

PREVENTION OF AND FIGHT AGAINST CRIME

CALL FOR PROPOSALS 2007

Operating grants

1. INTRODUCTION

Under Article 4 (1) (d) of the Council Decision 2007/125/JHA of 12 February 2007, establishing a specific programme Prevention of and Fight against Crime as part of the general programme Security and Safeguarding Liberties¹, the Community can co-finance the activities of non-governmental organisations pursuing on a non-profit basis objectives of the programme on a European dimension. The 2007 call for proposals aims at the following objective of the programme:

- to stimulate, promote and develop horizontal methods and tools necessary for strategically preventing and fighting crime and guaranteeing security and public order.

The amount available for operating grants to be awarded under this call for proposals will be €600 000.

2. ACTIVITIES

Grants made available under this heading in 2007 are not intended to co-finance the implementation of a particular project, but to support the functioning of non-governmental organisations aiming at complementing EU efforts to counter terrorism, and in particular, the preventive aspect of it.

Activities of the applicant non-governmental organisations as described in their work programme for 2007 should aim at:

- preventing the emergence of radicalising tendencies at local level;
- education (in particular of youth) in the field of counter-radicalisation;
- training and/or competence building of professionals/spokespersons/spiritual leaders/political leaders/youth organisations;

¹ Council Decision of 12 February 2007 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", OJ L 058, 24.2.2007, p.7.

- dialogue between political leaders, policy-makers, spiritual/religious leaders and civil society coming from both within and outside the European Union;
- developing partnerships with representatives of public and private organisations active in the field of counter-radicalisation, including religious communities;
- awareness-raising and/or information in the field of counter-radicalisation;
- enhancing the media's positive role in countering radicalisation;
- promoting tolerance and respect of other cultures with the aim of reducing polarisation and radicalisation in towns and cities;
- promoting counter-narratives to the ones used by terrorists and violent radicals;
- academic research, study or analysis of factors influencing radicalisation processes;
- developing mechanisms related to renunciation of violence and terrorism;
- addressing psycho/socio-economic factors that contribute to violent radicalisation.

3. ELIGIBLE ORGANISATIONS

Proposals for operating grants will be examined only from bodies which pursue an aim of general European interest² or have an objective forming part of a European Union policy and which:

- have been legally established in accordance with the law of one of the Member States;
- are non-governmental;
- are non-profit-making;
- pursue activities as described in Section 2 on a European dimension;

4. EVALUATION CRITERIA FOR PROPOSALS

4.1. Eligibility criteria

To be eligible, applications for operating grants must meet the following criteria:

- Activities of the applicant organisation must be of the kind described in Section 2;

² According to Art. 162 of the Implementing rules, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation 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). a body pursuing an aim of general European interest is: (a) an European body involved in education, training, information, innovation or research and study in European policies, any activities contributing to the promotion or citizenship or human rights, or an European standards body; (b) an European network representing non-profit bodies active in the Member States or in the candidate countries and promoting principles and policies consistent with the objectives of the Treaties.

- Applications must be submitted using the operating grant application form made available by the Commission in electronic format; no other form will be accepted; all sections of the form must be completed, the form must be dated and signed and it must be accompanied by all the documents listed in Section 7;
- Applications must include a detailed budget of the operating costs (ordinary expenditure of the organisation); total anticipated operating costs must be equal to the total sources of financing including the grant request presented to the Commission under this Call for proposals;
- Applicants must respect the deadline for applications, which is **15 June 2007**.

4.2. Exclusion criteria

Non-Governmental organisations shall be excluded from participating in this call for proposals if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently the subject of an administrative penalty referred to in Article 96 (1);
- they are subject to a conflict of interest;
- that are guilty of misrepresentation in supplying the information required or fail to supply this information.

Candidates must sign the declaration on the last page of the application form. Candidates who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier Community procurement or grant

award procedure may be subject to administrative or financial penalties or exclusion from Community contracts and grants in accordance with Art. 133 IR.³

4.3. Selection criteria

The following elements will be examined:

- the non-governmental organisation's operational and professional capability, including evidence of its know-how;
- the non-governmental organisation's financial capability based on the submitted documents (such as the balance sheets showing the annual incomes and expenditures, cash flow, debts, and the amount of cash available).

Only proposals which meet the above selection criteria will be examined in detail.

4.4. Award criteria

Proposals will be assessed and ranked on the basis of the following criteria:

(a) Consistency of the organisations proposed activities with the priorities set out in Section 2 above.	30
(b) Quality of the planned activities.	30
(c) Likely multiplier effect on the public of these activities.	10
(d) Geographic impact of the planned activities.	15
(e) Value for money. Cost/benefit ratio of the proposed activity	15

5. GENERAL FINANCIAL RULES APPLICABLE TO THESE GRANTS

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish any entitlement for subsequent years. The rate of Commission funding may not exceed 70% of total operating costs of the functioning of the body during its budgetary year beginning in 2007. **Costs eligible for financing may neither have been incurred before the grant application was lodged with the Commission nor before the start of the beneficiary's budgetary year. Please note that an operating grant shall be awarded within six months after the start of the beneficiary's budgetary year.**

In the event of acceptance of an application by the Commission, a financial grant agreement, drawn up in euro and detailing the conditions and level of funding, will be concluded between the Commission and the beneficiary. This grant agreement must be signed and returned to the Commission immediately. The beneficiary will receive a pre-financing payment not

³ Art. 133, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation 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).

exceeding 80% within 45 days of the date when the last of the two parties signs the agreement.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the accepted eligible costs actually incurred by the organisation are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amount already transferred by the Commission as pre-financing. The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The person in charge of the organisation must, by his signature, undertake to provide proof of the correct use of the grant and enable the Commission and/or the European Court of Auditors, and any qualified external body designated by the Commission, to verify the organisation's accounts. To this end, supporting documents must be kept by the beneficiary for five years after the final payment.

The Commission can require any organisation which has been awarded a grant to submit an audit report showing the capacity to meet the contractual obligations or to furnish in advance a guarantee from an approved bank or financial organisation based in one of the Member States. The guarantee must be denominated in euros.

Double financing

Applicants may receive only one grant towards their operating costs from the budget of the European Institutions. To ensure this, they must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions for the same year, stating in each case the budget heading, the Community programme and the amount requested.

6. ELIGIBILITY OF COSTS

Grant applications must include an estimate in euro of the organisation's operating costs, based on the actual costs incurred in the previous year and on those required for carrying out the proposed activity programme for the applicant's budgetary year beginning in 2007. The budget must be balanced and mention all sources of funding.

The activity programme and the financial section in the application will form an integral part of the grant agreement, if a grant is awarded. Organisations are therefore asked to complete these sections clearly, fully and scrupulously.

Since a grant must not give rise to any profit, the Commission will take account of all income used for funding both the organisation's actual operating costs and its activities. To this end, beneficiaries must submit a financial report showing their actual income and expenditure for the activities co-financed under this call for proposals and a report on their actual activities within three months from the end of the budgetary year. If the beneficiary has not carried out a part of the activities envisaged in the application, the amount of the grant will be reduced in proportion to the quantity of activities not carried out and to the volume of budget used up.

6.1. Eligible expenditure

For the purposes of fixing the maximum amount of the grant to be awarded, the Commission will take account of the operating budget presented by the applicant. In its analysis, only the costs anticipated by the organisation to cover its own normal activities incurred not before the submission of the application to the Commission nor before the start of the beneficiary's budgetary year will be taken into consideration, i.e.:

- personnel costs;
- general rental and property costs, equipment (in the case of purchases of durable equipment, only annual depreciation may be taken into account), telecommunications and postage, office supplies;
- travel and subsistence costs for the organisation's staff in relation to its statutory meetings and any other working meetings necessary for the organisation's normal activities;
- costs of meetings;
- publication, information and dissemination costs.

6.2. Ineligible expenditure

The following costs will not be taken into account:

- expenditure on infrastructure purchases;
- expenditure not linked to the functioning or normal activities of the organisation;
- clearly unnecessary or excessive expenditure.

Organisations receiving an operating grant should note that none of their overheads will be treated as eligible costs in relation to an action grant awarded for individual projects.

7. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

Applications must be submitted using the operating grant application form and budget form made available by the Commission in electronic format available on the Europa web-site.

http://ec.europa.eu/justice_home/funding/isee/funding_isee_en.htm

The applicant must fill in the fields indicated and send back the document on a diskette or CD-ROM and in three paper copies (**one signed original plus two copies**). Applications submitted on an application form that has been altered or used before, or forms completed by hand, will be disqualified.

7.1. DOCUMENTS TO BE SUBMITTED:

The following documents must be submitted in **triplicate**:

- the application form for an operating grant, **duly completed, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant**;

- a forward budget, **dated and signed**, presented on the specific budget form, including a detailed breakdown of expected expenditure and revenue;

A **single** copy of the following documents is required:

- the financial identification form, dated and signed by the applicant, and signed and stamped by the bank concerned;
- the legal entities form, dated and signed by the applicant;
- the latest financial statements (balance sheet, profit and loss account), including audited accounts when required under the national law;
- an external audit report by an approved auditor if the amount of grant exceeds 100 000 euros; this audit report shall certify the account of the last financial year available;
- the organisation's annual activity programme for the budgetary year beginning in 2007 describing the planned activities in detail;
- the activity report for the latest available year;
- an organisation chart and a description of the tasks of the staff, including the CVs of staff members responsible for carrying out the activities;
- evidence of legal status, including articles of association;
- the forward budget for the budgetary year beginning in 2007 showing a detailed breakdown of the association's expected expenditure and revenue;
- a copy of any official document (e.g. Official Gazette, Register of companies, etc.) showing the contractor's name and address and the registration number given to it by the national authorities;
- a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;
- evidence that the applicant can enter into financial commitments on behalf of the university (**applicable only to universities or university departments**).

Applicants are free to provide any other documentation which they consider appropriate in support of their application. Please avoid binding the documents along the spine (into a book). It is recommended to use a single staple in the left-hand corner.

7.2. DEADLINE FOR SUBMITTING APPLICATIONS

Applications must be received in a sealed envelope by registered mail, by courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address indicated below:

By registered mail to:
European Commission
Directorate-General Justice, Freedom, Security
Unit D4 Financial support

Programme "Prevention of and Fight against Crime"
Call for proposals/Operating grants 2007

Office LX-46 2/106
B-1049 Brussels

By courier or by hand delivery, to:

European Commission
Directorate-General Justice, Freedom, Security
Programme "Prevention of and Fight against Crime"
Call for proposals/Operating grants 2007

Office LX-46 2/106
Mail Department
Avenue du Bourget 1
B-1140 Brussels-Evere

Applications must be:

- either by registered mail or by courier service, posted or dispatched **not later than 15 June 2007** (as evidenced by the postmark or by the date of the deposit slip),
- or by hand-delivery (in person or by an authorised representative) **not later than 15 June 2007 at 15.00** (Brussels time), in which case a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

Any application received after the deadline or at the wrong address will be automatically rejected.

Acknowledgement of receipt

Following the opening of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application was received prior to the deadline and informing them of the reference number of their application.

8. FURTHER INFORMATION

Applicants are invited to consult the “Guide for applicants” at the following address:
http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

Questions may be sent by e-mail or by fax to the address or number listed below, indicating clearly the reference of the Call for Proposals:

e-mail address: JLS-ISEC@ec.europa.eu
Fax: + 32 2 299 82 15

The Commission shall reply according to the Code of good administrative behaviour within 15 working days from the receipt of the question.

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

In addition, the European Commission has the task of promoting equality between women and men and must aim in all its activities to eliminate gender inequalities (Articles 2 and 3 of the EC Treaty). In this context, women are particularly encouraged either to submit proposals or to be involved in their submission. As regards studies or research projects, the Commission would also like to draw your attention to the importance of a systematic breakdown by sex of all statistics used and of an analysis of the potentially different impact of policies on men and women, even if they appear at first sight to be gender neutral.

9. TIMETABLE

The evaluation committee expects to complete its report by the end of July 2007. The Commission will then consult the committee of representatives of the Member States set up by the Decision establishing the programme. It is envisaged that all applicants will be informed in writing of the decision taken on their application by the end of July 2007.

For beneficiaries of a grant agreement, a pre-financing payment of up to 80% may be issued after the signature of the convention by both parties. The exact calculation of the final amount of the subvention will be done when the activities have ended, on the basis of supporting documents provided by beneficiary.

10. EX-POST PUBLICITY

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published with the agreement of the beneficiary:

- (a) the name and address of the beneficiaries;
- (b) the subject of the grant;
- (c) the amount awarded and the rate of funding of the costs of the approved work programme.

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.