



Funding for European consumers organisations

whose objectives and activities are to promote and protect the health, safety and economic interests of consumers in the Community

Application form 2009

Action 5 of Decision No 1926/2006/EC establishing a programme for Community action in the field of consumer policy



Executive
Agency for
Health and
Consumers

EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

FUNDING

FOR EUROPEAN CONSUMERS' ORGANISATIONS

WHOSE OBJECTIVES AND ACTIVITIES ARE TO PROMOTE AND PROTECT THE
HEALTH, SAFETY AND ECONOMIC INTERESTS OF CONSUMERS IN THE
COMMUNITY

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CHECK LIST

Documents to be sent in triplicate¹

- | | |
|---|--------------------------|
| 1. Application form, duly completed, signed and dated | <input type="checkbox"/> |
| 2. Copy of the applicant organisation's articles of association | <input type="checkbox"/> |
| 3. Copy of the applicant organisation's certificate of registration | <input type="checkbox"/> |
| 4. VAT declaration –Annex 1 | <input type="checkbox"/> |
| 5. Statement of independence –Annex 2 | <input type="checkbox"/> |
| 6. Declaration of commitment of members of the European organisation –Annex 3
– or other proof | <input type="checkbox"/> |
| 7. Certificate of non-exclusion –Annex 4 | <input type="checkbox"/> |
| 8. The most recent activity report of the applicant organisation | <input type="checkbox"/> |
| 9. If the European organisation is newly created: CVs of the European members of
the management board and the most recent activity reports for the member
organisations of the new body | <input type="checkbox"/> |
| 10. List of the European organisation's staff and the CV of each person | <input type="checkbox"/> |
| 11. CV of the project leader | <input type="checkbox"/> |
| 12. Annual accounts– see point 3.5.1 of this form | <input type="checkbox"/> |
| 13. External audit report - for applications for subsidies greater than 100 000 € | <input type="checkbox"/> |
| 14. Applicant organisation's work programme for 2010 | <input type="checkbox"/> |
| 15. Financial identification form | <input type="checkbox"/> |
| http://www.ec.europa.eu/budget/execution/ftiers_en.htm | |
| 16. Supporting documents for other sources of financing -ongoing or secured | <input type="checkbox"/> |

¹ One original and two copies.

1. INTRODUCTION

1.1. Documents to be read before completing the application form:

- Consumer policy strategy 2007-2013.
- Decision No 1926/2006/EC of the European Parliament and the Council establishing a programme of Community action in the field of consumer policy (2007-2013).
- Annual work programme in the area of consumer policy for 2009.
- Call for applications 2009 published on EAHC website and noticed in the Official Journal of the European Union.

1.2. Other useful documents

- Articles 108 - 120 of Council Regulation No 1605/2002 of 25 June 2002 on the Financial Regulation as amended by Council Regulation No 1605/2002 of 13/12/2006.
- Articles 160 - 184 of Regulation No 2342/2002 laying down detailed rules for the implementation of the Financial Regulation, as amended by Commission Regulation No 478/2007 of 23/04/2007.

1.3. Role of the Executive Agency for Health and Consumers.

Under Council Regulation (EC) N 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes, the Commission can decide to delegate all or part of the implementation of the programme of Community action in the field of consumer policy (2007-2013), on its behalf and under its responsibility, to an executive agency.²

By Decision 2004/858/58/EC of 15 December 2004 the Commission created the "*Executive Agency for the Public Health Programme*" (PHEA), with a view of performing tasks linked to the implementation of the Community action in the field of Public Health, pursuant to Council Regulation (EC) N° 58/2003.

On 20 June 2008, the Commission transformed PHEA into the "*Executive Agency for Health and Consumers*" -hereinafter "EAHC"- (Commission Decision 2008/544/EC) and decided to delegate to EAHC part of the implementation of the programme of Community action in the field of consumer policy (2007-2013),

² OJ L 11 of 16.01.2003, p. 1.

adopted by Decision 1926/2006/EC of the European Parliament and the Council of 18 December 2006.³

On the basis of the above, EAHC publishes this call for proposals as part of the implementation of the programme of Community action in the field of consumer policy (2007-2013). EAHC is also responsible for managing the entire procedure of this call.

³ OJ L 404 of 30.12.2006, p. 39.

2. GENERAL INFORMATION ON THE APPLICANT ORGANISATION

The information provided below will be used to establish whether the applicant organisation complies with the **eligibility criteria** for Community assistance, as set out in the call for applications.

2.1. Name of organisation, and acronym or abbreviation:

2.2. Legal status of the organisation

Attach a copy of your organisation's articles of association ☐

2.3. Statutory registration number

Attach a copy of the certificate of registration ☐

2.4. Date of establishment:

2.5. V.A.T number (where applicable)

Complete **Annex 1** of this form: ☐

2.6. Address

Street:

Postal code:

Town/city:

Country:

2.7. Phone number:

2.8. Fax number:

2.9. E-mail and website address if available:

2.10. Legal representative – person authorised to sign an agreement with the Executive Agency for Health and Consumers

Surname:

Forename:

Position:

2.11. Conditions laid down in Article 5 and Annex II of Decision No 1926/2006/EC (legal basis)

Please complete **Annex 2** of this form, which certifies that the applicant organisation is independent: ☐

Please have **each member of the European organisation complete Annex 3** of this form, which confirms the mandate given to the applicant organisation, or provide all documents certifying that the criteria set out in Article 5 and Annex II of Decision No 1926/2006/EC are fully met: ☐

Description of the main activities and objectives of the applicant organisation:

2.12. Grounds for disqualification

Please complete **Annex 4** to this form, which certifies that the applicant organisation is not in any of the excluded categories: ☐

3. FINANCIAL STANDING AND OPERATIONAL CAPACITY OF THE APPLICANT ORGANISATION

The information provided below will be used to establish whether the applicant organisation will be able to complete the proposed activity (**selection criteria**).

3.1. Operational capacity of the applicant organisation

Please attach the **most recent activity report**

☐

If the European organisation is newly created, please attach the **curricula vitae of the members of the management board** and the most recent activity reports for the member organisations of the new body

☐

Please attach **a list of the European organisation's staff and the curriculum vitae of each person**, stating their skills, technical knowledge and experience

☐

3.2. Contact person / project leader (person in charge of general project coordination)

Attach the project leader's curriculum vitae:

☐

Surname:

Forename:

Position:

3.3. Applicant organisation's experience in the sector covered by the call for applications

3.4. Previous financial contributions obtained by the applicant organisation, directly or indirectly, from a European Union institution during the past three financial years (if applicable)

It is essential to mention EU subsidies already received. Failure to do so will lead to the application being rejected.

COMMUNITY FUNDING CONCERNED	TITLE OF THE PROGRAMME OR ACTION	YEAR AND REFERENCE OF SUBSIDY	AMOUNT OF SUBSIDY (IN EURO)	TOTAL COST OF ACTION(IN EURO)

3.5. Financial standing of the applicant organisation

3.5.1. Applicant organisation's sources of funding

Please attach a **copy of the organisation's annual accounts** for the last financial year for which the accounts have been closed preceding the submission of the application. ☐

For **grant applications from new European organisations**, attach the annual accounts (including balance sheet and profit and loss statement) of the member organisations of the new body for the last financial year for which the accounts have been closed preceding to submission of the application: ☐

For **applications for operating grants greater than EUR 100 000**, please attach an external audit report produced by an approved auditor. This report shall certify the accounts for the last financial year available and give an assessment of the organisation's financial viability: ☐

3.5.2. Cost of the programme 2010 (in EUR):

- Estimated total cost of the programme: €
- Amount of assistance requested from EAHC: €

- Other sources of financing already secured: €
- Proportion of the total cost of the programme represented by the requested EAHF subsidy %

3.5.3. *Has your organisation submitted, or does it intend to submit, a grant application for the same project to another Commission department?*

YES ☐

NO ☐

If yes, specify the Directorate-General, the Community programme concerned, and the stage your application has reached:

3.5.4. *Financial officer*

Surname:

Forename:

Position:

3.5.5. *Bank details:*

Complete the financial identification form available online at:

☐

http://europa.eu.int/comm/budget/execution/ftiers_fr.htm

3.6. Other useful information

4. DETAILED FORWARD BUDGET (IN EURO)

The application must be supported by a detailed forward budget showing all the expenditure and revenue necessary to carry out the project. The budget must be in balance, i.e. total expenditure and total revenue must be equal.

Please use the tables below to establish a summary budget and provide detailed information including a precise breakdown of costs. You may use additional pages if necessary (A4 format).

4.1. Expenditure (summary)

Staff costs	
Administrative costs	
Equipment/materials	
Travel and subsistence	
Conferences, meetings	
Public relations / communications / publications	
Subcontracting	
Miscellaneous	
Total expenditure	

4.2. Revenue (summary)

Resources from the applicant organisation	
Other sources of financing	
Revenue expected as a result of project implementation	
Amount of EU support requested under this application	
Total revenue	

4.3. Detailed breakdown of expenditure in Euro

4.3.1. Staff costs

Internal staff

NAME	FUNCTION	MONTHLY SALARY COST ⁴	WORKING DAYS	COST PER DAY	TOTAL
TOTAL					

External staff

NAME	FUNCTION	MONTHLY SALARY COST ⁵	WORKING DAYS	COST PER DAY	TOTAL
TOTAL					

⁴ Monthly gross salary including social security contributions but excluding all other expenses. Attach details of the calculation method.

⁵ Monthly gross salary including social security contributions but excluding all other expenses. Attach details of the calculation method.

4.3.2. Administrative costs

This includes mainly overheads: property costs, water, electricity, heating, telecommunications, photocopying, consumables and office supplies, insurance costs, translation, etc.

TYPE OF COST	QUANTITY	COST PER UNIT (WHERE APPROPRIATE)	TOTAL
TOTAL			

4.3.3. *Depreciable equipment and materials*

TYPE OF EQUIPMENT	YEAR OF PURCHASE	QUANTITY	COST	ELIGIBLE COST (DEPRECIATION)	TOTAL
TOTAL					

4.3.4. *Travel and subsistence – see table in Annex 5.*

DESTINATION AND MODE OF TRANSPORT	NUMBER OF PERSONS	TRAVEL COST	SUBSISTENCE COST	TOTAL
TOTAL				

4.3.5. *Conferences, meetings*

TYPE OF EXPENDITURE	QUANTITY	COST PER UNIT	TOTAL
TOTAL			

4.3.6. *Public relations / communications / publications*

TYPE OF EXPENDITURE	QUANTITY	COST PER UNIT	TOTAL
TOTAL			

4.3.7. *Subcontracting – see subcontracting conditions in Annex 6.*

TYPE OF EXPENDITURE	TOTAL
TOTAL	

4.3.8. *Miscellaneous*

TYPE OF EXPENDITURE	TOTAL
TOTAL	

4.4. Detailed breakdown of revenue (in Euro)

For each heading please state the amount, source and type of revenue.

4.4.1. The applicant organisation's usual resources

-

4.4.2. Other sources of financing (ongoing or secured)

Funding received for the purpose of financing specific measures does not need to be mentioned.

Attach supporting documents ☐

-

4.4.3. Income expected as a result of project implementation

.....

5. QUALITY OF THE WORK PROGRAMME

The European organisation's work programme for 2010 must be attached to the application.

The information provided below will be used to establish whether the award criteria as set out in the call for applications are met.

When answering the questions below, please specify how your 2010 work programme fulfils all of these criteria.

5.1. Is the 2010 work programme consistent with the objectives of European consumer policy?

5.2. Does the 2010 work programme help to integrate consumer interests into other Community policies?

5.3. Does the 2010 work programme help to improve the representation of consumer organisations in the new Member States?

5.4. Does the 2010 work programme reflect activities by your organisation that are intended to represent consumers' interests and express their concerns to institutions and interest groups, as well as to the media and the general public?

5.5. Does the 2010 work programme reflect activities by your organisation that are intended to mobilise its members to take action on European issues with their various partners at European and national levels?

- 5.6. Does the 2010 work programme raise the general profile of the organisation and of its activities?**
- 5.7. Is the 2010 work programme clear, realistic and well detailed, particularly in respect of the following aspects:**
- clarity of the objectives and their suitability for achieving the desired results;**
 - description of the planned activities;**
 - timetable.**
- 5.8. Does the 2010 work programme have a good cost-effectiveness ratio (consistency between the budget/resources used and the actions to be undertaken)?**
- 5.9. Does the 2010 work programme make provision for assessment mechanisms? Does it include performance indicators in order to verify that the objectives of the work programme have been attained?**

6. SUBMISSION OF APPLICATION AND SIGNATURE

6.1. Conditions

Only applications submitted **using this form**, duly completed and accompanied by all the **requisite supporting documents**, will be considered. Applications which are incomplete or submitted in another format will not be considered.

The paper version **must be typed** (handwritten applications will not be accepted), **dated and signed**.

The original of the application form and supporting documents relating to the project (one of the three sets) must bear the **signature of the person** representing the applicant organisation.

Only **complete and detailed applications** will be considered. Incomplete and/or late applications will be rejected.

6.2. Procedure and deadlines

- Complete applications must be **provided on paper in triplicate** (one original and two copies).
- They must be delivered by postal mail, by courier or by hand to the following address:

EUROPEAN COMMISSION
Executive Agency for Health and Consumers- - Consumer and Food
Safety unit
Action 5
Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 Luxembourg

Applications sent by post or by private courier must be postmarked no later than **25 September 2009**.

Applications delivered by hand must arrive **before 16:00 (Luxembourg time)** on **25 September 2009**.

- The completed application dossier and the work programme must also be **submitted in Word format**, either by CD-ROM sent with the paper version or by e-mail to the following address:

EAHC-CP-CALLS@ec.europa.eu the same deadline applying.

- The paper version of the form is the authentic one.

6.3. Signature of the person in charge of the applicant organisation

I declare that the information contained in this application is correct and that I have not withheld any information, wholly or in part, from EAHC.

Name of the applicant organisation:

Name of the representative of the organisation signing the application:
.....

Position:

Date: .././....

Place:

Signature:

ANNEX 1- DECLARATION OF THE APPLICANT ORGANISATION CONCERNING VAT

I, the undersigned,....., being the legal representative of
(*indicate name of European organisation*)

hereby certify that:

(*indicate name of European organisation*) Please choose subject to VAT and
that its VAT registration number is

It recovers VAT on purchases to the amount of .. %.

Date: .././..

Signature:

ANNEX 2-STATEMENT OF INDEPENDENCE

I, the undersigned,....., being the legal representative of
(*indicate name of European organisation*) declare on my honour and hereby
certify that (*indicate name of European organisation*)is

a non-governmental organisation;

a non-profit organisation;

independent of industry and commercial, professional or other conflicting
interests.

Date: ../../..

Signature:

ANNEX 3 - DECLARATION OF COMMITMENT OF MEMBERS

To be completed, on headed paper, by each consumer organisation which is a member of the applicant European organisation

I, the undersigned,, being the legal representative of (*indicate name of national body*) hereby certify that this:

is a national consumer organisation that is representative of consumers in accordance with national rules or practice in (*indicate Member State*),

is a consumer organisation which is active at regional or national level,

authorises (*indicate name of European organisation*) to represent the interests of consumers at European level.

Date: ../../..

Signature:

ANNEX 4- CERTIFICATE OF NON-EXCLUSION

I, the undersigned,....., being the legal representative of (*indicate name of European organisation*), declare on my honour and hereby certify that (*indicate name of European organisation*) is not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities, and more specifically:

is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;

has not been guilty of serious professional misconduct;

has fulfilled its obligations relating to the payment of social security contributions and taxes in accordance with the statutory provisions;

has not been the subject of a judgement 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;

has not, following another procurement procedure or grant award procedure financed by the Community budget, been declared to be in serious breach of contract for failure to comply with its contractual obligations;

is not subject to a conflict of interest;

has not been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or in failing to supply this information.

I hereby declare that I am prepared to answer any questions which EAHC might have with regard to the criteria for exclusion and to provide, at its request, the evidence referred to in Article 134 of the rules implementing the Financial Regulation applicable to the general budget of the European Communities.

Date: ../../..

Signature:

ANNEX 5 INSTRUCTIONS CONCERNING THE ELIGIBILITY OF TRAVEL AND SUBSISTENCE EXPENSES

Flat-rate subsistence allowances cover all subsistence expenses during missions, including hotels, restaurants and local transport (taxis and/or public transport). They apply for each day of a mission at a minimum distance of 100 km from the normal place of work in the context of the project forming the subject of this agreement. The subsistence allowance varies depending on the country in which the mission is carried out. The daily rates in euro are shown below.

BELGIUM	232,00 €
DENMARK	270,00 €
GERMANY	208,00 €
GREECE	222,00 €
SPAIN	212,00 €
CYPRUS	238,00 €
CZECH REP.	230,00 €
ESTONIA	181,00 €
SLOVENIA	180,00 €
TURKEY	220,00 €
NORWAY	220,00 €
FRANCE	245,00 €
IRELAND	254,00 €
ITALY	230,00 €
LUXEMBOURG	237,00 €
NETHERLANDS	263,00 €
HUNGARY	222,00 €
LATVIA	211,00 €
LITHUANIA	183,00 €
BULGARIA	227,00 €

ICELAND	245,00 €
PORTUGAL	204,00 €
UK	276,00 €
AUSTRIA	225,00 €
FINLAND	244,00 €
SWEDEN	257,00 €
MALTA	205,00 €
POLAND	217,00 €
SLOVAK REP.	205,00 €
ROMANIA	222,00 €
LIECHTENSTEIN	175,00 €

Travel expenses for journeys in the context of this agreement are eligible under the following conditions:

travel by the most direct and most economic route;

distance of at least 100 km between the place of the meeting and the normal place of work;

- travel by rail: first class;

- travel by air: economy class, unless a cheaper fare can be used (e.g. Apex); air travel is allowed only for return journeys of more than 800 km;

- travel by car: reimbursed on the basis of the equivalent first class rail fare.

ANNEX 6- AWARD OF CONTRACTS

If, for the purposes of the work programme, the recipient of the subsidy has to enter into contracts involving costs which come under an eligible costs heading in the budget estimate, he must obtain competitive tenders from potential contractors (three estimates) and award the contract to the tenderer submitting the bid which offers the best value for money. In doing so he must observe the principles of transparency and equal treatment of potential contractors and take care to avoid any conflict of interests.

Contracts of this type may be awarded only subject to the following conditions:

- a) they may cover only a limited part of the project;
- b) the award of contracts must be justified with regard to the nature of the programme and what is necessary for its implementation;
- c) the tasks concerned and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) any award of contracts while the programme is in progress, if not envisaged from the outset in the subsidy application, is subject to prior written authorisation by EAHC;
- e) the beneficiary retains sole responsibility for the programme's implementation and for compliance with the provisions of the agreement. The beneficiary must undertake to make the necessary arrangements to ensure that the winner of the contract waives all rights in respect of the Commission under the agreement;
- f) the beneficiary undertakes to ensure that the conditions applicable to him as regards responsibility, conflict of interests, ownership and use of results, confidentiality, publicity, transfer of claims, and controls and audits (see Articles II.1, II.2, II.3, II.4, II.5, II.6, II.10 and II.19 of the agreement) also apply to the winner of the contract.

