EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Social Affairs
Modernisation of Social Protection Systems

Call for proposals on social innovation and national reforms

Long-term care

EaSI

PROGRESS AXIS

Budget heading 04.03.02.01

CALL FOR PROPOSALS

VP/2019/003

Questions should be sent by email to:
empl-vp-2019-003@ec.europa.eu

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

This text is available in English, French and German. The English version is the original.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants and the model Grant Agreement(s) published with this call as well as the financial rules applicable to the general budget of the Union:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This call for proposals is published under Regulation (EU) No 1296/2013 of the European Parliament and of the Council of 11 December 2013 on a European Union Programme for Employment and Social Innovation ("EaSI") and amending Decision No 283/2010/EU establishing a European Progress Microfinance Facility for employment and social inclusion[1].

The 2019 annual work programme for grants and procurement for the "EaSI" programme (C(2018)6891) was adopted on 25/10/2018.

This call is financed under the **European Programme for Employment and Social Innovation "EaSI" 2014-2020**[2] which 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.

1.2. Policy and economic background

The European Pillar of Social Rights ('the Pillar'), proclaimed on 17 November 2017, sets out key principles and rights for a renewed process of upward convergence towards better working and living conditions, including work-life balance and the right to adequate social protection. It will serve as a compass for a renewed process of convergence towards better working and living conditions among the Member States. Delivering on the principles and rights defined under the Pillar is a joint responsibility of the EU institutions, Member States, social partners and other stakeholders. Many tools required to deliver on the Pillar are in the hands of local, regional and national authorities, social partners and the civil society at large.

Principle 18 of the Pillar states that everyone has the right to affordable long-term services of good quality, in particular home-care and community-based services. Long-term care (LTC) is understood as a range of services and assistance for people who, as a result of mental and/or physical frailty and/or disability over an extended period of time, depend on help with daily living activities and/or are in need of some permanent nursing care. The daily living activities for which help is needed may be the self-care activities that a person must perform every day (Activities of Daily Living, or ADLs, such as bathing, dressing, eating, getting in and out of bed or a chair, moving around, using the toilet, and controlling bladder and bowel functions) or may be related to independent living (Instrumental Activities of Daily Living, or IADLs, such as preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone).

[1] http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF

[2] http://ec.europa.eu/social/main.jsp?langId=en&catId=1081

While Member States differ in how they design and fund LTC, a number of challenges are common to all, in particular:

- **The access and affordability challenge**

There are pronounced differences in the extent to which people in need of care receive public support across the EU. Whereas people can usually expect that most of their medical costs are covered by social protection systems, regardless of their financial situation, the first responsibility for financing and providing LTC tends to fall on the people in need of care and their families. As a result, the cost of LTC can strain personal income. Thus, for individuals and their families LTC dependency represents a significant health-related economic risk.

- **The sustainability challenge**

As people live longer, the need for LTC is growing. The risk of becoming dependent is higher towards older age, when people are more likely to become frail. These rising LTC needs are taking their toll on the public purse - LTC is the fastest-rising social cost compared to health and pensions. This however does not show the full scale of the challenge, as it does not take into account the extent to which Member States currently rely on informal care, usually family members, most often women. The pool of informal carers is shrinking due to changing family patterns (fewer children, family members living further apart), with increasing female employment and the extension of the retirement age. Moreover, while often regarded as a "cheap option", informal care also entails important costs for the economy, as informal carers reduce or leave formal employment, and thus pay little or nothing in taxes and contributions.

- **The employment challenge**

The health and social care sector is highly labour-intensive and growing. There is also a trend of increasing professionalisation of the care workforce, reflecting increasingly complex and diverse skills requirements[3]. In addition to the traditional skills and competences (empathy, ability to deal with physical and mental stress), carers now often need to also have technological expertise (related to health and assistive technologies), communication skills (often in a foreign language), multi-disciplinary team-working skills, etc.

There are also challenges in recruiting and retaining carers. The sector is affected by the prevalence of part-time work and temporary contracts, which reduces its attractiveness. Furthermore, there is a high level of undeclared work, which undermines the economic contribution of the care sector and the quality of care provision and risks potential abuse of the rights of workers.

- **The quality challenge**

There is a growing demand for the high quality of care. High quality LTC is important for protecting the recipients from the risk of abuse, safeguarding their dignity and ensuring well-being.

Ensuring integration of LTC with other services can help improve the quality of care and reduce preventable hospital (re-)admissions or patients staying in hospitals unnecessarily,

[3] EU Skills Panorama (2014) Skills for social care Analytical Highlight, Cedefop

just to get access to social care, which is otherwise inaccessible. Improving the flexibility of care services and giving people a choice of different care options, including independent living, would also contribute to increasing care quality.

Common quality standards for LTC services would protect vulnerable users of care services regardless of where they live and receive care. However, such common EU-level standards for LTC do not exist. In 2010, A European Quality Framework for Social Services[4] was agreed by Member States (SPC/2010/10/8 final), as a voluntary tool, and could be a good basis for developing a quality framework for LTC.

1.3. Main Purposes

The call for proposals aims to support the relevant actors (see section 6.1.b) in addressing the common LTC challenges outlined above. The social innovation activities supported under the call should aim to prepare and/or implement national policy reforms aimed at strengthening the adequacy, affordability and quality of LTC, including home care and community-based services, in line with the Pillar principle 18 on LTC. The target group of the actions is people in need of LTC.

2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

2.1. Objectives - Priorities

The objectives of this call are:

- To **develop and test innovative approaches to LTC provision** with the aim to address the challenges of access, affordability, workforce, quality and sustainability of LTC;
- To **develop sustainable multi-level partnership models** that would facilitate the implementation of social innovation in LTC provision;
- To **use social innovation in LTC policy planning and monitoring.**

Each proposal for action should aim at reaching **at least two** of the three above objectives and should have potential for upscaling.

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

The innovative solutions to LTC to be developed under this call shall:

- be based on a user-centred approach;
- demonstrate a long-term vision based on a needs assessment and supported by an analysis of potential impact and sustainability;
- be supported by a robust and documented evaluation method and validation mechanisms;
- include mechanisms for transfer/replication, including with a view to potential upscaling using EU funds or other sources of funding.

[4] http://ec.europa.eu/social/BlobServlet?docId=6140&langId=en

Proposed actions should be creative and propose innovative measures whilst building on existing good practice where relevant.

The **examples** below are a **non-exhaustive list** of activities that could be funded under this call:

- data collection and studies;
- developing and testing innovative ways of delivering LTC, e.g. innovative models of integrated care, home care or community care;
- developing and testing new tools for policy planning and monitoring;
- actions aiming at creating and improving networks, exchanging good practices;
- development of guidelines and practical tools;
- conferences, seminars;
- curriculum development and training activities;
- awareness and dissemination actions.

Compulsory activities to be included in the application are:

- in the case of applications involving a consortium, the organisation of **at least one coordination meeting** with all the members of the consortium;
- a detailed **dissemination plan** to promote at EU level the results of the action, including a dissemination event and participation in at least two events to be organised in Brussels by the European Commission (max two nights for two people);
- a **comprehensive monitoring and evaluation plan**[5] of the intervention including a clear and fully developed methodology identifying relevant results and outcome indicators. The **evaluation component** of the plan shall **include**:
    - **Outcome** evaluation addressing results that can be attributed to the project, as well as the extent to which the project has satisfied its objectives.
    - **Process** evaluation addressing how the project was conducted in terms of consistency and design with the stated plan of action and the effectiveness of the various activities within the plan in accordance with the policy relevance.

The above evaluation may be conducted by a project expert, an evaluation firm or both.

2.3. Expected outputs/results

- Social innovation models in LTC, developed, tested and, if successful, prepared for mainstreaming on a larger scale ;

[5] Examples of the different impact evaluation methods to be used are available here https://crie.jrc.ec.europa.eu/
See also:
-"The Electronic Toolkit of the MIREIA e-Inclusion Intermediary Actors Impact Assessment Framework"
http://is.jrc.ec.europa.eu/pages/EAP/eInclusion/MIREIAeI2.html
-"Methodological framework to assess the social and economic impact of ICT-enabled social innovation initiatives"
http://is.jrc.ec.europa.eu/pages/EAP/documents/IESI_D2_i-FRAME-V1.0_JRC-IPTS_DRAFT_V1.0-20150630.pdf

- Established multi-level partnerships in the area of LTC to facilitate the implementation of social innovation in LTC.

2.4. Monitoring

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principle 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 or will be provided.

The Commission will monitor the action for the EaSI programme through the information provided in the specific Annex to the Grant Agreement. The reporting template is published on the respective EaSI call page https://ec.europa.eu/social/main.jsp?catId=629&langId=en

In setting up the action, beneficiaries/contractors must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data including to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

A model privacy statement is available on the Europa website of the EaSI programme https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2.

2.5. General requirements for the activities to be 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 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.

3. TIMETABLE

	Stages	Date or period
a)	Publication of the call	June 2019
b)	Information session (webinar) for potential applicants (indicative)	2 weeks after the publication of the call
c)	Deadline for questions and requests for clarification	31 August 2019
d)	Deadline for submitting proposals	10 September 2019 SWIM, Courier and Post: 24:00 Brussels' time (CET) Hand deliveries: 16:00 Brussels' time (CET)
e)	Evaluation period (indicative)	September-October 2019
f)	Information to applicants (indicative)	November 2019
g)	Signature of the grant agreements (indicative)	December 2019
h)	Starting date or the action (indicative)	January 2020

3.1. Starting date and duration of the projects

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

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

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

An action grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grand agreement is signed.

The project's duration shall be **between 24 months and 36 months**.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget

The total budget earmarked for the EU co-financing of projects under this call is estimated at 10 000 000 EUR.

The Commission expects to fund 4-6 proposals.

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

The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available. This top-up of the funds is limited to 20% of the initial estimated budget of the call.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 80% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget[6].

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3(d);

- Applications (meaning the application form, budget and description of the action including work plan, dissemination and evaluation plan) must be submitted using the electronic submission system available at https://webgate.ec.europa.eu/swim and by sending a signed, printed version of the complete application form by post or courier service (one original dossier and one copy, see section 16).

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

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

[6] Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see checklist point 5).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants[7]

For British Applicants: please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, British beneficiaries will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of the article of the Grant Agreement allowing termination due to a change of the legal situation of the beneficiary, i.e.: Article II.7.2.1(a) for mono-beneficiary and Article II.17.3.1(a) for multi-beneficiary Grant Agreements.

a) Place of establishment

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

- EU Member States;
- Iceland and Norway in accordance with the EEA Agreement;
- Albania, North Macedonia, Montenegro, Serbia and Turkey[8].

b) Type of entities

To be eligible, mono or lead applicant and co-applicants must be properly established and registered in one of the EaSI-PROGRESS participating countries. The applicants must fall in one of the following categories:

- public authorities or public agencies expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action,
- non-profit organisations (private or public),
- research centers / institutes / higher education establishments,
- civil society organisations[9],
- social partner organisation at European[10], national or regional level (in application of Article 197 2. C) of the Financial Regulation, social partner organisations

[7] See section 2 of the Financial Guidelines for definitions.

[8] Other candidate and potential candidate countries would also participate 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. However, it is not yet confirmed, therefore applicants and co-applicants from those countries should check with the secretariat of the call (empl-vp-2019-003@ec.europa.eu) their eligibility.

[9] all organised society structures outside of government, such as organisations representing social and economic players; non-governmental organisations (NGOs) and community-based organisations (such as youth or family associations and religious communities).

without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met[11].

c) Consortia[12]

Actions may involve consortia, which should have at least one applicant (lead or co-applicant), in charge of or involved in (meaning having a degree of responsibility for, or influence over) policy and actions for long-term care at national or regional level.

If a proposal submitted by a single applicant is not considered to be eligible, the application will be rejected.

For consortia, if the lead applicant is considered not to be eligible, the application will be rejected.

If a co-applicant is considered not eligible, this organisation will be removed from the consortium and their costs/activities will be removed from the budget/project. The eligibility of the modified consortium will then be re-evaluated without them. If the application is accepted for funding, the work plan and budget will have to be adapted as appropriate.

d) Affiliated entities

Affiliated entities are NOT eligible under this call.

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out in eligible participating EaSI countries (see section 6.1)

b) Types of activities

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

c) Core activities

The project management and coordination of activities are considered to be core activities and may not be subcontracted.

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

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

12 Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted by each co-applicant. Letters of commitment must be submitted by each co-applicant, certifying that they are willing to participate in the project with a brief description of their role and indicating any financial contribution where applicable (see checklist points 5 and 6).

6.3. Ineligible activities

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

In addition to the ineligible costs specified in section 4.2.4 of the Financial Guidelines, the following types of activities are not eligible for EU funding:

- Lobbying;
- Acquisition of immovable property and/or vehicles;
- Building construction.

7. EXCLUSION CRITERIA

Applicant(s) (single applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name, certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at https://webgate.ec.europa.eu/swim/external/displayWelcome.do.

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

(a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

  (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;

  (ii) entering into agreement with other applicants with the aim of distorting competition;

  (iii) violating intellectual property rights;

  (iv) attempting to influence the decision-making process of the [Commission] [Agency] during the award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;

(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

(v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

(g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;

(h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);

(i) for the situations referred to in points (c) to (h) above, the applicant is subject to:

(i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

(ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

(iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;

(iv) information transmitted by Member States implementing Union funds;

(v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or

(vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The Commission shall not award a grant to a participant who:

a. is in an exclusion situation established in accordance with Article 136;

b. has misrepresented the information required as a condition for participating in the procedure or has failed to supply this information;

c. was previously involved in the preparation of calls for proposals documents where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

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

8.1. Financial capacity

The single applicant or lead and each co-applicant must have access to solid funding (i.e. be considered as having a strong financial capacity) to maintain its/their activities for the period of the action and to help finance it as necessary.

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

The single applicant's or lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Declaration on honour (including declaration on financial capacity to carry out the activity) (see checklist point 4);
- Annual balance sheets and profit and loss accounts for the last financial year available (see checklist point 15);for newly created entities: the business plan might replace the above documents;
- Summary balance sheet and profit and loss accounts using the template provided in SWIM (see section 14) and signed by the legal representative (see checklist point 16);
- Information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form
- For grants exceeding EUR 750 000 per beneficiary or affiliated entity , an audit report produced by an approved external auditor certifying the accounts for the last financial year available where such an audit report is available or whenever a statutory audit report is required by Union or national law.

  If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. (see checklist point 17).

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant not to the consortium as a whole.

The ratio between the total assets in the applicant's lead and co-applicant(s) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible for, according to the budget in the application form would be considered **strong if it is equal or greater than 0.70.**

Formula in the case of single applicant: own assets/total cost of the action > 0.70
Formula for each applicant in the case of consortia: applicant's own assets/part of the cost of the action corresponding to that applicant > 0.70

If the single applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant or several co-applicants are considered not to have an strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

Where applicable, the Commission may nevertheless request further information at any stage of the procedure and proceed to further verifications.

After this further analysis, the Commission will take various proportional measures depending on the level of weaknesses identified, which may be to:

1. reject the whole application;
2. remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
3. propose a grant agreement without pre-financing;
4. propose a grant agreement with a pre-financing paid in several instalments;
5. propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
6. propose a grant agreement with joint financial liability of 2 or more applicants/co-applicants;
7. propose a grant agreement with a mix of the measures 4, 5 and 6,

In the case of mitigating measure 5, the Commission may request a pre-financing guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro currency, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is gradually cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2. Operational capacity

Single applicants or lead and each co-applicant must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In particular, applicants must have:

- the necessary operational resources (technical, management) to carry out the action bringing together the right skills, experiences and competences to manage the overall social innovation process including the underlying diagnosis, implementation, reporting and dissemination;
- extensive competence and experience in long-term care

The operational capacity of the single applicant, lead applicant and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- A list of the main projects relating to long-term care carried out in the last four years[13] (see checklist point 14);
- The Europass CVs of the proposed project co-ordinator and of the persons who will perform the main tasks, showing all their relevant professional experience (see checklist point 12);

[13] The list required is the same as required under checklist point 14

- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see checklist point 4).
- Declaration certifying the competence of the project team (see checklist 13)

If the single applicant or lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant14. In addition, the activities and costs of the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work plan and budget will have to be adapted.

9. AWARD CRITERIA

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

1. Relevance to purpose, objectives and priorities of the call (Max. 20 points)

The criterion measures the extent to which the project proposal contributes to **at least two** objectives of the call (section 2.1) and to the expected results (section 2.3). It will also assess the hypothesis used in formulating the proposal, the social innovation dimension, the expected impact and sustainability, the rationale for the work, the baseline data at the start of the intervention, the target groups, the user-centered approach and the expected outcomes.

2. Overall design of the action (Max. 20 points)

This criterion refers to the consistency of the overall design of the action, the intervention logic and the analysis of the problems involved. It also measures the extent to which the action is feasible and consistent in relation to the objectives and expected outcomes. This criterion relates also to the extent to which the specific activities envisaged as part of the intervention are concrete and have a practical dimension, how thorough, precise and easy to understand they are.

3. Methodology, activities and expected outcomes (Max. 15 points)

This criterion will measure the extent to which the activities and means proposed are appropriate and consistent with the expected outcomes, and are sufficiently and clearly detailed.

The evaluation will measure the extent to which the expected outcomes are realistic and defined in measurable terms and the proposal contains clear quantitative and qualitative outcomes.

Where applicable, the relevance of the consortium for the proposed project as well as the role and responsibility of its members will be assessed under this criterion.

The organisation and methodology of the proposal, including its work plan, and the adequacy of the communication and dissemination plan will be assessed under this criterion.

[14] This includes a re-evaluation of the eligibility of the modified consortium.

4. Appropriateness of the impact/outcomes evaluation method (Max. 15 points)

This criterion measures the extent to which the proposal includes a sound and detailed impact evaluation method that is suitable for its purposes and appropriate to provide evidence and to determine the expected outcomes. The accuracy of the evaluation methodology, the relevance of indicators, and the monitoring elements will be assessed under this criterion.

5. Sustainability of the project (Max. 15 points)

This criterion measures the extent to which the proposed intervention is sustainable beyond the grant period and in particular whether financial means are envisaged to pursue the action. The evaluation will assess whether the proposed short-term and long-term strategy is appropriate to ensure the continuation of the project's objectives, activities and efforts to achieve the desired outcomes.

The transferability of the intervention and the extent to which the proposed intervention could be implemented on a larger scale will be assessed under this criterion.

6. Cost-efficiency of the proposal (Max. 15 points)

The cost-efficiency of the proposal means whether the costs of the proposed action are adequate to the activities and proportionate to the expected results. The assessment of the proposal under this criterion includes:

- The adequacy of the human and financial resources to the planned activities,
- The clarity and pertinence of the allocation of tasks and managerial responsibility,
- The overall clarity and completeness of the budget.

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

- **the total score reaches at least 70% of the maximum total mark;**
- **the score for each criterion is at least 50% of the maximum possible mark for that criterion.**

10. LEGAL COMMITMENTS

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

The two copies of the original agreement shall be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

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

There is no alternative to this model in the context of this call.

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

11. PUBLICITY/SOURCES OF FUNDING

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, etc.) 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

When displayed in association with another name or logo, the name and emblem of the European Commission must have appropriate prominence.

Any communication or publication by the beneficiary/ies related to the action, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

Every publication must therefore include the following:

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

In addition to these minimum requirements, references specified in the text of the call for proposals must also be specified.

It these requirements are not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission[15]

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, 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.

By signing the grant agreement for an action, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU[16]:

[15] Articles 38 & 189 FR

[16] Article 189 2. FR

- name of the beneficiary
- address/es of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level[17] if he/she is domiciled within the EU or equivalent if domiciled outside the EU
- subject of the grant,
- amount awarded

With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.

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.

12. DATA PROTECTION

12.1. Before the grant agreement's signature

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at : https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046[18]. For more information see the Privacy Statement on: http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf.

12.2. Once the grant agreement is signed

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679[19]

[17] Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

[18] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046

[19] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

Any personal data included in the Agreement must be processed by the **Commission** in accordance with Regulation (EU) No 2018/1725[20]
Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

Please refer to Article II.7. of the General Conditions of the model grant agreements.

13. FINANCIAL PROVISIONS

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

a) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts intended to cover the purchase of services and/or goods, equipment etc. necessary for the implementation of the action), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary must clearly document the tendering procedure and retain the documentation in the event of an audit.

Beneficiaries may also subcontract **tasks forming part of the action**. If they do so, they must ensure that, in addition to the above-mentioned conditions for "implementing contracts" including best value for money and absence of conflicts of interests, the following conditions are also complied with:

a) subcontracting does not cover core tasks of the action;

b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;

c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;

d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:

(i) before any recourse to subcontracting, if the beneficiaries requests an amendment

(ii) after recourse to subcontracting if the subcontracting:

- is specifically justified in the interim or final technical report and

[20] Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

- does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

Where the value of a foreseen procurement contract for subcontracting external expertise exceeds EUR 60 000, in addition to the rules indicated in the Financial Guidelines for applicants, the following shall apply:

- if selected, beneficiaries must be able to prove, if requested, that they have sought bids from at least three different tenderers, including proof that they have publicised their intention on their website and provided a detailed description of the selection procedure.
- the applicant must provide with the grant application a copy of the draft tender specifications. To assist applicants, a model for tender specifications is included in Annex II to this call. The draft tender specifications should be submitted in English, French or German.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

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

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

Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in section 3(d).

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

The hard copy of the proposal must be duly signed and sent in **two copies** (one marked "original" and another one marked "copy"), including all documents listed in section 16, by the deadline set in section 3(d), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

European Commission

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)

Call for proposals VP/2019/003 – DG EMPL.C.2

CAD J-27 00/120

B-1049 Bruxelles - BELGIUM

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

a) registered post evidence : postmark
b) express courier service evidence : deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m./16:00 hrs of the date indicated in section 3(d) at the following address:

European Commission

Service central de réception du courrier

(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)

Call for proposals VP/2019/003 – DG EMPL.C2

Avenue du Bourget, 1

B-1140 Evere

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

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

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 13).

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 accepted.

15. COMMUNICATION

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

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

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

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

empl-vp-2019-003@ec.europa.eu

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

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in section 3.

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

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

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

The Commission may, on its own initiative, inform of any, error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

It is therefore advisable to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to (**empl-vp-2019-003@ec.europa.eu**).

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

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

16. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

16.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 16.2).

The description of the action and work plan must be written using the template available in SWIM. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM and a separate budget explanation must also be provided (see checklist, point 11).

Proposals should include inter alia the compulsory activities (see section 2.2) in the description of the action and the work plan and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

16.2. Required documents

The table in annex includes the documents that should be provided, including the documents mentioned in 16.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful applications, please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8). It also indicates where originals are required. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

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

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

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

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

CHECKLIST FOR REQUIRED DOCUMENTS AT APPLICATION STAGE

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

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party		
1	Official cover letter of the application	This letter must quote the reference of the call for proposals, be originally signed and dated by the authorised representative and include the proposal reference number generated by SWIM (e.g. VP/2019/003/xxxx) – free format	✓	--	--	--	✓	☐
2	Signed SWIM application form submitted online + hard copies	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and sent by hard copies as foreseen in Section 13. *Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.*	✓	--	--	--	✓	☐
3	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	☐
4	Declaration on honour	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative. This declaration must also refer to the financial and operational capacity to carry out the action. This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. *Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request.*	✓	✓	--	--	✓	☐
5	Letter of commitment	The template is available in SWIM and must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. *Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.*	--	✓	--	✓	✓	☐
6	Letter of mandate	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	☐
7	Legal / capital link with lead or co-applicant	Affiliated entities are required to provide proof of the legal and / or capital link with the lead applicant or co-applicant.	--	--	✓	--	--	☐
8	Proof of registration	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). Exclusively in the case of **social partner organisations without legal personality**: a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.	✓	✓	--	--	--	☐
9	Statutes	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	☐

10	Description of the action and work plan	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme. Applicants are encouraged to submit this document in English, French or German.	✓	--	--	--	--	☐
11	Budget Explanation for the project	This is a separate free-format document in addition to the budget section of the on-line application form and it must also be submitted electronically in annex to the on-line application form. The paper version must be identical to the electronic version of the budget explanation. The budget explanation must provide additional information to explain and justify items of the proposed budget. It should in particular explain: how the number of working days of staff involved in the implementation of the action has been fixed; how average travel costs were calculated; unless this is self-explanatory, how costs of services and administration costs were defined. The Commission may request applicants to submit additional justifications of proposed eligible costs during the evaluation procedure. Applicants are encouraged to submit this document in English, French or German. See Section V.	✓	--	--	--	--	☐
12	Curricula vitae of key staff	**Detailed Europass CVs of the person responsible for managing the action** (named in section A.3 of the online application form) and **the persons who will perform the main tasks**. The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	☐
13	Declaration certifying the competence of the project team	Declaration of the project coordinator certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from lead applicant, co-applicants) performing the main task, with a brief description of their outputs related to the subject of the proposal. – free format	✓	--	--	--	--	☐
14	List of main projects	A list of the main projects carried out, if any, in the last four years relating to the subject of the call **other than those already indicated** in the SWIM online application form (section D.3) – free format	✓	✓	--	--	--	☐
15	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used. (not applicable for grants below 60,000.00 EUR)	✓	✓	--	--	--	☐
16	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative (not applicable for grants below 60,000.00 EUR)	✓	✓	--	---	✓	☐
17	Audit report	For grants of EUR 750 000 or more per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. In case of consortium ,the threshold applies to each co-applicant and affiliated entity in line with their share of the action budget. For action grant requests exceeding EUR 750,000: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available. The threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English, French or German.	✓	✓	--	--	--	☐
18	Draft tender specifications	In case of subcontracting for external expertise where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in the Annex II of this call.	✓	--	--	--	--	☐

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Associate organisation/ third party	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the account holder and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS

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

http://ec.europa.eu/social/main.jsp?catId=629&langId=en

ANNEX II: MODEL FOR TENDER SPECIFICATIONS FOR SUBCONTRACTING EXTERNAL EXPERTISE

Tender Specifications – ……

1. Background

2. Purpose of the Contract

3. Tasks to be performed by the Contractor

3.1. Description of tasks

3.2. Guidance and indications on tasks execution and methodology

4. Expertise required

5. Time schedule and reporting

6. Payments and standard contract

7. Price

8. Selection criteria related to the financial and technical capacity of the bidders

9. Award criteria related to the quality of the bids received

The contract will be awarded to the tenderer whose offer represents the best value for money - taking into account the following criteria:
…….
……
……

It should be noted that the contract will not be awarded to a tenderer who receives less than 70% on the Award Criteria.

10. Content and presentation of the bids

10.1. Content of the bids

10.2. Presentation of the bids