



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG

Europe 2020: Social Policies
Active Ageing, Pensions, Healthcare, Social Services

CALL FOR PROPOSALS

Budget line: 04 03 02 01

VP/2014/006

Support for social protection reforms

Questions should be sent by e-mail to:
empl-vp-2014-006@ec.europa.eu

To ensure a more rapid response it is helpful if applicants send their queries in English, French or German.

The English version of the call is the original.

TABLE OF CONTENTS

1. BACKGROUND	1
1.1. THE EASI PROGRAMME	1
1.2. THE POLICY CONTEXT.....	2
2. OBJECTIVES AND EXPECTED OUTPUTS	2
2.1. OBJECTIVES	2
2.2. EXPECTED OUTPUTS AND POTENTIAL PROJECT FORMATS	3
3. INDICATIVE TIMETABLE.....	4
4. BUDGET AVAILABLE	4
5. ADMISSIBILITY REQUIREMENTS	5
6. ELIGIBILITY CRITERIA.....	5
6.1. ELIGIBLE APPLICANTS.....	5
6.2. ELIGIBLE APPLICATIONS.....	6
7. EXCLUSION CRITERIA.....	6
7.1. EXCLUSION FROM PARTICIPATION	6
7.2. EXCLUSION FROM AWARD.....	7
8. SELECTION CRITERIA	7
8.1. FINANCIAL CAPACITY	7
8.2. OPERATIONAL CAPACITY	8
9. AWARD CRITERIA.....	8
10. LEGAL COMMITMENTS	9
11. FINANCIAL PROVISIONS.....	9
12. PUBLICITY.....	10
12.1. BY THE BENEFICIARIES	10
12.2. BY THE COMMISSION.....	10
13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS	11
14. EVALUATION PROCESS.....	15
15. CONTACT	15

1. BACKGROUND

1.1. The EaSI programme

The **European Programme for Employment and Social Innovation "EaSI" 2014-2020**¹ is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

The present call for proposals is issued in the context of the implementation of the 2014 annual work plan which can be consulted at <http://ec.europa.eu/social/BlobServlet?docId=11528&langId=en>

General requirement on issues to consider for the activities funded under EaSI

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men,
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

Hence, in designing, implementing and reporting on the activity, beneficiaries/contractors must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

Monitoring

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached / will be provided. In setting up the action, beneficiaries/contractors must foresee the necessary funding for monitoring and reporting to the Commission.

¹ <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

1.2. The policy context

The European social model is characterised by large-scale, and in most cases publicly organised and financed social protection systems. These high levels of social protection spending are an integral part of the functioning of high-performance social market economies, where they help generate and maintain the human capital stock that feeds into labour supply. In the economic crisis they have contributed to the stabilisation of the economy and prevented an even deeper recession by protecting millions of Europeans. At the same time, modern social policies promote the development of skills and competences that are key for future growth and competitiveness in an increasingly knowledge-based society.

Today, social protection systems must help restore sustainable economic growth while also contributing to the consolidation of public finances and preparing for the impact of demographic ageing on social protection systems. Social spending has been a key element in consolidation efforts that were made necessary by the financial and economic crisis. The provision of adequate social protection is further challenged by demographic changes, where a shrinking working-age population must be countered by social investment to raise the life-time productivity of people, so as to ensure adequate pensions, health and long term care for the rapidly rising number of older people.

In this context, it is crucial to develop reform strategies that help secure the future adequacy and sustainability of social protection systems by raising their effectiveness and efficiency. To support Member States in the modernisation of their social protection systems, the European Commission has launched the *Social Investment Package (SIP)*² in February 2013. The SIP calls for reforms that focus on improvements in the effectiveness and efficiency of social protection spending and financing. Though social policies are primarily the competence of Member States, the EU supports the necessary reform processes, in particular through continued performance monitoring and the sharing of best practices in the context of the Open Method of Coordination on social protection and social inclusion (social OMC) and the European Semester, as well as through the provision of financial support to Member States and relevant stakeholders in the social field.

2. OBJECTIVES AND EXPECTED OUTPUTS

2.1. Objectives

Social protection systems in the EU differ significantly in the level, composition and type of spending, their sources of financing, and the outcomes they achieve. For instance, Member States do not place the same emphasis on different functions of social protection, different types of benefits (cash

² <http://ec.europa.eu/social/main.jsp?catId=1044&langId=en>

transfers and in-kind benefits, means-tested versus universal schemes), and use different methods for financing social protection.³

The wide range of existing social protection spending and financing arrangements is associated with heterogeneous social and economic outcomes across Member States. This diversity represents an important source for knowledge sharing and mutual learning. The purpose of this call for proposals is to help Member States review specific aspects of their social protection systems to identify potentials for improved cost-effectiveness, including by strengthening the systems' social investment orientation.⁴ The grants should contribute to reforms aimed at the delivery of adequate and universal social protection at the lowest possible budgetary cost and with the greatest possible positive impact on employment and growth, thereby making the schemes more sustainable under adverse budgetary and demographic conditions.

Overall, projects are expected to generate knowledge and evidence that help steer national reforms, either by facilitating the access to expertise from other Member States and/or international organisations, or by obtaining empirical evidence needed for international comparisons and mutual learning. The focus should be in particular on major challenges that have been, or might become, the subject of country-specific recommendations, as well as reforms that could strengthen the social investment dimension of social protection schemes.

2.2. Expected Outputs and Potential Project Formats

Grants awarded under this call will allow Member States to (i) access experience and expertise from other countries and international organisations, or (ii) obtain empirical evidence needed for international comparisons and mutual learning. The grants could be used in particular for

- the assessment of the general architecture of social policy, including the allocation of resources and resulting trade-offs between social policy areas. Such a "check-up" should take interdependencies within the country's tax-benefit system as well as wider socio-economic impacts (on employment, competitiveness, incentives to save and to take entrepreneurial risks) into account;
- the assessment of alternative strategies to reform social protection spending or financing arrangements, with a focus on the reforms' impacts on coverage, adequacy, public spending, distributive effects, and behavioural incentives;
- the exchange of good practices and lessons learnt from past reform experiences
- the collection and analysis of data that can be used for international comparisons needed for mutual learning and evidence-based policy making.

³ Financing methods differ in their distributional implications, their visibility, their sensitivity to evasion, their adaptability to demographic change and economic swings, and in their impact on economic behaviour. Whether financing primarily comes from general or earmarked taxes and whether the latter primarily are levied on employers or on the insured can affect the efficiency and will have different ramifications for the demand and supply of labour.

⁴ Social investment, as defined by the SIP, involves strengthening people's current and future capacities, notably in terms of human capital formation and employment prospects.

In any case, the projects should build on, and contribute to, the expertise and capacity available in the beneficiary country. Project formats with different time horizons and resource requirements can be funded, including

- country reviews by international organisations;
- secondments of policy advisers from another country;
- study visits from and to countries with relevant experience,
- provision of empirical evidence needed for international comparisons and mutual learning

3. INDICATIVE TIMETABLE

<i>Stages</i>	<i>Date and time or indicative period</i>
a) Publication of the call	August 2014
b) Deadline for submitting applications	31 October 2014
c) Evaluation period	November 2014
d) Information to applicants	December 2014
e) Signature of grant agreement	Early 2015
f) Starting date of the action	Not before January 2015

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 2,500,000. The Commission reserves the right not to distribute all the funds available.

EU financial aid granted will not exceed 80% of the total eligible costs of the action. The applicant has to guarantee the co-financing in cash of the remaining 20%; contribution in kind is not accepted as co-financing. The equivalent amount of not less than 20% of the total eligible cost must be covered from sources other than from European Union funds.

The Commission expects to fund around 10 proposals. The amounts applied for could notably depend on whether a project involves a smaller or larger number of countries.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 13), using the application form and the electronic submission system available at <https://webgate.ec.europa.eu/swim> as well by post/courier service
- Applicants are advised to submit their project proposal in English, French or German in order to facilitate treatment of the proposals and commence the evaluation process as soon as possible. However, it should be noted that applications in all other official languages will be accepted. All proposals should be accompanied by an executive summary in English.

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

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

The lead applicant and co-applicants must, at the time of the submission of applications under this call, be properly constituted and registered legal persons established in:

- *EU Member States.*
- *EFTA/EEA countries, in accordance with the EEA Agreement (Iceland)*
- *Candidate and potential candidate countries, in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with them on their participation in Union programmes from 2015.⁵*

Sole applicants or, in the case of a consortium, lead applicants in charge of coordinating the action, must be the competent national public authority or a public agency expressly appointed in writing by the competent national authority to assume responsibility for the implementation of the action.

In the case of a consortium, co-applicants can be any type of non-profit organisation and international organisations. International organisations whose registered office is outside the above-mentioned EasI participating countries are also eligible.

Affiliated entities are not eligible under the present call for proposals.

⁵ Conclusion of the aforesaid framework agreements is pending. Therefore applicants and co-applicants from candidate and pre-candidate countries should check with the secretariat of the call (e-mail: empl-vp-2014-006@ec.europa.eu) their eligibility for the present call for proposals prior to submission.

6.2. Eligible applications

The proposal submitted for funding must meet the following eligibility criteria:

- the proposed activity must fit in with the activities under the Progress axis of the EaSI Programme;
- must seek funding only for activities in EaSI participating countries (as indicated in section 6.1 above).
- the initially planned duration of the project should not exceed 24 months.
- be complete (see checklist in section 13 of this call) and comply with the rules for submission published in the call for proposals.
- the proposal must respect the maximum limit for EU co-financing (80%).

Only one application relating to a major social protection challenge and one relating to the need for empirical evidence shall be considered per country; should, due to a lack of coordination in the country, more than one application be submitted for each of these two purposes, the Commission will invite the national authorities to indicate which application should be considered, failing which the Commission will select one application.

7. EXCLUSION CRITERIA

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation, filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://webgate.ec.europa.eu/swim/displayWelcome.do>.

7.1. Exclusion from participation

In accordance with article 106 (1) of the Financial Regulation applicants and co-applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their 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 RAO or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

7.2. Exclusion from award

In accordance with article 107 of the Financial Regulation, applicants and any co-applicants will not be granted financial assistance if, in the course of the grant award procedure, they :

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on applicants and co-applicants who are guilty of misrepresentation.

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

8. SELECTION CRITERIA

Only organisations with the necessary financial and operational capacity may be awarded a grant.

8.1. Financial capacity

The applicant (i.e. lead applicant and any co-applicants) must have access to solid and adequate funding to maintain its activities for the period of the action and to help finance it as necessary. The verification of financial capacity does not apply to public bodies or international organisations. The financial capacity will be assessed on the basis of the relevant accompanying documents indicated in section 13 hereafter.

8.2. Operational capacity

The applicant (lead and any co-applicants) must have the operational resources (technical, management) and the professional skills and qualifications needed to successfully implement the project. The applicant and any co-applicant must have a strong track record of competence and experience in the field and in particular in the type of action proposed.

The operational capacity must be attested by the provision of the following items:

- A declaration of honour concerning the operational capacity to carry out the project and, in the case of co-applicants which are not public bodies or international organisations, that they have the appropriate financial capacity.
- curriculum vitae (educational and professional qualifications) or description of the profile of the project manager and people primarily responsible for managing and implementing the operation.
- a list of previous projects and activities performed by the lead applicant and co-applicant within the last 3 years in the relevant policy fields.

9. AWARD CRITERIA

The grants will be awarded following an assessment of the proposals on the basis of the following criteria.⁶ Only proposals in excess of 70 points and at least 50% of the maximum number of points for each criterion can be selected for funding.

- Relevance to the general objectives of the call for proposals: Does the project address the issues raised in this call for proposals? Is the focus on challenges that have been the subject of country-specific recommendations, as well as reforms that could strengthen the social investment dimension of social protection schemes? (15 points)
- Potential impact on policies in the applicant country: Is the project likely to contribute significantly to the development of better policies and lasting progress in line with the EU's social policy objectives and the broader goals of the Europe2020 strategy? (15 points)
- Overall quality of the proposal: Is the project well designed, clear and detailed in its conceptual and practical approach? Is the methodology appropriate and does it mobilise the right kind of expertise as well as input from relevant stakeholders? Are the respective roles and responsibilities among the co-applicants and team members clearly defined? Is the work plan appropriate and the time frame realistic with regard to the project goals? (30 points)

⁶ Art. 132 FR, 203 RAP

- Relevance of the proposal for the EU policy debate: Will the project be relevant to policy makers and stakeholders in other countries participating in EaSI and yield potentially transferrable results? (15 points)
- Sound cost-efficiency ratio and financial quality of the proposal: Will the project be cost-effective and achieve results at a reasonable cost to the EU budget? (25 points)

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, as well as the procedure in view to formalise the obligations of the parties.⁷

The action should start after the signature of grant agreements, expected within three months of the date of submission. In view of the time required to evaluate applications, actions should not start before the date given in section 3.e above.

Applicants should note that if their project is selected, they will not necessarily receive the grant agreement prior to the action starting date indicated and should, therefore, take this into account in programming the timing of their project. Any expenditure incurred before the signature of the grant agreement is at the applicant's risk.

11. FINANCIAL PROVISIONS

For more detailed information on the financial and administrative aspects of the call please see Annex I which is available on the call website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

Only eligible costs can be taken into account for determining the amount of grant. The categories of costs considered as eligible and non-eligible are indicated in section 4.2 of the financial guidelines for applicants.

Before awarding a grant, the Commission will verify the budget with respect to problems such as arithmetical errors, inaccuracies, unrealistic costs or other ineligible costs. The check may give rise to a request for clarification and may lead the Commission to ask for correction, deletion of ineligible expenditure or non-substantial adjustment of some budget items before delivering the grant. The amount of the grant and the percentage of EU co-financing can never be increased as a result of these corrections.

For implementation contracts, the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the

⁷ Art. 121 FR, 174 RAP.

documentation for the event of an audit. Please refer to the financial guidelines (Annex I) for more information on subcontracting and implementing contracts.

The overall coordination and management, as well as the financial management of the project cannot be sub-contracted. Procedures to award contracts may have been initiated, but contracts may not be concluded by the beneficiaries before the start of the implementation of the projects.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries/contractors must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

*This (publication, conference, video, xxx) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020).
For further information please consult: <http://ec.europa.eu/social/easi>*

The European emblem must appear on every publication or other material produced. Please see: http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Every publication must include the following:

The information contained in this publication does not necessarily reflect the official position of the European Commission.

12.2. By the Commission

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary
- address of the beneficiary subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by

the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The call, the application form, the financial guidelines for applicants and further information related to the call for proposals are provided on the following website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en>

Applications must be accompanied by the required annexes indicated in the check-list below and must be submitted:

1) in electronic format via the SWIM online application

The web-based application called SWIM allows applicants/beneficiaries to introduce, edit, validate, print and submit grant applications, request for payments and request for modifications on the budget estimate. SWIM can be accessed at the following web address <https://webgate.ec.europa.eu/swim/displayWelcome.do>.

The electronic application in the online application SWIM must be "valid". Invalid electronic applications are automatically excluded from further evaluation. In order to validate the application, click on the "send" button. This step is irreversible and must be carried out before the deadline.

AND

2) in hard copy (in one original) to the following addresses:

a) **by registered mail** or express courier service (the submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date):

European Commission
DG Employment, Social Affairs and Inclusion
Unit D3 (J-27 01/242): Call for proposals VP/2013/013
B-1049 Brussels, Belgium

OR

b) **by hand delivery** against a signed receipt from the Commission's central mail service (this hand delivery can be direct or through any authorised representative of the applicant, including private messenger service etc.) by 16.00 h, 30/09/2014:

European Commission
 Unit D3 - Call for proposals VP/2014/006
 Central courier service
 Avenue du Bourget, 1
 B-1140 Evere, Belgium

When sending the hard copy, applicants are requested to number the accompanying documents to be submitted with the application. Documents will be printed double-sided, if possible. Only two-hole folders will be used. The dossier should not be bound or glued.

The reference of the call for proposals must be indicated on the envelope.

Application not submitted online as well as by registered mail or hand delivery by the deadlines indicated above will not be considered by the Evaluation Committee.

Please make sure that the full set of the application form and all accompanying documents are sent by post by the deadline. **The absence of any of these documents may invalidate the application**

<i>Order</i>	<i>Document</i>	<i>To be downloaded from SWIM</i>	<i>Check</i>
1	Original cover letter of application quoting the reference number of the call (VP/2014/016), duly signed and dated by the legal representative of the applicant organisation.	NO	
2	Print-out of the submitted online application form including the estimated budget , duly completed, dated and signed by the legal representative of the applicant organisation.	YES	
3	Print-out of Declaration on honour of the lead applicant and each co applicant This must be written on the official letterhead paper of the applicant/co-applicant organisations and have the original signature of the legal representative, certifying that the applicant/co-applicant organisation is not in one of the situations listed in Articles 106(1) and 107 to 109 of the Financial Regulation and that it has the operational capacity to complete the activity for which funding is requested and, in the case of co-applicants which are not public bodies or international organisations, that it has the appropriate financial capacity.	YES	
4	Letters of commitment. A signed letter of commitment from each applicant and co-applicant should be provided, explaining the nature of their involvement and/or specifying the cash amounts of any funding provided, following the template provided to the on-line application. The letters of commitment should be submitted in English, French or German.	YES	

Order	Document	To be downloaded from SWIM	Check
5	<p>Letters of mandate from each co-applicant. This must follow the template provided, be written on the official letterhead paper of the organisation and have the original signature of the legal representative. It must also be submitted electronically in annex to the on-line application form.</p>	YES	
6	<p>For public agencies as sole or lead applicant : Signed letter of appointment from the competent ministry, provided in English, French or German. It must be written on the official letterhead paper of the organisation and have the original signature of the legal representative</p>	NO	
7	<p>Print-out of Financial identification form (for the lead applicant only) duly completed and signed by the account holder and bearing the stamp and signature of the bank. It is also possible to attach a copy of a recent bank statement to the financial identification form, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account holder is obligatory in all cases (available at</p> <p>http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm).</p>	YES	
8	<p>Legal entity forms for the lead applicant and each co-applicant, duly completed with the original signature of the legal representative of the entity (available at:</p> <p>http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</p> <p>The lead applicant and each co-applicant must also provide:</p> <ul style="list-style-type: none"> • a copy of the certificate of official registration or other official document attesting to the establishment of the entity (for public bodies, a copy of the law, decree or decision establishing the entity in question) - not necessary for international organizations who have signed a framework agreement with the European Commission; • a copy of the articles of association/statutes or equivalent, proving the eligibility of the organization – not necessary for public authorities or international organizations who have signed a framework agreement with the European Commission ; • a copy of a document confirming the applicant's tax or VAT number, if applicable. 	YES	
9	<p>Print out of the document Contracts for implementing the action for any subcontracting of costs > 5,000 € (in case of subcontracting for external expertise).</p>	YES	

Order	Document	To be download ed from SWIM	Check
10	<p>Description of the action, specifying the information laid out in section 2 of the call, including in particular a description of</p> <ol style="list-style-type: none"> 1. The main objectives of the action (including its link to the European Semester & EU2020 strategy and/or the Social Investment Package, where relevant) 2. <u>Detailed</u> description of the project components, including the role of all the actors involved, the workload, the approach / methodology used, the timeframe, and the expected output under each component 3. Expected results and lasting impact of the project, including the expected effects on the national policy debate, the transferability of results to other countries, and potential links with other EU-funded projects. 4. Monitoring and evaluation measures. <p>Applicants are strongly encouraged to follow this structure.</p>	NO	
11	<p>Detailed CVs (educational and professional qualifications) and job specifications of the persons responsible for the overall management of the action in the applicant's organisation and in the organisations of other involved actors, if any (project manager/coordinator and main contributors from the applicant's organisation and from the other involved actors). Please refer to CV models on http://www.europass.cedefop.europa.eu.</p>	NO	
12	<p>List of the main projects carried out in the last three years relating to the objective of the call by the applicant's organisation and by the organisations of other involved actors, if any.</p>	NO	
13	<p>The most recent profit and loss account, balance sheets of the lead applicant and all co-applicant organisations (not necessary for public bodies and international organisations). The balance sheets, by definition, must include assets and liabilities. The applicant should specify which currency is being used in the balance sheet. The Commission reserves the right to request balance sheets from previous years, if necessary</p>	NO	
14	<p>Profit and loss account and balance sheet summary, which must follow the template provided and must be signed by the legal representative of all co-applicants which are <u>not</u> public bodies or international organisations.</p>	YES	
15	<p>For grant requests over EUR 750 000: an external audit report produced by an approved auditor, certifying the accounts of the applicant organisation for the last financial year available. This obligation does not apply to public bodies. In the case of proposals submitted by a consortium the threshold mentioned in the first paragraph shall apply to each of the applicants.</p>	NO	

Complementary 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.

The Financial Guidelines for Applicants annexed to the present call for proposals provide more detailed information for the applicants, especially as regards guidelines for presenting the proposal's provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

The information contained herein 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.

14. EVALUATION PROCESS

Applications will be assessed by an independent Evaluation Committee. The work of the Evaluation Committee consists in assessing each of the applications against the exclusion, eligibility, selection and award criteria.

Applications which are not submitted by the deadline will automatically be rejected. After the deadline for submission of proposals, the Commission may contact the applicant to request clarification. Failure to reply to the clarification request will invalidate the application.

Only proposals which satisfy the exclusion and eligibility criteria will be evaluated further against selection and award criteria.

The Commission will inform each applicant of the final decision taken.

Successful applicants will receive two original copies of the grant agreement detailing the conditions and level of funding for acceptance and signature. Both copies must be sent back to the Commission which will return one to the applicant once it has been signed by both parties.

15. CONTACT

The Commission will publish and update all questions and answers of general interest on <https://webgate.ec.europa.eu/swim/displayWelcome.do>

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions:

Before the final date for submission of proposals, at the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Any requests for additional information must be made by e-mail only to empl-vp-2014-006@ec.europa.eu, indicating the reference VP/2014/006.

To ensure a more rapid reply, it would be helpful if the requests for additional information are sent in English.

Our contact points are:

- E-mail: empl-vp-2014-006@ec.europa.eu

- E-mail: empl-swim-support@ec.europa.eu (for technical problems)

In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant or an action or on the outcome of the call before the official publication of results. The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.

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