Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 248,16.9.2002) as last amended by Council Regulation (EC, Euratom) No 1525/2007 (Official Journal L 343, 27.12.2007, p.9). http://ec.europa.eu/budget/documents/financial_regulation_en.htm#table-1_1

[3]Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation (IR) of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002) as last amended by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (Official Journal L 111, 28.4.2007, p.13). http://ec.europa.eu/budget/documents/financial_regulation_en.htm#table-1_1

2. DEFINITION OF FREQUENTLY USED TERMS AND ABBREVIATIONS

Applicant organisation/Coordinator: any body or organisation with legal personality submitting a proposal for a project within the scope of the ISEC programme. The Applicant organisation **(Applicant)** becomes the **Beneficiary/Coordinator (Coordinator)** once the proposal is awarded a grant and a written Grant Agreement is signed on behalf and with the authorisation of the entire partnership. The Applicant is responsible for the project conception and development. It takes the lead and submits the grant application for the Commission's appraisal (including the Forecast Budget Form and all Annexes). It is responsible for the verification of the eligibility and selection criteria for all its Co-beneficiaries and Associate Partners. Moreover, if awarded a grant and once a Grant Agreement is signed, the Applicant organisation/coordinator will be legally responsible for the overall management of the project, coordination of tasks, liaison with the Commission, management of the budget and final statements, as well as payments to its Partners. The Applicant organisation/coordinator will be the only point of contact for the Commission and will be responsible for all the communication between the Commission and Partners.

Associate Partners: organisations that may participate in an ISEC project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant. None of their costs incurred for the project activities will receive EU co-financing. This type of partnership is first and foremost to be used by entities established in third countries (including acceding and candidate countries), international organisations and EU Agencies, which may only participate on a non-cost basis to the ISEC programme. An Associate Partner may also be any organisation that undertakes or participates in activities directly linked to a ISEC project without requesting any EU co-financing. Associate Partners will sign the Partnership Declaration Form to be attached to the application package, but will not be a party to the Grant Agreement concluded with the European Commission. As such, their obligations towards the Commission are not of a contractual nature. Nevertheless, the Applicant organisation/coordinator and the Co-beneficiaries shall ensure that the activities of Associate Partners are adequately implemented, since their involvement forms a part of the proposal, as well as of the Grant Agreement (Annexes I and II) if a grant is awarded.

Authorising Officer (AO)/by Delegation (AOD)/by Sub-delegation (AOSD): the term 'authorising officer' refers to the entity responsible for the overall implementation of an EU financial programme. In the case of grant schemes directly managed by the European Commission, it is the European Commission that performs the duties and tasks of the authorising officer. For operational purposes, and in accordance with the provisions of the FR and the IR, the actual individual duties and tasks are delegated/sub-delegated, depending on the task, to a senior European Commission official. The authorising officer by delegation of the ISEC Programme is the Director General of DG HOME. The authorising officer by sub-delegation is the Director of Directorate A – Internal Security, implementing the ISEC Programme.

Bank Account File (BAF): is a descriptive file containing bank details for all companies, organisations and individuals with which the Commission has financial dealings. Use of the BAF has been compulsory for a number of years for the purposes of making automated payments via the SWIFT system. In order to create a BAF, the Applicant organisation/coordinator has to submit a duly completed and signed **Financial Identification Form.** More information on BAF is available on the website of Directorate-General Budget:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Beneficiaries: any body or organisation with legal personality established in a Member State of the EU receiving co-financing of its costs under a Grant Agreement. The Applicant and Partner organisations are collectively referred to as Beneficiaries once the Grant Agreement is signed. The Applicant organisation is called **Coordinator**, whereas a Partner organisation receiving a share of the EU grant is referred to as **Co-beneficiary**.

Call for Proposals (CFP): in order to receive applications, the European Commission is publishing a Call for Proposals which describes the rules and conditions to be observed by Applicants when seeking EU co-financing for an action.

Candidate Countries: candidate countries to the European Union. Further information is available on the website of Directorate-General Enlargement:
http://ec.europa.eu/enlargement/candidate-countries/index_en.htm.

Co-financing third parties: any donor organisation financing the project and not in receipt of the EU contribution. Co-financing third parties are not required to be directly involved in the technical implementation of the project; their contribution is solely financial. Any co-financing third party will sign the Declaration of co-financing (and indicate the amount of its financial contribution) to be attached to the application package.

Co-beneficiary (or Partner): any organisation participating in the implementation of the project activities that are eligible for EU co-financing and declaring costs to be EU co-financed. To prove its involvement in the project, the Co-beneficiary has to sign a Partnership Declaration Form (and tick the box "Partner/Co-beneficiary") and a Mandate to allow the Applicant organisation/coordinator to sign on its behalf. Both Forms must be attached to the application package. If the proposal is awarded and a Grant Agreement is signed, it will be considered as a Co-beneficiary of the EU grant as it will receive co-financing for its part in the project. The Coordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant. Costs incurred by a Co-beneficiary are eligible in the same way as those incurred by the Coordinator.

Both the Applicant organisation/coordinator and the Co-beneficiaries form parties to the multi-beneficiary Grant Agreement and share contractual and financial responsibility towards the Commission for the proper and timely implementation of the project. Notwithstanding this, the Applicant organisation/coordinator remains the sole point of contact for the Commission and, as stated above, is responsible for the reporting and for providing the necessary information regarding the project.

The shared contractual and financial responsibility for the project also means that the organisations will have to agree on the contractual relation among themselves. This is usually done in the form of a Partnership/consortium agreement for a specific project. The Commission does not intervene in the content of this agreement between Partners and respects different management styles of organisations as long as the provisions are not discriminatory and comply with national legal requirements. It must be noted that in case of discrepancy, the provisions of the Grant Agreement take precedence over any other agreement between the Co-beneficiaries and the Coordinator.

Dependent entities: Two organisations (legal entities) are dependent on each other when there is a controlling relationship between them. In order to be regarded as independent, a legal entity must not be in a controlling relationship with another legal entity. A controlling relationship shall exist where one legal entity directly or indirectly controls the other, or when one legal entity is under the same direct or indirect control as the other.

Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

- A, directly or indirectly, holds in fact or in law the decision-making power in B.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

ISEC: The abbreviation of the Programme ''Prevention of and Fight against Crime'', standing for **I**nternal **Sec**urity.

Legal Basis of the Programme/Basic Act: Council Decision 2007/125/JHA, establishing for the period 2007 to 2013, as part of the General Programme on Security and Safeguarding Liberties, the Specific Programme **"Prevention of and Fight against Crime"**.

Legal Entity File (LEF): records all third parties with which the European Commission conducts revenue and expenditure transactions. No transaction may be made for the purposes of implementing the EU budget unless it involves a legal entity that has been validated beforehand. It follows that, before a bank account can be recorded in the BAF, a legal entity must be recorded in the LEF: the bank account will be linked to that legal entity. In order to create a LEF, the Applicant organisation/coordinator has to submit a duly completed and signed Legal Entities Form. Each Co-beneficiary must also attach a duly completed and signed Legal Entities Form to the application package. More information on LEF is available on the website of Directorate-General Budget:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Member State (MS): a member state of the European Union. Further information is available on the website of the European Commission:
http://europa.eu/abc/european_countries/index_en.htm

National projects/national actions: projects/actions to be carried out within a single Member State. These must either:

a) prepare transnational projects and/or Union actions ("starter measures");
b) complement transnational projects and/or Union action ("complementary measures");
c) contribute to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods or technologies with a view to transferring them to other Member States.

Partnership Declaration (for Co-beneficiaries and Associate Partners): a legally binding document duly signed and dated by the Authorised Signatory of the Partner organisation authorised to enter into legal and financial commitment on behalf of the Partner organisation.

PRIAMOS: **PR**ogramme **I**nformation and **A**ctivity **M**anagement **O**perational **S**ystem, the electronic information system used for the direct management of grant schemes by DG HOME.

Public/Private organisation: for the purposes of this specific Programme the following entities are considered to be public non-profit making "state organisations" (hereinafter referred to as **public entities**): Member States' authorities (local, regional, national or federal), ministries, local municipalities and public universities. Other entities shall be treated as private and profit-making, regardless of whether they were constituted under private or public law.

Transnational projects: must involve partners in at least two Member States, or at least one Member State and one candidate country. In a transnational project, the Applicant organisation/coordinator must have **at least one** **Co-beneficiary (declaring costs to be EU co-financed) from another EU Member State.**

Subcontractor(s): providers of services to the Beneficiaries (Applicant organisation/coordinator and Co-beneficiaries) who fully fund (100%) their activity. As a basic requirement, Applicant organisation/coordinator and Co-beneficiaries are expected to have the resources necessary to carry out the work required by the project.

Nevertheless, in certain circumstances, subcontracting some aspects of the work may be more cost effective and efficient. **This has to be duly justified** in the Application Form (Section 2.2.11.2) and in any case **cannot exceed 30%** of the total eligible costs of the project. Subcontracting costs shall be clearly listed in the Forecast Budget Form submitted for the project, and under no circumstances are Applicant organisation/coordinator and/or Co-beneficiaries and/or Associate Partners allowed to be subcontractors. Subcontractors do not contribute financially to the project and therefore do not benefit from any intellectual property rights arising from the achievements of the project.

3. HOW TO APPLY, EVALUATION AND AWARD PROCEDURES

3.1. Registration and Submission of a proposal – PRIAMOS

ISEC 2011 Call for proposals will be implemented via the electronic PRIAMOS system. For further detailed information on PRIAMOS, please read the PRIAMOS Guide for Applicants and Frequently Asked Questions (FAQ) available at
http://ec.europa.eu/home-affairs/funding/isec/funding_isec_en.htm

Applications must be submitted, in their entirety, via PRIAMOS. **No applications (partial or entire) submitted on paper, fax or e-mail will be considered. Please note that although the PRIAMOS system is able to deal with a lot of applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application.** Applicants must make sure that **all electronic files are readable and are not corrupted** and that their applications are complete. In the case of multiple submissions (repeated submission of the same project proposal by the same Applicant organisation/coordinator), only the latest submission will be considered (and therefore must be complete, i.e. contain all the elements mentioned in the ISEC 2011 Call for Proposals and Checklist).

Regarding the date of submission, <u>NO exception will be granted. In order to be eligible, applications must respect the deadline stated in the relevant CFP,</u> even if the submission deadline falls on a non-working day in the country of the Applicant.

It is each Applicant's responsibility to complete their on-line application before the deadline. It is strongly recommended not to wait until the last few days to upload your application. Heavy Internet traffic or a problem with the Internet connection could lead to your on-line session being interrupted before you complete your application, thereby obliging you to repeat the whole process and you may miss the deadline for submission.

The PRIAMOS system will not accept any application after this deadline.
Applications submitted by any other method than the PRIAMOS system will be automatically rejected.

3.1.1. Reference number of proposals

The reference number of a proposal (HOME/YYYY//ISEC/AG/XXXXXXXXXXX) typically consists of the following:

YYYY: year of the CFP under which the application was submitted / registered
ISEC: programme identifier
AG: action grant
XXX: specific identification number given to the proposal

In all correspondence related to your proposal, always enter the reference number of the proposal in the subject field of letters/e-mails.

3.1.2. Modifying or withdrawing a proposal

Up until the deadline of the CFP, it is possible to modify a proposal simply by uploading a new complete version via PRIAMOS system. In that case, the version received previously will automatically be disregarded. The previous version will not be processed at all; therefore, the new version must include again all the supporting documents. Once the deadline has passed, the Commission <u>cannot accept further modifications,</u> corrections or re-submissions. The last eligible version of the proposal received before the deadline is the one which will be evaluated. Proposals may be withdrawn before and after the CFPs deadline.

Please inform the Commission through the ISEC functional mailbox (HOME-ISEC@ec.europa.eu) if you wish to do so. In such a case, the Commission ends the evaluation of the proposal and acknowledges its withdrawal.

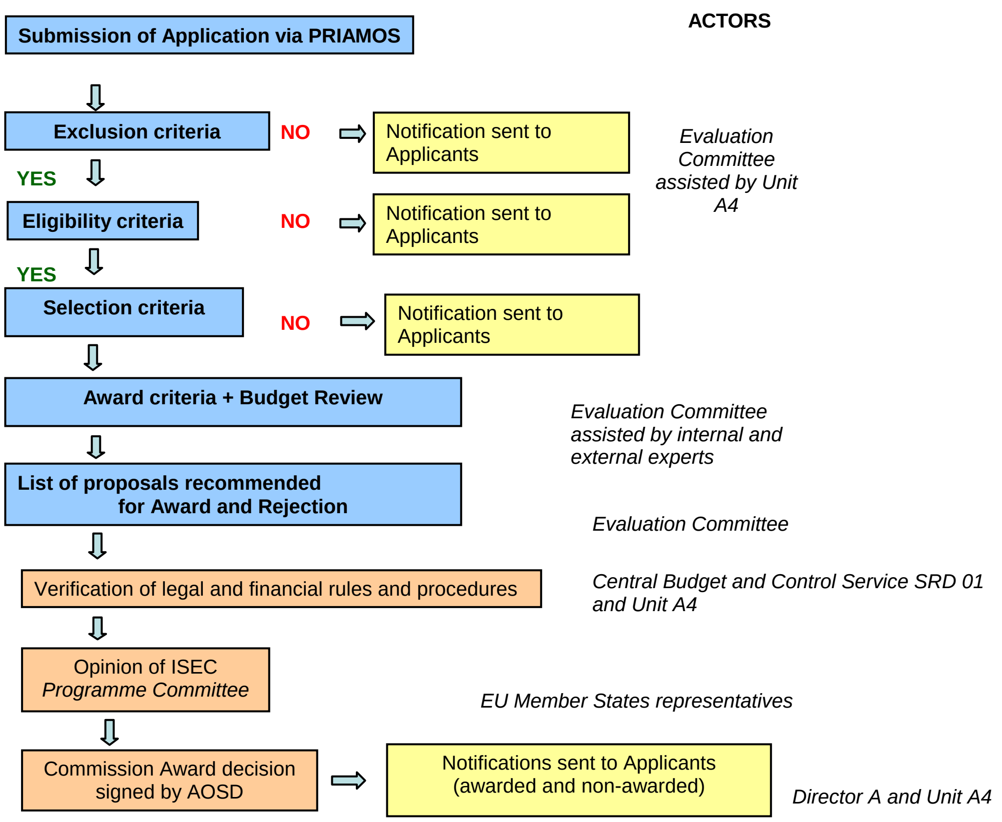
3.2. General principles on evaluation procedure

Proposals must comply with the following principles:

1. Co-financing rule: external co-financing from a source other than EU funds is required, either from the Applicant and/or from Co-beneficiaries and/or Associate Partners own resources or financial resources from third parties (minimum 10% of the total eligible costs of the project).
2. Non-profit rule: the project may not have the purpose or effect of producing a profit for the Applicant organisation/Coordinator, Co-beneficiaries, Associate Partners and third parties.
3. Non-retroactivity rule: expenditure eligible for co-financing must be incurred after the starting date stipulated in the Grant Agreement.
4. Non-cumulative rule: only one single grant may be awarded for a specific project carried out by a given beneficiary.
5. Sound financial management: economy, efficiency and effectiveness

The Commission will carry out the evaluation of all received proposals applying the principles of transparency, fair and equal treatment. It will communicate with and handle all Applicants without preferentiality. The assessment of each proposal is based on the information provided by the Applicants in the proposal submitted in response to the CFP. All the proposals are assessed in light of the exclusion, eligibility, selection and award criteria indicated in the Call for Proposals ISEC 2011 (Section 5). The eligibility, exclusion, selection and award criteria procedure is made up of successive stages. Only proposals meeting the requirements of one stage of the assessment will pass on to the next.

At the end of the evaluation, an Evaluation Committee draws up a list of the proposals which may be financed, in order of merit, indicating the proposed amount to be financed. This list will then be submitted to Member States' representatives to the ISEC Programme Committee for opinion. Once this Committee has issued its opinion the AOSD will take the award decision. The following figure illustrates the application and grant award procedure.



Applicants will be informed about the outcome of the evaluation within 15 calendar days after the award decision has been taken. Awarded Applicants will then conclude a Grant Agreement with the European Commission.

3.3. Exclusion criteria

The Applicant organisation/coordinator and partner organisations shall be excluded from participating to the CFP if they are in any of the situations mentioned under Section 5.1 of the Call for Proposals ISEC 2011.

3.4. Eligibility criteria

In order to be eligible, grant applications must meet **ALL** the requirements listed under Section 5.2 of the Call for Proposals ISEC 2011. If **ANY** of these eligibility criteria are not met, the application will **NOT** be eligible.

3.5. Selection criteria

In accordance with Articles 115 and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, grant applications shall be assessed against the selection criteria listed in Section 5.3 of the Call for Proposals ISEC 2011, and on the basis of the supporting documents requested under Section 6.2 of the CFP.

The Applicant organisation/coordinator and partner organisations shall demonstrate their **operational and professional** competencies. They must have the operational (technical and managerial) capacity to complete the project to be EU co-financed. In particular, the team responsible for the project must have appropriate professional qualifications and must have proven and documented experience in the relevant field. Applicants must also demonstrate their **financial capacity**, i.e. stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.

3.6. Award criteria

Only proposals which meet the requirements of the exclusion, eligibility and selection criteria mentioned above will be assessed against the award criteria listed in Section 5.4 of the Call for Proposals ISEC 2011 and in the 2011 ISEC Annual Work Programme. The evaluation for award will cover **both the content/policy part and the budgeting and project management part.** Since no further budget review will take place after the award decision, **proposals with low quality budgeting and project management will be scored lower.**

Therefore, a grant application must be clear, coherent, realistic and feasible in terms of activities, timetable, results, budget and value for money. There must also be a clear link established in the grant application between the project objectives, the proposed activities, their expected results and the estimated costs. Finally, Forecast Budgets must be sound and reliable, as well as reflect real, reasonable and justifiable costs.

3.7. Award decision

On the basis of the list of merit drawn up by the Evaluation Committee and after the opinion of the ISEC Programme Committee, the Authorising Officer Sub-delegated adopts the final list of awarded/rejected proposals and allocates the grants. All Applicants will be informed in writing of the decision concerning their application and they have the right to ask for further information. The award decision shall set the maximum amount of funding which can be awarded for each project and also fix the percentage of the contribution of the EU co-financing to the total eligible cost of the project. **The award decision does not represent a legal or budgetary commitment on behalf or the Commission.**

Grants will not be awarded for an amount higher than the amount requested in the proposal. The Commission **reserves the right:**

- to award a grant lower than the amount applied for by the Applicant organisation/coordinator,
- to decrease the value of some expenditure in the Forecast Budget Form, if they are deemed as exaggerated or higher than their market value, and
- to remove expenditure from the Forecast Budget Form, if they are deemed unnecessary or do not explicitly relate to the project.

There will not be any budget review after the Commission award decision

3.8. Conclusion of the Grant Agreement

After the award decision has been taken, the Commission will prepare the Grant Agreement which is the legally binding document establishing the rights and obligations of the parties and specifies the maximum financial resources which will be allocated for the project. As mentioned above, there will be **no further budget review after the Commission award decision.** Forecast Budgets must thus be sound and reliable, as well as reflect real, reasonable and justifiable costs.

The Grant Agreement shall specify:

- the **maximum amount of the grant**,
- the **eligibility period of costs**,
- the **reporting obligations,**
- the **percentage (%) of EU co-financing** and
- the **name of all the beneficiaries and the costs associated to them.**

If the final expenditure turns out to be lower than the forecasted budget, the Commission's contribution will be calculated on the basis of the percentage set out in the Grant Agreement. If the final expenditure turns out to be higher than the expenditure budgeted, the awarded grant cannot be increased, and will be limited to the maximum amount in Euros mentioned in the Grant Agreement.

The Grant Agreement is issued and sent to the Coordinator in duplicate. The Coordinator must return both originals of this agreement, dated and signed by the legal representative and initial each page of the two originals of the Grant Agreement and of its Annexes I, II, III, IV and V (including a Mandate signed by each Co-beneficiary).

No modification is allowed to the text of the Grant Agreement sent to the Coordinator for signature. The agreement must be signed by the **Authorised signatory** of the Coordinator whose name appears in the document. It is recommended to send these documents by registered mail. The Commission services will then countersign both originals of the Grant Agreement and return one original to the Coordinator. The signed agreements must be returned to the Commission within the deadline specified in the covering letter. If the Grant Agreement is not returned within this time limit, the Commission reserves the right to consider that the Coordinator renounces the grant.

Applicants are advised to analyse the draft Model Grant Agreement published together with the CFP in order to familiarise themselves with the terms of the Grant Agreement and entailed obligations.

3.9. Payment of the Grant

Payment of the awarded grant amount to the Coordinator will normally be made in two instalments:

- A pre-financing payment, usually **80%, within 45 days** from the date of the signature of the Grant Agreement by the latter of the two parties;

- **The payment of the balance** after receipt of a formal request within 90 days of submission subject to the approval of the final reporting documents. A full list of the documents to be submitted is given in **Annex III** of the draft Model Grant Agreement.

In certain cases, the Commission may require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

4. APPLICATION PACKAGE

4.1. General Guidelines on how to set up an ISEC project

The first phase, prior to the formulation of the project, should consist of identifying the **problem to be solved** and **why** it is a problem and **who** it **affects.** A good definition of the problem and a clear understanding of what causes it are preconditions for setting objectives and identifying options to address the problem. A good problem definition describes the nature of the problem in clear terms and supports it with clear evidence; it identifies clearly the underlying causes and describes how it has developed over time and how existing policies at Union or Member State level affect it.

Once this is done, the **objectives** of the project must be defined. Objectives provide the only effective criteria for assessing the success or failure of the proposed problem solutions. Without clear objectives it is also impossible to monitor the implementation of the project and to evaluate whether it has produced the desired effects.
Your objectives and results should be directly related to the problem and its root causes. They should be 'SMART':

Specific: objectives should be precise and concrete enough and be understood similarly by all.

Measurable: objectives should define a desired future state in measurable terms, so that it is possible to verify whether the objective has been achieved or not.

Achievable: if objectives and target levels are to influence behaviour, those who are responsible for them must be able to achieve them within the scope of the ISEC programme.

Realistic: objectives and target levels should be ambitious – setting an objective that only reflects the current level of achievement is not useful–but they should also be realistic so that those responsible see them as meaningful.

Time-dependent: objectives and target levels remain vague if they are not related to a fixed date or time period.

Closely connected are of course the **results of the projects** which are to be achieved in order to meet the objective. Results should be tangible and measurable and relevant for those concerned. Establish how the planned actions and expected results can be verified. This will make it possible to monitor the project.

It is only at this stage that you should start to consider which **activities** are needed to obtain these results. Any activity that does not contribute directly to the objective must be discarded. Carefully plan **how** and by **whom** the project will be organised and find suitable project partners. Make sure the budget is consistent with the actions proposed and that human and financial resources will be available when needed.

Useful lessons that could be passed on from other past projects should be identified. The experience of similar projects should be used during the preparation of the project.

4.2. Part A. - Application Form

First of all, read carefully point 6.2 of the 2011 ISEC CFP where all necessary documents are listed. All these documents are essential for allowing the assessment of your proposal against exclusion, eligibility, selection and award criteria.

The Application Form is only accepted for evaluation if:

- the specific Form provided for the ISEC 2011 Call (Part A) is used;
- all the sections are completed and all the pages are submitted regardless of their content. Since all the information requested in the Application Form is necessary for the evaluation of the proposal, Applicants must justify why a certain section is not applicable in their case.

The Application Form has been structured sequentially so that, when completed, it should contain all the information relevant to the evaluation of the proposal. When completing the Application form, it is important to:

- be precise;
- provide detailed and clear information in each Section, while remaining concise (respect the maximum number characters foreseen for each Section) and do not resume your answers to referring to Annexed documents;
- concentrate on the key features, objectives and results of the project.

Please note that the Technical Annex is closely linked and should complement the information in the Application Form.

All documents requested in Section 6.2 of the Call for Proposals ISEC 2011 are compulsory, in order for the Commission to be able to assess applications against exclusion, eligibility, selection and award criteria. Applicants must use ALL the Forms specifically designed for the Call for Proposals ISEC 2011 Action Grants. Applications submitted with the wrong Forms will be disqualified.

1. INFORMATION CONCERNING THE APPLICANT ORGANISATION/COORDINATOR
1.1 Identity of the Applicant organisation/coordinator
1.1.1 Full legal name of the Applicant organisation/coordinator (in original language)
1.1.2 Short name (where applicable)
1.1.3 Applicant organisation/coordinator's name in English
1.1.4. Legal Status
1.1.5 VAT number (if applicable)
1.1.6 Is your organisation of profit or non-profit making?
1.1.7 Is your organisation of public or private law?
1.1.8 Website

Natural persons are not eligible for submitting grant applications. Consequently, data entered in this field should refer to the Applicant organisation/coordinator and not to the Authorised Signatory or the contact person (natural persons). Please give the full legal **name of the Applicant organisation/coordinator.**

This information will be used when concluding the Grant Agreement and when verifying the eligibility of the Applicant organisation/coordinator.

It is therefore very important to provide the same name as in the official document describing the legal status of the Applicant organisation/coordinator. Only the names of organisations with legal personality must be indicated here. For example, an initiative or a network, which is run by the Applicant organisation/coordinator but has no legal personality, will be rejected. Indicate the legal form/status of your organisation and **provide evidence of its legal status**. Please indicate your VAT number (if applicable).

1.2 LEGAL REPRESENTATIVE of the Applicant organisation/coordinator - Authorised Signatory

Please provide the name of the person authorised to legally represent the Applicant organisation/coordinator for the purposes of this application (Authorised Signatory).

This person should be authorised to enter into financially and legally binding commitments on behalf of the Applicant organisation/coordinator. Please note that the Commission may request a copy of the decision authorising the Authorised Signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/coordinator.

The person named here should be identical to the person signing the Declaration in Section 4 of this Application Form as well as the Forecast Budget Form (Sheet 1 of Part B – Cost Claim).

If the proposal is awarded a grant, the Commission services will automatically prepare the Grant Agreement for the signature of the person named under this section, unless otherwise notified.

Attention: Universities and University Departments/Research Institutes representing a University must submit a document as evidence that the person signing the Application and Forecast Budget Forms, and subsequently the Grant Agreement if the proposal is awarded a grant, is authorised to enter into financially and legally binding commitments on behalf of the University. In the case of doubts concerning the Authorised Signatory, the European Commission may request from any Applicant organisation/coordinator further documentation to prove that the person really is the legal representative.

1.3 CONTACT PERSON - person responsible for handling the application
1.4 CONTACT ADDRESS for the Commission – address for correspondence

All communication related to the project will be sent to the person whose name appears in this section of the Application Form, and the contact details indicated here will be also entered in the Grant Agreement. Please note that the email address of the contact person cannot be a yahoo/gmail/hotmail registered email or any similar type of untraceable address.

Please take note that the Commission would appreciate that all communication between the Commission and the contact person can be carried out in English for the sake of efficiency. The contact address may differ from the Official Address of the Applicant organisation/coordinator.

1.5.1 - 1.5.5 ADDITIONAL INFORMATION about the Applicant organisation/coordinator
1.5.6 EU grants and procurement contracts obtained in 2008-2010 and/or applications/bids submitted in 2011

Please provide a brief and concise description of the basic information concerning the Applicant organisation/coordinator: objectives and regular activities; number of permanent staff; usual sources of finance; shareholders, organisational structure, etc.

The information provided here will be used when assessing the application against the eligibility, selection and award criteria. An organisation chart of the Applicant organisation/coordinator must also be submitted.

Please list the EU grants (both operating and/or action grants) and/or procurement contracts obtained in 2008, 2009 and 2010 where the organisation, either as Applicant or Partner, received co-financing from EU programmes/initiatives. Grant applications / procurement bids submitted in 2011 must also be listed.

The Applicant organisation/coordinator is required to inform without any delay DG HOME of any <u>further</u> application for funding made to other EU institutions or agencies, and/or of any funding approved by other EU institutions or agencies, <u>after</u> the submission.

To respect the principle of non cumulative grants for the same Applicant, the Commission will verify if financial support has already been obtained, in the last five years, for a project directly linked to this application, under the Programme or any other EU funding schemes.

2. INFORMATION ABOUT THE PROJECT FOR WHICH THE FINANCIAL ASSISTANCE IS REQUESTED **2.1. GENERAL PROJECT INFORMATION** 2.1.1. Project Title 2.1.1.1 Project Title in EN 2.1.2 Acronym/Short title 2.1.3 Duration 2.1.4 List of partners involved in this project 2.1.5 Specific objective(s) of the ISEC programme the project refers to 2.1.6 Expected results of the Call the project relates to

Please give the project a specific title in English that fully describes your action well without being too long, and if possible create an acronym. The duration of projects to be co-funded under this Programme must not exceed 36 months. The total duration in months must be indicated.

Please list all the Partners (both Co-beneficiaries and Associate partners) participating in the project and attach the original Partnership Declarations for each Partner. Mandate Forms for each Co-beneficiary must also be attached to the application package. Please number the Declarations and Mandates, keeping the same order as in the list in section 2.1.4. If there are more than 14 Co-beneficiaries and more than 10 Associate Partners, please enter the words *"Further partners are listed under section 2.2.8"* in line 14 or X respectively of the table of section 2.1.4; please also list additional Partners under section 2.2.8 "Additional comments" of the Application Form. Partner organisations which will not be receiving any part of the EU grant should be listed as Associate Partners.

2.1.7 How the project corresponds to the selected expected results and contributes to the Programmes objectives 2.1.8 Transnational or national project 2.1.8.1 National project 2.1.8.2 Compliance with conditions

Please read through the objectives and priorities of the 2011 AWP of the Programme. It is important do explain to what extent your proposal contributes to the general objectives of the Programme and the Unions internal security.

Under section 2.1.8, Applicants must state whether the project is national or transnational. The proposal will be considered on the basis of that choice and will be assessed against the relevant eligibility criteria. For example, if "*transnational*" is selected, the eligibility criteria concerning the minimum number of transnational Co-beneficiaries will be assessed; if "*national*" is selected, Applicants must provide an explanation of how the project meets one of the conditions.

In case of national projects the following aspects are examined during the evaluation:

- Does this proposal comply with one of the conditions stated in the CFP point

Complementary measures;

- Which EU action or/and transnational project does this proposal seek to complement?
- To what extent does the impact of the action concern the majority of the EU Member States?
- To what extent is this action relevant for other EU Member States?

Starter measures and other actions

- (If applicable) How could this project be a preparatory action for a transnational project or EU action?
- To what extent do the actions and results of the project have a potential for transferability at EU level?
- (If applicable) How does the Applicant foresee the continuation of this preparatory project?
- (If applicable) To what extent can this project contribute to the development of innovative methods and/or technologies with a potential to transferability at EU level?

2.1.9 Summary of the project
2.1.10 Other projects directly linked to the proposal

The summary must provide the reader with a clear understanding of the proposal's objectives and its compliance with the objectives of the Programme, as well as the content and activities to be carried out to achieve those objectives. It must also provide information about the target groups and beneficiaries of these activities methodology, expected results and concrete deliverables and dissemination strategy. This section will be your project's "business card" and will be used for publication/dissemination purposes, if your project is awarded a grant.

2.2 CONTENT OF THE PROJECT
2.2.1 What specific issue/question does your project address?

The aim of the project must be to resolve or mitigate a specific problem. Present the problem clearly, and explain why it is a priority at EU level and give a brief account of the background and the main ideas that led you to propose this project. Applicants are requested to focus on clear targets. Avoid general statements of policy or overarching objectives.

2.2.2 Objectives of the project

The general objective gives a broad indication of the project's long-term benefit and results. It has to correlate with the specific objectives of the project. A specific objective is a concrete statement describing what the project is trying to achieve in order to reach its general objective. It must be specific, measurable, acceptable for the target group, realistic and time-bound. Evaluators will assess the probability of the specific objectives being achieved by the end of your project.

2.2.3 Participants in the activities (target groups and beneficiaries)
2.2.3.1-2 Estimated total number of participants (target groups and beneficiaries)

Describe who will be participating in your project activities. Target groups –refers to the persons whom you intend to reach directly with your proposal (for example law enforcement personnel). Beneficiaries refer to the persons that will benefit from these activities in the long term (for example victims of crime and witnesses of crime).

Provide an estimate of how many persons are likely to participate in the activities, indicating first the target or/and beneficiary group they belong to and, secondly, the participant's country of origin. For example, the estimated total number of participants is 100: 50 from law enforcement, 50 other public officials; 25 participants from AT, 25 participants from BE, 25 participants from BG and 25 participants from CY – 50*2=100, 25*4=100).

It is important to understand the difference between target groups and beneficiaries. Beneficiaries are the victims and witness of crime that this Programme is designed to help and support. Projects, though, do not always work directly with these beneficiaries but with people who, often on a daily basis, come into contact with them; provide support of various kinds, or who can influence the lives of the beneficiaries in one way or another.

Target groups often include law enforcement personnel, judiciary, social workers and decision-makers. They may also include those who have a negative impact on the lives of beneficiaries, including criminal organizations, perpetrators of abuse criminals etc.

QUALITY CRITERION
2.2.4 Conception and risks
2.2.4.1 Experience of the Applicant organisation
2.2.4.2How the project idea came about and does it address a real need at European level?
2.2.4.3 Demonstrate your knowledge of the most recent developments on the subject of your proposal

Please demonstrate previous experience in the chosen ISEC priority area and give actual examples by providing a brief description of three previous projects that your organisation has carried out successfully. Describe how the need for this project is justified. Applicants must demonstrate that they are aware and have knowledge of the main developments in the field concerned, in particular at EU level. It is also important to have a clear view of the specific role of the project in this context.

Applicants must ensure that there is neither inappropriate duplication nor overlap, whether partial or total, between projects and activities already carried out at European and international level.

2.2.4.4 What are the potential risks? What is your risk mitigation strategy?

A risk analysis at the start of the project will help you identify the risks that could prevent the project from delivering on time or even lead to it failing. Such an analysis addresses the issue of what might go wrong, what is the likelihood of this happening, how might it affect the project and what can be done about this.

Projects that intend to collect data from victims, for example, should take into account the fact that victims may not wish to provide the data required, and that this is their right. Other forms of risk include changes in the political or social climate affecting project activity. Another form of risk covers implementation of the project itself – for example, that a partner might decide not to continue and drop out before work is completed, or that a key staff member in an organization changes jobs and is no longer available to the project.

Risk analysis allows project leaders and partners to anticipate things that might go wrong. Once risk analysis has been done, then the project planner should attempt to find ways to overcome any obstacles that arise or at least to get around them so that the project can proceed. You must suggest a strategy that includes measures to prevent or mitigate these risks.

Evaluators will assess what the risks related to the project are, according to their opinion and to assess how relevant the risks identified by the Applicant are. They will also review the appropriateness of the proposed risk mitigation strategy.

2.2.5 Methodology and organisational structure
2.2.5.1 Methodology for implementation
2.2.5.2 Timetable for implementation

Include a detailed description of:

- the methods of implementation;
- why the chosen methodology is the most suitable for achieving the project's objectives.

Evaluators will assess the appropriateness and relevance of the proposed methodology during the timeframe planned for project implementation and if the planned activities are plausible and the likelihood for the project to be kept on track.

2.2.5.3 Distribution of responsibilities and tasks between Applicant and it Partners

How? - An important aspect of project planning is the putting in place of procedures for cooperation within the project team and the cooperation among Partners, if more than one organisation is involved in the implementation of the project.

It is important to describe the organisational structure and the procedures to be used for the daily management of the project and to explain the division of tasks and responsibilities as reflected in the organisation chart of the project. Please describe also how you intend to communicate with the other Partners and how you will ensure that genuine transnational cooperation takes place.

Evaluators will assess the relevance of the partnership, the organisational, professional and operational structure (how and who?) chosen to implement all project activities.

2.2.5.4 Project Manager(s)
2.2.5.5 Other Project staff
2.2.5.6 Financial management

Who? - In order to assess whether the appropriate human resources have been allocated to the project and to establish that the project team has the appropriate professional capacity to implement the activities, please present the members of the future project team as well as the key persons involved in the project.

The project team responsible for the project must have appropriate professional qualifications as well as proven and documented experience in the relevant field.

It is equally important to describe the function and the tasks of the persons (both from applicant and partner organisation) who will actually carry out the activities and provide the CVs of all staff working on the project. In order to facilitate evaluation, you are advised to use the EUROPASS CV format which is available at this address:
http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action.

All project staff members who are listed in the Forecast Budget Calculation Sheet must be identified in these sections. Should no-one have been selected for a specific task at the time of submission of the application, the desired profile of the person should nevertheless be indicated, together with a brief description of the task.

Evaluators will assess whether there is enough of information on who will perform the different activities foreseen and it the sufficient expertise in the project team in terms of relevant policy area as well as project management, on the basis of the correctly completed sections and annexed CVs. Please do not refer to Annexes.

2.2.5.7 Based on which indicators do you intend to evaluate the implementation of the activities? Who will do the monitoring and evaluation?

Give details of both the internal and external evaluation. Explain who/which organisation will perform evaluation of the project and describe the scope of the work to be performed by the evaluator(s). Members of the project Partners' staff cannot be considered as external evaluators. Also, describe how the performance of a project will be measured and how the project will be monitored during its implementation.

Identify appropriate indicators and indicate clearly why the evaluation and monitoring methodology chosen is the most appropriate one. During evaluation the appropriateness and relevance of the proposed methodology will be assessed.

2.2.6 VALUE FOR MONEY CRITERION
2.2.6.1 Please explain to what extent does the project costs represent the most economic and efficient solution and/or the best value for money
2.2.6.2 Size and scope of the activities in terms of economies of scale

Under this section you are asked to demonstrate how the proposal and its costs represent the most economic and efficient solution and/or the best value for money and to what extent it can reach economies of scale.Evaluators will assess whether the project costs foreseen in the Forecast Budget Calculation Sheet are sound, reliable, real, reasonable and justifiable, and to what extent these costs represent the most economic and efficient solution and/or the best value for money, and if further results could be obtained at the same cost.

They will also asses budget **includes precise and detailed** information such as functions of the staff, units for the calculations (depreciation of equipment, day, month, flight, book, pages, etc.), number of units, etc. and if the costs can be explained by reading the Application form and the Technical Annex.

2.2.6.3. What are the innovative aspects of your project?

Explain why your project is innovative, for example in comparison to the practice in other Member States how concretely its results can be transferred at EU level. Many applications submitted to the Programme tend to claim to be 'the first time an action has been taken in this area', whereas in fact they repeat projects already funded under this Programme (or the EU 7th Framework Programme), or they have been undertaken or are in progress elsewhere. The first background research you should do in the planning stage, therefore, is to thoroughly search out any projects or Programmes that cover the same issue you wish to address. You may find all 2007-2010 ISEC co-financed projects at http://ec.europa.eu/home-affairs/funding/ISEC/funding_ISEC_en.htm.

2.2.6.4 Involvement of third parties/Subcontracting

If applicable, this is the section where you must give reasons why third parties/subcontractor/consultants have to be involved, and explain how that selection will take place. You have to demonstrate the need for involvement of third parties/subcontractors/consultants and explain how you will select them.

Explain also the basis of the calculation of the cost estimates for subcontracting and attach a draft terms of reference. Subcontracting is not allowed within the Partnership, neither to Applicant nor to Partners, and cannot exceed 30% of the total eligible costs.

IMPACT and EUROPEAN DIMENSION CRITERION
2.2.7.1 What is the added value of your project at European level?

Projects funded within the Programme are expected to contribute to solving problems at European level. Therefore the anticipated impact of coordinating the work at European level must be greater than the sum of the impacts of national activities. Explain how the expected results have relevance for the majority of the EU Member State and what the geographical impact will be. In case of transnational project during evaluation of proposals the following aspects are examined:

- Does the project have a real transnational nature in terms of its impact and not only in terms of activities carried out?
- To what extent does the projects structure span largely across the EU?
- To what extent does the impact of the action concern the majority of the EU Member States?

- Is the number of EU Member States involved satisfactory (not too few and not too many) to reach the objectives?
- Does the project have a real transnational nature in terms of its impact and not only in terms of activities carried out?

The lessons learned from your projects should be able to feed into European debate and inform policy makers on both the issues and possible responses. In practice, to build 'European added-value' into a project, it is necessary not only to attempt to run the project in a number of Member States and build multinational partnerships, but also to look beyond the confines of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.

2.2.7.2 What are the expected results, outputs and deliverables?

Please present the expected concrete outputs and deliverables by using a quantitative description where appropriate, e.g. 5 international meetings with 40 participants each, 5 network meetings, 150 hours of training for public officials, 5 training manuals, 3 research reports, 2 action plans, etc.

Evaluators are also asked to examine to what extent does the projects costs represent the most economic and efficient solution and/or the best value for money and if further results could be obtained at the same cost.

2.2.7.2 What is the expected impact on the targeted groups of the proposed activities (short, medium and long term?

Under this section you must describe the expected impact of the project and its activities in as much detail as possible. In particular, demonstrate the impact of the activities on the target groups and beneficiaries that the project is suppose to address. Illustrate how your project complements already existing initiatives and estimate the likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended.

2.2.7.4 Why is the ISEC support needed to achieve the proposed results?

2.2.7.5 How will the project activities complement other activities in this field?

Explain how the project complements or intends to support other initiatives and/or actions on EU level.Evaluation of proposals examines among others, if the proposed results be achieved without ISEC support. It also looks at to what extent the outcome of the proposed project can lead to improvement in wider areas of relevance to the Programme and if there are any multiplier effects of the results.

2.2.7.6 Sustainability of the projects results and impact in the medium and long term

Although a project is by definition limited in time, the aim is to make its results sustainable.

Distinguish between the following aspects of sustainability:

- financial sustainability - *How will the activities be financed once this Union co-financing ends?*
- institutional sustainability - *Will structures allowing the activities to continue be in place at the end of the present project? Will there be co-operational 'ownership' of project outcomes?*
- sustainability at the policy level (where applicable) - *What will be the structural impact of the project – e.g. will it lead to increased cooperation, improved codes of conduct, methods, etc.?*

2.2.7.4 Dissemination of results- how and to whom

The usefulness of the expected results, the dissemination of results, lessons learned and know-how acquired must be detailed. You must explain **what** will be disseminated (key message, deliverables), **to whom** (target groups, beneficiaries), **why** (purpose), **how** (method) and **when** (timing). The dissemination strategy must be developed in such a way that the results reach the largest possible audience, bearing in mind the European dimension. As you plan your dissemination strategy, you will need to ask yourself a number of questions.

What will this project produce that will be useful to others?

- Materials (training modules, posters, brochures, multi-media products)
- Data (in research reports, databases of several different forms, presentations at meetings etc.)
- Experiences and lessons (both of the issues involved and of the project, for example in managing a large partnership)
- Good practices (not the same as experiences – good practices should have been tested and proved to be valuable through appropriate measurement and evaluation)
- Tools (checklists, protocols, guidelines)
- Suggestions for further development of all of these in different countries and different contexts, with hints on adapting them, testing them and replicating them – potential.

Who needs the various results or can benefit from them?

For example: if you have a research study on support services for victims of trafficking violence in five countries of Southern Europe, then obviously policy makers, NGOs, social services and others not only in those five countries but in other EU countries and indeed in the European institutions, will find them of interest. Particularly if you have included in that study some recommendations on what needs to change, or what works or does not work. There are many possible users (target groups beneficiaries of the results of your project. Think about them carefully, for example:

- Partners and members of the network
- Other organisations working in this field in this country
- Other organisations working in this field in other countries
- European institutions, policy makers, MEPs
- Researchers, university laboratories, other institutions such as social services or schools
- Beneficiary groups
- Media and others with a general interest in this topic
- Public authorities, government ministries, national bodies etc.

How are the users likely to use them and what form should they be in to help them to use them?

The research study in our example is in some ways easy, but still needs thought. What languages will you produce the report in? If you have a limited budget, you may want to produce it in full in the languages of your partner countries but also produce brief executive summaries in other languages. You should also consider what the users reading preferences and usual practice are.

If you, for example, are planning to produce guidelines for police officers or other public servants you might need to adjust the style, and consider the pedagogy approach accordingly.

Given the format and the group I want to get the results to, what is the best way of reaching them and when should it be done?

For example, will you print that report and mail it out (expensive), or distribute it by e-mail? How do the users you have identified most often receive the materials they use? Knowing the end users will help choose the right format. An obvious example is if you plan to launch a campaign towards school children and youth- in this case interactive tools might be worth trying. In other words, consider all the ways you might get the results out and be creative:

Evaluation of proposals examines among others how adequate the proposed dissemination strategy is to maximise the impact.

2.2.7.6 Visibility of the EU funding

Any communication or publication by the (Co-) Beneficiaries concerning the action must indicate that the action has received funding from the Programme. Any communication or publication by the (Co-/)Beneficiaries, in any form and medium, must indicate that the sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.
Under this section you must describe how you intend to ensure proper visibility of the EU funding. Annex V of the Grant agreement sets out the requirements as regards the graphics to be used.

2.2.8 Additional comments

Under this section you can enter additional comments and information about your project which you consider useful for the evaluation of your proposal.

4.2.1. Specific Rules on Eligibility of Expenditure

EU funding may not in any circumstances produce a profit for the Beneficiaries. Profit shall mean any surplus of total actual receipts attributable to the action over the total actual costs of the action (see Article II. 17.4 of the Grant Agreement).

Eligible costs of the project are costs actually incurred by the Beneficiaries, which meet the following criteria and would not have been incurred if the activities had not been carried out:

1. They must have been incurred during the duration of the project and be specified in the Grant Agreement;
2. They are connected with the subject of the Grant Agreement and necessary for the implementation of the action outlined;
3. They are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiaries and determined according to the applicable accounting standards of the country where the Beneficiaries are established and according to the usual cost-accounting practices of the latter;
4. They comply with the requirements of the applicable tax and social legislation;
5. They are reasonable, justified, and comply with the requirements of sound financial management, in particular in terms of value for money and cost effectiveness.

The Beneficiaries accounting and internal auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

It is important to note that grants are subject to the **"non-retroactivity" rule**, which in particular prohibits grants for activities that have already been completed. Expenditure that is eligible for EU co-financing must not have been incurred prior to the project start date stipulated in the Grant Agreement.

The EU financial contribution in this **cannot exceed 90%** of total eligible costs. Thus, complementary funding from other sources must be secured and demonstrated in the Application and Forecast Budget Forms. **A minimum of 10%** of the total eligible costs of the project must be provided as **a contribution in cash,** and borne either by the Applicant organisation/coordinator, and/or Co-beneficiaries, and/or Associate Partners, and/or from another donor organisation/third party. This financial contribution shall consist of **a direct monetary contribution from the partnership's own resources** and/or the contribution from any **other fund providers.** It must be clearly indicated in the ISEC 2011 Forecast Budget Form; **contributions in kind (such as non-eligible staff costs) are not allowed.**

For a full understanding of the financial concepts of a grant application and of the eligible categories of expenditure, please consult:

- the Draft Model Grant Agreement

- the section on Grants – Title VI of the Financial Regulation and the Implementing rules of the Financial Regulation available from Directorate-General Budget's webpage at http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm#rf_modex.

4.2.2. Part B – Cost Claim Form

The **ISEC 2011 Cost Claim file – Part B** (in Excel format) **must** be used for the submission of a provisional budget when applying for a grant, during implementation, for the presentation of the final financial statement, and finally it calculates the grant amount.

The Cost Claim Form consists of 6 sheets:

1) Identification Form (ID Form)
2) Forecast Budget Calculation
3) Pivot Table on Budget Calculation
4) Detailed Budget Execution
5) Budget and Execution Summary
6) Cost Claim for the Final Payment.

The Cost Claim form is only accepted for evaluation if:

- the specific Cost Claim Form provided for the ISEC 2011 Call (Part B) is submitted
- the Sheets 1 and 2 'ID Form' and 'Forecast Budget Calculation' are filled in providing a detailed breakdown of expected expenditure and revenue of the project in Euros

As the Cost Claim Form is based upon an Excel workbook, all the functionalities and constraints related to this type of document are applicable. The Sheet 5 'Budget & Execution summary' is protected to ensure the integrity of the data and formulae, i.e. is inaccessible for editing. The other sheets are not protected and therefore <u>Applicants are urged not to remove or modify the formulas</u>, especially in the yellow areas as this can impact the final calculation!

Sheet 1 "Identification Form" serves to summarize the basic information on the Applicant's identity and the project, as well as the amount of the grant requested. The cells to be completed have clear and concise headings. Please note that the cell indicating the amount of the grant requested (cell I 26) is **automatically completed** by a link to the Sheet 5 'Budget and Execution Summary'**.** It is the amount balancing the budget.

Sheet 2 "Forecast Budget Calculation" Part B – Cost Claim is for entering the estimated, provisional budget at the time of application. As part of the application package, the Applicant must provide a detailed forecast budget of the project in **Euros**, with information on both expenditure and expected revenue, **divided between co-beneficiaries.**

The estimated budget submitted must be sufficiently detailed to enable the Authorising Officer Sub-delegated to decide in advance whether a grant could be awarded. Costs must be easily identifiable per beneficiary/co-beneficiary per activity, as listed in the Timetable (Part C) and Technical Annex (Part D). Thus, it is of paramount importance that Sheet 2 is correctly completed and includes precise and detailed information (e.g. function of the staff, units for calculation, number of units, etc.). Words such as "lump sums, flat-rate, forfait" cannot be used.

A detailed estimation of each cost must be given. Moreover, please make sure that each budget entry/each cost corresponds to the activities described in the Application Form, the Timetable and the Technical Annex (Parts A-C-D).

The budget headings are encoded with a letter under 'Ref budget'.

A = Staff costs
B = Travel costs staff
C = Costs for equipment
D = Consumables
E = Other direct costs (Conference, Dissemination and Subcontracting)
F = Indirect costs
G = Contribution in kind (not an eligible cost by definition)
H = Interest on pre-financing (is not included in the calculation of the grant as income but is deducted from the final amount of the grant)
I = Other income (i.e. income from third parties and/or generated by the project)
K = Contribution from beneficiaries

There are two main categories of expenditure**: eligible direct costs (Headings A-B-C-D-E)** and **eligible indirect costs (Heading F).**

When submitting the application, two sheets must be filled in: Sheet 1 "ID Form" and Sheet 2 "Forecast Budget Calculation" and their electronic version must be uploaded in PRIAMOS.

4.2.2.1. Heading A - Staff costs

All members of the project staff with a key and direct role in the ISEC project, which are indicated in the Application Form and the Technical Annex, must be listed under this heading, even if their "staff costs" cannot be charged to the ISEC project. In such a case, their costs must be "0". Project staff consists of the personnel of the Applicant organisation/coordinator and Co-beneficiaries.

Staff costs must be calculated on the basis of the actual yearly salary of the employee, divided by workable days in a year (i.e. in principle 220) and multiplied by the number of days worked on the project. The employee's yearly salary include his/her gross remuneration, plus all obligatory contributions paid by the employer such as social security contributions and other statutory costs, but must exclude any bonuses, incentive payments or profit-sharing schemes, transportation and telecommunication packages, etc. (company car, company phone, meal vouchers, etc).

If ISEC co-financing is sought for staff members' costs, the conditions on "working status" eligibility have to be respected. **Staff costs are not eligible** if they relate to periods when the personnel concerned are doing their **"normal routine"**, i.e. tasks which they should be doing whether or not the ISEC co-financed project had been implemented. Such work shall be considered as in-kind contribution. These persons must nevertheless be listed with Ref. Budget **A** of the Forecast Budget (Sheet 2 of Part B) under **Option 1 –Normal tasks (column F),** with 0 costs. Public officials/civil servants usually work on an ISEC project under Option 1.

The costs of project staff in charge of implementing the project or part of it can be considered as eligible for ISEC co-financing, **ONLY** under the following options:

Option 2 - Overtime: A person is employed on a permanent basis by the Coordinator or Co-beneficiary organisation and will fulfil tasks specifically linked to implementation of the project on the basis of overtime/additional hour's remuneration. Overtime should not exceed 2 working days per month, in any case EU and national rules for working time must be respected. **Please indicate whether the person is a civil servant** (**YES or NO in** column F)**.**

- *A copy of the employment contract allowing overtime work may be requested at any time by the Commission, and must be provided at project closure, together with timesheets indicating working hours and activity/tasks performed for the ISEC project, signed and dated by employee and employer and a proof of payment of the remuneration of this overtime.*

Option 3 – Specifically employed/solely contracted: A person is employed by the Coordinator or Co-beneficiary organisation, solely for the purpose of implementing the ISEC project or part of it. **Please indicate whether the person is a civil servant** (**YES or NO in** column F)**.**

A copy of the employment contract indicating the salary may be requested at any time by the Commission, and must be provided at project closure.

Option 4 – Seconded: A person is employed on a permanent basis by the Coordinator or Co-beneficiary organisation, AND **seconded** by a duly documented decision of the organisation to tasks that are specifically linked to the implementation of the ISEC project and do not form part of his/her normal routine, **and he/she is replaced for his/her usual tasks by another person newly recruited** and therefore **additional costs incur**.

A copy of the secondment decision (public officials)/letter of assignment (NGOs, profit-making entities) stating the name and function of the seconded permanent employee, as well as the name and function of the seconding person employed to replace the seconded person, must be attached to the application package, together with a recent payslip/contract attesting the daily rate of the seconded person. The person has to be seconded after the start date of the project

At project closure, documents must be provided proving that another person was newly recruited to perform regular duties of the ISEC project staff member and additional funds were spent.

Situation when employees already working for organization are working overtime in order to fulfil tasks of a seconded person cannot be considered as meeting the criteria of Option 4 – Secondment.

Applicants must be ready to provide **documents to support any entries** under this heading (employment contract with staff members, payrolls, ledgers, official document on employer's charges), to prove that there is indeed an additional cost for them or/and the Co-beneficiaries. For staff members with **high daily rates, copy of employment contract and/or salary slip** (employer's contributions incl.) **must be attached to the application package** to justify these rates. If this is not provided, the Commission reserves the right to reduce and/or remove any costs if deemed unreasonable, unjustified and contrary to sound financial management.

In some cases the tasks foreseen in the ISEC project do not require actual recruitment of new staff; instead, the delivery of tasks is purchased as a service on the basis of an invoice/service contract. In that case, subcontracting costs must be indicated under Heading E - Other direct costs. The service contract must include the compensation paid to the service provider in relation to travel costs, attendance at meetings and participation in activities, etc, and the exact number of days the person should work for the project.

Project management cannot be subcontracted and staff members of the Applicant organisation/coordinator and Co-beneficiary organisations cannot be remunerated as subcontractors (service providers, consultants, etc.).

Staff costs **cannot include** expenditure for **translation/interpretation,** which must be included in Heading (ref. budget) E - Other direct costs. Costs for **individual experts/consultants** connected to the ISEC project via a service contract must also be listed under Heading E – Other direct costs.

Example and instructions

A	B	C	D	E	F	G	H	I
Ref budget	**Name of Beneficiary**	**Objectives**	**Activity (Reference to Technical Annex)**	**Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc**	**Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded). Civil servant (YES/NO)**	**Unit (days, flight, DSA; etc)**	**Amount in € per unit**	**Nbr units**
A	ARD	Project management	2.2	Mr Brown, Project Manager	3.Specifically employed /NO	days	100,00	15,00
A	FER	Information analyse	3.4	Ms White, scientist to work on curricula	4. Seconded /YES	days	200,00	16,00
A	YGT	Financial management	3	Mr Green, financial assistant	1. As part of normal tasks /YES	days	0,00	17,00

Column A: Indicate **A for all entries for the costs of project staff members.** Project staff consists of the personnel of the Applicant organisation/coordinator and Co-beneficiaries.

Column B: Indicate the **name of the Beneficiary** employing (which will book and incur the expenditure) the respective staff member.

Column C: Indicate the specific **occupation of the person** in the ISEC project.

Column D: Indicate to which **activity nr** in the **Technical Annex** the person is linked to.

Column E: Indicate the **staff members' name and tasks.** If you have not decided on a certain staff member yet, indicate TBA ("to be appointed") and his/her envisaged function/tasks in the project.

Column F: Indicate the "working status" (1-2-3 or 4) and "staff category"(civil servant YES/NO). This must be filled in for each staff member even those with no costs charged to the project.

Column G: Indicate the unit description "**days**'',

Column H and I: indicate the daily rate and the number of days (nbr units) foreseen to work in the ISEC project in **column I.**

4.2.2.2. Heading B - Travel staff

This heading concerns costs charged for all **project staff declared under Heading A.** If the project staff member is not listed under Heading A, his/her cost under this heading will not be considered eligible. Travel costs of subcontractors/service providers or of non-staff members related to conferences and seminars are excluded from Heading B and must be entered under Heading E (Ref. budget) – Other direct costs.

Travel to places other than those where the members of the partnership are located must be shown to be relevant to the ISEC project and duly justified. It is required to use **the cheapest means of travel** and to make every effort to obtain the most economical solution. The use of video and telephone conferences/calls should be first considered before deciding on any travelling.

Travel costs and subsistence allowances are not taken into account as lump sum funding. **Travel costs will be reimbursed on the basis of the actual costs** and **subsistence costs on the basis of actual costs or on the basis of a paid DSA (up to the maximum listed per country in the table below)**, subject to the presentation of supporting documents at project closure.

The following thresholds must be applied when planning the estimated cost:

TRAVEL COSTS

The maximum amount allowed for return **flights** between EU Member States is € 400 (one way journey € 200); **only economy class travel only is allowed.** For travelling within a Member State, air travel is only allowed if the use of a different means of transport would be more expensive or result in unnecessary additional expenses due to the length of the journey (for example, additional hotel costs). In the case of an internal flight within a Member State, the cost of a flight must not exceed the cost of a 1^{st} class train ticket with a maximum of € 250.
The maximum amount allowed for a return flight between overseas destinations and EU Member States is € 1200 (one way journey € 600).

Expenses for **travel by train** shall be reimbursed, on the basis of actual costs, at the rate equivalent to a 1^{st} class ticket, except for high-speed train connections, where only travel in economy class must be charged to the project, unless it can be demonstrated that the flight costs for the same journey in economy class would be equal or higher to the costs of the 1^{st} class ticket.

Expenses for **travel by car**, where substantiated and where the price is not excessive, may be refunded as follows:

- For the private vehicle of the project staff member and for service vehicles owned by the Applicant or Co-beneficiary organisation: on the basis of the declaration, with the maximum amount of refund being the 1^{st} class rail fare (the price of one ticket only will be reimbursed, regardless of the number of people travelling in the same vehicle). Applicants may opt to reimburse the costs on the basis of the beneficiary's internal rules on reimbursement per km. In that case, these internal rules must be presented.
- For hired cars (maximum category B or equivalent): the actual cost, when this is not excessive by comparison with other means of transportation.

Expenses for travel by **bus** are eligible; rental or hire of a bus should be encouraged, if it is a more economical option than individual travelling arrangements of the project staff members. For example, a large number of persons needing to move from one location to another together, or the location of an activity cannot be at reached using regular public transportation, etc. If the bus is used for transporting participants to and from the airport the daily subsistence has to be deducted accordingly.

Please bear in mind that receipts, invoices, boarding passes and used tickets must always be kept as supporting evidence of paid travel costs.

DAILY SUBSISTENCE ALLOWANCES - DSA

Daily subsistence allowances (DSA), are intended to cover the expenses of project staff members that relate to their stay at a location of a project activity which is not in their home town. The reimbursement of subsistence costs shall be calculated on the basis of daily allowances **or** real costs, and **cannot exceed the maximum amounts listed below**. They should be in line with the beneficiary's usual practices on travel costs.

The DSA for project staff should be considered eligible, provided:

- they are **reasonable** in the light of local prices
- they are calculated in accordance with the internal rules of the Applicant/coordinator or Co-beneficiary organisations, which may be based on the real cost or the daily allowance.

The DSA covers:
- costs for accommodation
- all meals: breakfasts, lunches, coffee breaks, dinners, refreshments
- local transportation (costs of travel by taxi and local public transport)
- other expenses, especially telecommunication charges (internet, telephone, fax, etc.) and costs of travel from/to the airport/train station.

If there is no overnight stay**,** the amounts must be reduced by **50%**. Local transport, including taxi, will not be reimbursed separately, when a DSA is paid. If meals or other expenses are provided for, the DSA must be reduced accordingly.

EU Member States (€)

Austria	225	Latvia	211
Belgium	232	Lithuania	183
Bulgaria	227	Luxemburg	237
Czech Republic	230	Malta	205
Cyprus	238	Netherlands	263
Denmark	270	Poland	217
Estonia	181	Portugal	204
Finland	244	Romania	222
France	245	Slovak Republic	205
Germany	208	Slovenia	180
Greece	222	Spain	212
Hungary	222	Sweden	257
Ireland	254	United Kingdom	276
Italy	230		

For countries not mentioned in the above table, the maximum DSA are available on the website of Directorate-General EuropeAid Development and Cooperation DEVCO at:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/update_10_07_2011.pdf

In order to steer clear of possible abuses, reimbursement in cash of the subsistence costs is to be avoided and bank transfer must be favoured.

Example and instructions

A	B	C	D	E	F	G	H	I
Ref budget	Name of Beneficiary	Objectives	Activity (Reference to Technical Annex)	Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc	Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded). Civil servant (YES/NO)	Unit (days, flight, DSA; etc)	Amount in € per unit	Nbr units
B	ARD	Collecting information	4	Mr Brown, coordination meeting. Paris - London.		flight	300,00	1,00
B	ARD	Collecting information	4	Mr Brown, coordination meeting. Paris - London. 1 day/1 overnight		DSA	276,00	1,00
B	FER	Conference	10	Mr White, final conference in Bucharest		flight	400,00	1,00
B	FER	Conference	10	Mr White, final conference in Bucharest. 1 day/1 overnight		DSA	222,00	1,00

Column A ("Ref budget"): Indicate **B** for staff members' travel and subsistence costs only directly linked to the ISEC project and relating to specific and clearly identifiable activities.

Column B: Indicate the **name of the Beneficiary** which will book and incur the expenditure.

Column C: Indicate the objective of the activity (steering committee, conference, study visit, collecting information etc.).

Column D: Indicate to which **activity nr** in the **Technical Annex** this cost corresponds to.

Activities must be indicated in **chronological order** according to the Timetable (Part C) and Technical Annex (Part D).

Column E: Indicate the name and **organisation** of the person travelling and the estimated **origin and destination** of **each trip** and how **many days of stay.**

Detailed information on each cost must be given in columns D and E

Column G: Indicate means of transport (**flight/train**, etc.) **or DSA.**

Column H and I: Indicate price and nbr units

4.2.2.3. Heading C - Equipment

Costs relating to the acquisition of equipment, whether by purchase, leasing or rental, shall only be eligible if such acquisition is strictly necessary for the performance of the project activities. Applicants must clearly demonstrate why equipment has to be purchased, rented or leased to carry out the ISEC project activities. Furthermore, they have to compare prices of different suppliers to see who offers the best value for money (taking both price and quality into account). Applicants can only charge against the ISEC project costs for equipment purchased or/and rented during the contractual project period, at a rate that reflects the degree and duration of use within that period.

Please note that at least **one offer and/or quote per listed equipment item must be attached to the application package** to justify each price estimate listed under this heading. If this is not provided, the Commission reserves the right to reduce and/or remove any costs from the Forecast Budget.

Expenditure for installation, maintenance, update of software and hardware if performed by a subcontractor must be indicated under Heading E – Other direct costs. If on the other hand these tasks are performed by project staff members of the Applicant or Co-beneficiaries, this should be included in Heading A.

Purchase

If leasing or renting is not possible, purchase is acceptable subject to the following conditions:

- only costs related to depreciation of the equipment can be taken into account when calculating the total eligible costs of the project
- depreciation costs are calculated as described below, unless the national rules and regulations in the country of origin of the organisation which is to purchase the equipment require a different method or allow a more favourable option
- all costs must be without VAT, unless the Beneficiaries can prove that the organisation is unable to recover it under national legislation applicable, and
- a comparison of the prices of different suppliers to see who offers the best value for money (taking into account price and quality) has been made.

Calculation of depreciation

The unit costs in case of depreciation must be the **eligible depreciation costs/month**. Depreciation must be calculated in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. For example, if the life expectancy of the equipment is considered to be **three years,** the depreciation costs/month shall be calculated by dividing the acquisition cost of the equipment by 36 months and then adjusted by the rate of usage for the purposes of the ISEC project. Please indicate in **column E** the price of purchase "with/without VAT" and the details for depreciation calculation. Costs **will not be eligible** if the equipment was purchased **prior to the start of the period of eligible expenditure indicated in the Grant Agreement**. The equipment purchased must be itemised in the organisation in which it is installed and bear an inventory number.

Office equipment

The costs of office equipment necessary for the management of the ISEC project can only be taken into account as part of the overhead costs. Therefore, the costs of furniture, standard office IT equipment (printers, laptops, PCs together with the standard operating systems and normal office software, software for telecommunication), photocopiers, fax machines, cameras, video cameras, telephones, mobile phones and phone accessories are covered under Heading F - Indirect costs.

Equipment related to conferences/workshops

Standard equipment necessary for conferences/workshops: i.e. equipment for interpretation, microphones, audio-visual equipment (especially beamers, projectors), etc. must be listed under Heading E - Other direct costs and included in the conference package.

Rental/lease

The decision on whether to opt for leasing, rental or purchasing of hardware or equipment must be based on the principle of best value for money. Applicant or Co-beneficiary organisations must contact several suppliers in order to obtain the most economical terms. If it is decided to opt for rental or leasing, the cost of any buy-out option at the end of the lease or rental period shall not be eligible, and costs are only eligible for the period of the ISEC project.

Example and instructions

A	B	C	D	E	F	G	H	I
Ref budget	**Name of Beneficiary**	**Objectives**	**Activity (Reference to Technical Annex)**	**Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc**	**Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded). Civil servant (YES/NO)**	**Unit (days, flight, DSA; etc)**	**Amount in € per unit**	**Nbr units**
C	FER	Collecting information	5	Purchase of digital camera for inspections. Purchase price €400 without VAT. Depreciation for 36 months, full time use 12 months: (400/36)*12=133,33		piece	133,33	1,00

Column A ("Ref budget"): Indicate as **C for costs for equipment** only directly linked to the ISEC project and relating to specific and clearly identifiable activities.

Column B: Indicate the **name of the Beneficiary** which will book and incur the expenditure.

Column C: Indicate the objective of the activity.

Column D: Indicate to which **activity nr** in the **Technical Annex** this cost corresponds to.

Activities must be indicated in **chronological order** according to the Timetable (Part C) and Technical Annex (Part D).

Column E: Indicate the **purchase price** and **calculation of depreciation,** where the item will **be used** and in **whose inventory it will remain.**

Column G: Indicate **unit name**

Column H and I: Indicate price and nbr units

4.2.2.4. Heading D – Consumables

The costs of consumables and supplies are eligible, provided that they are identifiable and exclusively used for the purpose of the project and only where they involve unusually heavy costs because of a specific characteristic of the project – for example, the cost of producing and distributing questionnaires, as part of a major survey, costs of explosive etc. They must be identifiable as such in the accounts of the Applicant or Co-beneficiary organisations. Costs such as office stationery (pens, paper, folders, ink cartridges, diskettes etc.), electricity supply, telephone and postal services, Internet connection time, office software, etc. are to be considered as indirect costs (see Heading F – Indirect costs/overheads).

Consumables related to conferences and seminars must not be included under this heading. They have to be accounted for under Heading E - Other direct costs and included in the conference package.

"Ref budget" (column A) should be encoded as D for costs for consumables **only directly linked to the ISEC project and relating to specific and clearly identifiable activities.** Any costs for consumables listed in the Forecast Budget Form should be calculated using the appropriate unit (lump sums are not allowed) and the direct link to the activities of Part D – Technical Annex must be presented.

4.2.2.5. Heading E - Other direct costs

Costs charged to this heading can be divided into 4 main categories:

1. Conferences and seminars
2. Publication and dissemination
3. Subcontracting
4. Other possible costs

For any other direct costs deemed unreasonable, unjustified or contrary to sound financial management, the Commission reserves the right to reduce and/or remove them, especially if no offer nor quote are attached to the application package.

1. Conferences and seminars

Conference/workshop/seminar/training should be indicated under column C.

All costs related to conferences, seminars, workshops and trainings, regardless of their nature (travel, subsistence, translation and interpretation costs, printing, photocopying, consumables and supplies related to the event, conference package, room rental, coffee breaks, etc.), must be included under this budget heading. This heading should not include the travel expenses and subsistence allowances for project staff taking part in the event, which are to be indicated under Heading B.

In the case of local staff, no hotel costs are eligible. Travel costs and seminar packages are not taken into account as lump sum funding, but **will be reimbursed on the basis of the actual costs**, subject to the presentation of supporting documents at project closure.

The maximum amounts indicated in the table under Heading B above are also the maximum rates that may be claimed under this heading. If meals or other expenses are provided for, the daily allowance has to be reduced accordingly.

Threshold prices for "Conferences and Seminars" items:

Seminar package **max € 100/person/day (8 hours)**
The seminar package should include room rental, badges, stationery, documents for the conference/seminar/workshop (such as brochures, programmes, posters, flyers, etc.), hostesses, registration charges, audiovisual, technical equipment/support, microphones, flip charts, rental stands, etc.

Normal meal (dinner or lunch) **max € 35/person**

Interpretation **max € 750/day/interpreter**

- number of interpreter days required (1 interpreter day = one 8-hour working day of an interpreter)
- languages concerned

Interpreters should be hired locally. For their travel costs and DSAs to be covered by the ISEC grant, it must be impossible to hire them locally and it must be explained why this is so. Interpreters as service providers must not be included in the number of participants; therefore **DSA and hotel costs are not eligible costs for locally hired interpreters.**
If the interpreters are staff members of the Applicant or Co-beneficiary organisations, they should be treated as project staff members under Heading A and the conditions for staff members must be applied.

Speakers' fees

Possible costs for external speakers should be listed here. If already known at the planning phase, the name of the speaker must be indicated and his/her CV must be attached and a short profile must be provided in order to assess whether the provisions for their costs are proportionate. If the speakers are staff members of the Applicant or Co-beneficiary organisations, they cannot receive speaker's fees and should be treated as project staff members under Heading A and the conditions for staff members must be applied.

Costs in the budget must correspond to the activities indicated in chronological order according to the Timetable (Part C) and Technical Annex (Part D). Costs must be itemised by activity/event and indicated with the, the name of venue, expected duration, origin and destination of each trip and the expected number of participants (including local participants).

2. Publications and dissemination

Publication/dissemination should be indicated under column C.

In order to be eligible for EU funding, publications must be produced by, and for the use of the ISEC project.

Any communication or publication by the Beneficiaries about the ISEC project, including at a conference or seminar, **shall indicate that the project** is **co-financed by the European Union under the ISEC Programme.** This obligation forms also a part of the Grant Agreement as Annex V. Moreover, the Commission has the right to make free use of the results of the action as it deems fit, and, in particular, to display, reproduce, translate or communicate the outputs and deliverables of the action by any medium, including on the Europa website.

Dissemination is a key element of all EU funded projects. It is the way a project can move beyond its own programmed scope into European policy and action. It is also the key to extending a project's results to other potential users, to those who stand to gain from knowing what the project has achieved – or has not achieved – and to the policy and decision makers within the ISEC Programme on a long term perspective.

Dissemination of results should therefore be a core element of the project proposal. It must be carefully planned and the appropriate resources should be allocated. Experience shows, however, that dissemination is often a weak element of projects, tagged on to the end of the project when the 'real work' has been completed, and thus often budgeted unsatisfactorily and inadequately time-tabled.
It is crucial that you take dissemination very seriously and actively plan for it. It is not something you can just do at the end of the project.

It is worth noting that **dissemination is NOT:**

- Merely giving partners copies of materials and reports
- Sending copies of materials to associated networks or groups and asking them to distribute them and then keeping fingers crossed that they do
- Posting something to a website and trusting users to somehow know that it is there, and
- Printing hundreds of copies of reports and presuming people will come and ask for them.

Please bear in mind whether to print reports and mail them out (expensive) or distribute them by e-mail; how do the users you have identified most often receive the materials they use, etc.

Please note that if you are planning to print the report and send it out by mail, you need to include not only production costs but also postage costs in your budget. However, if you send it out, you will need to work on developing a very carefully targeted mailing list to make sure you reach your intended audience.

Please consider all the ways you might get the results out:

- Printed
- Electronic (by e-mail, on USB, CD-Rom or DVD-Rom?)
- Video or other visual medium
- Through a personal meeting
- Via a conference or seminar presentation
- Via a third party, for example the media or a training institution.

Please consider within the limits of the project budget, to produce materials in as many languages as possible - with an emphasis on the languages of countries in which the materials *are most likely to be useful*. If the publication is translated, the language(s) must be clearly indicated.

Threshold prices for "Publications, Dissemination and Evaluation of the Results" items:

Photocopies (black + white): max. € 0.10 per page
Purchase of CDs: max. € 5 each
Translation: max. € 45 per page
Design costs: max. € 15-20 per page
Printing: max. € 0.20 per page

If the dissemination strategy includes dissemination of results via an Internet website, the costs of acquiring a domain may be considered eligible. If website developers are project staff members of the Applicant or Co-beneficiary organisations, they should be treated as project staff members under Heading A and the conditions for staff members must be applied.

For more guidance on a proper dissemination plan see pages 23-24 in this Guide.

EU co-financing cannot be given for profit purposes. Should the results of the ISEC project be commercialised and should the project thereby generate income, the amount of this expected income must be indicated in Heading I – Other income.

3. Subcontracting

Subcontracting should be indicated under column C.

It is not permitted to subcontract the main activities of the ISEC project. Coordinator and Co-beneficiaries must have the capacity to carry out the projects main activities themselves. Sub-contracting is derogation to this general rule and is limited to specific cases:

- subcontracts may relate only to a limited part of the project and cannot account for more than 30% of the total eligible cost of the project
- core elements of the project cannot be subcontracted
- the recourse to the award of contracts must be **duly justified in the Application Form** (having regard to the nature of the project and what is necessary for its implementation) and **approved by the Commission**
- any recourse to the award of contracts while the project is under way, if not provided for in the initial grant application, shall require prior written authorisation by the Commission;

In any case subcontracting may **not account for more than 30% of the total eligible cost of the project.**

The Coordinator may not subcontract the coordination, management and general administration of the project and the Co-beneficiaries may not subcontract all the activities for which they are responsible. Furthermore, there shall be no statutory link between the subcontractor/service provider and the Applicant organisation/coordinator or its Co-beneficiaries/Associate Partners or members of their staff: any situation which could lead to conflicts of interest and circumvention of the non-profit principle must be avoided. In the latter case, the Commission must be informed and give its prior approval.

When the Applicant organisation/coordinator or any Co-beneficiary chooses a subcontractor, procurement rules must be applied (see Articles I.12.3 and II.9 of the Grant Agreement) and the entity responsible for the acquisition must ensure a fair and transparent procedure and keep documentary evidence of the procedure. The contract shall be awarded to the bid offering best value for money i.e. to the tender offering the best price-quality ratio, while taking care to avoid any conflict of interest and notably for contracts exceeding 60.000 EUR, five offers should be requested.

The award of sub-contracts must comply with the applicable national rules on public tendering and be in conformity with EU Directives on public tendering procedures. The Commission reserves the right to ask the Applicant for the documents proving that the relevant rules of public procurement[4] were applied. These documents must in any case be submitted with the final reporting documents at project closure.

Even though certain services may be performed by a subcontractor, the Coordinator and its Co-beneficiaries maintain full responsibility for carrying out the project. They also retain the intellectual property generated, if any, and they ensure that the conditions applicable to them under Articles II.1, II.2, II.3, II.4, II.5, II. 6, II.10 and II.20 of the Grant Agreement are also applicable to the subcontractor.

The Commission is NOT party to the subcontracting agreement between the Coordinator or/and Co-beneficiaries and the subcontractor, and is not liable towards any of the parties under such agreement. Thus, the Coordinator and Co-beneficiaries will retain sole responsibility for the implementation of this agreement and for compliance with its provisions. They must undertake the necessary arrangements to ensure that the subcontractor waives all rights in respect of the Commission under such agreement.

At least **one offer/quote/copy of recent contract for similar service and/or tasks must be attached to the application package to justify each price estimate** listed under category Other Possible Direct Costs. If this is not provided, the Commission reserves the right to reduce and/or remove any costs from the Forecast Budget Form.

4. Other possible direct costs

Costs charged to this category must:

1. not be covered by any other budget heading
2. be necessary for the proper performance of the project activities
3. be clearly identifiable - no lumps sumps
4. respect the eligibility conditions of the CFP and Guide for Applicants

Provided that they meet the above criteria, typical expenses under this category may include:

- charges for financial services in specific contexts (charges for bank guarantees and transfers).

4 **Directive 2004/17/EC** of the European Parliament and of the Council of 31 March 2004 coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors (30.04.2004) and **Directive 2004/18/EC** of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts (30.04.2004) as implemented in national legislation of Member States.

- other costs stemming from obligations under the Grant Agreement (reports, translations, certificates, specific evaluations of the project's implementation, if agreed or requested by the Commission, etc.)
- Please note that the request for payment shall be accompanied inter alia by a certificate on the projects' financial statements and underlying accounts.

Interest charges and insurance against exchange losses, as well as exchange losses, are not eligible.

Example and instructions

	A	B	C	D	E	F	G	H	I	J
1									Subtotal	70.165,00
2	Ref budget	Name of Beneficiary	Objectives	Activity (Reference to Technical Annex)	Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc	Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded). Civil servant (YES/NO)	Unit (days, flight, DSA; etc)	Amount in € per unit	Nbr units	Total €
3	E	ARD	Conference	5	27 EU Member States representatives / final conference in Rome		flight	400,00	27,00	10.800,00
4	E	ARD	Conference	5	27 EU Member States representatives / final conference in Rome; 1 day conference, 1 overnight stay		DSA	230,00	40,50	9.315,00
5	E	ARD	Conference	5	Interpretation / 1 day / IT-EN-IT; 4 interpreters 500€ / day		day	500,00	4,00	2.000,00
6	E	ARD	Conference	5	Conference package / Rome / 1 day / 30 participants incl. local		package	100,00	30,00	3.000,00
7	E	ARD	Conference	5	Speeker fee - external speaker - Mr Grzegorz Brzeczyszczykiewicz		fee	350,00	1,00	350,00
8	E	YGT	Dissemination	8	Final report / 150 pages / design / language: EN		page	20,00	150,00	3.000,00
9	E	YGT	Dissemination	8	Final report / 150 pages / translation / language: EN to FR and IT		page	40,00	300,00	12.000,00
10	E	YGT	Dissemination	8	Final report / 150 pages / printing / language: EN, FR and IT / 100 copies in EN; 50 in FR and IT		page	0,20	30.000,00	6.000,00
11	E	FER	Dissemination	9	Webpage design / external company having framework contract with FER		webpage	2.500,00	1,00	2.500,00
12	E	FER	Dissemination	9	Maintenance of the webpage / external company having framework contract with FER / 100€ per month / webpage to be set-up after the 1 year of the project / maintenance period: 12 months		month	100,00	12,00	1.200,00
13	E	FER	Subcontracting	10	Training for adjustment, instalation and work with cryptors for 4 officials / external company to be selected following public procurment procedure / 3 initial offers attached		person	5.000,00	4,00	20.000,00
14										0,00
15										0,00
16										0,00
17										0,00

Column A ("Ref budget"): Indicate **as <u>E</u>** for **Other direct costs (Conference, Dissemination and Subcontracting**)

Column B: Indicate the **name of the Beneficiary** which will book and incur the expenditure.

Column C: Indicate which category the costs belong to: **Conference, Dissemination, Subcontracting** or **Other costs**

Column D: Indicate to which **activity nr** in the **Technical Annex** this cost corresponds to.

*Activities must be indicated in **<u>chronological order</u>** according to the Timetable (Part C) and Technical Annex (Part D).*

Column E Conference: Indicate **location** and **duration** of the event, the **destination and origin** of each **trip** and observe the max thresholds under heading B and **expected nr of participants** (including local participants). If conference brochures, programmes, etc. are produced indicate the estimated number of copies and pages.

Column E Dissemination: Indicate a detailed breakdown of costs, the **type of dissemination** (printed, electronic, press release, media etc.), **languages,** type of publication (report, brochure, leaflet, DVDs etc.), estimated nr of **pages and nr of copies**.

Column E Subcontracting: Describe **what the service includes**. If no description is given the expenditure is considered as a lump sump and will be automatically rejected.

Column G: Indicate the **unit name** such as flight/train, DSA, seminar package, fees, interpreter, report, page, contract etc.

Column H and I: Indicate price and nbr units

Heading F – Eligible Indirect costs

F should be encoded in column A ("Ref budget") and "Overheads" should be indicated under column C.

Unlike direct costs, indirect costs (Overheads) relate to categories of expenditure that are not identifiable as specific costs directly linked to for carrying out the ISEC project but are incurred in connection with the eligible direct costs for this project. They may not include any eligible direct costs. If provision is made in Article I.4.2 of the Grant Agreement for flat rate funding in respect of indirect costs, they need not be supported by accounting documents. Heading F include in particular the following costs:

- rents
- communication costs (postage, fax, telephone, mailing, internet connection, telecommunication software, etc.)
- office supplies (stationery, photocopies, paper, ink, cartridge, etc.)
- office furniture
- standard office IT equipment, (copy machine, projector, beamer, PC, laptop, normal office software, etc.), cameras, video cameras
- maintenance costs
- heating, water supply, electricity or other forms of energy
- insurance policies, and
- costs related to horizontal services, such as administrative and financial management and human resources.

Flat-rate funding for indirect costs

Within the limits permitted by the Grant Agreement, overhead costs can be financed by means of flat-rate financing. This means that costs under Heading F - Indirect costs do not have to be supported by accounting documents. **The amount of Indirect costs for the entire project (and NOT per beneficiary) must not exceed a maximum of 7% of the total eligible direct costs of the project (total of headings A, B, C, D and E) and cannot be higher than € 50 000. The percentage of Union funding mentioned in the Grant Agreement is calculated on the total eligible costs = direct costs (A+B+C+D+E) + indirect costs (F).**

If one of the beneficiaries (Co-ordinator or Co-beneficiary) receives an operating grant from the EU budget, no indirect costs can be included in the Forecast Budget for this beneficiary. Applicants shall make a declaration regarding this in the table under Section 1.6 of the Application Form – Part A.

Up to maximum 7% of total eligible direct costs AND **maximum € 50 000** for the whole project (NOT per beneficiary)

4.2.2.6. Heading G – Contribution in kind

Under the ISEC Programme, contributions in kind are not accepted to cover the remaining total eligible costs. Therefore, Heading G - Contribution in kind **must not be filled in.**

4.2.2.7. Heading H – Interest on pre-financing

This heading is not filled in at the stage of the Forecast Budget while applying for a grant. It must be filled in at the stage of the final declaration.

4.2.2.8. Heading I – Other income (other contributions from third parties – project-related income – direct revenues from the project)

Total income/revenue must be identical to total cost/expenditure. While estimated expenses (eligible costs) must be listed under Headings A, B, C, D, E, and F, the different incomes must be listed under Headings I and K.

The ISEC Programme may cover an amount not exceeding 90% of the total eligible costs of the project. Therefore, the remaining amount **(a minimum of 10%) must be covered in cash by other sources** and/or the contributions of the Applicant organisation/coordinator, the Partners or a third party (sponsor organisation).

If the ISEC project activities are expected to **generate income,** the estimated amount of income must be listed under **Heading I** of the Forecast Budget (e.g. conference fees paid by participants, revenue from commercialising a publication, etc.). An endorsement letter must be attached to the application package stating that the Applicant organisation/coordinator will cover this contribution if no income is generated (e.g. low participation level in a conference resulting in fewer fees received).

Cash contribution provided by a **third party (sponsor) organisation** must be demonstrated through the Co-financing Declaration Form (Part H). Each sponsor organisation must complete and sign the Declaration and indicate the amount of financial contribution in the designated section of the form. The same amount must be indicated under **Heading I** of the Forecast Budget. The Declaration must be attached to the application package. The EU contribution is not a project-related income.

Example and instructions

	A	B	C	D	E	F	G	H	I	J
1	Ref budget	Name of Beneficiary	Objectives	Activity (Reference to Technical Annex)	Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc	Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded Civil servant (YES/NO)	Unit (days, flight, DSA; etc)	Amount in € per unit	Nbr units	Total €
2	I	Sponsor Y	Financing		Contribution in cash from Sponsor Y		cash	2.000,00	1,00	2.000,00
3	I	Applicant	Financing		Participation fees to Conference "ISC"		cash	100,00	50,00	5.000,00

Column A: Should be indicated as **<u>I</u>**

Column B: Indicate the name **of the organisation** providing the financing

Column C: Indicate **"Financing" (other income)**

Column E: Describe the cash contribution (who provides it)

Column G: Describe the unit (cash)

Column H and I: Indicate the amount and nbr units

4.2.2.9. Heading K – Contribution from Beneficiaries

Under Heading K, **cash contributions** from the Applicant organisation/coordinator and Co-beneficiaries must be listed.

Co-financing guarantees must be provided at the application stage:

- **Contribution by Applicant organisation/coordinator**: by signing the Application Form and entering the amount of the contribution in the designated cell in the Forecast Budget under **Heading K,** the Applicant organisation/coordinator makes a binding declaration concerning this amount. No further documents are required.

- **Contribution from Partner organisations**: by signing the Partnership Declaration Form and entering the amount of the contribution in the designated section of this form, the Partner organisation makes a binding declaration concerning this amount. The same amount must be indicated under **Heading K** of the Forecast Budget. The <u>Declaration</u> must be <u>attached to the application</u> package.

Example and Instructions

	A	B	C	D	E	F	G	H	I	J
1	Ref budget	Name of Beneficiary	Objectives	Activity (Reference to Technical Annex)	Description of item answers to each Heading: Who and/or What ? Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C), etc	Heading A: employment status 1. Normal tasks 2. Overtime 3. Specifically employed 4. Seconded Civil servant (YES/NO)	Unit (days, flight, DSA; etc)	Amount in € per unit	Nbr units	Total €
2	K	Ministry of Interior X	Financing		Contribution in cash from the Ministry of Interior X		cash	20 000	1,00	20 000
3	K	National Police Y	Financing		Contribution in cash from the national Police Y		cash	20 000	1,00	20 000
4	K	University X	Financing		Contribution in cash from the University X		cash	20 000	1,00	20 000

Column A: Should be indicated as <u>**K**</u>

Column B: Indicate the name **of** Applicant organisation/coordinator and Co-beneficiaries

Column C: Indicate **"Financing"** (cash contribution from Beneficiaries)

Column E: Describe the cash contribution (who provides it)

Column G: Describe the unit (cash)

Column H and I: Indicate the amount and nbr units

The contribution requested from EU (i.e. from the ISEC Programme) <u>is calculated automatically</u> on the Sheet nr 5 "Budget & Execution Summary" and is <u>NOT indicated</u> under Headings I and K.

4.2.2.10. Pivot table on budget calculation

The "pivot table" matrix (Sheet 3 of Part B – Cost Claim) summarizes automatically the amounts contained in Sheet 2 "Forecast Budget Calculation" per co-beneficiary per budget heading. In order to see the correct, integrated data, you only need to place the cursor in cell A3, do a right mouse-click and select in the floating menu "Refresh Data".

4.2.2.11. Budget & Execution Summary Sheet

The calculations in the Budget & Execution Summary sheet (Sheet 5 of Part B – Cost Claim) are made **automatically on the basis of the reference letter indicated in column A** 'Ref Budget' in Sheet 2 "Forecast Budget Calculation". The Contribution from the EU (the ISEC Programme) is calculated automatically.

It is very important when encoding the **data to avoid errors,** especially in the column "Ref Budget". There should not be any space or explanations in the column of "Ref Budget", only the letter of the relevant budget heading (A for staff, C for equipment, etc).

Example and instructions

	A	B	C	D	E	F	G	H
1	BUDGET & EXECUTION SUMMARY							
3	Item	Budget item	Estimated Expenditure	%	Declared expenditure	Change %	Total eligible	Total acceptable for non profit rule
4	A	Staff	18.200,00		0,00	-100,00%	0,00	0,00
5	B	Travel staff	8.542,00		0,00	-100,00%	0,00	0,00
6	C	Equipment	133,33		0,00	-100,00%	0,00	0,00
7	D	Consumables	1.600,00		0,00	-100,00%	0,00	0,00
8	E	Other direct costs	800,00		0,00	-100,00%	0,00	0,00
9		Total A+B+C+D+E	29.275,33		0,00	-100,00%	0,00	0,00
10	F	Indirect costs (max 7%)	800,00	2,73%	0,00	#DIV/0!	0,00	0,00
11		Total Eligible Cost	30.075,33		0,00	-100,00%	0,00	0,00
12	G	Contribution in kind/non eligible	0,00		0,00		0,00	0,00
13		Total costs	30.075,33		0,00		0,00	0,00
15		Names	Estimated Income	%	Declared income	%		
16	H	*Interest on pre-financing*	0,00		0,00			
17	I	Other Income	1.400,00	4,65%	0,00	#DIV/0!		
18	K	Contribution from Beneficiaries	4.000,00	13,30%	0,00	#DIV/0!		
19		Contribution from EC	24.675,33	82,05%	0,00	#DIV/0!		
20		Total Revenue	30.075,33		0,00			
21	G	Contribution in kind/non eligible	0,00		0,00			
22		Total Income	30.075,33		0,00			
24		FINAL PAYMENT CALCULATION						
26		A (Total eligible x % Com)			0,00			
27		B (Max Com contribution)			24.675,33			
28		C (Accepted expenditure - incomes "I")			0,00			
29								
30		Base of final payment calculation (lowest amount of A/B/C)			0,00			
31	J	Pre-financing paid			0,00			
32		Recovery of interest on pre-financing			0,00			
33		Final payment			0,00			
34								
35								
36								

1. Check that the "Total costs" and "Total Income" **are in balance** (Total income must be identical to total cost).

2. Check that the percentage and amount of the indirect costs/**overheads is respected**.

3. Check that the Co-financing from the Commission **is not over 90%**

Please verify that this summary sheet is correctly filled in before uploading Part B in PRIAMOS.
Costs must be clearly divided between Applicant organisation/coordinator and Partners.

4.2.2.12. Non-eligible costs in the Forecast Budget

The costs listed below shall NOT be considered as eligible costs.
Therefore, they will not be taken into account in the final calculation of the grant and must not be entered in the Forecast Budget (Sheet 2 "Forecast Budget Calculation") at the application stage or at final reporting stage:

- costs which are not identifiable or verifiable on the basis of supporting documents
- capital increases and return on capital
- debt and debt service charges
- provisions for losses or potential future liabilities
- other interest owed
- doubtful debts
- exchange losses
- costs declared by the beneficiary in connection with another specific project or work programme receiving an EU grant
- excessive or reckless expenditure
- gifts and presents
- touristic or cultural site programmes, tours or events for accompanying spouses, etc.
- contributions in kind: these costs are non-cash inputs which do not constitute eligible costs used for the purposes of calculating the EU grant (for instance, staff costs for which no financial contribution is requested, the free use of a school hall for a seminar, the donation of paper for printing books by a government agency, non-remunerated consultancy work, etc.)
- expenditure incurred outside the lifetime of the ISEC project as stipulated in the Grant Agreement
- expenditure related to reports/audits not requested by the Commission, and
- Value Added Tax - VAT, unless the beneficiary can show that the organisation is unable to recover it under the national legislation applicable. It must be noted that VAT paid by public bodies [5] is not an eligible cost.

The Coordinator must ascertain from the competent national authorities which are the national provisions, rules and legislation governing taxation.

If costs charged to the ISEC project include VAT, evidence in the form of an official document from the appropriate national tax authority, certifying that your organisation is unable to recover VAT must be provided.

4.3. Part C – Timetable

An approximate timetable for implementing the ISEC project, indicating each activity and marking the month in which the activity is due to take place, must be submitted. The proposed **starting date of the ISEC project must also be indicated** taking into account the time elapsed between the submission of the application and the signature of the Grant Agreement by both parties. On this Excel Sheet you may add extra lines if need be.

5 In accordance with Council Directive 2006/112/EC of 28/11/06, states, regional and local government authorities and other bodies governed by public law shall not in theory be regarded as taxable persons in respect of the activities or transactions in which they engaged as public authorities.

4.4. Part D – Technical Annex – detailed list of project activities

Please list all the activities in chronological order and according to Part C – Timetable. The summary of the project in section 2.1.10 of the Application Form must be consistent with all the information detailed in this section. The Technical annex must answer the following questions:

- ***WHAT*** *activities are exactly planned?*
- ***WHY*** *do you want to carry out these particular activities?*
- ***WHO*** *will carry out/ take part in the activities?*
- ***HOW MANY*** *people are involved and what is their role?*
- ***WHEN*** *and* ***WHERE*** *will the activities take place? Indicate the month, i.e. MO-M1-M2-M3, etc.*
- ***WHAT*** *are the expected results from these particular activities? Indicate concrete outputs and deliverables*
- ***WHAT*** *are the risks involved and are the envisaged mitigation strategies?*

Evaluators will assess whether the project will be able to deliver the indicated results through these particular activities and how relevant they are for the objectives and priorities of the ISEC Programme. All specified activities must be consistent with the costs identified under each budget heading of the Forecast Budget (Sheet 2 of Part B – Cost Claim) and in Part C - Timetable.

The Technical Annex will form part of the Grant Agreement under Annex I and must therefore be as detailed as possible.

4.5. Part E – Simplified Financial Sheets

The completion of the Simplified Balance and Simplified Profit and Loss Account sheets is obligatory for ALL Applicant organisations/coordinators, except for public entities as defined in this Guide. The financial data introduced under those sheets must be in coherence with the financial statements attached to the application package (Annex 9). The year "N" is the last closed financial year of the entity.

5. GUIDELINES FOR PROJECT MANAGEMENT

5.1. General remarks on Operational Management

Each organisation has its own management culture, which the European Commission respects as long as it is not discriminatory or otherwise contrary to the principles of the ISEC Programme. Whichever the system of management chosen, a high degree of transparency and accountability is expected.

The Grant Agreement, including its five Annexes, is legally binding. This means that the Applicant organisation/coordinator, the partner organisations involved, project activities, location(s), budget, length and schedule of the activity, etc. cannot be changed, save for exceptional reasons that are duly justified and with the prior written approval of the Commission services and, where necessary, an amendment of the Grant Agreement. Unauthorised changes in any of these key aspects, as well as partial implementation of planned activities, may prompt the European Commission to terminate the Grant Agreement and to request the reimbursement of the pre-financing payment or to lower the percentage of co-financing.

Emphasis must be placed on achieving the expected results and objectives rather than merely on the implementation of the activities (activities are ways of getting results). If, for any reason, a proposed activity can no longer deliver the expected results, or if the results have already been achieved, the activity should not be implemented.

Where a change would improve the effectiveness or the efficiency of the ISEC project, such change may be proposed to the Commission. In every case, a reasoned request must be sent to the Commission services, which have to authorise the changes before they are implemented. The Commission will not agree to any change that would alter the nature of the project, nor any unnecessary departure from the proposal on which the award decision was based.

Please ensure that all correspondence bears **the reference number of your ISEC project**, which you will find in the confirmation receipt received from PRIAMOS. The Coordinator shall inform the Commission of any changes in its contact details.

5.2 Monitoring and Evaluation

By the Beneficiaries

Evaluation should be considered and set up when the project is designed. There are many different kinds of evaluation, and good projects often use a combination of several different kinds. Internal evaluation of different elements of the project – done by the organisations involved, the target groups and the beneficiaries (ideally a combination of all these) can take the form of pre- and post-testing (for example, at the beginning and end of a training course, to measure improvement in understanding or knowledge), formal feedback (for example through questionnaires to see whether the methodology engaged those participating), informal feedback (for example through a comments section on a website to allow people to comment freely on the project outputs), in meetings (for example through partners' evaluation of whether communication has been smooth and deadlines have been met).

Beneficiaries of ISEC grants shall make sure that appropriate internal and external monitoring and evaluation is conducted during the implementation of the project. Under the ISEC Programme, Beneficiaries have **no general obligation to submit interim report(s)** – be they financial or narrative - during the implementation of the project. However, in order to protect the financial interest of the Union and/or to ensure the implementation of the provisions of the Grant Agreement, the Authorising Officer Sub-delegated may request the Coordinator of the grant to report on the progress of the activities co-funded by the ISEC Programme.

By the Commission

When signing the Grant Agreement, Beneficiaries automatically agree to cooperate with the Commission services or parties acting on behalf of the Commission during their monitoring visits or audit missions. In addition to the internal monitoring and evaluation activities carried by the implementing organisations themselves and described in the project, the Commission may organise external monitoring evaluation missions or audits of the projects co-funded by the ISEC Programme to ensure proper project implementation. **The Coordinator is responsible for providing all the necessary documents,** in the event of monitoring visits, checks or evaluations, as described the Grant Agreement.

Monitoring visits are announced in advance and are often done by a team of people led by the ISEC Programme Manager and Financial Officer. These visits focus normally on the project's progress and budget execution.

5.3 Audits by the Commission

Annually, the Commission services carry out audits on a sample of ISEC grants. As in the case of the monitoring missions, audits generally involve an on-site visit to the organisation implementing the project. **Audits can take place at any time during the implementation of the project, the lifetime of the Grant Agreement and up to five years following the date of payment of the final balance (or the recovery order, once the final grant has been calculated).**

Therefore, all expenditure supporting documents must be carefully kept during this period. As stated above, **the Coordinator is responsible,** in the event of audits, for providing all the necessary documents, originals or certified copies of the original supporting documents.

Essentially, the aim of audits is to obtain sufficient evidence that the systems in place were adequate to ensure the regularity of expenditure and the accuracy and completeness of the financial and other information that led the Commission services to award the grant and make the subsequent payments.

Furthermore, audits ensure that the expenditure claimed is indeed eligible and in accordance with the budget estimate. This testing usually involves documenting systems by means of interviews with the relevant staff and reviews of documentation, together with tests of how the systems operate. The main conclusions of the audit mission, the possible weaknesses identified and the recommendations to address them are set out in the audit report. Major errors or systemic weaknesses are discussed with the beneficiary during the audit, both to alert him of the need to take urgent action to correct matters and to allow discussion of the action necessary.

Auditing missions may reveal that an operation has not been carried out, or has been carried out in a manner not in accordance with the Grant Agreement or that costs are not eligible, and hence that at least some of the EU funds unduly paid to the Beneficiaries ought to be recovered. In such a case, the Commission could request the total or partial reimbursement of the amounts already paid to the Beneficiaries.

In order to permit a complete, true and fair verification that the ISEC project and the grant are (or have been) properly managed and performed, Beneficiaries are required to:

- Keep the accounts for the ISEC project and appropriate documentation related to the Grant Agreement (and in particular related to the costs and time reported in the financial statements) for at least 5 years after the date of the final payment
- Make available directly to the Commission all the detailed information and data that the Commission or any representative authorised by it requests
- Ensure that the Commission's services, and/or any external body(ies) authorised by it, have on the spot access to all documentation at the moment of the audit and, if so requested, that data be handed over in an appropriate form.

Audits may be carried out by:

- The Commission's own departments – including OLAF – or any of its duly authorised representatives (including external auditors appointed by the Commission).
- The European Court of Auditors (by its own departments or by any of its duly authorised representatives).

On the basis of the conclusions of the audit, the Commission may take all appropriate measures it considers necessary.

5.4. Visibility of EU Funding

Any communication or publication by the Beneficiaries collectively, or any one of the Beneficiaries individually about the ISEC project, including at a conference, training, website, etc., shall indicate that the project has received funding from the EU and in particular the ISEC Programme. Applications must propose ways to "replicate" the outcome and success of their project in other EU countries and to disseminate and exchange information at European level about their actions (materials, conclusions, lessons learned, etc.). They must contribute to the advancement of knowledge or expertise on future European policy issues, and at the same time, be consistent with established EU policy. Dissemination must be aimed at raising not only the visibility of the project itself, but also of the ISEC Programme.

Moreover, any communication or publication by the Beneficiaries collectively or any one of the Beneficiaries individually, in any form and medium, shall indicate that the sole responsibility lies with the author and that the Commission is not responsible for any use that may be made of the information contained therein.

The relevant publicity requirements are set out in Article II.5. and Annex V of the Grant Agreement.

Evidence of implementation of activities undertaken in compliance with these requirements must be provided with the final reporting documents, otherwise the Commission will not co-finance the costs linked to communication and publication activities/materials/documents.

The Coordinator must therefore ensure that:

a) all documents, including any attendance or other certificate, concerning the ISEC project include a statement indicating that the project is co-financed by the ISEC Programme;

b) equipment and any other material co-financed by the European Union display the EU logo, which should be of the same size and have the same prominence as the logo of the Beneficiaries.

With the financial support of the Prevention of and Fight against Crime Programme European Commission - Directorate-General Home Affairs

The EU logo may be downloaded from the following link:
http://europa.eu/abc/symbols/emblem/download_en.htm

5.5. Financial Management

The financial management of a project co-funded by the ISEC Programme must cover the entire estimated the budget and all the costs incurred.

Bank Account

The account specified in the Grant Agreement and into which the grant will be paid must be:

1. In the name of the Coordinator organisation (personal accounts are not acceptable under any circumstance);

2. Specific to the project (alternatively, in the case of a general account, the Coordinator must set up an analytical accounting system allowing both expenditure and revenue connected with the project to be identified);

3. In the country where the Coordinator is established or in the place of implementation of the action;

4. Structured in order to make it possible to identify funds paid by the Commission.

5. Identified by the IBAN Code[6].

The funds paid to this account shall yield interest or equivalent benefits under the law of the State on whose territory the account is opened. Such interest or benefits shall, if they are generated by pre-financing, be deducted from the payment of the balance or recovered by the Commission.

The Coordinator shall declare the interest when submitting the request for final payment. This obligation is lifted for public entities.

Accounting system/internal control

The Coordinator organisation must set up an analytical accounting system or an adequate internal system, which makes it possible to identify:

- the sources of the ISEC project funding
- ISEC project expenditure incurred during the contract period by the Coordinator, its Partners and/or third parties.

All transactions in the contract period relating to actual expenditure/income under the ISEC project must be recorded systematically using a numbering system specific to each EU project. The entries into the accounting system (general ledger) of the organisation should be kept for all cost and cross referenced to the relevant supporting documents.

The Coordinator organisation must keep these accounting records as well as all proof of expenditure (all Beneficiaries' invoices, receipts, staff contracts, etc.) for at least 5 years after the date of the payment of balance.

Terms of payment

Payment arrangements and dates will be laid down in the Grant Agreement. However, for the information of the Beneficiaries and to allow them to plan their budgets, it can be stated that financial transfers will typically be made as follows:

[6] The IBAN (International Bank Account Number) is an account number "formatted" in accordance with international standards which is used in particular for cross-border transactions between European countries by the banks.

- a pre-financing payment of 80% within 45 days of the date of the signature of the Grant Agreement by both parties
- the payment of the balance 90 days after receipt of a formal request (within 3 months of completion of the project) and approval by the Commission of a final report and a final statement of expenditure.

5.6. Administrative Management – Amendments to the Grant Agreement

Although any Grant Agreement should be sufficiently detailed and precise to cover all the events that may occur during its life cycle, there may sometimes be a need to face a new situation, which necessitates an amendment to the Grant Agreement. If an amendment to the Grant Agreement is required, the Authorised Signatory of the Coordinator organisation must submit a written request to the Commission in good time, before the change is due to take effect and in all events two months before the end date of the project.

Any amendment to the Grant Agreement must be the subject of a signed written supplement to the agreement concluded between the parties. No verbal agreement or exchange of e-mails may bind the parties to this effect. Furthermore, the supplementary agreement may not have the purpose or the effect of making changes to the Grant Agreement which might call into question the decision awarding the grant or result in unequal treatment of Applicants under the ISEC Call for Proposals within the framework of which the grant was awarded.

The Coordinator is strongly advised to collect the possible requests for amendments **into one request**. Proper planning is essential to avoid numerous amendments to the Grant Agreement which should remain limited throughout the project life cycle.

Depending on the case at hand, one of the following two procedures must be applied: either a formal amendment document in contractual form (normal amendment) or an amendment by exchange of letters. In both cases, this is an amendment to the initial Grant Agreement and the Authorised Signatories of the Coordinator organisation and the Commission must sign the amendment. Both types of amendments have the same legal effect, but differ as to the procedure.

Amendment by exchange of letters is used for changes of minor nature, with the following procedure: The Authorised Signatory of the Coordinator organisation sends to the Commission a dated letter requesting an amendment with a clear reference to the Grant Agreement and the applicable supporting documents. The Commission sends a response by letter to the Authorised Signatory rejecting or accepting the amendment. If the request for amendment is accepted, these two letters together constitute an amendment by exchange of letters.

A normal amendment constitutes a heavier procedure and is therefore used in exceptional cases. The Authorised Signatory of the Coordinator organisation sends to the Commission a dated letter requesting an amendment with a clear reference to the Grant Agreement and the applicable supporting documents. If the amendment is accepted by the Commission, an amendment to the Grant Agreement (two originals) is prepared and sent back to the Coordinator, who has to return both originals of the agreement amendment, duly signed by its Authorised Signatory within twenty calendar days from the receipt of the documents.

An **amendment request does not presuppose its acceptance by the Commission**. All amendment requests are examined **in the light of time efficiency and added value** for the project's outcome.

Changes in staff

Any changes in the list of persons and of functions planned in Heading A - Staff must be notified in writing to the Commission. Depending on the importance of the changes, the Commission will decide on the need for an amendment and which procedure to apply.

The table below provides some examples of the changes that require an amendment to the Grant Agreement and the two applicable procedures.

#	Nature of modification	Normal amendment	Amendment by exchange of letters	Documents to be submitted along with the request for an amendment
1	Change of legal representative (Authorised Signatory) or legal address of beneficiary		x	Formal request signed by the new Authorised Signatory and copy of the decision accompanied by the supporting documents
2	Change of contact person or mailing address		x	Formal request signed by Authorised Signatory indicating the former and appointing the new address/contact person
3	Change of bank account		x	Formal request signed by Authorised Signatory and new Financial Identification Form
4	Change of name, change in legal personality of beneficiary (merger, split, takeover, reorganisation)		x	Formal request signed by Authorised Signatory and new Legal Entity Form together with all supporting documents
5	Addition or replacement of Co-beneficiary Redistribution of tasks	x		Formal request signed by Authorised Signatory justifying and explaining the need for change - Original(s) Mandates, duly completed and signed by the new Partner(s) -Original Partnership Declaration(s) duly completed and signed by the new Partner(s) - Legal Entity Form together with all supporting documents - Updated Annexes I and II
6	Extension of the project duration / change in starting date	x		Formal request signed by Authorised Signatory justifying and explaining the need for extension/change - Updated Part C - Timetable - Updated Annex I (if required)
7	Modification of Annex II	X		Formal request signed by the Authorised Signatory justifying and explaining the need for modification explaining in details the proposed changes - Updated Annex II[7]
8	Substantial change(s) regarding Annex I (objectives, content of project, core staff, i.o.w. changes affecting the selection of the budget)	x		Formal request signed by Authorised Signatory justifying and explaining the need for modification explaining in details the proposed changes - Updated Annex I

[7] This must be read in conjunction with Art. I.4.4 of the Grant Agreement

9	Non-substantial change(s) regarding Annex I (meeting venue, number of meetings, i.o.w. changes not affecting the selection of the budget and with no or minor budgetary impact)		x	Letter signed by the Authorised Signatory justifying and explaining the need for modification explaining in details the proposed changes - Updated Annex I

In addition to these examples, please refer to the Grant Agreement for the conditions under which an adjustment of Annex II is not subject to an amendment. The Coordinator shall inform the Commission of any changes in its contact details necessary for good administration of the Grant Agreement.

Request for amendments less than two months prior to the end date of the project will not be accepted.

Any request for an amendment in respect of activities already implemented will not be accepted.

5.7. Reporting Obligations at Project Closure

5.7.1 Final Reporting Documents

The conditions regarding the reporting obligation are included as Annex III of the Grant Agreement. Payment of the balance and the final calculation of the grant shall be made after the checking and acceptance of the final report and supporting documents listed in Annex III.

In order to ensure that the results of the projects are presented in a comparable manner, the European Commission provides **templates for the reporting documents** (except for the bank statement of the amount of interest earned on pre-financing) which are available on the ISEC Programme's website.

Unless otherwise stated in the Grant Agreement, the **final reporting documents** must be submitted **in paper in duplicate (1 original and 1 copy)** **<u>AND in electronic format</u> within three months** following the end date of the project as specified in Article I.2.2 of the Grant Agreement, **as well as via PRIAMOS**:

1. The **Technical Implementation Report** must be precise**,** correctly completed using the existing template; all questions must be answered; duly signed and dated by the Authorised Signatory.

2. The **Detailed Budget Execution Sheet (Sheet 4 of the Cost Claim file).** This sheet is for entering the data on the <u>actual</u> implementation of the project both in terms of expenditure and income. The encoding has to follow the same logic and order as in the Forecast Budget (Sheet 2 of the Cost Claim file). Please use the same headings/references, objectives, actions and descriptions.

At this stage, it is important to insert the **<u>real incurred costs and the real income</u>**, no estimates, no lump sums (except for the indirect costs)!

Also the pre-financing payments received from the Commission should be included under the budget reference "**J**".

In addition to the forecasted budget, this sheet has a column for inserting the beneficiary's accounting reference. This accounting reference can be an exact entry in the accountancy or an analytical reference making it possible to consolidate information, in order to facilitate its analysis. In case of an audit, this reference is part of the audit trail.

The columns L, M, N, O and P are reserved for the Commission to analyze the beneficiary's statement and to indicate the rejected amounts which are not considered eligible as well as the amounts not eligible but accepted for the calculation of the **no-profit rule**. The Commission grant may only cover the remainder of the costs necessary for the project implementation. Consequently, the total revenue related to the project is deducted from the total amount of accepted expenditure. Where there is a surplus, the contribution of the beneficiary/ies is reduced. If the surplus is higher than the beneficiary's/beneficiaries' own contribution, the rest of the profit shall remain with the EU, meaning that the EU grant will be reduced up to the balancing figure between accepted costs and other income. The calculation of the no-profit rule results in the amount "C" (cell E28) in the Budget and Execution Summary (Sheet 5 of the Cost Claim file).
If relevant, the Commission inserts an explanation on specific lines, in order to facilitate the beneficiary's understanding of the Commission's position and identifying the amounts retained as ineligible, and as accepted or not.
In **the Budget and Execution Summary (Sheet 5 of the Cost Claim file),** the amounts are automatically inserted and consolidated by budget heading/item. It provides the amounts of the estimated expenditure, the declared, the eligible and the accepted expenditure. It also enlists the estimated and the declared income.
It further shows the final calculation of the amount of the grant and of the final payment or reimbursement.

3. **A summary** of maximum two pages in English (Word document) summarising the objectives, the target groups, the activities (what and where) and the achievements of the project

4**. All the deliverables** produced within the framework of the ISEC project, **such as reports, surveys**, **CD-ROMs, DVDs**, agendas, signed attendance lists, etc.

5. **The Cost Claim Form (Sheet 6 of the Cost Claim file).** This sheet is in fact the final payment request to be completed by the beneficiary. By default, the information introduced in the Sheet 1 'ID form' is copied to this form. Similarly, the amount of the final payment (cell E33) and the interests yielded by the pre-financing payments (E32) are copied from Sheet 5 'Budget & Execution Summary'. The declaration regarding the VAT-status must be encoded by the beneficiary (D31 or D32). Finally, the legal representative of the beneficiary has to date and sign the cost claim and send the original paper copy by postal mail to the Commission.

6. **An external audit of the accounts** (i.e. a certificate on the action's financial statements and underlying accounts), produced by an approved auditor/a competent and independent public officer (in the case of public bodies), if requested in the Grant Agreement. Its purpose is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents.

5.7.2. Analysis of the Cost Claim for Final Payment

In order to allow a proper analysis of the Cost Claim, the Commission may require the supporting documents, either partially or totally (invoices, staff pay slips, proofs of payment, bank statements, other proof of payment corresponding to the items stated in the ledger and the budget of the project, etc.). These supporting documents must then be sent within 30 calendar days after the receipt of the request from the Commission services. It must be noted that, when the Commission requires such documents, the normal period of 90 days for approval of the Technical Implementation Report and Cost Claim for Final Payment is suspended.

As regards the supporting documents that might be asked to be submitted, the following conditions should apply: Supporting documents may only be submitted as copies. Only invoices relating to the period covered in Article I.2 of the Grant Agreement are accepted. If an invoice is dated after this period, the Coordinator must prove that the delivery of the service took place during the period covered by the ISEC project. This facility can only be used for certain supplies, translations and publications costs, whereas **staff costs, travel and subsistence expenses, depreciation of equipment must have been incurred during the ISEC project period.**

The Commission reserves the right to further suspend the normal period of 90 days for approval of the Technical Implementation Report and Cost Claim for Final Payment, if these and other documents (summary, deliverables, audit report etc.) are not correct or missing. The countdown resumes when the Commission has received the requested information. The Commission also reserves the right to suspend or reduce the payment of any outstanding balance, or to require refunding of the pre-financing, if the form and/or content of the Technical Implementation Report and the Cost Claim or any other documents requested do not conform to the rules of the Grant Agreement. In particular, payment of non-eligible expenses or undue VAT or other taxes will be refused.

Once the Technical Implementation Report, Cost Claim for Final Payment and other requested documents have been verified, the Commission will issue the corresponding final payment order or a recovery order to recover funds undue from the Coordinator.

Transfers of amounts exceeding 10% from a budget heading to another and inclusion of new cost items without prior consent of the Commission will not be accepted.

5.7.3. Supporting documents for Staff costs

Documents to be provided:

- When reporting staff costs do not indicate their costs as a lump sums (global sum). Indicate **each project staff member**'s costs per month.
- a table with **a break down of all project staff** by names, worked time, employment status (full or part time), "working time status" (options 1-2-3-4) – must be in total coherence with the expenditure in the Forecast Budget (Sheet 2 "Forecast Budget Calculation") and the Detailed Budget Execution (Sheet 4 of Cost Claim).
- a copy of the **employment contract** for **each project staff member** indicating duties, working hours, employment status and salary
- **timesheets** for **each project staff member**, indicating working hours and activity/tasks performed for the ISEC project, signed and dated by employee and employer
- a copy of the **salary slips or payrolls** of **each project staff member** for each month worked on the ISEC project
- a copy of the documents proving amounts of **employers' tax and social contributions** paid in addition to the gross salary of **each project staff member**
- a **proof of payment** through a bank account of **the salaries, the tax and social contributions paid for each project staff member**
- a proof of payment (through a bank account) of overtime/extra working hours, in case of **Option 2**
- a copy of the **secondment decision (public officials)/letter of assignment (NGOs, profit-making entities**) stating the name, function, daily rate, working hours and tasks of the permanent employee seconded to the ISEC project, as well as the name and function of the person newly employed to replace the seconded person for his/her regular duties, in case of **Option 4**

Timesheets

The timesheets should be signed by the project staff member who performed the work, certified by his/her hierarchical supervisor and the person responsible for the implementation of the ISEC project for which the work input by the project staff member was required (if applicable).

Time-sheets must meet at least the basic requirements indicated below:

- Full name of the organisation/service concerned
- Full name and signature of the project staff member concerned
- Full name and signature of hierarchical superior of the project staff member
- Title of the ISEC project as indicated in the Grant Agreement
- ISEC project reference number
- Time period concerned
- The activity of the ISEC project which required the work input
- Number of hours claimed on the project**. It must be possible to verify all hours claimed in a reliable manner.**

5.7.4. Supporting documents for Travel expenses

Documents to be provided:

- a copy of the invoice for flight or rail tickets stating name of passenger, date of travel and itinerary; proof of payment
- a copy of flight or rail tickets, including boarding passes
- travel expenses by private car: a copy of the reimbursement claim made to the Coordinator organisation/Co-beneficiary, up to the cost of the first-class rail fare. The Coordinator is asked to indicate the equivalent rail fare for this journey
- proof of payment or of reimbursement to the participant, if the ticket was purchased directly by him (payment through bank account, unless the Commission has authorised other forms of payment)
- a copy of the attendance list dated and signed by all participants.

5.7.5. Supporting documents for Subsistence expenses

The daily allowance includes all costs (hotel, meals, local transport, taxis etc.). Costs are reimbursed on the basis of actual costs or in justified cases of per diems, but always within the maxima amounts set by the Commission in the table under section 4.3.2.2.
Documents to be provided:

- the attendance list of the meeting held, signed by all participants;
- invoices with name of the person, date of stay, cost per night, excluding telephone and minibar expenses, if hotel invoice;
- invoices with number of meals, if restaurant;
- all dated receipts for local travel (taxi, train, bus), parking etc.;
- proof of payment or reimbursement in every case (payment through bank account).

5.7.6. Supporting documents for Equipment expenses

Documents to be provided:

- copy of invoice
- apply the depreciation rate in accordance with the national tax and accounting rules applicable to the beneficiary. The date of purchase determines the eligible period of depreciation
- copy of proof of payment(s)
- the fixed asset register can be requested in order to prove that the equipment has been put in use.

5.7.7. Supporting documents for subcontracting expenses (incl. consultants)

Documents to be provided:

- relevant rules on public procurement including procedural reports and decisions
- copies of the requests for offers sent out
- offers/bids
- the contract which must include: information on the services provided (including the terms of reference), the start and end dates of the contract, the price (breakdown and description of costs), timetable, and payment arrangements (one or more advance payments, staggered payments, etc.)
- proof of payment.

Maximum 30% of Total eligible costs of the project

External service providers (interpreter, translator, hostess, speaker, researcher)

- a copy of the contract or invoice indicating task, date and hours, rates and amount to be paid

- proof of payment: bank transfer.

For translator and interpreter, always specify in the invoice language(s) covered, length of the text translated (words/ lines or pages), number of interpreters, duration of the interpretation task, rate per day/hour.

Supporting documents for all other expenses

- copy of invoices
- copy of proof of payment(s).

The list of supporting documents listed above is not exhaustive

5.7.8. Indirect eligible costs - Overheads

You will not be required to justify the total amount, but bear in mind that the type of costs covered through overheads cannot be claimed under any other heading. Indicate the percentage agreed in the contract and apply it to the total eligible costs.

Up to maximum 7% Total eligible **direct** costs **AND maximum € 50 000** for the whole project (NOT per beneficiary)