



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate A : Security  
**Unit A4 : Financial support - Internal Security**

## **PROGRAMME**

# **"PREVENTION OF AND FIGHT AGAINST CRIME"**

**2007-2013**

**"CALL FOR PROPOSALS ISEC 2010 ACTION GRANTS"**

**Deadline: 29 October 2010**



## 1. BACKGROUND AND MAIN OBJECTIVES

Under Article 3(2) of the Council Decision 2007/125/JHA of 12 February 2007 (**hereafter the Council Decision**), establishing a specific programme **Prevention of and Fight against Crime** as part of the general programme Security and Safeguarding Liberties<sup>1</sup> (**hereafter the ISEC Programme**), the specific objectives of the programme are the following:

- (a) to stimulate, promote and develop horizontal methods and tools necessary for strategically preventing and fighting crime and guaranteeing security and public order such as the work carried out in the European Union Crime Prevention Network, public-private partnerships, best practices in crime prevention, comparable statistics, applied criminology and an enhanced approach towards young offenders;
- (b) to promote and develop coordination, cooperation and mutual understanding among law enforcement agencies, other national authorities and related Union bodies in respect of the priorities identified by the Council in particular as set out by the Europol's Organised Crime Threat Assessment;
- (c) to promote and develop best practices for the protection of and support to witnesses;
- (d) to promote and develop best practices for the protection of crime victims.

This Call for proposals covers the four themes as identified in Article 3 (1) of the Council Decision:

- (a) crime prevention and criminology;
- (b) law enforcement;
- (c) protection and support to witnesses;
- (d) protection of victims.

In order to implement the ISEC Programme, the Commission has adopted on 20 October 2009 the 2010 Annual Work Programme<sup>2</sup>, specifying General Call for Proposals with specific priorities.

This Call for Proposals (hereafter the Call) corresponds to the implementation of Part I. Heading A. of this Annual Work Programme.

## 2. BUDGET ALLOCATED FOR GRANTS

The total amount proposed for co-financed projects in 2010 on the basis of this Call for Proposals is **€5 925 000** (plus possible outstanding amounts from the Targeted Calls 2010).

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<sup>1</sup> OJ L 058, 24.2.2007, p.7 Available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:058:0007:0012:EN:PDF>

<sup>2</sup> Commission Decision C(2009)7624 of 20 October 2009 adopting the Annual Work Programme for 2010, available at: [http://ec.europa.eu/justice\\_home/funding/isec/doc/awp\\_isec\\_2010\\_en.pdf](http://ec.europa.eu/justice_home/funding/isec/doc/awp_isec_2010_en.pdf)

### 3. PRIORITIES AND EXPECTED OUTCOME

All areas identified in the ISEC Programme are open for proposals.

#### 3.1. Priorities

However, in 2010, the following priorities have been identified in the Annual Working Programme 2010. Proposals submitted outside these priorities will also be considered, subject to quality and budget availability after funding projects matching priorities.

- (1) Implementation of the EU Action Plans on the security of **explosives** and on **Chemical, Biological, Radiological and Nuclear (CBRN)** materials. This may include measures related to awareness raising, the development of standards, improving information exchange mechanisms, conducting exercises, detection, raising security capacity and others;
- (2) **Trafficking in human beings**: prevention, protection of victims, prosecution and investigation of offenders, coordination and cooperation mechanisms, as well as the collection of reliable data;
- (3) Development and implementation of instruments on preventing and fighting **sexual exploitation of children** and on-line sexual exploitation and abuse of children, including prevention of recidivism, identification of child victims through pornographic materials; identification of offenders via credit cards as part of the European cybercrime policy, enhancing cooperation between law enforcement authorities in the area of fighting child abuse through communication systems;
- (4) **Financial and economic crime**, in particular actions should aim at strengthening the coordination of financial investigations and exchange of best practices; development and implementation of instruments regarding money laundering, terrorist financing, corruption, racketeering or extortion, identity theft and identity management and transparency of legal entities and charities. This includes examining standards for the confiscation of criminal **assets** and the return of confiscated assets as well as financial analysis to improve cooperation and EU wide tracing of assets derived from crime.
- (5) **Illegal use of Internet**: supporting the co-operation between experts and law enforcement authorities on understanding and combating fraud and illegal trade on the internet; actions establishing standard forms for law enforcement requests to the private sector and vice versa; actions against illegal content that may incite minors to violent and other serious behaviours; co-operation to develop and exchange efficient methods of monitoring the internet for terrorist content and combating it;
- (6) Projects examining **radicalisation** leading to terrorism addressing the motivations of terrorists, the increase vulnerability of some places, as well as strengthening civil society engagement to address the phenomenon more effectively at the grass-roots level.
- (7) **Prevention of crime**, including **urban, juvenile, environmental, firearms and drugs-related crimes**, through horizontal approaches such as public-private partnerships, European networks (such as EUCPN, EFE/European Firearms Experts) and the transfer of best practices to support policy making and the development of comparable statistics and EU indicators on crime and criminal justice;

- (8) **Police and customs cooperation:** make the best possible use of the existing instruments for police and customs cooperation (such as the Prüm Decision and the Swedish Initiative), especially through exchange of and access to information;
- (9) Support initiatives in favour of **police and customs cooperation** (including Joint Customs and/or Police Operations of limited duration);
- (10) Implementation of the supply reduction policy of the **EU Drugs Action Plan 2009-2012** covering law enforcement cooperation, the forensic profiling of drugs, the control of chemical precursor diversion and international cooperation;
- (11) Security of major mass events.

### 3.2. Expected outcome

All initiatives should contribute to the achievement of the objectives of the Programme. The effective and efficient development, implementation, monitoring and evaluation of European Union instruments and policies include:

- exchange, dissemination and use of information, knowledge, experience and best practices between Member States;
- development of cooperation between relevant security stakeholders and provide them with strategies, techniques and instruments to improve their performance in preventing and fighting crime;
- development of coordination and strengthening of mutual understanding between law enforcement authorities, facilitation of the coordination of their activities, and strengthening their capacity to combat crime and terrorist activity, particularly in cases with a cross-border dimension;
- development of new methods and techniques to support operational law enforcement and to improve training and ability to apply them, including the exploration of the use of new technologies for law enforcement purposes;
- promote public private partnerships between law enforcement bodies and the private sector in taking action to prevent crime and terrorist attacks;

## 4. DEFINITIONS AND CONTRACTUAL RELATIONSHIP

The following definitions and relationships are used when an application is lodged and when a grant agreement is signed, following a successful evaluation of the proposal:

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

Once a grant agreement is signed, the Co-ordinator is legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its Partners.

- **"Co-beneficiaries" (or Partners)** are those organisations participating in the implementation of the project activities that are eligible for EU co-financing. Once the grant agreement is signed, they will be considered as Co-beneficiaries of the EU grant as they will receive co-financing for the project. They will sign a mandate to allow the Co-ordinator to sign on their behalf. The Co-ordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant.
- **"Beneficiaries"**: Co-ordinator and co-beneficiaries are jointly referred to as beneficiaries.
- **"Associate Partners"** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant. None of their costs incurred for the project activities will receive EU co-financing. This type of partnership is first and foremost to be used by organisations in third countries (including acceding and candidate countries), international organisations and EU Agencies which may only participate on a non-cost basis.

Each "Co-beneficiary" and each "Associate Partners" must complete and sign a Partnership Declaration form, which must be attached to the Application. **The originals of the Partnership Declaration, the Mandates and the Legal Entity Form must be attached to the Application for all Co-beneficiaries.**

## 5. EVALUATION CRITERIA

### 5.1. Exclusion criteria

Applicant organisations shall be excluded from participating in this Call if they are in one or more of the situations listed in Articles 93 and 94 of the Financial Regulation<sup>3</sup>, i.e.:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;

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<sup>3</sup> Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006.

- they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation;
- they are subject to a conflict of interest;
- they are guilty of misrepresentation in supplying the information required or fail to supply this information.

Applicant organisation must sign the declaration in Section 3 of the Application form. Applicant organisation who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in a Union procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from Union contracts and grants in accordance with Art. 96 of the Financial Regulation and Art. 133 a and 133 b of the Implementing Rules<sup>4</sup>.

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

## 5.2. Eligibility criteria

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

- a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In the case where no proof of legal establishment showing the legal status of the Applicant organisation is attached to the application form, the application will be automatically rejected. **Entities established in third countries', international organisations and EU Agencies** may participate as Associate Partners **but solely on a non-cost basis** (partners not receiving funding from the Commission), and are not permitted to submit applications.
- b. **Bodies and organisations which are profit oriented** may have access to grants and may be Applicant organisation **only** in conjunction with non-profit oriented or public entities. The **originals of the Mandate, the Partnership Declaration and Legal Entity forms (and its supporting documents) for at least one "non-profit" or "public entity" which is a "Co-beneficiary" must be attached to the Application form**. Projects presented by a profit-oriented Applicant organisation and only including Associate Partners will not be eligible. Moreover, the project susceptible to be awarded a grant must present a balanced budget.
- c. Projects must relate to one or more of the **priorities of this Call** under section 2 and at least one of the **specific objectives** of the ISEC Programme<sup>5</sup>. Both national and transnational proposals can be submitted.
- d. **Transnational projects** must involve partners in at least two Member States, or at least one Member State and one candidate country. **In transnational projects** the Applicant organisation must have **at least one Co-beneficiary from another Member State**. Projects including the Applicant organisation and only Associate Partners from another Member State will not be eligible.

For each Co-beneficiary the originals of the Mandate, the Partnership Declaration and Legal Entity forms duly completed, dated and signed by the Authorised signatory must be attached to the Application form.

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<sup>4</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, EURATOM) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

<sup>5</sup> Article 3 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.7)

For each Associated Partner the originals of the Partnership declaration must be attached to the application form;

**e. National projects** (projects/actions to be carried out within a single Member State without the active involvement of Co-beneficiaries and Associate Partners from a different Member State or candidate country) must:

- prepare transnational projects and/or Union actions ("starter measures"), or
- complement transnational projects and/or Union actions ("complementary measures"), or
- contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level.

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

**f.** Projects cannot be already completed nor started and **should be scheduled to start after the grant agreement is signed**. An earlier start of the project may take place only where the applicant organisation can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of award. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept such action. The indicative starting project start date is mandatory information and must be indicated in the Timetable attached to the Budget Estimate Form;

**g.** Applications seeking EU co-funding of less than **€80.000** will not be eligible;

**h. The amount of Union funding requested cannot exceed 80%** of the total eligible costs of the project, i.e. complementary funding from other sources must be secured and demonstrated in the application. **A minimum of 20%** of the total eligible costs of the project must be provided as a **contribution in cash**, either by the Applicant and/or Co-beneficiaries and/or Associate Partners, or from another donor organisation/third party, and clearly indicated in the ISEC 2010 Budget Estimate form; **contributions in kind, such as staff costs, are not allowed**;

**i. Subcontracting** must be duly justified in the Application Form and **cannot exceed 30%** of the total eligible costs of the project.

**j.** Projects cannot last more than **three years**;

**k.** Applications must be submitted **using the Application form for this Call and the Budget Estimate form for ISEC 2010 Action Grants** made available by the Commission in electronic format on its website<sup>6</sup>; no other forms will be accepted; **all sections of both forms must be completed electronically (not by hand), duly dated and signed by the authorised signatory representing the Applicant organisation**. Only the information provided in both forms will be taken into account (i.e. any additional annexes will not be considered).

**l.** Applications must include **ALL required documents listed in Section 6.1 of this Call**. If **ANY** of these requested documents are missing the Application will not be eligible;

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<sup>6</sup> [http://ec.europa.eu/justice\\_home/funding/isec/funding\\_isec\\_en.htm](http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm)

- m.** Applicant organisations must **respect the deadline and the address** stipulated under Section 6.2 of this Call; as a proof of a respected deadline, the Commission accepts the postmark or the dispatching slip of the courier service attached to the envelope or the proof of receipt ("accusé de réception") signed by the Commission Central Mail Department.

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

In accordance with Articles 115 and 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, the following selection criteria will be the basis for assessing if the Applicant organisation has the financial and operational capacity to complete the proposed project.

- a.** the Applicant organisation's operational and professional competencies and qualifications in the specified area required to complete the project including relevant professional training and/or experience for the project staff concerned. Applicant organisation must also demonstrate that they have the operational means and resources to complete the project and show, if applicable, references relating to participation in other actions financed by the European Commission. The assessment will be based on the curricula vitae of the persons involved in the project, the annual activity reports of the Applicant organisation and other documents submitted by the latter. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence.

The Applicant organisation will be eliminated if it has not demonstrated that it has the capacity, experience and the expertise necessary for a successful implementation of the proposed project.

- b.** the Applicant organisation's financial capability, i.e. stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding. The assessment will be based on the submitted documents from the Applicant as requested under Section 6 of this Call, i.e. complete and audited<sup>7</sup> financial statements or reports for the past three years for which the accounts have been closed preceding the submission of the application, a detailed forward budget for 2010, balanced in terms of income and expenditure, an **external audit report** if the amount of grant requested exceeds 500.000 Euros and the completed Balance and Profit Account sheets included in the Budget Estimate form (not applicable to public entities and public universities).

Both public and private Universities must **include** evidence that the Applicant organisation and the Authorised signatory can enter into financial commitments on behalf of the University. The applicant organisation will be eliminated if it has not demonstrated that it possesses the financial capacity to cover its share of costs/financing.

Only applications which meet the above mentioned selection criteria will be further processed.
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<sup>7</sup> if the accounts shall be audited according to national law



## 5.4. Award criteria

Proposals which are eligible and meet the exclusion and selection criteria will be assessed in-depth. The evaluation consists of two parts: content and financial part. Both parts are relevant for awarding a grant. Proposals submitted with a low quality budget estimates will receive less points. It is not foreseen to enter into budgetary negotiations after the award decision is taken. For that reason the proposed budgets must be sound, reliable and reflect real costs. The Commission reserves the right to decrease the value of some expenditure if it is non-eligible or higher than available on market or remove expenditure if it does not relate to the project.

Proposals will be ranked on the basis of the following award criteria:

(a)	<b>Conformity.</b> Projects will be assessed on the extent to which they fall within the priority areas identified in Section 3.1 above and in the relevant EU strategic documents and/or action plans. For each type of project, it should be demonstrated that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime and in the Stockholm Programme <sup>8</sup> .	<b>10</b>
(b)	<b>Quality</b> of the proposed action regarding the effectiveness and rationality of its conception, organisation, methodology, expertise, allocation of resources, expected results and dissemination strategy of results. In particular, the ability of the project to attain the desired objective(s) will be assessed.	<b>20</b>
(c)	<b>Value for money and Economies of scale.</b> Amount requested for financial support and its appropriateness as to expected results. Is the proposed expenditure necessary and reasonable for the implementation of the planned activities and is the budget well structured and rational. In particular in terms of cost effectiveness, cost benefit/ratio of the proposed activities, assessment of estimated cost of the proposed action. Size and scope of the planned activities in particular in terms of economies of scale and the likely multiplier effect on the public of the planned activities.	<b>25</b>
(d)	<b>Impact</b> of the expected results on the objectives of this Programme and on measures taken within the priorities of this Call. Impact, in terms of partners, participants and the target groups that will benefit from the deliverables, will be favoured and in particular the likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended.	<b>25</b>
(e)	<b>European added value</b> European added-value includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures mechanism, policies, processes and innovativeness. To have a European dimension means that; - several European partners are involved in the implementation of activities - the action spans largely across the Union; and/or - the expected result(s)/output(s) will be implemented in / will apply to several Member States or to a majority of concerned Member States; and/or - the impact / outcome of the action and its results concern a large number of Member States (at least 7) or a majority of concerned Member States. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.	<b>20</b>
	<b>TOTAL</b>	<b>100 points</b>

<sup>8</sup> The Stockholm Programme – An open and secure Europe serving and protecting the citizens (17024/09), available at: <http://register.consilium.europa.eu/pdf/en/09/st17/st17024.en09.pdf>

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

The Evaluation Committee expects to complete its work indicatively by **end of February 2011**. Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than **end of April 2011**.

The Commission reserves the right to award a grant lower than the amount requested by the Applicant organisation. The award decision does not represent legal or budgetary commitment on behalf of the Commission. The award of each grant is subject to the conclusion of a grant agreement in writing.

For beneficiaries of a grant under this programme, a pre-financing payment of 60% will be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the Co-ordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of cost claim and its supporting documents provided by the Co-ordinator and Co-beneficiaries.

## **6. FORMAL REQUIREMENTS FOR SUBMITTING AN APPLICATION**

Applicant organisations **must use the forms published by the European Commission for this Call for Proposals ISEC 2010 Action Grants, available on:**

[http://ec.europa.eu/justice\\_home/funding/isec/funding\\_isec\\_en.htm](http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm)

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

### **6.1. Documents to be submitted**

The entire application should be submitted on paper. Applicants are requested not to bind the documents. Parts of the application should also be submitted electronically in word and excel format only (USB memory stick or CD-ROM), and should not be password protected.

Applicants should make sure that the contents of the paper and the electronic versions are identical. In case of discrepancy between the paper and the electronic versions, the paper version will be considered.

The following documents **are compulsory to be submitted in the application package:**

Document	On paper		Electronically
THE USE OF STANDARD FORMS AVAILABLE ON THE PROGRAMME WEBSITE IS COMPULSORY	<u>IN TRIPLICATE:</u> <u>ONE ORIGINAL</u> <u>AND TWO COPIES</u>	ONE copy	USB MEMORY STICK OR CD-ROM  <u>NO SUBMISSION IS ACCEPTED PER E-MAIL</u>
<b>Part A:</b> the <b>Application form</b> for this Call, duly <b><u>completed, dated and signed by the person authorised</u></b> to enter into legally binding commitments on behalf of the Applicant organisation (hereafter the authorised signatory). <u>All pages of the form must be submitted and initialled.</u> The declaration about exclusion criteria is part of this form in Section 3.	X		X
<b>Part B:</b> the <b>Budget Estimate form</b> for ISEC 2010 Action Grants, <b><u>duly completed, dated and signed by the authorised signatory</u></b> , including a detailed breakdown of expected expenditure and revenue. <u>All pages of the form must be submitted and initialled,</u> regardless if they are applicable or not to the project proposal (i.e. a summary first page "Budget", Headings A/B/C/D/E/F/H/J/K/L Timetable for implementation, Simplified Balance and Profit and Loss account sheet). <b><u>The budget estimate has to be in Euro and in balance.</u></b>	X		X
<b>Part C:</b> one original <b>Partnership declaration per Co-beneficiary and Associate Partner</b> <b><u>duly completed, dated and signed by the authorised signatory.</u></b>	X		
If applicable, one <b>Declaration of co-financing per third co-financing party.</b>	X		
<b>Part D:</b> one <b>original mandate per each Co-beneficiary</b> completed, dated and signed by authorised signatory of (using the template of Annex IV of the draft Grant Agreement)		X	
<b>Part E:</b> an <b>organisation chart</b> of the Applicant organisation.	X		
<b>Part F:</b> an <b>organisation chart of the project</b> and a description of the tasks of the staff involved in the project, including the <b>CVs</b> of staff members responsible for carrying out the activities specified in the Application form and Budget Estimate form.	X		
<b>Annex 1: evidence of legal status</b> , dependent on the legal status of the entity must include; <ul style="list-style-type: none"> <li>• a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity;</li> <li>• the articles of association/the statute of the organisation<sup>9</sup>;</li> <li>• copy of any official document (e.g. official journal, register of companies, etc.) showing the Applicants organisation name and address and the</li> </ul>		X	

<sup>9</sup> Not applicable for public entities and public universities

<p>registration number given to it by the National authorities<sup>9</sup>;</p> <ul style="list-style-type: none"> <li>• A copy of the VAT registration document if applicable and if the VAT number does not appear on the official documents referred to above.</li> </ul> <p>These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation.</p>			
<p><b>Annex 2: The financial identification form of the Applicant organisation</b>, duly completed, dated and signed by the Applicant, and signed and stamped by the bank where the applicant holds its account or accompanied by a recent bank account statement indicating IBAN number and name of the owner; the form is available at the Europa web-site: <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a></p>		X	
<p><b>Annex 3: The legal entity form of the Applicant organisation</b>, duly completed, dated and signed by the authorised signatory; the form is available at the Europa web-site: <a href="http://ec.europa.eu/budget/execution/legal_entities_en.htm">http://ec.europa.eu/budget/execution/legal_entities_en.htm</a></p>		X	
<p><b>Annex 4: The legal entity form for each Co-beneficiary receiving part of the grant</b>, completed, dated and signed by authorised signatory of the organisation</p> <p>If the applicant is a <b>profit making</b> entity the <b>legal entity form</b> for at least one of their "non-profit or public entity" Co-beneficiary/partner must be submitted together <b>with the supporting documents</b> required in this form.</p>		X	
<p><b>Annex 5:</b> report or description of the activities carried out by the Applicant organisation in 2008 and 2009<sup>10</sup>.</p>		X	
<p><b>Annex 6:</b> the Applicant organisation's annual activity programme for 2010 including the list of the planned activities and their timing, location and costs<sup>10</sup>.</p>		X	
<p><b>Annex 7:</b> the Applicant organisation <b>forward budget for 2010</b> showing a detailed breakdown of the Applicant organisation's expected expenditure and revenue<sup>10</sup>.</p>		X	
<p><b>Annex 8:</b> the <b>latest signed financial statements</b> for the past three closed financial years (balance sheet, profit and loss account), including audited accounts when required under the national law<sup>10</sup>.</p>		X	
<p><b>Annex 9:</b> an <b>external audit report</b> if the amount of grant requested exceeds 500.000 Euros; this audit report shall certify the account of the last financial year available<sup>10</sup>.</p>		X	
<p><b>Annex 10: For Universities (public and private):</b> evidence that the Applicant organisation and the Authorised signatory can enter into financial commitments on behalf of the University.</p>		X	

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

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<sup>10</sup> Not applicable for public entities and public universities

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

The deadline for this Call is on **29 October 2010**. No reminder will be sent or published. Applications must be submitted in a sealed envelope,

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

**Call for proposals 2010 Programme**

**"Prevention of and Fight against Crime" (ISEC 2010)**

**ACTION grants**

European Commission  
Directorate-General Home Affairs  
Unit A4 Financial support – Internal Security  
Office LX-46 6/020  
B-1049 Brussels

**Not later than 29 October 2010** will be evidenced by the postmark or by the date of the deposit slip;

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

**Call for Proposals 2010 Programme**

**"Prevention of and Fight against Crime" (ISEC 2010)**

**ACTION grants**

European Commission  
Directorate-General Home Affairs  
Unit A4 Financial support – Internal Security  
Office LX-46 6/020  
**Mail Department**  
**Rue du Bourget, 1**  
**B-1140 Brussels-Evere**

**Not later than 29 October at 15.00** (Brussels time), will be evidenced by the receipt signed by the EU official who took delivery.

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

## 6.3. Acknowledgement of receipt

Following the registration of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application met the above mentioned deadline and informing them of the reference number of their application. The template of that letter is in Section 4 of the Application form for ISEC 2010 Action Grants.

## 7. FURTHER INFORMATION

Applicants are invited to consult the "Guide for Applicants to the 2010 ISEC Programme Action Grants" to be published at the following address:

[http://ec.europa.eu/justice\\_home/funding/isec/funding\\_isec\\_en.htm](http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm)

Questions may be sent by e-mail to the address or number listed below, indicating clearly the reference of the Call:

e-mail address: xxxxxxxxx@xx.xxxxxx.xx

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the Call before the official announcement of results.

### **7.1. Examination of applications**

The Commission may contact applicants to request additional information at any time prior to taking its award decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly until the end of the selection process. When the Commission contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of the Commission.

### **7.2. Ex-post publicity**

All grants awarded in the course of a financial year must be published on the Internet site of the Commission during the first half of the year following the closure of the budget year in respect of which they were awarded. The information may also be published by any other appropriate medium, including the Official Journal of the European Union. The following will be published:

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

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests.

Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

## **8. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Unions grant programme concerned. On request, you may be sent personal data to correct or complete it. For any questions relating to this data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001). If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

## **9. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE**

Applicants are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12), their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.