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DIRECTORATE-GENERAL
HOME AFFAIRS
DIRECTORATE C – MIGRATION AND BORDERS

EUROPEAN RETURN FUND
COMMUNITY ACTIONS 2012
GUIDE FOR APPLICANTS

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1. PURPOSE OF THE PRESENT GUIDE

The purpose of this Guide is to offer a user-friendly tool that guides you through the application procedure and the application form. It also serves as a reference and can be used to answer any questions you may have when preparing your application.

The application form has to be filled in by the applicant, in close cooperation with the partners which would receive European Union co-financing (identified as co-beneficiaries in the grant agreement). Filling in this form may take some time. Please make sure that you have allocated sufficient time of hours to carry out this work and you have all the necessary documents at your disposal.

This guide is updated annually to make it user-friendly. You may share with the Commission your comments and suggestions on how to further improve the guide by sending an e-mail to HOME-RETURN-FUND@ec.europa.eu

Before you start:

Please read carefully the 2012 Call for proposals and the 2012 Work Programme to find out which actions may be co-financed, this year's priorities, the conditions to apply, the evaluation criteria and how to submit your proposal.

Investigate and try to build on previous relevant projects co-financed by the European Union and/or projects foreseen within the context of the national annual programme.

If you cannot find the answer to your question in the guide or among the FAQ, you may send your questions in writing (by e-mail) to the HOME-RETURN-FUND@ec.europa.eu which has been set up for that purpose.

Deadline for application

**The completed application form and annexes must be submitted to
the European Commission by**

18 February 2013 at 14.CET

Applications submitted after the deadline will be automatically rejected

2. GENERAL GUIDELINES

- The first phase, prior to the formulation of the project, should consist in identifying the issue to be addressed.
- Once this is done, the objective of the project must be set. This should directly address the problems identified and should be precise and clearly set out.
- The next step is to identify the results of the projects that are to be achieved in order to meet the objective. Wherever possible, these should be set out in quantifiable terms.
- Next, consider which activities are needed to obtain these results. For each activity clearly identify how, where and when it will be undertaken, who will do it and how much it will cost. Any activity that does not contribute directly to the objective must be discarded.
- Carefully plan how the project will be organised and managed, who will be responsible for carrying out which activity, who will report to whom and what kind of management structure is needed.
- Consider at each stage of writing the application, which assumptions you are making. External factors (authorisation of measures by other public authorities) are essential for the success of the project and should be fully identified and described, as should any potential difficulties that might arise.
- Establish how the planned actions and expected results can be verified. This will make it possible to monitor the project.
- 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.
- Make sure the budget is consistent with the actions proposed and that human and financial resources will be available when needed.
- In case of a discrepancy between the Call for proposals and the current Guide, the Call for proposals shall prevail.

3. WHO CAN APPLY

3.1 This call for proposals is addressed to

- public authorities from the 26 Member States participating in the Fund¹;
- International Organisations, private bodies and Non-Governmental Organisations registered in one the above mentioned 26 Member States, provided that they all work on a strictly non-profit basis and have proven experience and expertise in the fields covered. EU Agencies may participate in the action on non-cost basis as associated partners.

Proposals must be submitted by an entity from one Member State together with **at least one partner** entity from a different Member State.

Attention has to be paid to ensure optimal synergy with programmes carried out at EU and national level by EU Agencies, the Member States and international organisations. This will

¹ Denmark does not participate in the European Return Fund.

require effective information sharing about the activities so that the necessary contacts and connections can be made.

In case of co-funding of an activity by both the national programme(s) under the fund and the Community actions, a clear division has to be established in order to avoid double-funding. Under no circumstances can the same project be financed by both national programmes and Community actions.

3.2 Concept of partnership

3.2.1 Applicant (co-ordinator)

There is only one applicant per project. The applicant is responsible for the project concept, development and for submitting the grant application.

The applicant will be responsible for the overall management of the project, coordination of tasks, liaison with the Commission and management of the budget.

The applicant will be the only point of contact for the Commission and will be responsible for all the communication between the Commission and partners. The applicant will act as the main contracting party that will sign the multi-beneficiary grant agreement after having received all the required powers of attorney from the partners. The applicant accepts contractual and financial liability for the project in line with the provisions of the grant agreement. All grant amounts will be transferred to its accounts and it will be responsible for passing funds to co-beneficiaries of the project (partners). The applicant will also be responsible for all the reporting, financial statements and information requested by the Commission.

3.2.2 Partners (co-beneficiaries)

Every project must be submitted by a partnership of at least two organisations from two different Member States. This means that the applicant must have at least one partner organisation that is eligible to receive Commission grant under Return Fund Community Actions and established in different eligible country.

The Partners must be legally **established in the eligible Member State** at the time of submitting the application.

Partners are organisations and institutions which, in cooperation with the applicant (co-ordinator), participate in designing and implementation of project activities, share the relevant tasks and finance. **Partners can contribute financially and their participation costs should appear in the budget.**

Both applicant and partners will become parties of the multi-beneficiary grant agreement and will share contractual and financial responsibility towards the Commission for the proper and timely implementation of the project. The costs incurred by the partners are eligible in the same way as those incurred by the applicant.

Notwithstanding this, the co-ordinator remains the sole point of contact for the Commission and, as stated above, is responsible for the reporting and providing the necessary information regarding the project.

To prove their involvement in the project, partners have to sign the **'Declaration by Partner Public Authority/Organisation'** form at the stage of submission of the application. If the project is selected, the partners will **sign mandates granting power of attorney** to the

applicant to conclude a grant agreement with the Commission. The responsibilities of the potential co-beneficiaries are defined in the draft grant agreements.

The shared operational 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 agreement for a specific project**. The Commission does not intervene in the content of the partnership 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 should 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 co-ordinator.

3.2.3 Associated partner

Organisations from Denmark, candidate countries, non-EU countries may participate in project activities as '**associated partners**' where this serves the aim of the project.

They participate in the project on a **no-cost basis**. Any cost **directly incurred** by such organisation **will not be eligible**.

Associated partners will sign an **associated partner declaration form** at the stage of submission of the application but will not be a party of the grant agreement concluded with the Commission. As such, their obligations towards the Commission are not of a contractual nature.

Nevertheless, it is the applicant and partners who are responsible for ensuring that the activities of associated partners are implemented as their involvement forms a part of the project proposal and, later on, part of the conditions of the grant agreement.

The participation of organisations from EU member states as associated partners is equally possible (conditions described above apply).

3.2.4 Co-financing third parties

Any third party providing **only financial support** for the project and not benefiting from the Union contribution is considered to be a **co-financing third party**. The co-financing third parties are not required to be directly involved in the technical implementation of the project. The co-financing third parties must sign a '**Declaration by co-financing third party organisation**' form by which they agree to finance the project.

The applicant should make sure that any amount included in the project's budget as "Other contribution from third parties" (heading I) is supported by a declaration of co-financing third party.

3.2.5 Subcontractor(s)

Subcontractors are service providers to the applicant or to partners who fully funds (100%) their activity. The applicant and the partners 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 or efficient.

Often the nature of the project requires the participation of the entities of third countries. The costs of entities in third countries can only be eligible when subcontracted by beneficiaries in the Member States.

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.

There shall be no statutory link between subcontractors and applicant, co-beneficiary and their representatives, situation which could lead to potential conflicts of interest and circumvention of the principle of non-profit.

The award of subcontracts by a public applicant and/or partners must comply with the applicable rules on public tendering and be in conformity with European Union Directives on public tendering procedures.

Note

Please note that there will be two types of grant agreements signed depending of the structure of the project.

- **Mono-beneficiary grant agreement** - when the project will be implemented by the applicant / beneficiary (and subcontractors under specific conditions).
- **Multi-beneficiary grant agreement** - when the project will be implemented by the applicant / beneficiary and several partners, a grant agreement with multi-beneficiaries has to be signed. In this agreement, the term "applicant public authority" will be replaced by "co-ordinator". For the purpose of the grant agreement, the 'partners' receiving EU contribution will be considered as co-beneficiaries, they have to sign a mandate to the applicant (co-ordinator) and they are bound by the terms of the grant agreement. Please note that all references to Articles of the grant agreement refer to the draft grant agreement for an action with multiple beneficiaries.

4. FINANCIAL ASPECTS

4.1 Financial rules governing grants

NB: For a full understanding of the budgetary concepts of a grant application and of the eligible categories of expenditure, you are advised to consult the Financial Regulation and its Implementing rules, Title VI "Grants" or the standard grant agreements available on the website:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/return-fund/transnational-actions/index_en.htm

As part of the application the applicant must provide a detailed forward budget of the project in Euros, with information on both planned expenditure and expected income (indicating the amount of co-financing requested from the Commission, own funding and any other funding), the two totals must be balanced. **In case of partnership, the total budget estimate shall identify the expenses, the income and the Union grant received by each partner.**

It is required to use the provided budget form. Financial contributions from the applicant, partners and other sources must be taken into account in the appropriate heading and must be consistent with the Partnership declarations, Associated partner declarations and/or Co-financing third parties declarations. The overall budget must be relevant, appropriate and consistent with the objectives of the project and well distributed among partners, taking into account the respective roles.

The Commission's financial contribution cannot exceed **90% of total eligible costs**. You will therefore need to secure funding from other sources to cover the balance. A minimum of 10% of the total eligible costs must therefore be provided as a contribution either from the applicant organisation and/or partners or from another donor source. For co-financed projects by the Union and the applicant, Union support is given only if there are other public or private sources of co-financing: partners, sponsors, fees. Co-financing shall be proven by a **written declaration** of co-financing to be signed by each partner and/or third parties co-financing the project, specifying clearly the amount of financing they will bring to the project.

For the applicant, the signature on the application form and the financial module constitute the commitment required in respect of its own contribution.

Costs budgeted should not include VAT, unless the beneficiary can show that he/she is unable to recover it according to the applicable national legislation. **VAT paid by public bodies is not an eligible cost.**

Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.

Co-financing by the Commission of a project under a programme cannot be combined with any other co-financing by another programme financed by the budget of the European Union.

Contributions in kind are not taken into account in the calculation of the co-funding and are not considered as eligible costs.

The applicant must confirm that he/she has not received, and undertakes he/she will not receive in the future, another grant for the same project from a European Institution. Total recovery of the grants will be carried out in the event of double financing for the same project.

4.2 Payment Procedures

As a general rule, the co-funding is provided in two instalments: one pre-financing payment and the payment of balance (final payment).

A pre-financing payment up to 75% of the Commission's contribution will be paid within 45 calendar days of the countersignature of the grant agreement or within 45 days from the starting date of the action (if the timeline between the signature and the starting date is more than 3 months).

The Commission may request a financial guarantee covering the amount of the pre-financing payment, which remains in force until the payment of the balance is made.

The balance will be paid once the Commission has accepted the final technical and financial reports.

In no case will the final amount of the grant exceed the maximum amount indicated in the grant agreement. At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated cost. The Commission may also reduce the final amount of the grant to ensure that the total project income does not exceed the total project costs.

Sums due for final payment shall be paid within no more than ninety calendar days by the Commission. The ninety-day payment period only applies to valid and complete payment requests, the Commission may suspend the period for payment in case of incomplete reports, or if further information or documentation is requested from the beneficiary.

5. HOW TO APPLY

5.1 Submission condition

Applications have to be submitted using DG HOME's electronic on-line application tool: PRIAMOS. PRIAMOS is a new system for the submission of proposals by applicants, allowing the applicants to fill in an electronic application form and submit all relevant documents via the Internet. Please refer to the PRIAMOS Applicants guide published with the call on:

Please refer to the PRIAMOS Applicants guide published with the call on: http://ec.europa.eu/dgs/home-affairs/financing/fundings/migration-asylum-borders/return-fund/transnational-actions/index_en.htm

5.2 Language

In principle, project proposals may be submitted in any official language of the European Union but English or French are preferable because the time needed for translation is long. However, in order to facilitate assessment by evaluators, English or French translation should preferably accompany any proposal written in other languages.

When completing the application form it is important to:

- be clear, detailed, precise and concise;
- provide quantifiable data in order to describe the current situation;
- concentrate on the key features, objectives and results of the project.

The evaluators will assess the project on the basis of the exclusion, eligibility, selection and award criteria defined in the Call for Proposals.

5.3 The Application Package

The Application Package is composed of the:

Grant Application Form

Its Annexes:

- Annex I – Project Description and Implementation
- Annex II – The Budget Form
- Annex III – Financial Identification Form
- Annex IV – Legal Entity Form
- Annex V – Partner/Associated Partner Declaration Form/Co-financing third party declaration (if relevant)
- Annex VI – Curriculum vitae of key staff performing the work in connection with the project
- Annex VII – Financial statements of applicant organisation (profit and loss account and the balance sheet for the last financial year)
(not relevant for public bodies and International Organisations)

5.4 Grant Application Form

The Grant Application Form is an Adobe Acrobat (.pdf) document where the basic data about the Applicant, the Partnership and the project can be included.

The Grant Application Form includes an important notice on **data protection and data handling issues**. You are advised to read them carefully, this topic being further detailed in the call notice.

1. GENERAL INFORMATION

The field "Call for proposals reference" is automatically completed by the PRIAMOS system.

The Application number will be generated automatically when the Grant Application Form is uploaded. In all subsequent correspondence related to your application, please always enter the reference number of the application in the subject field of letters/e-mails.

1. INFORMATION CONCERNING THE APPLICANT**1.1. Identity of the applicant organisation**

The fields with grey background are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application will be submitted. Please always verify the data stored in your profile in PRIAMOS before downloading the Grant Application Form. For further information, please consult the PRIAMOS Applicants guide.

2. Bank details

Please provide the details of the Bank Account that should be used for this project. Please note that the same information should be stated also in the of the *Annex II – Budget Form – Worksheet Identification Form*.

2.3. Authorised signatory legally representing the (co-ordinator) organisation

The name and the title of the legal representative are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted. Please verify the data stored in your PRIAMOS profile before downloading the Grant Application Form. For further information, consult the PRIAMOS Applicants guide.

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

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.

2.4. Contact person responsible for the application

The fields with grey background are filled in automatically by the system. It is the contact information of the person who downloads the Application Form from PRIAMOS. Please always verify the data stored in your PRIAMOS profile before downloading the Grant Application Form. For further information, consult the PRIAMOS Applicants guide.

Also please note that the contact person who will be responsible for the project should log in the system with his/her username and password and download the Application Form. Please take note that the Commission would appreciate that all communication between the Commission and the contact person can be carried out in English to ensure a better efficiency.

2. INFORMATION ABOUT THE PROJECT FOR WHICH THE FINANCIAL ASSISTANCE IS REQUIRED

2.1 Project Title

Please give your project a specific title that reflects the actions proposed. Please avoid using in the project title the name of the programme under which you submit your application.

The field is limited to 250 characters. If your title is longer, please include in this field an abbreviation of the title and include the full title in the field 2.4. as the first line of the Project summary.

2.1.2.-3.-4. Duration, Start date, End date

The projects cannot have duration of more than 2 years (**24 months**). When you plan your project you should take into account that the projects cannot be extended beyond this limit during the implementation. Therefore, please plan your activities accordingly.

Please indicate **when you intend to start the proposed project. For planning purposes you should take into account that the evaluation of the proposals may take up to 4 months after the submission deadline.** The grant agreement relating to the actions concerned shall be signed by 31 December 2013 at the latest. The projects shall start no later than 9 months after the signature of the grant agreement.

In case the proposal is awarded a grant, the project officer responsible for the preparation of the Grant Agreement will contact the Applicant to confirm the starting date and the agreed date will be included in the Grant Agreement.

2.2 Actions covered by the project

Please choose from the scroll-down menu which category of the Call of proposals you intend to address with your project. You can select only one. The priorities are also set in details under section 1.3 of the Call.

2.3. Project Budget Information

Under this section of the Grant Application Form you should present the budget estimate of the project per category of costs and income.

The amounts indicated here should be **identical** to the ones indicated in the *Annex II - Budget Form*. Therefore, we suggest that you fill in these fields only after the budget estimate has been finalised.

Please note that the fields with grey background are calculated automatically on the basis of the information that you input in the rest of the fields.

All amounts should have only two decimals.

In case of discrepancy, the information presented in the *Annex II – Budget Form* will prevail.

2.4. Summary of the project

The summary must provide the reader with a clear understanding of the proposal's objectives and its compliance with the objectives of the funding Programme, under which it is submitted, 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, the methodology, the expected results, the concrete outputs and deliverables, as well as the dissemination strategy. This section will be used for publication/dissemination purposes, if your project is awarded a grant.

The number of characters in this field is limited to 4000. Please use only English or French.

Note

Please note that the summary should be copied the same into Part 1 Section 1.1. of the *Annex I - Project Description and Implementation Form* and into the relevant section on *Annex II – Budget Form – Worksheet Identification Form – ID form*.

3. Information about the Partner Organisations/Co-beneficiaries

Under this section of the Grant Application Form you should provide the basic information concerning the composition of the Partnership implementing the project. The list of Co-beneficiary/Partners should also be included in of the *Annex II - Budget Form – Worksheet Beneficiaries*.

Please note that additional information on the Partner organisations and their role in the project should be included in the *Annex I – Project Description and Implementation Form –*

Part 1.3 and also presented by the Partners themselves in the Partner Declaration Form (see section 3.2.2 of this Guide).

5.5 Annexes to the Grant Application Form

5.5.1 Annex I – Project Description and Implementation Form

The **Project Description and Implementation Form** (a Word document) is an annex to the Grant Application Form and constitutes the main description of activities that will be undertaken by the project. This document will provide the Commission evaluators with the detailed information about the project such as specific activities, dissemination, follow-up, evaluation, etc., and will be the main basis for evaluation.

Although the structure of the document may initially seem complex, it is guided by a few simple rules. It requires Applicants to have carefully thought over and developed their proposal.

The Form is divided into three parts:

➤ **Part 1 – General description of the project and Applicant organisation**

This part is intended to allow the Applicant to describe the background of the project, its general concept, the structure of the organisation and the partnership implementing it.

Nevertheless, Applicants should always be as detailed and specific as possible and avoid presenting information which is not relevant, for example, previous projects, their usual activities and other information not directly linked with the proposal.

Note

Under point 1.1 of the *Annex I - Project Description and Implementation Form*, the summary of the project should be included. Please use the same text as under Section 2.4. of the Grant Application Form

➤ **Part 2 – Description of milestones and activities**

Contrary to the Part 1, which gives considerable freedom as to the form and content of the presentation, Part 2 is very detailed and structured in order to ensure that Applicants provide a detailed and concrete description of what they are going to do.

In order to achieve the overall goal and the main project objectives (as they are specified in Part 1), specific activities should be planned. These activities should be grouped together under separate **MILESTONES** in a logical, consistent and structured way. Each milestone then constitutes a sub-part of the project, a step leading to the achievement of the project's overall goal.

The activities should be grouped according to Applicant's own approach. However, the activities within each milestone should be clearly linked to each other and the logic should be coherent and consistent throughout the project. A well drafted proposal should show a clear link between each activity within a milestone and demonstrate how each activity contributes to the overall goal and the main objectives of the project.

In conjunction with the above, the Applicant should also answer the question **what results this project will produce** (both tangible and intangible). For each of the milestones, the Applicant will present a number of activities that lead to certain outputs and deliverables.

Outputs and deliverables are respectively intangible and tangible outcomes/results of the planned activities

Tangible results (deliverables) are the results of activities that can be easily measured and counted (the applicant can produce a specific number of leaflets or DVDs). In this case it is easy to put an indicator by simply introducing a number of copies and languages available.

MILESTONE 0 – Management and Coordination

In addition to the milestones with outputs and deliverables, at the beginning of the section the Applicant will find **milestone 0**. This part allows the Applicant to enter all activities that do not have separate outputs or deliverables, but are rather related to the general management and coordination of the project. The Applicants can also put here activities that do not relate to any of the milestones leading to a specific result, but which are directly linked to the project as a whole.

Each project will have a minimum of two milestones: milestone 0 with the management and coordination activities and milestone 1 with outputs/deliverables related to the objective of the project. It does not necessary mean that a project with only two milestones will obtain a low score. The division in Milestones should be logical and be guided by the different concrete results of activities. The form contains boxes for projects with **up to 6 milestones (including milestone 0 - management and coordination)**. If you think your project has more than 6 milestones, please try to group them in such a way so as to be able to present them in the space provided.

The Applicant should always keep in mind that the primary objective of the milestone concept is to divide their project in a logical way and to allow evaluators to clearly see what results will be produced and how the Applicant will organise this work.

➤ Part 3 – Specific details on the project implementation

This part of the Project Description and Implementation Form is intended to allow the Applicant to describe certain aspects of the project which could not be specifically addressed in Part 2, but are nevertheless important for the successful implementation of any action.

Furthermore, the Applicant should present any risks related to the project, and provide information on how they are going to address them. Finally, the Applicant should explain the follow-up of the project.

Please avoid describing the project once again, but rather try to answer each specific question in a concise manner.

5.5.2 Annex II – Budget Form

The **Budget Form** should include specific and clear financial information which will facilitate the evaluation of your proposal. It will be read together with the Grant Application Form and its Annexes, so please note that inconsistencies between the forms, either in the

planning of the action (e.g. number or place of meetings, allocation to Milestone etc.), or in the terms used to describe each activity, will be evaluated unfavourably.

The Budget Form is an Excel document that is meant to be used during the whole lifetime of the project (application, evaluation, selection for funding, implementation, final reporting).

The Budget Form consists of six worksheets:



Note

Only the part of the Budget coloured green is relevant for the application stage and should be filled in by the Applicant.

The document is protected and you may enter data only in the fields that you are supposed to fill in. These fields have **white background**.

The Budget Form is only accepted for evaluation if:

- the standard Budget Form template is used;
- the worksheets 'ID Form', 'Beneficiaries' and 'Forecast Budget Calculation' are filled in providing a detailed breakdown in Euro of the project's estimated expenditure and income.

It is important to include precise and detailed information: functions of the staff, units for the calculations (day, trip, book, pages, etc.), number of units.

Do not use words such as “lump sum, forfait” in unit description. Give a detailed estimation of each cost: ex. for printing or translation, specify the number of pages, the price by page, etc.

For travels specify the number of trains tickets, planes tickets and the price for each, etc.

Through a number of self-explanatory headings, the Coordinator is required to fill in the *ID form*, *Partnership* and *Forecast Budget Calculation* (the green worksheets) in the application phase and the *Detailed Budget Execution* and *Cost Claim* (the blue worksheets) in the final reporting phase. Where necessary, the fields are write-protected. As a general rule, only the fields having a white background are to be filled in.

➤ **THE APPLICATION PHASE**

At this stage, you only need to fill in the *ID form*, *Partnership* and *Forecast Calculation* (the green worksheets) and to attach the electronic version to your application form in PRIAMOS.

1) ID Form

The ID Form serves to summarize the basic information on the applicant's identity and the project. You are invited to introduce the requested information in the white cells. The yellow

cell (I27) is write-protected and will be automatically filled in from the *Forecast Budget Calculation* sheet once all the required information has been introduced.

2) Partnership

Please fill in the **legal name of all the co-beneficiaries and their countries of origin**. Co-beneficiaries are organisations which participate as partners incurring costs and receive funding in the project (this information should be identical with the one presented in the Grant Application Form).

3) Forecast Budget Calculation

This forecasted budget should contain descriptions of the activities and items as taken from your application:

22	Subtotal of selected entries								
23	Budget heading	Name of Beneficiary	Activity	Description of item Answer to the questions: Who and/or What ? [e.g. Functions/tasks in the project (Heading A); Estimated destination (Heading B); estimated depreciation (Heading C)]	Unit (days, flight, DSA, etc)	Amount per unit in EURO	Number of units	Total EURO	Additional information
24							1,00	0,00	

*DSA = Daily Subsistence Allowance

Please provide a detailed breakdown of the estimated expenditure and revenue of the project in Euros.

The top section (up to line 20) presents an overview of the information introduced below. This section is write-protected and will be filled in automatically.

In the next section, **both costs and incomes are to be introduced** by choosing from the drop-down list of each cell in column "A" the correct budget heading as shown in the picture (letters A-F for costs and I-K for incomes, as indicated in the overview section above). ***Each cost or income should be classified under one of these categories; otherwise, the corresponding cell in column "A" will turn red signalling that the budget heading is missing.***

22	Budget heading	
23		
24		
25	A	
26	B	
27	C	
28	D	
29	E	
30	F	
31	G	
32	H	
33	I	
34	J	
35	K	

To ease the manipulation of data (copy, paste, insert etc.), this section was intentionally left unprotected. Therefore, you should be very careful not to delete the formula in the column "H"(total) while encoding your data into the table.

While completing this section, please take into account the following rules:

Costs:

- Each cost may be allocated to **only one** organisation, the one that will incur the cost. It should be the organisation that will pay for this cost and will include this cost in its official accounts. It may be either the applicant/coordinator or one of the partners/co-beneficiaries.
- In the column *Activity* you should provide a brief description of each activity as mentioned in the application form. Please note that an activity may group different costs (example: "Collecting data" - this activity may include part of salaries, travel, equipment, consumables...).
- In the column *Description of item* you should provide a concrete description of each cost. The Budget aims at providing clear financial information, and this column should therefore not be filled out by referring vaguely to activities (e.g. Training, Website, Leaflet etc), but each entry should be a very specific cost (e.g. Salary for X trainers for X days, airplane ticket for X persons from place A to place B,

accommodation of X people for Y days in place Z, printing of leaflet in X copies in X languages, translation of X document from X language to X language etc.).

- For costs of the Heading A – Staff costs you should indicate: if the staff member will be recruited for the project (non-permanent staff-member) or is already employed by the organisation (permanent staff-member), if he/she is self-employed, if he/she will be working part-time or full-time for the project, etc.

Income:

- For each source of income, the co-financing organisation should be indicated (I = Other contribution or K = Contribution from Beneficiaries). You should include separate entries for each source of co-financing.
- Please try to be as precise and detailed as possible – the quality of the information provided in this section is crucial in assessing your application.

Remarks:

- For the indirect costs and the income, no activity or description of item has to be indicated.
- Although "contribution in kind" is indicated in the table as letter G, such contribution is accepted only in exceptional cases; if the case, this kind of contribution will be explicitly mentioned in the grant agreement and the formula in the budget form/cost claim will have to be adapted accordingly by the Commission.
- No letter is assigned for the amount of the EC's contribution: this amount is calculated automatically based on the estimated costs and income.
- The Subtotal of selected entries does not show the total cost of the project. It is activated only if you use the filter under a column and it indicates each time the total amount of the filtered/selected entries.

➤ **THE IMPLEMENTATION PHASE**

In this phase, you should fill in the sections *Detailed Budget Execution* and *Cost Claim* (the blue worksheets).

1) Detailed Budget Execution

All the rules explained in the previous "Application Phase" apply, except that this time the data encoded should reflect the actual implementation of the project. Therefore, at this point you should insert the real incurred costs and real incomes – no estimates, no flat rates (except for the indirect costs).

In addition to the forecasted budget, this section has a column for inserting the beneficiary's "Accounting references". 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.

Budget heading H is used to declare the interest generated by the amount(s) received as pre-financing (if applicable). This interest is not included in the calculation of the grant as income but is deducted from the final amount of the grant.

The columns L, M, N, O, P and Q 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**. ***Please do not write or change anything in these columns.*** 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 G26) in the Budget and Execution Summary.

If relevant, the Commission inserts an explanation on specific lines, facilitating the beneficiary to understand the position of the Commission and to identify the amounts retained as ineligible, and as accepted or not.

2) The Budget and Execution Summary

This section is write-protected.

In this overview, 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) The Cost Claim

This last sheet is in fact the final payment request to be completed by the coordinator.

By default, the information introduced in the first sheet 'ID form' is copied to this form. Similarly, the amount of the final payment (cell I19) and the interests yielded by the pre-financing payments (I21) are copied from the sheet 'Budget & Execution Summary'.

The declaration regarding the VAT-status must be encoded by the coordinator. Finally, the legal representative of the coordinator has to date and sign the cost claim and send the original paper copy by post or courier to the Commission.

5.5.3 Annex III – Financial Identification Form

Please provide duly filled-in financial identification form and signed by authorised legal representative for **the applicant**. The form shall be scanned and uploaded in PRIAMOS.

The form can be downloaded on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

5.5.4 Annex IV – Legal Entity Form

Please provide duly filled-in form and signed by authorised legal representative **for the applicant and all co-beneficiaries**. Legal entity form shall be scanned and uploaded in PRIAMOS.

The form can be downloaded on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

5.5.5 Annex V – Partner/Associated Partner Declaration Form/ Co-financing third parties

The Partner Declaration Form serves as a proof of commitment (including financial, if applicable) of the Partners to the implementation of the project. At the same time it should contain all the necessary information about the Partner organisation as an entity. The declaration is a binding commitment on behalf of the Partner organisation. Therefore, the representatives of the Partner organisations should make sure that they have read the terms and conditions governing the grants provided under the call notice, that they have consulted and agreed with the Co-ordinator concerning every aspect of their contribution – **including the financial contribution** – to the project

The amount of the co-financing mentioned on the declaration of partnership should be coherent with the amount in the 'Financial module'.

There are 3 templates provided by the Commission. The documents are attached to the application form that applicant will download from PPIAMOS. Only declarations submitted on these templates will be accepted.

All partners in the project must complete and sign a **'Declaration by Partner organisation'** indicating their role and possible financial contribution to the project. This declaration also certifies that they are not in one of the situation mentioned in the financial regulation for exclusion. Moreover, they will have to give a mandate to the applicant (co-ordinator as referred to in the grant agreement) before the signature of the grant agreement.

All associated partners in the project must complete and sign a **'Declaration by Associated partner'** indicating their financial contribution to the project.

All co-financing third parties must complete and sign a **'Declaration by co-financing third party'** indicating their financial contribution to the project.

Once completed, a printed original has to be signed by the authorised legal representative of the Partner/Associated Partner and sent to the Co-ordinator. The Co-ordinator should attach a scanned version of the signed original declarations to the Grant Application Form.

Note

Each Partner organisation mentioned in the application should fill in a separate Partner Declaration Form. A Partner Declaration Form from each Partner has to be attached to the Grant Application Form.

5.5.6 Annex VI – Curriculum vitae of key staff performing the work in connection with the project

The CVs will be used during the evaluation of the selection criteria (operational and professional capacity) and award criteria.

You should attach recent Curriculum Vitae (CV) of the members of the project staff. At least the CV of the key staff should be attached including the project operative coordinator/manager, the person responsible for the financial management and the main experts.

The Commission suggests that these are presented in the EUROPASS CV format; however, organisations are free to submit these curricula in any other format. Any CVs should be detailed enough to allow the assessment whether the person is qualified for the proposed position and sufficiently experienced in the subject/role.

The EUROPASS CV template can be downloaded from the following webpage:

<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

5.5.7 Annex VII – Financial statements of applicant organisation (profit and loss account and the balance sheet for the last financial year)

The financial statements will be used during evolution of selection criteria (financial capacity). The analysis of the financial capacity will be done for **the applicant organisation** (not for the partners) on the basis of the signed financial statements (profit and loss account and the balance sheet) for the last financial year.

This is not applicable for public bodies and international organisations.

5.6 Rules concerning eligible expenditure

There are two main categories of expenditure: eligible direct costs and eligible indirect costs (overheads).

Only costs generated during the lifetime of the action can be eligible. The cost must be incurred during the lifetime of the action, which does not necessarily mean that the cost has in fact to be paid during that period therefore the costs relating to services or equipment supplied in order to carry out the action may be invoiced and paid after the action has been completed, provided that the service/goods were in fact supplied during the lifetime of the action and that this is indicated on the invoice. It is recommended to obtain the invoices (with clear indication when the delivery of equipment/service was done) from suppliers as soon as possible in order to submit the final report and final cost claim within the agreed deadline.

5.6.1 Eligible Direct Costs by Heading

In the context of grants, the costs considered eligible for European Union funding are those that satisfy the criteria stated in Article II.14.1 of the grant agreement.

In particular, the following direct costs are eligible under specific conditions:

- Staff (heading A);
- Travel (heading B);
- Equipment (heading C);
- Consumables (heading D);
- Other direct costs (heading E).

N.B. VAT cost should be excluded (refer to point 5.6.9 a).

The percentage of European Union funding mentioned in the Grant Agreement is calculated on the total eligible costs of the operation (**Total of A-B-C-D-E = direct eligible costs + Overheads (F)**).

5.6.2 Heading A – Staff costs

A.1. General rules

In accordance with the Article 172a (e) of the Implementing Rules, staff costs including the salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the projects concerned were not undertaken.

Direct costs for staff are eligible for persons that have a key and direct role in the project, such as project managers and other staff operationally involved in the project, for example planning project activities, implementing (or monitoring) operational activities, delivering services to the final recipients of the project, etc.

Costs for other members of staff in the beneficiary public authority/organisation who only provide a supporting role for the public authorities/organisations implementing the project (such as the general manager, accountant, procurement support, human resources support, information technology support, administrative assistant, receptionist, etc.) are also eligible.

Staff costs shall be detailed in the budget, indicating function of the staff, number of the staff and number of man-days/months they are going to work on a specific activity related to the project. Professional and technical capacities of the persons set to implement the relevant functions/tasks within the project should be described. CVs of the key staff should be added to the application as a separate annex.

The cost of staff assigned to the project, i.e. salaries and social security contributions and other statutory costs, shall be eligible, provided that this does not exceed the average rates as regards the beneficiary's usual policy on remuneration. Staff costs should be calculated on the basis of actual cost i.e. annual employment cost comprising salary plus statutory employer's contributions (social security, health insurance, direct taxes etc.) but exclusive of bonuses and fringe benefits, divided by the number of working days per annum (365 – holidays – public holidays – weekends), multiplied by the number of days exclusively devoted to the implementation of the project.

Staff shall be allocated to the project on the basis of a clear and verifiable method and should fill in timesheets showing the hours worked and their role in the accomplishment of the tasks related to the project.

5.6.3 Heading B – Travel

B.1. General rules

This section concerns costs charged for project staff (declared in Heading A "Staff") and excludes costs related to conferences and seminars, which must be accounted for under other direct cost.

Only travel and subsistence costs directly linked to the project and relating to specific and clearly identifiable activities are eligible for European Union funding. Any travel to places other than those where the members of the partnership are located or the project is implemented must be demonstrated to be relevant to the project.

It is required to use the cost-effective means of travel, and to make every effort to use the most economical fare.

Expenses for airplane tickets within the EU should be kept to a minimum and should not exceed € 750 for the longest round trips unless duly justified explanation is provided and approved by the Commission.

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

1. For private vehicles: on the basis of the declaration with a maximum corresponding to a 1st class rail fare (only the price of one ticket will be reimbursed, regardless of the number of people travelling in the same vehicle);
2. For hired cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of transportation.

B.2. Daily Subsistence Allowances

The Daily Subsistence Allowances (DSA) for staff taking part in the action shall be calculated on the basis of standard costs for hotel and daily allowances. They should be in line with the beneficiary's usual practices on travel costs. In any case, they cannot exceed the amounts indicated in the document below:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_201012_version_to_be_published.pdf

If meals or others expenses are provided for, the daily allowance has to be reduced accordingly.

5.6.4 Heading C – Equipment

C.1. General rules related to equipment

In accordance with Article II.14.2 of the model grant agreement, purchase cost of equipment (new or second-hand) may be considered eligible direct cost, provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Such costs are eligible for co-financing on the basis of the full or partial cost of the purchase if:

The equipment will continue to be used for the same objectives pursued by the project, after the project has ended for the minimum duration of:

- three years or more for Information and Communication Technology (ICT) equipment;
- five years or more for other types of equipment such as operating equipment and means of transport, except for the ones indicated below

Costs for day-to-day administrative equipment (such as PC, printer, laptop, fax, copier, phone, cabling, etc.) are not eligible as direct costs and should be considered as indirect costs.

Costs pertaining to the acquisition, leasing or rental of equipment are only eligible if they are essential to the implementation of the project. The choice between leasing, rental or purchase must always be based on the least expensive option. Equipment shall have the technical properties needed for the project and comply with applicable norms and standards. Costs pertaining to the acquisition of equipment (systems, operating equipment, to be used for specific purpose) should be incurred in accordance with national rules established in the Member State. Purchase costs of equipment shall correspond to market rate and the value of the items concerned. The equipment purchased must be itemised in the organisation in which it is installed and bear an inventory number.

C.2. Renting and leasing equipment

Expenditure in relation to renting and leasing operations is eligible for co-financing subject to the rules established in the Member State, national legislation and practice and the duration of the rental or lease for the purpose of the project.

C.3. Use of existing equipment

The equipment that was purchased before the lifetime of the project, but which is used for the purpose of the project, is eligible on the basis of depreciation. However these costs are ineligible if the equipment was originally purchased through a European Union grant.

C.4. General rules real estate

Rental of real estate is eligible for co-financing where there is a clear link between the rental and the objectives of the project concerned, under the conditions set out below and without prejudice to the application of stricter national rules:

- a) the real estate shall not have been purchased through a European Union grant;
- b) the real estate should only be used for implementation of the project. If not, only the portion of the costs corresponding to the use for the project is eligible.
- c) In duly justified cases, costs linked to rental agreements signed before the start of the project could be considered as eligible costs.

In the case of rental of real estate, it shall have the technical properties needed for the project and comply with the applicable norms and standards.

Purchase, construction or renovation of real estate is not eligible.

5.6.5 Heading D – Consumables

The costs of consumables and supplies are eligible, provided that they are identifiable and exclusively used for the purpose of the action. They must be identifiable as such in the accounts of the beneficiary. Consumables and supplies are real costs necessary to produce the outputs and strictly related to the activities of the project.

General office supplies (pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, Internet connection time, computer software, etc.) are indirect costs.

When filling out costs for Consumables in the Budget, you should calculate it using the appropriate unit (lump sums should be avoided) and the direct link to the action implementation should also be presented.

5.6.6 Heading E – Other direct costs

Costs charged to this heading must meet the following criteria:

- a) They must not be covered by any other budget heading;
- b) They must be necessary for the performance of the action;
- c) They must be eligible under the agreement;
- d) They must be clearly identifiable.

Typical expenses under this heading include:

- Meetings/conferences
- Publications
- Charges for financial services in specific contexts (charges for bank transactions, the risk of exchange losses is excluded);
- Other costs stemming from obligations under the grant agreement (reports, translations, certificates, deposits, bank guarantee, etc.);
- External audit of the project at the final reporting stage requested by the European Commission. Please note, that the request for payment shall be accompanied inter alia by an audit certificate on the action's financial statements and underlying accounts. The costs of audit certificate shall be included in the current heading of project budget

The costs of external contracting (research, technical feasibility, costs supporting the activity) are to be indicated here.

Costs such as office supplies as well as all kinds of small administrative consumables (pens, paper, folders, ink cartridges, diskettes, computer software, etc.), supplies, hospitality costs and general services (electricity supply, telephone and postal services, Internet connection time, office cleaning, utilities, insurance, staff training, recruitment, etc.) are to be considered as indirect costs (see Indirect costs, below).

Publications and dissemination

In order to be eligible for European Union funding, publications must be produced by and for the use of the project. The type of publication, number of pages, number of copies, translations must be clearly indicated in order to justify the costs of editing and printing.

Subcontracting:

As a general rule beneficiaries and partners must have the capacity to carry out the work themselves. Subcontracting is derogation from this general rule and is limited to specific cases:

- subcontracts may relate only to a limited part of the project;
- core elements of the project cannot be subcontracted;

- recourse to the award of contracts must be justified having regard to the nature of the action and what is necessary for its implementation;
- even though certain services may be performed by a subcontractor, the beneficiary or its partners maintain full responsibility for carrying out the project, retains the intellectual property generated, if any, and ensure that certain of provisions of the model grant agreement are reflected in the contract with the subcontractor;

The subcontractor must be legal entity. There shall be no statutory link between the subcontractor and the beneficiary or its partners or members of their staff, situation which could lead to conflicts of interest and circumvention of the principle of non-profit.

5.6.7 Heading F – Eligible Indirect Costs (Overheads)

Unlike direct costs, indirect costs (Overheads) relate to categories of expenditure that are not identifiable as specific costs directly linked to and necessary for carrying out the action. If provision is made in Article I.4.2 of the Grant Agreement for flat rate funding in respect to indirect costs, they need not be supported by accounting documents.

Indirect costs include in particular the following positions: maintenance costs, telecommunication, connection costs and postage, heating, water supply, electricity, office furniture, office stationary, insurance and safety costs, use of office equipment such as PCs, laptops, office software.

The global amount for indirect costs must not exceed 7% of the total eligible direct costs.

The percentage of European Union funding mentioned in the Grant Agreement is calculated on the total eligible costs [$A+B+C+D+E$ = direct costs + Overheads (F)].

5.6.8 Heading G – Contribution in kind

Contributions in kind shall not constitute eligible costs used for the calculation of the EU grant and shall also not be considered as co-financing.

In the case of contributions in kind, a financial value shall be placed on the income part of the budget and the same amount will be included among the costs of the project (as ineligible cost) and in the receipts from the action.

Contributions in kind will be taken into account by the Commission when assessing the "cost-efficiency" of the project.

5.6.9 Non-eligible costs

The following costs shall not be considered eligible:

- a) VAT paid by public bodies will be considered as non-eligible cost;
- b) Return on capital, debt and debt service charges, debit interest, foreign exchange commissions and exchange losses, provisions for losses or potential future liabilities, interest owed, doubtful debts, fines, financial penalties, litigation costs, and excessive or reckless expenditure;

- c) Entertainment costs exclusively for project staff. Reasonable hospitality costs at social events justified by the project, such as an event at the end of the project or meetings of the project steering group, are permitted;
- d) Costs declared by the final beneficiary and covered by another project or work programme receiving a European Union grant;
- e) Purchase of land.