

# Civil Society Dialogues on Sustainable Development in the Republic of Korea

## CALL FOR PROPOSALS

**Application Deadline: 15 September 2011**

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## Introduction

This call for proposals is organised in the framework of Community actions to strengthen cooperation with industrialised and other high-income countries and territories under Council Regulation 1934/2006 of 21 December 2006 ("Industrialised countries Instrument"). In this context, the Commission has decided, under its 2010 Annual Action Programme for Cooperation with industrialised countries, to provide funding to facilitate interaction between organised civil society in the EU and the Republic of Korea (RoK).

The Framework Agreement between the EU and the Republic of Korea reiterates in its article 40 the determination of the EU and Republic of Korea to strengthen cooperation in the area of civil society.<sup>1</sup>

Organised civil society plays a vital role in the decision making processes in both the EU and ROK and in international negotiations (e.g. on climate change), advocacy (e.g. on ODA or human rights) or cooperation. However, at present there is little direct cooperation between EU and Korean civil society organisations (CSOs) either bilaterally or in international fora.

There appear to be a number of reasons for this. Many civil society organisations concentrate their activities within their home country or in third countries. This leaves little time or resources to look at the possibilities of EU-ROK interaction even if the civil society organisations are working towards similar goals. The concentration on core tasks means that ROK and European civil society organisations are not aware of similar organisations in the other region. Even when civil society organisations are aware of each others existence, the language barrier and financial restraints on travelling to joint conferences or training present formidable barriers to interaction.

It is clear that civil society organisations have a certain interest in cooperation and relatively clear ideas on how the support programme could benefit them. In particular, they are interested to learn how EU civil society organisations work with the EU and governments to influence policy. Another more specific need is learning about how civil society organisations implement Commission funded projects (development, if appropriate climate change areas). These needs require a call which focuses on capacity building and training to help professionalise Korean NGOs in both their areas of expertise and their ways of working. This would help advance these agendas constructively and enhance the value of civil society organisations as dialogue partners for the government.

This call for proposals would aim to facilitate interaction between organised civil society in the EU and the Republic of Korea.

This call for proposals relates **exclusively** to the EU and to the Republic of Korea.

The following sections describe the objectives, their expected activities, results and impact, as well as financial terms, selection process and the conditions for applying. The documents to be submitted (Grant application form, Narrative proposal form and other supporting documents) are in Annex ('document Guidelines for applicants).

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<sup>1</sup> Article 40 of the Framework Agreement states that:

*"The Parties recognise the role and potential contribution of organised civil society in the dialogue and cooperation process under this Agreement and agree to promote effective dialogue with organised civil society and its effective participation".*

## **1. Objectives and Priorities of the call for proposals**

The European Commission is seeking to:

### **1.1. Promote capacity building amongst EU and ROK civil society organisations:**

Activities undertaken in response to this Call for proposal should aim to engage EU and ROK civil society organisations in the organisation of training courses and exchanges of best practices on issues such as professional lobbying, raising public awareness, fund raising and civil society organisations management.

### **1.2. Strengthen civil society organisations' participation in international fora:**

Activities undertaken in response to this Call for proposal should aim to engage EU and ROK civil society organisations to increase interaction between EU and ROK civil society organisations on particular topics at the occasion of events which are organised by third parties, i.e. to strengthen civil society organisation's participation and international mobility for instance in conferences or negotiations under UN auspices, international seminars or fora or EU-ROK meetings.

It will complement the formal policy dialogues at governmental level.

The European Commission invites herewith proposals to stimulate training, exchanges and interactions between civil society organisations in the EU and the Republic of Korea.

## **2. What are the desired results?**

The European Commission looks for credible facilitators in Europe that can offer both training and networking experiences and organise contacts and field visits with civil society organisations affiliated to or cooperating with them in the Republic of Korea. Such a facilitator could also establish a Help Centre/employ a liaison officer in Korea that would raise awareness of important EU civil society organisations and assist Korean civil society organisations that wish to form interaction channels with European civil society organisations. The facilitator could start the programme through a mapping exercise of relevant civil society organisations and their capacities and needs.

Projects under this call for proposals should seek to achieve some of the following goals:

- To promote collaboration and good practices between EU and ROK civil society organisations on areas of relevance mentioned in the introduction.
- Fostering new alliances to promote mutual learning and understanding, and joint innovation and action on development assistance, climate change, the promotion of democratic principles and respect for human rights involving civil society, the scientific community, business, and government.
- Networking between NGOs and institutions (research institutions, independent human rights bodies, think tanks and universities in ROK and the EU, networking databases on particular issues);
- Research on the best way to enhance people-to-people and best practice exchanges (research and inventories) in the EU-ROK relationship;
- To generate an exchange of information and analysis between civil society organisations in the EU and ROK on the issues in both regions that provide the basis for developing bilateral relations;
- To facilitate adequate and diverse participation in the project by civil society organisations in both the EU and ROK;

Activities should result in outcomes which can be measured. For example, by the number of contacts, the number and quality of trainings, the number of exchanges and any indicators of impact and outcomes in order to insure increased visibility of the EU in the ROK and for which an added value for the EU can be demonstrated and can secure steps that lead to sustained cooperation and interaction between relevant civil society organisations in the EU and in the Republic of ROK.

### **3. What are the target groups and specific issue areas covered by this call for proposals?**

Activities carried out by CSO applicants (cf. 5) should be targeted at informing or establishing dialogue with RoK or EU policymakers, and where relevant the scientific and business communities, and CSOs in the different countries or decision-makers at national and local level in the EU or RoK on civil society points of view, sharing experiences or best practice and learning from each other. Mobility and people to people exchanges are an important component of desired activities. In promoting exchanges of good practices and transnational networks, the beneficiary will also ensure consistency, complementarily and absence of duplication between actions supported under this call for proposals and other European Community programmes.

The civil society organisations (wanting to become or already) involved in these processes will benefit from capacity building and exchanges with EU civil society organisations.

The areas of relevance which are recommended to the EU-ROK civil societies in this particular call are:

- Development assistance
- Climate change
- Promoting democratic principles and respect for human rights

### **4. Eligible types of activities**

Activities will take the form of coherent actions which strengthen mutual cooperation and promote sustainable networking over the medium to long-term and may include:

➤ *PROMOTING CAPACITY BUILDING AMONGST EU AND ROK CIVIL SOCIETY ORGANISATIONS:*

Applicants should propose the most suitable activities and explain how they could contribute to the specific aims and objectives of the organisation(s) in the context of the present call for proposals. Without prejudice for activities proposed by applicants for instance some of the following activities could be proposed:

For senior NGO staff:

- Visit programmes to (developing) countries where EU NGOs are implementing projects or help to implement trilateral activities (such as best practice sharing) between Republic of Korea, EU and third country NGOs.
- Visit relevant institutions in EU countries and learn about development best practice and their know-how. Also, share each other's experience and enhance mutual exchange of opinions
- Training Programme in major NGO cooperation organizations in Europe and International NGO– Policy and development training
- Visit NGO and NGO consultative groups in Europe which engage in international exchanges to build an international network and bond together on common issues

For middle management/junior staff with several years work record:

- Scholarship support on Master's and Doctor's Degree Programme of International Development areas in Universities in Europe – support financially staff who has worked in the NGO for more than 5 years to build up expertise.
- Policy training: Take training courses in development, environment or human rights training institutions develop best practice training materials and trend of training, therefore Korean umbrella civil society organisations can improve the quality of development education
- Advocacy: Visit to Policy related NGOs in Europe – To foster leaders in policy area in next generation, NGO working-level staff could visit major advocacy organisations in Europe.
- To introduce Quality and Accountability Management that will help to have more responsibility and perform high quality projects.

➤ *STRENGTHENING CIVIL SOCIETY ORGANISATIONS' PARTICIPATION IN INTERNATIONAL FORA:*

This could take the following forms without prejudice for applicants' other ideas or proposals:

- The development of joint Action Plans by which EU and Korean NGOs could work towards a shared goal – for example preparing recommendations for ODA donors, human rights cooperation in third countries, international climate change negotiations or implementation of green growth or green financing.
- The establishment of an interactive website or similar communication tool that would allow exchanges of information on specific issues. These exchanges of information would be supported by translation and interpretation services. They would include:
  - o (i) Web conferencing,
  - o (ii) The broadcasting of seminars and training courses, (for example on techniques of lobbying, CSO goals for international conferences such the G20).
  - o (iii) The posting of the results of conferences and meetings held in each country.

At the end of the project, the exchanges of information would be consolidated into reference material on lessons learned.

Some funding could be dedicated to interpretation during visits (of senior staff mainly) or to finance replacement staff for civil society organisations staff seconded to training or capacity building to the EU. However, to save such costs applicants are invited to mobilise local or international volunteers (for instance through exchanges between European and ROK volunteers) where possible.

All applicants must provide for a web page – as a minimum requirement - devoted to the proposed project, linked directly from the organisation's home page.

Any publicity regarding the actions/activities implemented will mention the fact that it is receiving financial support from the European Union.

Evidence of this publicity shall be included in the narrative and financial reports. A model of the EU flag may be downloaded from the following link:

[http://europa.eu/abc/symbols/emblem/download\\_en.htm](http://europa.eu/abc/symbols/emblem/download_en.htm).

Applicants are welcome to have a look at the Delegation and/or European External Action Service websites for lists of previous successful grantees and projects being financed by the EU, available on:

[http://eeas.europa.eu/grants\\_contracts/grants/awards/index\\_en.htm](http://eeas.europa.eu/grants_contracts/grants/awards/index_en.htm).

## 5. Profile of Applicants

Subject to fulfilling the eligibility criteria set out in Section 8, proposals are invited from the following organisations in Korea and in the EU:

- NGOs and civil society organisations;
- Educational establishments;
- Independent, but possibly government sponsored or parliamentary research institutes as well as independent human rights bodies or commissions;
- Think tanks and policy oriented research organisations;
- Trade unions and labour organisations or their affiliated research institutes.

Only applications from eligible organisations established in the EU or in the Republic of Korea are eligible.

Proposals involving both EU and Korean partner institutions are particularly encouraged and activities may take place in Korea and the EU. The consortium, partnership or network may include different categories of organisations but must be led by an organisation which will be the only signatory of the grant agreement with the Commission. Therefore, there must be an internal arrangement within the consortium, partnership or network, as regards the allocation of tasks and the sharing of costs.

There is no preference for a specific organisation model (application by an individual organisation or by consortium, partnership or network). The applicant has the possibility to outsource part of its activities to external services providers. This sub-contracting is subject to certain conditions (see the Guidelines for applicants in annex) and should be documented in the Grant application form and Narrative application form.

Documentation to be submitted (see Grant application form in annex):

Applicants must submit a copy of their statutes and/or an official certification of legal registration.

In the case of a consortium, partnership or network, the leading partner must submit a letter of commitment from the different partner organisations confirming their participation and role within this project as well as their financial commitment to the consortium, partnership or network.

## 6. Grant funding available

The organisations selected will receive funding in the form of a grant towards approved project costs for activities taking place in the period 2012-2013.

The total budget for European Commission contributions to this programme is € 260,000. From this total budget, up to two grants will be awarded, depending on the nature and quality of proposals received and the availability of funding. Grants will not be awarded for more than the amount requested, and the European Commission reserves the right to award a grant of less than the amount requested by the applicant or not to distribute all the funds available.

Co-financing of a project under this programme cannot be combined with any other co-financing covered by other programmes funded under the budget of the European Union.

Each grant application may cover several activities. The maximum grant awarded to any one applicant will be € 130,000. Individual grant amounts will not exceed 85% of allowable costs of the activities covered in the proposal.

A description of co-financing and of eligible costs is provided in annex (document “Guidelines to applicants”).

A Commission grant is given for non-commercial purposes only and projects must be strictly non-profit making.

## 7. Application Procedure

All applicants should consult the Guidelines for Applicants for general guidance regarding the proposal submission process.

All applicants must submit an original and four (4) copies of the Application package comprising the following elements:

1. An official grant request letter, dated and signed;

A detailed proposal (5 pages maximum) (Narrative proposal form), explaining and specifying:

- (i) the goals and methodology of the activity/activities proposed,
- (ii) the detailed timetable of the operation,
- (iii) the expected impacts consistent with the objectives of this programme,
- (iv) the nature and purpose of any results,
- (v) the means of these results, ensuring effective targeting of interested groups
- (vi) the responsibilities and estimated effort required of all staff involved, and
- (vii) the itemized budget of project costs and revenues, in euro<sup>2</sup> sufficiently detailed to allow identification and monitoring of the operations involved; and drawn up in accordance with the model annexed to the Grant Application Form

3. A proof of knowledge from the lead applicant and/or his partners in the subjects chosen for the activities covered by this Call for Proposals.

4. A fully completed and signed Grant Application Form together with the required supporting documents indicated in the annexes to the Grant Application Form.

5. A completed and signed checklist (Annex IV) confirming that all required documents have been included in the Grant Application package.

NB: In the event that a grant is awarded, the same individual signing the Grant Application Form must also sign the Grant Agreement, and have the authority to legally commit the applicant institution to the terms of that Agreement.

### Please note:

- All Applicants should read carefully the “Guidelines for applicants” which explain in detail how to prepare the application package, and provide information on grants from the European Commission.
- Applicants **must** submit **all** of the information indicated above or their application will be considered ineligible and their proposal will not be examined, as explained in the eligibility criteria established for this call for proposals (Point 8 below). In particular, applicants are reminded to pay attention to the question of co-financing (see Section 1.4 of the “Guidelines for Applicants”).
- Applications must be **signed** and dated by the authorised representative.

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<sup>1</sup> Prices must be quoted in EUR (euro) using the Commission’s official monthly accounting exchange rate at the time of submission of the proposal.  
[http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency\\_historique&currency=37&Language=en](http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique&currency=37&Language=en)

- Regarding the presentation of the application file, it is recommended to:
  - Follow the order of documents as listed in the checklist
  - Print the documents double-sided, where possible
  - Use only 2-hole binders (please do not bind or glue)

The Grant Application Form, the “Guidelines for applicants”, and the model Grant Agreement may be downloaded from the web site of the European External Action Service at [http://www.eeas.europa.eu/grants\\_contracts/grants/index\\_en.htm](http://www.eeas.europa.eu/grants_contracts/grants/index_en.htm) or from the website of the Delegation at <http://www.delkor.ec.europa.eu/>.

Those who cannot access the internet may request materials by sending an e-mail to the attention of Mr Reginald Soenen (e-mail: [Reginald.soenen@ec.europa.eu](mailto:Reginald.soenen@ec.europa.eu)) and Ms Reka Gorombey (e-mail: [reka.gorombey@ec.europa.eu](mailto:reka.gorombey@ec.europa.eu)).

Applications submitted by e-mail or by fax will not be accepted. All application documents must be submitted in English.

Applicants should send one original plus four (4) copies of their application package by registered mail, or by courier service to:

Mr Oliver NETTE  
European Commission  
C80 01/005  
(Ref. Call Civil society dialogues on sustainable development in the Republic of Korea 2011)  
Avenue du Bourget n°1  
1049 Brussels  
Belgium  
e-mail: [oliver.nette@ec.europa.eu](mailto:oliver.nette@ec.europa.eu)

In the case of hand delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The central mail service is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

**Applications should be submitted at the earliest date possible, but must be postmarked no later than 15 September 2011. Applicants are equally asked to send an email communication to the above address once an application has been posted.**

Any application received with a later postmark will be automatically rejected even if the delay is due to private courier service.

An electronic version of the application form, proposal and budget must also be sent (email, on USB key or CD) to the European Commission.

NB: The applicant is responsible for the clear identification of the date on which the application has been postmarked.

No changes to the applications can be made after it has been submitted. However, if there is a need to clarify certain aspects, the Commission may Contact the applicant for this purpose.

## 8. Selection of proposals

Full details of the selection process<sup>3</sup> are included in the “Guidelines for applicants”. Applications will be assessed and selected according to the following criteria:

### 8.1. ELIGIBILITY CRITERIA

This call for proposal is open to the applicants established in the EU or in the Republic of Korea as identified in Section 5 above.

Furthermore, all applicants must:

- a) Submit the applications no later than **15 September 2011** (the postmark on the envelope serving as proof of postage date).
- b) Demonstrate status as a legal person, to be documented by Articles of Incorporation or other proof of legal status;
- c) Provide a signed Applicants’ Declaration (Part 5 of the Grant Application Form) verifying that the applicant is not in one of the situations described<sup>4</sup> in the exclusion criteria;
- d) Propose activities which must take place in their entirety between **1<sup>st</sup> January 2012 and 31 December 2013**; each grant agreement should have a duration of 24 months.<sup>5</sup>
- e) Submit properly completed applications and all required supporting documentation. **Incomplete applications will not be considered.** An application will be regarded as incomplete if it does not include a grant request letter, a detailed proposal, a completed Grant Application Form including Applicant’s Declaration, and all required supporting documentation.

Partners must fulfil the same eligibility criteria as the lead applicant (see Guidelines for Applicants point 1.1).

### 8.2. EXCLUSION CRITERIA

**Applicants may not participate in this call for proposals or be awarded grants if:**

- a) 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;
- b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

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<sup>3</sup> The indicative timetable for the selection procedure is the following:

- September/October 2011: evaluation of the proposals received
- October/November 2011: communication of the award decision to applicants. All applicants will be informed in writing of the outcome of the selection procedure
- November 2011: signing grant agreement for the selected proposal(s)

<sup>4</sup> The Commission may request additional evidence confirming the Declaration.

<sup>5</sup> An inception/preparatory period of maximum four months, 18 months of operation at “cruising speed” and a closing period of maximum two months during which the applicant will prepare its final report. However, if after the signing of the grant agreement and the start of the project it becomes impossible for the applicant/beneficiary, for fully justified reasons, to complete the project within the scheduled period, an extension of the eligibility period may be granted. A maximum extension of 12 additional months will be granted, if requested at least 1 month before the deadline as specified in the agreement. The maximum duration will be 36 months.

- c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) 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 project is to take place;
- e) 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;
- f) They are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation<sup>6</sup>: candidates which are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure or fail to supply this information; and contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.
- g) They are subject to conflict of interest.

### 8.3. SELECTION CRITERIA FOR APPLICANTS

The Commission will assess applicants' technical and economic capacity to undertake the proposed project. This assessment will be based on:

- Proven previous experience in the organisation of activities of this kind based on the list of the principal related projects undertaken in the past 2 years;
- In-depth knowledge of public policy issues relevant to the substance of the proposal and, where appropriate, of EU policies in this area, the EU and Korean civil society organisations and of the EU/ROK relationship;
- Capacity to secure relevant participation from a wide range of stakeholders, notably coming from the Republic of Korea.
- The details of the educational and professional qualifications of the person(s) undertaking the project, as demonstrated by curriculum vitae;
- Financial and economic capacity enabling the applicant to perform the tasks involved in this project, as demonstrated by annual accounts (balance sheet and profit and loss account) for the last two years and other financial information provided in the Grant Application Form;
- Evidence that the applicant is able to meet co-financing requirements<sup>7</sup> with own resources confirmed by the signature of the legally authorised officer signing the Application Form, and third party resources, if applicable, are to be confirmed in writing by the officer(s) identified in Part 4 of the Grant Application Form (the co-financing letter).

### 8.4. CRITERIA FOR THE AWARD OF THE GRANT

Proposals submitted in accordance with the submission guidelines and meeting the eligibility and selection criteria above will be evaluated according to the following quality criteria:

- **Quality and relevance** of the proposal: activities in relation to the objectives and the priorities as described above under heading 1; coherence of the design of the project; clear work-plan and timetable;
- **Expected impact** of the proposed activities, in terms of promoting collaboration and good practices in sustainable development between EU and ROK civil society

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<sup>6</sup> OJ L 390/2006 of 30.12.2006.

<sup>7</sup> The European Commission contribution will cover up to 85% of total eligible project costs; therefore applicants must be able to provide at least 15% towards these total project costs.

- organisations on particular topics and Networking between institutions (research institutions, think tanks and universities in Korea and the EU);
- **Value-added** presented by the proposed activities;
  - **Cost-effectiveness** in the implementation of the activity proposed and capacity to mobilise resources to complement the Commission's grant (ratio between estimated costs and expected results, satisfactory human resources, etc...).

Each award criterion will be assessed and assigned scores as follows:

- Quality and relevance (maximum score 25, minimum 5)
- Expected impact (maximum score 25, minimum 5)
- Value-added (maximum score 25, minimum 5)
- Cost-effectiveness (maximum score 25, minimum 5)

The TOTAL SCORE (sum of four criteria for maximum score of 100, minimum score of 20) of each proposal will be ranked against all competing proposals. A minimum of 60 points will be requested as a threshold for the overall quality of the proposal.

## 9. Questions and notifications of results

Individual applicants should submit any questions regarding the Call for Proposal in writing only to Mr Reginald Soenen (e-mail [reginald.soenen@ec.europa.eu](mailto:reginald.soenen@ec.europa.eu)) **and** Ms Reka Gorombey (e-mail: [reka.gorombey@ec.europa.eu](mailto:reka.gorombey@ec.europa.eu)). Please bear in mind that the **last date** to send in your questions will be **31 August 2011**.

A "Frequently Asked Questions" (FAQ) will be posted on the Commission's website, summarising responses to technical questions asked by individual applicants.

All Applicants will be informed whether or not their proposal has been accepted. The Commission intends to make its decisions by **November 2011** (indicative date only).

## 10. Reporting requirements and payment arrangements

Grant recipients may receive a pre-financing payment equal to 40% of the total grant once the grant agreement has been signed by both parties.

After 14 months of activity, successful applicants will be required to submit narrative and financial interim reports in hard-copy and electronic format covering the first 12 months of project activity in the Work programme, and detailing the activities and the budget for the remaining 12 months.

On approval of these documents a second pre-financing payment of up to 35% of the total grant can be made if 70% of the first pre-financing is spent.

Successful applicants will be required to submit a final narrative and financial report covering the last 12 months of project activity as well as a consolidated report covering the whole project activity in hard-copy and electronic format at the end of the project. These reports will be due no later than 2 months after the end of the project activity.

After approval of the final narrative and financial report, a final payment will be made based on actual eligible project expenditure.

As specified in section 4, any publicity regarding the actions/activities implemented will mention the fact that they are receiving financial support from the European Union.

Evidence of this publicity shall be included in the narrative and financial reports. A model of the EU flag may be downloaded from the following link:

[http://europa.eu/abc/symbols/emblem/download\\_en.htm](http://europa.eu/abc/symbols/emblem/download_en.htm).

## **11. Data Protection**

Any personal data of the applicant shall be processed pursuant to Regulation (EC) No 45/2001 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. It shall be processed solely for the purposes of the performance, management and follow-up of the Contract by the European Commission without prejudice to possible transmission to the bodies charged with a monitoring or inspection task in conformity with Community law. The applicant shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete.

In accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council, for the purposes of safeguarding the financial interests of the Communities, personal data of the applicants may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

## **12. Additional Important Information**

- Nothing herein stated shall be deemed a financial commitment by the European Union or any of its component Institutions. Grants will be awarded on the basis of available funding and only after approval by the European Commission.
- The terms and general conditions of a prospective grant are specified in the Grant Agreement. Submission of an application implies acceptance of these terms and general conditions. Requests to modify the terms and general conditions of the Grant Agreement will not be considered.
- Grants will not be awarded for more than the amount requested, and the European Commission reserves the right to award a grant of less than the amount requested by the applicant, if the costs are considered to be too high or unjustified.
- The budget for the action attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget.
- The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts of costs. The amount of the grant will be reduced by the amount of any surplus.
- The bank account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid into this account give rise to interests or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Commission where it results from the pre-financing payment.
- An external audit of accounts, produced by an approved auditor, may be required in support of any payments on the basis of an analysis of management risks. The audit report must be attached to the payment request, its purpose being to certify that the accounts concerned are sincere, reliable and substantiated by adequate supporting documents.
- Projects which are awarded a grant under this call for proposals may not benefit from any other European Community funding for the same activity.
- Where the Commission decides to carry out an interim or ex-post evaluation, the beneficiary is required to provide all necessary information.

- In any call made in the context of grants or procurements implemented in direct centralised management, potential beneficiaries, candidates and tenderers shall, in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council be informed that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office (hereinafter 'OLAF').