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Employment, Social Affairs and Inclusion DG
Directorate Employment
Unit Working Conditions

Prerogatives

BUDGET HEADING 04.03.01.06

Information, consultation and participation of representatives of undertakings

CALL FOR PROPOSALS

VP/2016/003

Any questions should be sent by email to:

empl-vp-2016-003@ec.europa.eu

This text is available in English.

To ensure a rapid response to requests for information, applicants are invited
to send their queries in English, where possible

Applicants are invited to read the present document in conjunction with the Financial
Guidelines for Applicants for this call as well as the financial rules applicable to the general budget of
the Union and their rules of application:

http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

The legal basis of this call for proposal is the Commission Decision C(2015)8646 of 9 December 2015 on the adoption of the 2016 annual work programme for grants and procurement for DG EMPL prerogatives and specific competencies, serving as financing decision.

1.2. Policy and economic background

EU law on employee involvement at transnational level includes Directive 2009/38/EC¹ on European works councils, Directives 2001/86/EC² and 2003/72/EC³ on employee involvement in the European Company and the European Cooperative Society, respectively, and Article 16 of Directive 2005/56/EC⁴ on cross-border mergers of limited liability companies.

EU law on employee involvement at national level includes Directive 2002/14/EC⁵ establishing a general framework for informing and consulting employees, directive 98/59/EC⁶ on collective redundancies and Directive 2001/23/EC⁷ on transfer of undertakings.

Employee involvement is also fostered through the development of transnational company agreements⁸ between multinational companies and workers' representatives.

1.3. Main Purposes

The purpose of this Call for Proposals is to fund operations aimed at developing employee involvement in undertakings - meaning any mechanism, including information, consultation and participation, through which employees' representatives may exercise an influence on decisions to be taken within the company - in particular by raising awareness and contributing to the application of EU law and policies in this area.

¹ OJ L 122, 16/05/2009

² OJ L 294, 10/11/2001

³ OJ L 207, 18/08/2003

⁴ OJ L 310, 25/11/2005

⁵ OJ L 80, 23/03/2002

⁶ OJ L225, 12/08/1998

⁷ OJ L 82, 23/03/2001

⁸ SEC(2008)2155 and COM(2005)33

2. OBJECTIVE(S) – PRIORITIES – EXPECTED RESULTS

2.1. Objectives - Priorities

In this context, the appropriations of this Call for Proposals finance measures enabling the social partners and the social actors at company level to familiarize themselves with EU law and policies in the area of employee involvement as well as to exercise their rights and their duties to this regard. They cover in particular funding of measures aimed at strengthening transnational co-operation between workers' and employers' representatives in respect of employee involvement.

These appropriations may also be used to fund short training actions as well as actions involving representatives of social partners in the candidate countries⁹ in the field of employee involvement.

Priority objectives:

For the financial year 2016 the following objectives may be supported under this Call for Proposals:

- a) to promote actions designed to prepare the setting up of transnational information, consultation and participation bodies and mechanisms arising from the application of EU law on employee involvement;
- b) to promote the exchange of information and good practice aimed at creating favourable conditions for the setting up of transnational information, consultation and participation bodies and mechanisms arising from the application of EU law on employee involvement;
- c) to promote action aiming to familiarize the social partners and actors at company level with the content of EU law and transnational company agreements and to enable them to exercise their rights and their duties in this regard;
- d) to promote initiatives to strengthen transnational cooperation between workers' and employers' representatives in respect of information, consultation, and participation of employees within companies operating in more than one Member State;
- e) to promote transnational actions involving representatives of the new Member States and of Candidate Countries in the field of employee involvement;
- f) to promote action aiming to familiarize the actors represented at company level with transnational company agreements and to strengthen their cooperation within the European Union;
- g) to promote operations fostering the development of employee involvement in undertakings (also, when necessary, taking into account possible specific needs of employees with disabilities) as well as to follow up on the findings of the "Fitness check" on EU acts in the area of Information and Consultation of Workers;
- h) to promote innovative actions relating to employee involvement, with the view of supporting the anticipation of change and the prevention and resolution of disputes in

⁹ Where reference is made to the Candidate Countries in this call for proposals, it concerns the Candidate Countries at the time of the deadline for the submission of applications of this call: http://ec.europa.eu/enlargement/countries/check-current-status/index_en.htm.

the context of corporate restructuring, mergers, take-overs and relocation in Union scale undertakings and groups of undertakings;

- i) to strengthen cooperation between the social partners for the development of employee involvement in the design of solutions addressing the consequences of the economic crisis, such as collective redundancies.
- j) to develop expertise across Member States, promoting cooperation between relevant authorities and stakeholders and fostering relations with the Union Institutions so as to support the implementation and improve the effectiveness of EU law on employee involvement.

2.2. Description of the activities to be funded / Type of actions

The types of activities which may be funded under this call for proposals include:

- Conferences, seminars, short training actions, manuals and exchange of information and of good practices involving workers' and/or employers' representatives;
- Analysis papers on quantitative, qualitative aspects and results on subjects related to workers' and employers' representation and social dialogue at undertaking level in a transnational cooperation context;
- Websites, publications, newsletters and other means for the dissemination of information.

2.3. Information on the action for which the grant is requested

When drafting the project proposal, applicants are invited to pay particular attention to the following elements:

- The proposal should provide a clear explanation of the rationale and problem definition/analysis underpinning the proposed action, as well as the specific contribution of the action to the objectives of the call for proposals and its expected impact.
- In case of recurrent related applications by the same applicant, the added value of the new project as compared to previous ones should be clearly explained.
- The choice of partners involved and countries covered should be duly explained and justified as regards their relevance towards the specific objectives of the action.
- Cost estimates should be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency. It should be noted that the cost-effectiveness of actions will be evaluated on the basis of the proposed budget. The Commission reserves the right to make corrections and/or remove non-eligible expenditure from the proposed budget, but it will not make adjustments in order to improve cost-effectiveness of proposals.
- Projects shall provide a full project cycle, including preparatory, dissemination, implementation, and follow-up and reporting activities.
- In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the detailed description of the action and work programme must provide detailed on the tasks to be subcontracted and the reasons for doing so and these must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

2.4. Expected outputs/results

The expected results of this call for proposals are improved possibilities for the social partners to exercise their rights and duties as regards employee involvement; strengthened cooperation among social partners and other actors in respect to Union law on employee involvement; a follow up on the findings of the "Fitness check" on EU acts in the area of Information and Consultation of Workers, and increased number of social partners and other actors familiarised with transnational company agreements.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	April 2016
b)	Deadline for submitting proposals	17 June 2016
c)	Evaluation period (indicative)	Mid June – August 2016
d)	Information to applicants (indicative)	October 2016 ¹⁰
e)	Signature of the grant agreement (indicative)	November 2016 ¹¹
f)	Starting date of the action (indicative)	Between 1 st of November– 31 December 2016

3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work programme instead of indicating the name of the months, for ease of reference.

Any expenditure incurred before the signature of the Grant Agreement will be at the applicant's risk. No expenditure can be incurred before the deadline for submission.

The indicative duration of the project should be up to 24 months.

¹⁰ And in any case no later than 6 months after the submission deadline.

¹¹ And in any case no later than 3 months after the date of information to applicants.

4. AVAILABLE BUDGET

The total budget earmarked for the EU co-financing of projects under this call is estimated at € 7 313 000.

On an indicative basis, the EU grant requested should be not less than EUR 108.000

The Commission reserves the right not to distribute all the funds available.

4.1. Co-financing rate

Under this call for proposals, the EU grant may not exceed 90 % of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget¹².

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(b)
- Applications must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the application form and its annexes by post or courier service (see section 12)

Failure to comply with the above requirements will lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, French or German in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals in all official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English, French or German (checklist point 3).

¹² Letters of commitment are required from co-applicants and any third party providing a financial contribution to the eligible costs of the action (see section 14, checklist point 5).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants (sole/lead and co-applicants) and affiliated entities¹³

a) Place of establishment

Legal entities properly established and registered in the following countries are eligible as lead applicant:

- one of the Member States of the European Union;
- social partner organisation at European¹⁴, national or regional level (in application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met¹⁵).

Legal entities properly established and registered in the following countries are eligible as co-applicants:

- one of the EU Member States or Candidate Countries.

b) Type of entities

To be eligible, sole or lead applicant and co-applicant(s) must be a:

- representative of workers or employers of Member States, i.e.:
 - A. for workers: applicants may be works councils or similar bodies ensuring the general representation of workers; regional, national, European, sectoral or multi-sectoral trade unions;
 - B. for employers: applicants may be the management of undertakings, organisations representing employers at regional, national, European, sectoral or multi-sectoral level. In case of commercial undertakings, the objective of the project must be non-commercial in nature.
- As an exception, sole/lead applicants may also be technical bodies such as non-profit training or research bodies and commercial companies only if the aim of the project is non-commercial.

¹³ See section 2 of the Financial Guidelines for definitions.

¹⁴ These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level.

¹⁵ For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see section 14, checklist point 8).

The above quoted technical bodies and commercial undertakings will be considered eligible only where they are expressly designated by one or more eligible organisations representing workers or employers of Member States and when a mandatory letter of endorsement is included (see section 14, checklist point 21).

c) Consortia¹⁶

In the case of proposals not submitted by a European-level¹⁷ workers' or employers' organisation, the action must involve co-applicants, affiliated entities from more than one Member State and/or Candidate Country. The consortium may also include associate organisations

In order to strengthen co-operation between workers' and employers' representatives in respect of information, consultation and participation within undertakings operating in more than one Member State, projects involving only one information and consultation body should be submitted as joint projects from representatives of workers and employers.

Where particular circumstances do not allow submitting such a joint project, the reasons must be specified in the application.

d) Affiliated entities

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation and which satisfy the eligibility criteria, may take part in the action as affiliated entities, and may declare eligible costs.

For that purpose, applicants shall identify such affiliated entities in the application form.

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in EU Member States or the candidate countries.

b) Types of activities

The grant will finance inter alia the activities indicated in section 2.2.

The applicant should refer to the Financial guidelines and notably the section 4.2.2.3 regarding the regulation about activities of the project that could be subcontracted.

¹⁶ Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted from each co-applicant. Letters of commitment must be submitted from each co-applicant, affiliated entity; certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see section 14, checklist points 5 and 6. Letters of commitment are also required from any associate organisations (participation on a no-cost basis and no financial contribution).

¹⁷ For the purposes of this Call, "European-level organisation" means a legal entity, having its registered office based in one of the Member States of the European Union and ensuring the general representation at European level, of Member States workers' or employers' national associations and promoting their common interests at European level according to their own by laws.

c) Core activities

The following activities are considered to be core activities and may not be subcontracted:

- *Project management*

6.3. Ineligible activities

Financial support to third parties as defined in point 3 of the Financial Guidelines is not eligible under this call.

The following types of activities are not eligible for EU funding:

The budget heading is intended to finance specific transnational cooperation projects. Therefore grants are not intended to finance the normal operation or meetings of bodies representing management or labour (the social partners); they are intended only to cover additional expenditure linked directly to projects.

7. EXCLUSION CRITERIA

Applicants (lead and co-applicants) must sign a declaration on their honour certifying that they are not in one of the situations referred to in article 106(1) and 107.1(b) and (c) of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

The same exclusion criteria apply to any affiliated entities.

Only proposals which comply with the requirements of the above eligibility and exclusion criteria will be considered for further evaluation.

8. SELECTION CRITERIA

The applicant (lead and co-applicant) must have the financial and operational capacity to complete the activity for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

Applicants (sole/lead and co-applicant(s)) must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

The ratio between the total assets in the applicant's (sole/lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form should be greater than 0.70. In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant.

The verification of financial capacity will not apply to public bodies.

The applicant's (sole/lead and co-applicant) financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Declaration on honour (including financial capacity to carry out the activity) (see section 14, checklist point 4);
- Annual balance sheets and profit and loss accounts for the last financial year available (see section 14, checklist point 18);
- Summary balance sheet and profit and loss accounts using the template provided in SWIM (see section 12) and signed by the legal representative (see section 14, checklist point 19).
- For grants of *EUR 750 000 or more*, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (see section 14, checklist point 20).]

8.2. Operational capacity

Applicant's (sole/lead and co-applicant(s)) must have the professional competencies as well as appropriate skills and qualifications necessary to complete the proposed action. In particular, (lead and co-applicant(s)) must have:

- Have demonstrable experience of having carried out projects relating to the subject of the present call in the last three years;
- The necessary operational resources (technical, management) to carry out the action

The operational capacity of the applicant (sole/lead and co-applicant) to complete the proposed action must be confirmed by the submission in the proposal of the following items:

- A list of the main projects relating to the subject of the call carried out in the last three years (see section 14, checklist point 17);
- The CVs of the proposed project co-ordinator and the persons who will perform the main tasks, showing all their relevant professional experience (see section 14, checklist point 15);
- A declaration by the project manager/coordinator certifying the competence of the team to carry out the required tasks (see section 14, checklist point 16);
- Declaration on honour (including operational capacity to carry out the activity) (see section 14, checklist point 4).
- the most recent activity report of the applicant organisation(s) (see section 14, checklist point 22)
- an organisational chart showing the structure of the applicant organisation(s) with all members of staff involved in the project, their positions and employment status; (see section 14, checklist point 23)

If the sole/lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant¹⁸. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is accepted, the work programme will have to be adapted as appropriate.

Only proposals which comply with the requirements of the above selection criteria will be considered for further evaluation.

¹⁸ This includes a re-evaluation of the eligibility of the modified consortium.

9. AWARD CRITERIA

The proposals which fulfil the eligibility and selection criteria will be assessed according to the following award criteria:

- i. The extent to which the action meets the priority objectives of this Call for proposals (Max. 10 points)
- ii. The extent to which the project concerns innovative measures or new subjects in relation to information, consultation and participation of representatives of undertakings and which adds value to the existing situation (Max.10 points)
- iii. The extent to which the project promotes the joint participation of employers and workers (Max. 10 points)
- iv. The extent to which the action has a genuine transnational dimension (Max.10 points)
- v. The extent to which workers' and/or employers' representatives from new Member States or candidate countries are actively involved in the project (Max. 10 points)
- vi. The cost-effectiveness of the action (Max. 10 points)
- vii. The overall quality and clarity of the proposal, including the budgetary aspects and the arrangements to publicise the operation, including aspects related to the European Union funding, and dissemination methods envisaged (Max. 10 points)

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that:**

- **the total score reaches at least 60% of the maximum possible mark;**
- **the score for criteria i and iv is at least 50% of the maximum possible mark for that criterion.**

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, or to the coordinator in the case of multi-beneficiary grant agreements.

The 2 copies of the original agreement must be signed by the beneficiary, or the coordinator in the case of multi-beneficiary grant agreements, and returned to the Commission immediately. The Commission will sign it last.

The grant agreement may include corrections and deletion of ineligible costs or activities made by the Commission – therefore the applicant should carefully read the whole agreement and the budget and work programme sections in particular, before signing and returning the copies to the Commission.

A model Grant Agreement is published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

12. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, before the deadline set in section 3.b above.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline**.

The hard copy of the proposal must be duly signed and sent in 2 (one marked "original" and 1 marked "copy"), including all documents listed in section 14, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission
Call for proposals VP/2016/003 – DG EMPL.B.2
J-27 – 03/58
B-1049 Bruxelles - BELGIUM

Please send your proposal by registered post, express courier service or by hand delivery only. Proof of posting or express courier receipt should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

Hand-delivered proposals must be received by the European Commission before 4 p.m. on the date of the deadline for submission as indicated in section 3(b) at the following address:

European Commission
Service central de réception du courrier
Call for proposals VP/2016/003 – DG EMPL.B.2
Avenue du Bourget, 1
B-1140 Evere

At that time the European Commission's Mail Service will provide a signed receipt which should be conserved as proof of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be taken into consideration.

13. COMMUNICATION

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

All enquiries must be made by e-mail only to:

empl-vp-2016-003@ec.europa.eu

For any technical problems please contact: empl-swim-support@ec.europa.eu

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals.

The Commission has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity (ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

No modification to the proposal is allowed once the deadline for submission has elapsed. If there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

14. REQUIRED DOCUMENTS

The table below includes the documents that must be provided on submission of the proposal. It also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

At the submission of the application, **copies of the signed originals** will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal will be rejected for lack of administrative compliance.**

Regarding the compilation of the application file, it is recommended to:

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities. Documents marked with * are obligatorily to be attached online in SWIM as well.

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2016/003) – free format	✓	--	--	--	✓	<input type="checkbox"/>
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
3	Executive summary (if necessary)	Executive summary in EN/FR/DE (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
4	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative.	✓	✓	--	--	✓	<input type="checkbox"/>
5	Letter of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative.	--	✓	✓	✓	✓	<input type="checkbox"/>
6	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
7	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>
8	Legal entity form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative. [Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.]	✓	✓	--	--	✓	<input type="checkbox"/>
9	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity).	✓	✓	--	--	--	<input type="checkbox"/>
10	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	<input type="checkbox"/>
11	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--	<input type="checkbox"/>
12	Financial identification form*	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓	<input type="checkbox"/>
13	Description of the action and work plan*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The document should be submitted in English, French or German].	✓	--	--	--	--	<input type="checkbox"/>
14	Budget Explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be	✓	--	--	--	--	<input type="checkbox"/>

		<p>identical to the electronic version of the budget explanation.</p> <p>The budget explanation must provide additional information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined.</p> <p>The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure.</p>						
15	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	□
16	Declaration certifying the competence of the project team	Declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from sole/lead applicant, co-applicants and affiliated entities) performing the main task, with a brief description of their outputs related to the subject of the proposal. – free format]	✓	--	--	--	--	□
17	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section D.3) – free format	✓	✓	✓	--	--	□
18	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	□
19	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative	✓	✓	--	---	✓	□
20	Audit report	For grant requests of EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. The report should be submitted in English, French or German.	✓	✓	--	--	--	□
21	Mandatory letter of endorsement	For technical bodies and commercial undertakings as indicated in section 6.1	✓	--	--	--	--	□
22	Activity report	The most recent activity report of the applicant's organisation	✓	--	--	--	--	□
23	Organisational chart	An organisational chart showing the structure of the applicant's organisation with all members of staff involved in the project, their positions and employment status	✓		--	--	--	□

ANNEX I:

FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=422&furtherCalls=yes>