



**EUROPEAN COMMISSION  
SERVICE FOR FOREIGN POLICY INSTRUMENTS**

**Transatlantic Civil Society Dialogues EU-USA**

**CALL FOR PROPOSALS  
Ref. FPI/Call Transatlantic Dialogues EU-USA/2012**

***Application Deadline: 4 September 2012***

**1. Introduction**

This Call for Proposals is published under the 2012 Annual Action Programme of the European Union for the Industrialised Countries Instrument (ICI), budget line 19.05.01 of the European Commission, in which an amount of EUR 600 000 is earmarked for the support of the Transatlantic Civil Society Dialogues. The Industrialised Countries Instrument (ICI) promotes cooperation with 17 industrialised and other high-income countries and territories in North America, the Asia-Pacific region and the Gulf region<sup>1</sup> referred to in Annex I of the Regulation (EU) No. 1338/2011 of the European Parliament and of the Council amending Council Regulation (EC) No. 1934/2006 establishing a financing instrument for cooperation with industrialised and other high income countries<sup>2</sup>.

Based on Article 212 of the Treaty on the Functioning of the European Union,<sup>3</sup> the ICI contributes to fostering the EU's relations with countries and territories which often share similar values, are major political and trading partners, and play an active role in multilateral fora and in global governance. This Call for Proposals is designed to implement one of the three priorities of the ICI, namely people-to-people links. Its main goals are to enhance mutual understanding between cultures and to facilitate the exchange of knowledge on issues of mutual interest for the EU and the US. To this end, it promotes dialogues at the level of civil society.

<sup>1</sup> Australia, Bahrain, Brunei, Canada, Chinese Taipei, Hong-Kong, Japan, Republic of Korea, Kuwait, Macao, New Zealand, Oman, Qatar, Saudi Arabia, Singapore, United Arab Emirates, United States

<sup>2</sup> OJ L347/21, 30.12.2011

<sup>3</sup> From 1 December 2009, Article 212 replaces Article 181A of the Treaty

## **2. Objectives of the Call**

The European Commission is seeking to strengthen dialogues between members of EU and US civil society by addressing a wide range of issues and encouraging the involvement of a broad set of stakeholders. These dialogues will complement the formal policy dialogue at government level.

The European Commission invites herewith proposals to stimulate dialogue and cooperation between non-governmental organisations and interest groups, including social partners, representing wide constituencies in the EU and the US. The dialogues to be carried out under this call are on three specific topics of relevance to the EU-US civil societies:

- 1) The continuation of the transatlantic Consumer Dialogue.
- 2) A transatlantic development and humanitarian dialogue with a special focus on the security nexus in development.
- 3) A transatlantic environmental dialogue focusing on energy issues in the context of climate change.

Please indicate clearly in your application for which one of the three you are applying for.

## **3. Eligible policy Areas**

### **3.1. The continuation of the transatlantic Consumer dialogue**

Activities undertaken in response to this Call for Proposals should aim to:

- provide for a formal mechanism for EU and US consumer representatives to provide input into EU and US political discussions and policies;
- organise meetings with policy officials and regulators to promote and advocate consumer interests with public authorities;
- identify common consumers issues and challenges, and promote consumer views in the context of transatlantic relations;
- promote debate and exchange of knowledge among consumer representatives;
- contribute to the exchange and dissemination of expertise and knowledge on consumer issues in the EU and the US;
- contribute to the discussions in relevant transatlantic dialogues and on relevant areas discussed in the Transatlantic Economic Council under the auspices of the Transatlantic Economic Framework agreed at the Washington EU-US Summit of 2007;
- produce/publish joint policy recommendations which should be disseminated as widely as possible in the EU and in the US.

### **3.2. Development and humanitarian dialogue with a special focus on the security nexus in development.**

The EU-US Summit of 2010 opened the door for a more fruitful cooperation in the field of security and development, covering areas such as conflict prevention, crisis response,

and long-term development. In this light, it was agreed to confront major international issues and global challenges with a more strategic approach<sup>4</sup>.

Activities undertaken in response to this Call for Proposals should aim to foster exchange of views and information, improve awareness of related EU and US policies and positions, and identify areas for potential closer transatlantic cooperation, focusing for instance, on (1) the Millennium Development Goals, (2) water (3) food security, nutrition and agricultural research for development purposes, (4) development-related aspects of climate change, (5) responding to humanitarian crises (e.g. crisis management response, emergency assistance, conflict prevention), (6) health, (7) migrations..

Against this background the activities should aim to:

- Contribute to the discussions in the recently re-launched EU-US High Level Consultative Group on Development;
- Contribute to better awareness on the importance of making joint efforts between the EU and the US in favour of developing countries in the field of crisis management response, conflict prevention, fragile states and aid effectiveness.
- produce/publish joint policy recommendations which should be disseminated as widely as possible in the EU and in the US.

### **3.3. Transatlantic environmental dialogue focusing on energy issues in the context of climate change.**

Activities undertaken in response to this Call for Proposals should aim to identify areas for closer cooperation on developing effective strategies that could help fighting against climate change at local level, for instance by improving the deployment of energy efficient technologies. The dialogue should also strengthen networking activities between EU and US' civil society on issues dealt with on occasion of major international climate change negotiations so to influence and support policymakers in the EU and in the US to take action against global warming and to support sustainable development at international level.

Activities under this call could aim to:

- foster the exchange of information about mitigation measures to climate change at the local level in the EU and US;
- showcase good practices and successful strategies in the field of sustainable development at local level in the EU and in the US<sup>5</sup>. These could include: examples of successful low carbon/energy efficient strategies at local level, example of innovative business models in the field of green technologies and

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<sup>4</sup> For instance, the 2011 EU-US Summit agreed on the importance of close cooperation on security and development in the Sahel, the Horn of Africa and Afghanistan.

<sup>5</sup> On the EU side, co-operation could also be foreseen with the Covenant of Mayors and other organisations representing EU and US cities and regions. [http://www.eumayors.eu/about/covenant-of-mayors\\_en.html](http://www.eumayors.eu/about/covenant-of-mayors_en.html)

- renewable energies that have contributed to job creation and emission reduction, and examples of models of civil-society participation that have significantly contributed to boost awareness of the challenges related to climate change and environmental degradation at the local level;
- Organise events and conferences at the sides of major international climate change negotiations and act as catalyst of international efforts in the fight against climate change and in support of the strengthening of the green economy worldwide
  - evaluating the potential opportunities and challenges of interconnecting existing regional emission trading schemes;
  - produce/publish joint policy recommendations which should be disseminated as widely as possible in the EU and in the US.

#### 4. Outputs

Building on the work carried out in the framework of the past calls in related policy areas<sup>6</sup>, activities will take the form of coherent sets of two or more events/actions which will strengthen mutual co-operation and promote sustainable networking over the medium to long-term. Overall, activities should aim to promote the exchange of information of importance to stakeholders in the areas mentioned above and in particular should aim to:

- create/enhance transatlantic civil society networks that are sustainable even after the end of the co-financing period;
- create platforms to facilitate productive dialogue across the Atlantic amongst non-governmental actors (for example the creation of blogs and other internet-based vehicles to exchange ideas);
- establish joint positions on issues of common concern in the EU and the US;
- offer analyses and make recommendations to EU and US governments;
- widely disseminate their findings.

Activities should result in outcomes which can be measured, for example, by the number and quality of events organised, the number and quality of participants, the production and targeted dissemination of recommendations and information products via the internet and other means, and any indicators of impact on policy formulation and outcomes.

All applicants must provide a web page devoted to the proposed project, linked directly from the institutional home page. Outreach events being organised with project funds must be publicised on this page. The European Commission must also be informed in writing to all such outreach activities prior to their implementation.

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<sup>6</sup> For instance, a description of the three selected dialogues for period 2008-2010 can be found here: [http://eeas.europa.eu/us/docs/dialogues\\_2008\\_en.pdf](http://eeas.europa.eu/us/docs/dialogues_2008_en.pdf) . A description of the four selected dialogues for the period 2010-2012 can be found here: [http://eeas.europa.eu/us/grants/2010/2010-2012\\_eu-us\\_civil\\_society\\_dialogues\\_selected\\_projects.pdf](http://eeas.europa.eu/us/grants/2010/2010-2012_eu-us_civil_society_dialogues_selected_projects.pdf).

## 5. Profile of Applicants

This call for proposal is open to legal entities representing broad constituencies of civil society in the EU and the US and which are able to strengthen in a lasting manner mutual cooperation and networking. These may include:

- NGOs and civil society organisations
- Think tanks and other policy-oriented non-governmental organisations
- Not-for-profit business associations, Chambers of commerce, Professional associations
- Trade unions and labour organisations

Applications from representatives of business may be submitted, provided that applicants demonstrate that the activities for which a grant is requested are unrelated to their normal commercial activities and the project is strictly non-profit making.

Applicants should have a broad and balanced geographic coverage in the EU and the US and the project activities should take place in both the EU and the US.

Applications should involve at least two distinct eligible entities<sup>7</sup>, one EU and one US organisation, with the EU organisation being the lead applicant. The partner(s) may include different categories of organisations (including consortia and networks) but the lead organisation which will be the only signatory of the grant agreement with the Commission. Therefore, there must be an internal arrangement by the lead applicant and the partner organisations (e.g. for instance constituting a consortium or a network), as regards the allocation of tasks and the sharing of costs.

Proposals from the following applicants are not eligible:

- Individuals/natural persons
- Governmental agencies
- European Agencies
- Executive agencies of government bodies

Universities and research centres cannot apply to be the EU lead organization or the main US main partner organisation. Nonetheless, they may be involved by other eligible entities to contribute to some parts of the projects.

## 6. Target Audience

Activities should target civil society in the EU and the US, including: NGOs, labour organisations, civil society organisations, the business community, the research community, the media. Proposals must involve EU and US partner organisations and activities have to take place in the EU and the US.

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<sup>7</sup> Offices of the lead partner in the USA may not be considered as distinct eligible entities.

## **7. Grant Funding Available**

Organisations selected will receive funding in the form of a grant towards approved project costs for activities taking place no earlier than **1 January 2013 and no later than 31 May 2014**.

The total budget for European Commission contributions to this Call is of €600,000. An estimated 3 grants of up to €200,000 each 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.

Individual grant amounts will not exceed **75%** of the allowable costs of the activities covered by the proposal. Community grants are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere. Co-financing of a project under this programme cannot be combined with any other co-financing by another programme financed by the budget of the European Union. A European Commission grant is given for non-commercial purposes only and projects must be strictly non-profit making.

## **8. Submission of the Proposals**

### **8.1. Publication**

The Call for proposals is published on the European External Action Service (EEAS) and on the website of the Delegation of the European Union's to the USA.

### **8.2. Application form and other required documents**

Grant applications must be submitted in English, using the form specifically designed for this purpose. Please note that only typed applications will be considered. All applicants have to 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.

All applicants must submit the following elements:

1. A fully completed and signed Grant Application Form together with the required supporting documents indicated in the annexes to the Grant Application Form
2. A detailed proposal (5 pages maximum) comprising
  - i) the goals and methodology of the activity/activities proposed and specifying
  - 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 resulting recommendations or information products, and
  - v) the means of dissemination of those products, ensuring effective targeting of interested groups, and
  - vi) the responsibilities and estimated effort required of all staff involved.
3. The itemized budget in euro<sup>8</sup> should be sufficiently detailed to allow identification and monitoring of the activities in accordance with the model annexed to the Grant Application Form. The amount of co-financing must also be included.

### **8.3. Submission of the Application**

In order to submit their proposals applicants have to:

- Ensure that applications are signed and dated by the authorised representative;
- 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).

An electronic PDF version of the full application package (including the fully completed Grant Application Form and the budget as well as scanned copies of all requested documents) must also be submitted on a CD-Rom or USB stick as an addition to the hard copy and the three copies provided to the European Commission.

Only applications submitted using the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in one original clearly identified as such, plus three copies and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation will be accepted.

Applications sent by email will only be accepted if they are backed up by an original (signed) application sent within the deadline specified above. Applications submitted by fax will not be accepted.

**Applications should be submitted at the earliest date possible, but must be postmarked no later than 4 September 2012.** Any application received with a later postmark will be automatically rejected even if the delay is due to a private courier service. It is the applicant's responsibility to identify clearly the date on which the application has been postmarked.

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<sup>1</sup> Please check the "Guidelines for Applicants" to find out which exchange rate must be used.

Applications must be sent by registered mail or by an express mail/courier service to the following address:

European Commission  
Service for Foreign Policy Instruments – FPI.4  
For the attention of Mr Oliver Nette  
Ref. FPI/Call Transatlantic Dialogues EU-USA/2012– Pietro De Matteis 03/379  
Avenue du Bourget n°1  
1140 Evere, Brussels – Belgium

The European Commission must be informed of the shipment by email using the following address: [fpi-4-grants-tenders@ec.europa.eu](mailto:fpi-4-grants-tenders@ec.europa.eu). It is advised to include the reference of the Call for Proposals in the subject as well as the dispatch number (if applicable) in the email.

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

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.

## 9. Indicative Planning

The European Commission intends to make its decisions in **October 2012** (indicative date only).

Date	Deadline
5 July 2012	Publication of Call for Proposals
20 August 2012	Deadline for submitting questions (FAQ)
4 September 2012	Deadline for submission
September 2012	Evaluation
October 2012	Communication of results
November 2012	Signature of grant agreements
January 2013	Start of activities

## 10. Selection of proposals

Applications will be examined and evaluated by an Evaluation Committee established by the European Commission, with the possible assistance of external experts. Full details of the selection process are included in the “Guidelines for applicants”. Applications will be assessed and selected according to the following criteria:

### 10.1. Eligibility Criteria

All applicants must:

- demonstrate status as a legal person, to be documented by clearly labelled Articles of Incorporation or other proof of legal status (a certified copy by a notary or attorney at law);
- 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>9</sup>;
- Partners must fulfil the same eligibility criteria as the lead applicant (see "Guidelines for Applicants").

### 10.2. Exclusion Criteria

Applicants (as well as partners) 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*;
- 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 subject to a conflict of interest;
- g) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation<sup>10</sup>: candidates which are guilty of misrepresentation in

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<sup>9</sup> The Commission may request additional evidence confirming the Declaration.

- supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;
- h) following another procurement or grant award procedure financed under the Union's budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.

The applicants (the lead and its eventual partners) must sign a declaration of honour (provided in the grant application form) certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

### **10.3. Selection Criteria for Applicants**

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

#### *10.3.1. Technical Capacity*

- proven previous experience in the organisation of activities such as those described in point 4 above, based on the list of the principal related projects undertaken in the past 3 years;
- in-depth knowledge of public policy issues relevant to the topic of the proposal, of EU policies and of the relationship between the EU and the US;
- Capacity to secure relevant participation from a wide range of stakeholders in the EU and in the US.
- the details of the educational and professional qualifications of the person(s) undertaking the project, as demonstrated by curriculum vitae;

#### *10.3.2. Financial Capacity*

- financial and economic capacity enabling the applicant to perform the tasks involved in this project, as demonstrated by annual accounts balance sheets and profit and loss accounts for the last two years and other financial information provided in the Grant Application Form; and
- evidence that the applicant is able to meet co-financing requirements<sup>11</sup>; 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.

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<sup>10</sup> OJ L 390/2006 of 30.12.2006

<sup>11</sup> The Commission contribution will cover up to 75% of total eligible project costs; therefore applicants must be able to provide at least 25% towards these total project costs.

## 10.4. Award Criteria

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.

<i>Award Criteria</i>	<i>Maximum Points</i>
1. <b><u>Quality</u></b> of the activity proposed, in terms of objectives, methodology and content.	20
2. <b><u>Expected impact</u></b> of the proposed activity(-ies) on the EU-US relationship on the various policy areas concerned by the proposed civil society dialogues through the formulation of recommendations to both the EU and US governments.	20
3. <b><u>Cost-effectiveness</u></b> 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).	20
4. <b><u>Previous experience</u></b> of the applicant and its partner(s) in the field concerned by the civil society dialogue and their <b><u>representativeness</u></b> of broad constituencies.	20
5. <b><u>Dissemination strategy</u></b> of the findings and <b><u>sustainability</u></b> of the initiative beyond the co-financing period.	20

The TOTAL SCORE (sum of three criteria for maximum score of 100, minimum score of 0) of each proposal will be ranked against all competing proposals. A minimum of 25 points will be requested as a threshold for the overall quality of the proposal.

## 11. Questions (FAQ)

Applicants should submit any questions regarding the award procedure in writing only by email to: [fpi-4-grants-tenders@ec.europa.eu](mailto:fpi-4-grants-tenders@ec.europa.eu) specifying clearly the reference of the Call 'FPI/Call Transatlantic Dialogues/2012' and **at the latest 15 days** before the deadline for submission of proposals.

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

## 12. Notification of Results

All applicants will be informed in writing of the European Commission's decision concerning their application.

A decision to reject an application or not to award a grant can be based on the following grounds:

- The application was received after the closing date;
- The application is incomplete or otherwise non-compliant with the stated administrative conditions;
- The applicant or one or more of its partners was not eligible;
- The project was ineligible (e.g. the proposal exceeds the maximum duration allowed, the requested EC contribution is higher than the maximum allowed, the co-financing rate is insufficient, etc);
- The financial and operational capacity of the applicant's or its partners was not sufficient;
- The proposal was considered technically inferior to the proposals selected.

The European Commission's decision to reject an application or not to award a grant is final.

### **13. Financial conditions**

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

Successful applicants will be required to submit interim narrative and financial reports in both hard-copy and electronic format after the first year and they will be required to submit final narrative and financial reports at the end of the project. These reports will be due within three months following the closing date of the project.

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

### **14. Publicity**

The European Commission shall have the right to publish the following information:

- Name and address of the beneficiary
- Subject of the grant
- Amount awarded and funding rate

**Any publicity of the actions/activities (including conferences, websites and publications) financed - even if only partially - by this grant will have to clearly indicate the fact that these are receiving (or have received) financial support from the European Union. Evidence of this publicity shall be included in the narrative and financial reports.**

You are required to follow the specific guidelines published in the **Communication and Visibility Manual for European Union External Actions** (templates are available in Annex 3 of the manual). The manual can be accessed through the following link: [http://ec.europa.eu/europeaid/work/visibility/documents/communication\\_and\\_visibility\\_manual\\_en.pdf](http://ec.europa.eu/europeaid/work/visibility/documents/communication_and_visibility_manual_en.pdf)

#### **15. 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 model Grant Agreement. Submission of an application implies acceptance of the 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.
- 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 (OLAF).