



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY  
Directorate F : Security  
**Unit F4 : Financial support - Security**

**PROGRAMME**

**“PREVENTION, PREPAREDNESS AND  
CONSEQUENCE MANAGEMENT OF TERRORISM  
AND OTHER SECURITY-RELATED RISKS”**

**2007-2013**

**CALL FOR PROPOSALS Action Grants 2009**

**Deadline: 27 February 2009**

## **1. BACKGROUND AND MAIN OBJECTIVES**

On 12 February 2007, the Council adopted Decision No 2007/124/EC, Euratom<sup>1</sup>, establishing the specific Programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related Risks for the Period 2007-2013" (hereafter: the CIPS Programme) as part of the general Programme on "Security and safeguarding liberties".

In order to implement the Programme, the Commission has adopted on 24 September 2008 the 2009 Annual Work Programme<sup>2</sup>, specifying its specific objectives and thematic priorities.

This Call for Proposals corresponds to the implementation of Part A of the Work Programme and its purpose is to award grants to transnational and/or national projects that contribute to the development of the "European Programme for Critical Infrastructure Protection" (EPCIP)<sup>3</sup> as well as policy measures aiming at upholding, and/or guaranteeing security and public order during a crisis situation. The financial support should achieve the general and specific objectives stated both in the 2009 Work Programme and the Programme itself.

The Programme, and consequently this Call for Proposals, does not apply to matters that are covered by other financial instruments in particular by the Rapid Response and Preparedness Instrument for Major Emergencies (now renamed Civil Protection Financial Instrument) and by the research activities in the areas of Security and Space in the 7th RTD Framework Programme.

This Call for Proposals invites applications for financial support for actions in the field of critical infrastructure protection. Actions funded under this Programme have to be based on an all-hazards approach, while considering threats from terrorism as a priority.

## **2. BUDGET ALLOCATED FOR GRANTS**

The total amount proposed for co-financed projects in 2009 on the basis of this Call for Proposals is €14.200.000 (maximum funding: 70% of the total eligible costs of the projects).

## **3. ELIGIBLE ACTIONS AND PRIORITIES**

All areas identified in the specific programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related risks" are open for proposals.

### **3.1. Priorities**

The following priorities have been identified for 2009. Proposals submitted outside these priorities may be funded if the available budget permits.

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<sup>1</sup> OJ L58 of 24.02.2007, p.1, available on: [http://ec.europa.eu/justice\\_home/funding/intro/funding\\_intro\\_en.htm](http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm)

<sup>2</sup> Commission Decision C (2007) 5202 of 24 September 2008 adopting the Annual Work Programme for 2009 is available on: [http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

<sup>3</sup> COM(2004)702 Critical Infrastructure means:

- (i) those assets, systems or parts thereof which are essential for the maintenance of critical societal functions, including the supply chain, health, safety, security, economic or social well-being of people, and the disruption or destruction of which would have a significant impact in a Member State as a result of the failure to maintain those functions; or
- (ii) any other (hazardous) assets, systems or parts thereof the disruption or destruction of which, would, as a direct consequence, have a significant impact on the maintenance of critical societal functions.

## 1. Infrastructures and assets

*To develop / evaluate / implement / disseminate*

- **tools and methods to design public spaces** to improve protection against terrorist attacks, including mitigation of blast effects (structures and injuries) e.g. materials and methods of construction and stand-off protection from improvised explosive devices (person borne and vehicle borne no warning attacks) e.g. long range sensors and physical barriers.
- **techniques** oriented to protect the assets which form the **European electrical grid** (high voltage AC transmission towers and transformation substations) against terrorist attacks that could pose a threat to the stability of the system; and the development of large-scale across-Europe exercises to simulate a coordinated attack against the mentioned assets that might alter the correct functioning of the electric grid.
- **model architectures** for robust process control systems which restrict **data traffic** in critical infrastructures that use process control technology.

## 2. Data processing and telecommunications

*To develop / evaluate / implement / disseminate*

- a large-scale **pan-European exercise** to test **Internet contingency plans**. The exercise will examine the preparedness and incident response capability to respond to a simulated coordinated attack altering the correct functioning of the Internet resources of Member States and their constituencies. The exercise should fully involve relevant Member States entities as well as relevant European industry for electronic communication networks and services. It should help identify interdependencies as well as gaps in terms of processes, procedures, organisation and protective measures in place.
- real time **malicious code identification** and network forensic tools.
- **inter-dependency modelling** tools for the Information Communication Technology sector.
- an effective **communication methodology** of **counter terrorism messages** to members of the public in crowded public places e.g. reassurance, vigilance and deterrence.

*To study*

- public-private partnership initiatives **to enhance security and resilience of fixed and mobile telecommunications** as well as the Internet. This study will take stock of initiatives and procedures in place in Member States in terms of public-private partnership initiatives to enhance security and resilience of fixed, mobile telecommunications and Internet. The study will set-up a mechanism to foster the exchange of know-how and experience between Member States with regards to public-private initiatives to enhance security and resilience of fixed and mobile telecommunications as well as the Internet.

## 3. Modelling

*To develop / provide / evaluate / implement / disseminate*

- remote and direct **assessment techniques** to **identify individuals** who pose security risk, e.g. screening for behavioural indicators (relevant to insider threat) linked to detection of hostile reconnaissance, behavioural analysis and intelligent vision systems.

- national business cases for the implementation of **priority communications capability** on public networks to ensure that **critical users can make vital communications** on public networks in case of crisis. The study will analyse the rationale, in terms of economic and social costs and benefits, for Member States to plan and support the implementation of priority communications capabilities on public networks. The analysis should firstly take stocks of the current state of Member States' implementation of priority communications capabilities aiming to ensure that critical users can make vital communications on public networks in case of crisis.
- joint exercises and **live/practical scenarios** aiming at the **training and improvement of the coordination** of the European Union actors who are involved in the management of terrorist attacks consequences, as well as the propagation of the acquired know-how through the elaboration of "Best Practices Manuals" to all Member States.
- technical expertise and participation of **experts in assessments** or other mechanisms, including training provided to national or operator experts **to support Member States** in the identification, designation and protection of critical infrastructure both at national and EU levels in the European Union. This action will provide support to the critical infrastructure protection implementation process in the Member States. Detailed and realistic case-studies will be used to validate the methods, in collaboration with experts from the Member States. Technical expertise and training will take into account the common EU guideline on definition and application of method and techniques for ex-ante assessment of infrastructure. This guideline will also enable an approach to determine interdependencies and assessment of cascading effects.

### 3.2. Expected results

Projects should achieve the following results, amongst others :

- protection of public spaces from terrorist attacks, including mitigation of blast effects;
- identification of individuals who pose security risks;
- resistance and resilience of the Internet resources of Member States;
- resistance and resilience of fixed and mobile telecommunications;
- robust communication networks enabling critical users to make vital communications in case of crisis;
- communication methodology of counter-terrorism messages;
- real time malicious code identification

### 4. CONTRACTUAL RELATIONSHIP

The following definitions and relationships will apply when a grant agreement is signed, following a successful evaluation of the proposal:

- **The "Beneficiary" (or Applicant organisation or co-ordinator)** is the organisation that will sign a grant agreement with the Commission on behalf and with the authorisation of the entire partnership. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility and selection criteria for all its partners. Once a grant agreement is signed, the beneficiary is

legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its partners.

- **"Co-beneficiaries" (or Partner organisations)** are those organisations participating in the implementation of the project activities that are eligible for funding. Once the grant agreement is signed, they will be considered as co-beneficiaries of the EU grant as they will receive co-financing for the project. They will sign a mandate to assign full legal responsibility to the co-ordinator. The co-ordinator will receive funds from the Commission and will distribute them amongst the co-beneficiaries of the EU grant.
- **"Associate Partners"** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant.

"Co-beneficiaries Partners" and "Associate Partners" must complete and sign a Partnership Declaration form, which must be attached to the Application form.

## 5. EVALUATION CRITERIA

### 5.1. Eligibility criteria

To be eligible, grant applications must meet **ALL** the following criteria:

- a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In case no proof of the legal status of the Applicant organisation is attached to the application form, the application will be automatically rejected;

**Bodies and organisations which are profit oriented** may have access to grants only in conjunction with non-profit oriented or state organisations, i.e. the Partnership declaration(s) duly dated and signed by the representative of the non-profit or state organisation(s) must be attached to the application form. The project susceptible to be awarded a grant must present a non-profit budget.

**Third countries and international organisations** may participate as Associate partners, but are not permitted to submit applications and none of their costs incurred in the project can be eligible for EU-cofinancing.

- b. Projects must relate to one or more objectives of the CIPS Programme<sup>4</sup>. Both national and transnational projects can be submitted.

- c. **Transnational projects** must:

- have a true trans-national nature and involve participants from, and/or have activities located in, at least two Member States, or at least one Member State and one candidate country;

and

- establish a partnership<sup>5</sup> which involve eligible partners in at least two Member States or,

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<sup>4</sup> Articles 3, 4, 5 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.1)

<sup>5</sup> Each partner must fill in and sign a Partnership Declaration form (to be attached to the Application form).

- in at least one Member State and one other country which is an acceding or a candidate country.
- d. **National projects** (projects/actions to be carried out within a single Member State without the active involvement of partners from a different Member State or candidate country) must:
- prepare transnational projects and/or Union actions ("starter measures"), or
  - complement transnational projects and/or Union actions ("complementary measures"), or
  - contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level.

Applicants must clearly explain how their project proposal complies with one of the above mentioned conditions.

- e. Project proposals must be submitted **using the Application form and the Budget Estimate form CIPS 2009 Action Grants** made available by the Commission in electronic format on its website<sup>6</sup>; no other forms will be accepted; **all sections of the forms must be completed electronically (not by hand), duly dated and signed by the authorised signatory representing the Applicant organisation/co-ordinator.**
- f. Project proposals must include **all required documents listed in Section 6.1 of this Call for Proposals.**
- g. Project proposals seeking EU co-funding of less than **€50.000** will not be eligible. There is no maximum limit but the amount of Community co-financing requested will be assessed with regard to the expected results.
- h. **The amount of Community funding requested cannot exceed 70%** of the total eligible costs of the project, i.e. complementary funding from other sources must be secured and demonstrated in the application. **A minimum of 30%** of the total eligible costs of the project must be provided as **a contribution in cash**, either by the Applicant and/or partner organisation(s), or from another donor organisation/third party, and clearly indicated in the CIPS 2009 Budget Estimate form; **contributions in kind are not allowed.**
- i. Applicant organisations must **respect the deadline and the address** stipulated under Section 6.2 of this Call for Proposals; as a proof of a respected deadline, the Commission accepts the postmark or the dispatching slip of the courier service attached to the envelope or the proof of receipt ("accusé de réception") signed by the Commission Central Mail Department.
- j. Projects cannot be already completed and **should be scheduled to start once the grant agreement is signed.** An earlier start of the project may take place only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept such action.
- k. Projects cannot last more than **two years.**
- l. The Commission may request confidentiality and security clearances: where relevant,

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<sup>6</sup> [http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

applicants will have to conform to the rules of access to classified information drawn up in the Member States and to make sure that its personnel holds the appropriate access rights and all persons involved in a proposal shall be in possession of an official accreditation to handle confidential documents granted by a EU Member State and valid for the duration of the project. Any such proposal will have to contain a statement on the honour of the applicant that the above condition is fulfilled. The Commission will check the accreditations prior to the signing of a contract. Applicants may be required to send proof of this with their proposals - i.e. a copy of the letters from the national authorities accrediting them - so this can be verified by the Commission's security office. The applicant's staff shall sign a declaration of confidentiality.

Only applications which meet the above eligibility criteria will be further processed.

## 5.2. Exclusion criteria

Applicant organisations shall be excluded from participating in this Call for proposals if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation, i.e.:

- 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 subject to an administrative penalty referred to in Article 96(1)<sup>7</sup>;
- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

Applicants must sign the declaration in Section 3 of the Application form. Applicants 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 of the Implementing Rules<sup>8</sup>.

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<sup>7</sup> Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006.

<sup>8</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, EURATOM) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

### 5.3. Selection criteria

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, the following selection criteria will be the basis for assessing the Applicant organisation's ability to carry out the proposed project:

- a. the applicant's operational and professional competencies and qualifications in the specified area required to complete the proposed action including evidence of relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. The assessment will be based on the CVs of the persons involved in the project, the activity reports and other documents submitted by the applicant.
- b. the applicant's financial capability, i.e. stable and sufficient sources of funding to maintain his/her activity throughout the period during which the action is being carried out and to participate in its funding, based on the submitted documents as requested under Section 6 of this Call for Proposals (i.e. complete and audited<sup>9</sup> financial statements or reports for the past three years – not applicable for public entities<sup>10</sup>).

Only applications which meet the above mentioned selection criteria will be further processed.

### 5.4. Award criteria

Proposals which are eligible and meet the selection criteria will be assessed by an evaluation committee. They will be ranked on the basis of the following award criteria:

- (a) **Conformity.** Projects will be assessed on the extent to which they fall within the priority areas identified in Section 3.1 above and in the relevant EU strategic documents and/or action plans. For each type of project, it should be demonstrated that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in the field of Prevention, Preparedness and Consequence management of Terrorism and other Security related Risks. **15 points**
- (b) **Quality** of the proposed action regarding its conception, organisation, clarity, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **25 points**
- (c) **Value for money.** Amount requested for financial support and its appropriateness as to expected results. **15 points**
- (d) **Impact** of the expected results on security in the EU, as specified in the objectives of the Programme. **15 points**

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<sup>9</sup> If audit of accounts is required under national law

<sup>10</sup> Public entities refer to Ministries, law enforcement, other Member States' authorities and public universities.

- (e) **European dimension<sup>11</sup>**. To have a European dimension means that **15 points**
- the action spans largely across the Union (for transnational projects); and/or
  - the expected result(s)/output(s) are implemented in / apply to a large number of Member States or to a majority of concerned Member States; and/or (for both national and transnational projects)
  - the impact / outcome of the action and its results concerns a large number of Member States or a majority of concerned Member States.
- (f) **Economies of scale**. Larger projects in terms of, for example, ambition **15 points** and participation, will be favoured.
- TOTAL** **100**

**Proposals scoring below 65 points will be rejected.** Awarding a grant is **subject to availability of funds.**

## 6. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION

Applicant organisations **must use the forms published by the European Commission specifically for the Call for proposals CIPS 2009 Action Grants, available on:**

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm)

Applications submitted on a form that has been altered or used before, as well as forms filled in by hand, will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "non applicable" and provide justification.

### 6.1. Documents to be submitted

The entire application should be submitted on paper. Applicants are kindly requested not to bind the documents. Parts of the application should also be submitted electronically (USB memory stick or CD-ROM). Applicants should make sure that the contents of the paper and the electronic versions are identical. In case of discrepancy between the paper and the electronic versions, only the paper version will be considered. The following documents **are compulsory**:

Document	on paper		electronically
	3 copies <sup>12</sup>	1 copy	
<b>Part A: the Application form</b> for CIPS 2009 Action Grants, duly <b>completed, dated and signed by the person authorised</b> to enter into legally binding commitments on behalf of the Applicant/co-ordinator (hereafter the authorised signatory). <u>All pages of the form must be submitted and initialled.</u> The declaration about exclusion criteria in Section 3 of the Application form must be duly signed.	X		X
<b>Part B: the Budget Estimate form</b> for CIPS 2009 Action Grants, <b>duly completed, dated and signed by the authorised signatory</b> , including a detailed breakdown of expected expenditure and revenue. <u>All pages of the form must be submitted and initialled,</u> regardless if they are applicable or not to the project	X		X

<sup>11</sup> A **transnational** project is a project which includes partners from several Member States. This is a **necessary** requirement about its (geographical) **structure**. It is however not **sufficient** for its **scope** to have a European dimension.

<sup>12</sup> 3 copies: 1 original marked 'original' and two identical copies marked 'copy 1' and 'copy 2'.

proposal (i.e. a summary first page "Budget", Headings A/B/C/D/E/F/G/I/K/L/M and the Timetable for implementation). The budget estimate has to be <b>in euros and in balance</b> .			
<b>Part C:</b> one original Partnership declaration per partner organisation <b><u>duly completed, dated and signed by the authorised signatory</u></b> .	<b>X</b>		
If applicable, one <b>Declaration of co-financing per donor organisation/third party</b> .	<b>X</b>		
<b>Part D:</b> an organisation chart of the Applicant organisation.	<b>X</b>		<b>X</b>
<b>Part E:</b> an organisation chart of the project and a description of the tasks of the staff involved in the project, including the CVs of staff members responsible for carrying out the activities specified in the project proposal.	<b>X</b>		<b>X</b>
<b>Annex 1: evidence of legal status – depending on the legal status of the entity</b> , this should include: <ul style="list-style-type: none"> <li>the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;</li> <li>a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;</li> <li>in addition, the statute of the organisation – if applicable.</li> </ul> These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation.		<b>X</b>	
<b>Annex 2:</b> report or description of the activities carried out by the Applicant organisation in 2007 and 2008 <sup>13</sup> .		<b>X</b>	
<b>Annex 3:</b> the Applicant organisation's annual activity programme for 2009 including the list of the planned activities and their timing, location and costs <sup>14</sup> .		<b>X</b>	
<b>Annex 4:</b> the <b>latest signed financial statements</b> for the past three closed financial years (balance sheet, profit and loss account), including audited accounts when required under the national law <sup>15</sup> .		<b>X</b>	
<b>Annex 5:</b> an <b>external audit report</b> if the amount of grant requested exceeds 500.000 euros; this audit report shall certify the account of the last financial year available.		<b>X</b>	
<b>Annex 6:</b> the Applicant organisation <b>forward budget for 2009</b> showing a detailed breakdown of the Applicant organisation's expected expenditure and revenue <sup>16</sup> .		<b>X</b>	
<b>Annex 7: For Universities only:</b> evidence that the Applicant organisation and the Authorised signatory can enter into financial commitments on behalf of the university.		<b>X</b>	

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

## 6.2. Deadline and practical information for submitting an application

Applications must be submitted in a sealed envelope,

<sup>13</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<sup>14</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<sup>15</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<sup>16</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

a) either, by registered mail or by courier service to the following address :

Call for proposals 2009 Programme  
"Prevention, preparedness and Consequence management  
of Terrorism and other security related risks" (CIPS)

European Commission  
Directorate-General Justice, Freedom, Security  
Unit F4 Financial support – Security  
Office LX-46 6/020  
**B-1049 Brussels**

**not later than 27 February 2009** (as evidenced by the postmark or by the date of the deposit slip),

b) or, by hand-delivery to the following address :

Call for proposals 2009 Programme  
"Prevention, preparedness and Consequence management  
of Terrorism and other security related risks" (CIPS)

European Commission  
Directorate-General Justice, Freedom, Security  
Unit F4 Financial support – Security  
Office LX-46 6/020  
**Mail Department**  
**Rue du Bourget, 1**  
**B-1140 Brussels-Evere**

**not later than 27 February 2009 at 15.00** (Brussels time).

**Any application sent, dispatched or hand-delivered after the deadline or at the wrong address will be automatically rejected.**

### **6.3. 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 met the above mentioned deadline and informing them of the reference number of their application. The template of that letter is in Section 4 of the Application form for CIPS 2009 Action Grants.

## **7. FURTHER INFORMATION**

Applicants are invited to consult the "Guide for Applicants to the 2009 CIPS Programme" at the following address:

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_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-CIPS@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.

## 7.1. Examination of applications

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 until the end of the selection process. When 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.

The Commission will request **from each Applicant organisation/co-ordinator**, if and when the project is awarded a grant:

1. the **original of the Financial Identification Form** filled in, dated and signed by the **Applicant organisation**, and signed and stamped by the bank concerned, and
2. the **original of the Legal Entities Form**, dated and signed by the **Applicant organisation**.
3. if applicable, the **originals of the Legal Entities Form** dated and signed by **each Co-beneficiary organisation**. The Applicant organisation/co-ordinator must collect these forms and submit them to the Commission, together with all the required annexes mentioned on the form.

Both forms (LEF and BAF) are available at the following Internet address:

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm).

4. if applicable, the Applicant organisation/co-ordinator must also collect **the originals of the mandate** completed, dated and signed by **each Co-beneficiary organisation**. The template of Annex IV of the draft Grant Agreement must be used and is available at the following Internet address:

[http://ec.europa.eu/justice\\_home/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/justice_home/funding/cips/funding_cips_en.htm).

5. a copy of the **VAT registration** document, if applicable and if the VAT number does not appear on the official document referred to above.

The Evaluation Committee expects to complete its work indicatively by **end of May 2009**. Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than **mid-July 2009**.

For beneficiaries of a grant under this programme, a pre-financing payment of 60% may be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the beneficiary to lodge a guarantee in advance to limit the financial risks connected with the payment of pre-financing. The exact calculation of the final amount of the subvention will be done when the project has ended on the basis of supporting documents provided by beneficiary.

## 7.2. Ex-post publicity

All grants awarded in the course of a financial year must be published on the Internet site of the Commission 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:

1. the name and address of the beneficiary;
2. the subject of the grant;
3. the amount awarded and the rate of funding of the costs of the project.

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.

## **8. DATA PROTECTION**

The grant applications will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.