



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY  
Directorate F : Security  
**Unit F4 : Financial support - Security**

**PROGRAMME**

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

**2007-2013**

**CALL FOR PROPOSALS Action Grants 2009**

**Deadline 1: 16 March 2009**

**Deadline 2: 31 July 2009**

## **1. BACKGROUND AND MAIN OBJECTIVES**

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

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

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

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

In order to implement the ISEC Programme, the Commission has adopted on 29 September 2008 the 2009 Annual Work Programme<sup>2</sup>, specifying its specific objectives and thematic priorities.

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

## **2. BUDGET ALLOCATED FOR GRANTS**

The total amount proposed for co-financed projects in 2009 on the basis of this Call for Proposals is **€40.545.000** (maximum funding: 70% of the total eligible costs of the projects).

## **3. ELIGIBLE ACTIONS AND PRIORITIES**

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

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

<sup>2</sup> Commission Decision C (2007) 5353 of 29 September 2008 adopting the Annual Work Programme for 2009, available at: [http://ec.europa.eu/justice\\_home/funding/isec/doc/awp\\_isec\\_2009\\_en.pdf](http://ec.europa.eu/justice_home/funding/isec/doc/awp_isec_2009_en.pdf)

### 3.1. Priorities

However, the following priorities have been identified for 2009. Proposals submitted outside these priorities may be funded if the available budget permits.

- 1) **Trafficking in human beings:** prevention, protection of victims, prosecution and investigation of offenders, coordination and cooperation mechanisms, as well as the collection of reliable data including:
  - awareness raising among workers and employers, and protection of victims of trafficking for the purpose of labour exploitation in sectors prone to exploitation such as agriculture, construction, food processing, domestic work.
  - establishment of a network of National Rapporteurs or equivalent monitoring mechanisms on trafficking in human beings, for the purpose of exchange of best practices, and the establishment of agreed methodology and criteria for data collection and assessment;
  - establishment of a network of contact points in law enforcement and prosecutors' offices, and organisations providing services for victims, with the aim of exchanging good practices on identification of trafficking cases, and establishing guidelines on cooperation agreements for investigation, prosecution and victims support, with a particular focus on child trafficking, and trafficking for labour exploitation;
  - activities linked with the Anti-Trafficking Day;
- 2) Development and implementation of instruments on preventing and fighting **sexual exploitation of children** and on line sexual exploitation and abuse of children, including prevention of recidivism, identification of child victims through pornographic materials; identification of offenders via credit cards as part of the European cybercrime policy, enhancing cooperation between law enforcement authorities in the area of fighting child abuse through communication systems;
- 3) **Financial and economic crime**, in particular actions should aim at strengthening the coordination of financial **investigations and financial criminal analysis** the exchange of best practices; improvement of training including dissemination of training and information material for law enforcement authorities, development and implementation of instruments regarding money laundering, terrorist financing, enhancement of cooperation in prevention and fight against corruption in Europe, improve exchange of information, best practices and professional standards between Member States in this field, racketeering or extortion and transparency of legal entities and charities, VAT crime and crime against the EU financial interests;
- 4) **Assets recovery**, examining standards for the confiscation of criminal assets and the return of confiscated assets as well as financial analysis to improve cooperation and EU wide tracing of assets derived from crime;
- 5) **Illegal use of Internet:** supporting the co-operation between experts and law enforcement authorities on understanding and combating fraud and illegal trade on the internet; actions establishing standard forms for law enforcement requests to the private sector and vice versa; actions against illegal content that may incite minors to violent and other serious behaviours; co-operation to develop and exchange efficient methods of monitoring the internet for terrorist content and combating it, developing technological solutions to monitoring and combating the illegal use of Internet;
- 6) **Environmental crime**, including the specific area of ship-source pollution, illegal dumping of waste and illegal trade in wildlife, in particular through actions aiming at better

cooperation and coordination between law enforcement agencies, and between these and the judiciary, including in neighbouring third countries, exchange of best practices, improved training and dissemination of training and information material for law enforcement, prosecution services, the judiciary, customs and wildlife inspection services, and collection of relevant data;

- 7) **Prevention of crime** through horizontal approaches such as public-private partnerships and identification and dissemination of good practice to support policy making and the development of comparable statistics and EU indicators on crime and criminal justice, prevention concerning specific types of crimes including juvenile and urban crime<sup>3</sup>;
- 8) Implementation of the EU Action Plan on the security of **explosives**. This may include measures related to awareness raising, the development of standards, improving information exchange mechanisms, conducting exercises, detection, raising security capacity and others in particular projects addressing the following issues will be welcome:
  - Information provision and dissemination, corresponding to threat-level, by public authorities to private sector (e.g. entire precursor supply chain), first responders, etc.;
  - Projects targeting awareness raising among public authorities concerning internet trade with precursors to explosives (e.g. cooperation between law enforcement and customs authorities);
  - Awareness raising campaigns to raise staff awareness of the threat along the supply chain of explosives and precursors to explosives;
  - Improving control over transactions including development of systems of reporting suspicious transactions and development of codes of conduct for industry and retailers to identify suspicious behaviour;
  - Development of standards including standards and industrial guidance concerning the security of storage of explosives precursors;
  - Applied, short-term research leading to practical proposals addressing the security of precursors of high concern and improvised explosive devices (incl. jamming mobile phone signals in threatened areas);
- 9) Projects examining **radicalisation leading to terrorism** addressing the motivations of terrorists, addressing places of increased vulnerability as well as strengthening civil society engagement to address the phenomenon more effectively at the grass-roots level;
- 10) Measures concerning the threat posed by possible use by terrorists of **Chemical, Biological, Radiological and Nuclear (CBRN) materials**, including measures related to:
  - awareness raising (increasing the security culture),
  - the development of standards,
  - improving information exchange mechanisms,
  - conducting exercises and training (e.g. on detection, identification and evaluation of the threat, neutralisation of improvised devices, CBRN training for EOD units),
  - detection,
  - raising security capacity,
  - networking,
  - survey on animal bio-terrorism threats, their categorisation and the advised answers in terms of awareness, prevention and contingency ,
  - aerial gamma mapping of urban areas (including for the purpose of mass events),

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<sup>3</sup> Please consult the website of the Network [www.eucpn.org](http://www.eucpn.org)

- modelling tools,
  - CBRN transport security (including the transport of contaminated evidence and staff training),
  - Strategies for the recovery of disused/orphan sources,
  - other topics relevant for the fight against CBRN terrorism.
- 11) Projects supporting the implementation of **Prüm** (Council Decision 2008/615/JHA and Council Decision 2008/616/JHA<sup>4</sup>), the principle of availability and the "Swedish initiative" (framework decision 2006/960/JHA<sup>5</sup>). This may include measures related to:
- **improving information exchange** (such as improving the collection, storing, and processing of information in a structured form, improving the use of existing national and European feed-in law enforcement information systems, improving data security, cross-border information exchange means and systems, including technical and organizational measures, such as improving and optimization of existing networks, and database systems, reducing overlaps of law enforcement information systems, improving systems interoperability, creating one-stop-shop points of contact for law enforcement information exchange);
  - **sharing of best practices and education** (such as development of centres of excellence, training, education, development of law enforcement information curricula, creating manuals of best practice);
  - **developing law enforcement information management capacity** (including assessment and identification of needs and requirements of the law enforcement services in terms of access to information and intelligence; interoperability and alignment of the strategies and investments taking into account the cross-border coordination and interoperability dimension);
- 12) Implementation of the **supply reduction policy of the EU Drugs Action Plan 2009-2012**, covering law enforcement cooperation, control of chemical precursor diversion and international cooperation;
- 13) Support an **EU Financial Coalition against the sexual exploitation of children**, aimed at combating the commercial sexual exploitation and abuse of children on line. It should gather the main stakeholders, such as law enforcement agencies, the banking sector, the credit card sector, NGOs and the Internet service providers. The grant will not replace police investigations, but where possible, provide information to the law enforcement authorities.

### 3.2. Expected results

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<sup>4</sup> Council Decision 2008/615/JHA of 23 June 2008 on the stepping up of cross-border cooperation, particularly in combating terrorism and cross-border crime and Council Decision 2008/616/JHA of 23 June 2008 on the implementation of Decision 2008/615/JHA on the stepping up of cross-border cooperation, particularly in combating terrorism and cross-border crime (OJ L210 6.8.2008 p.1.)

<sup>5</sup> COUNCIL FRAMEWORK DECISION 2006/960/JHA of 18 December 2006 on simplifying the exchange of information and intelligence between law enforcement authorities of the Member States of the European Union (OJ L 286 29.12.2006, p. 89.)

Projects should achieve the following results, amongst others:

- Actions improving operational cooperation and coordination (strengthening networking, mutual confidence and understanding, exchange and dissemination of information, experience and best practices);
- analytical, monitoring and evaluation activities;
- development and transfer of technology and methodology;
- training, exchange of staff and experts; and
- awareness and dissemination activities.

#### 4. CONTRACTUAL RELATIONSHIP

The following definitions and relationships will apply when a grant agreement is signed, following a successful evaluation of the proposal:

- **The "Beneficiary" (or Applicant organisation or co-ordinator)** is the organisation that will sign a grant agreement with the Commission on behalf and with the authorisation of the entire partnership. This is the organisation that takes the lead and submits the proposal for the Commission's appraisal. It will be responsible for the verification of the eligibility and selection criteria for all its partners. Once a grant agreement is signed, the beneficiary is legally responsible for managing the project, coordinating all tasks, liaising with the Commission, managing the budget and ensuring the payments to its partners.
- **"Co-beneficiaries Partners" (or Partner organisations)** are those organisations participating in the implementation of the project activities that are eligible for funding. Once the grant agreement is signed, they will be considered as co-beneficiaries of the EU grant as they will receive co-financing for the project. They will sign a mandate to assign full legal responsibility to the co-ordinator. The co-ordinator will receive funds from the Commission and will distribute them amongst the co-beneficiaries of the EU grant.
- **"Associate Partners"** are those organisations participating in the project on a non EU-funded basis. They will not sign a mandate and will not be co-beneficiaries of the EU grant 'Partners co-beneficiaries'

"Co-beneficiaries Partners" and "Associate Partners" must complete and sign a Partnership Declaration form, which must be attached to the Application form.

#### 5. EVALUATION CRITERIA

##### 5.1. Eligibility criteria

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

- a. Applications must be submitted by bodies and organisations **with legal personality established in one of the EU Member States**. Applications from natural persons are not eligible. In the case where no proof of legal establishment showing the legal status of the Applicant organisation is attached to the application form, the application will be automatically rejected;

**Bodies and organisations which are profit oriented** may have access to grants only in conjunction with non-profit oriented or state organisations, i.e. the Partnership declaration(s) duly dated and signed by the representative of the non-profit or state organisation(s) must be attached to the application form. The project susceptible to be awarded a grant must present a non-profit budget.

**Third countries and international organisations** may participate as Associate partners but are not permitted to submit applications.

b. Projects must relate to one or more objectives of the ISEC Programme<sup>6</sup>. Both national and transnational proposals can be submitted.

c. **Transnational projects** must:

- have a true trans-national nature and should involve participants from and/or have activities located in at least two EU Member States, or in at least one EU Member State and one candidate country.

and

- establish a partnership<sup>7</sup> which involves active eligible partners in at least two Member States or,
- at least one Member State and one other country which is an acceding or a candidate country.

d. **National projects** (projects/actions to be carried out within a single Member State without the active involvement of partners from a different Member State or Candidate country) must:

- prepare transnational projects and/or Union actions, or
- complement transnational projects and/or Union actions, or
- contribute to the development of innovative methods and/or technologies with a potential for transferability at Union level

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

e. Project proposals must be submitted **using the Application form and the Budget Estimate form ISEC 2009 Action Grants** made available by the Commission in electronic format on its website<sup>8</sup>; no other forms will be accepted; **all sections of the forms must be completed electronically (not by hand), duly dated and signed by the authorised signatory representing the Applicant organisation/co-ordinator.**

f. Project proposals must include **all required documents listed in Section 6.1 of this Call for Proposals.**

g. Project proposals seeking EU co-funding of less than **€50.000** will not be eligible. There is no maximum limit but the amount of Community co-financing requested will be assessed with regard to the expected results.

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<sup>6</sup> Articles 2, 3 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.7)

<sup>7</sup> Each partner must fill in and sign a Partnership Declaration form (to be attached to the Application form)

<sup>8</sup> [http://ec.europa.eu/justice\\_home/funding/isec/funding\\_isec\\_en.htm](http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm)

- h. **The amount of Community funding requested cannot exceed 70%** of the total eligible costs of the project, i.e. complementary funding from other sources must be secured and demonstrated in the application. **A minimum of 30%** of the total eligible costs of the project must be provided as **a contribution in cash**, either by the Applicant and/or partner organisation(s), or from another donor organisation/third party, and clearly indicated in the ISEC 2009 Budget Estimate form; **contributions in kind are not allowed**.
- i. Applicant organisations must **respect the deadline and the address** stipulated under Section 6.2 of this Call for Proposals; as a proof of a respected deadline, the Commission accepts the postmark or the dispatching slip of the courier service attached to the envelope or the proof of receipt ("accusé de réception") signed by the Commission Central Mail Department.
- j. Projects cannot be already completed and **should be scheduled to start once the grant agreement is signed**. An earlier start of the project may take place only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. In any case, whenever the project begins before the grant agreement is signed, it is always at the risk of the participants and there is no obligation for the Commission to accept the expenses of such action.
- k. Projects cannot last more than **three years**.

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

## 5.2. Exclusion criteria

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

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- they are currently subject to an administrative penalty referred to in Article 96(1)<sup>9</sup>;
- they are subject to a conflict of interest;
  
- they are guilty of misrepresentation in supplying the information required or fail to supply

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<sup>9</sup> Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities as amended by the Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006.



this information.

Applicants must sign the declaration in Section 3 of the Application form. Applicants who have been found guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier Community procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from Community contracts and grants in accordance with Art. 133 of the Implementing Rules<sup>10</sup>.

### 5.3. Selection criteria

In accordance with Article 116(1) of the Financial Regulation and Article 176 of the Implementing Rules, the following selection criteria will be the basis for assessing the Applicant organisation's ability to carry out the proposed project:

- a. the applicant's operational and professional competencies and qualifications in the specified area required to complete the proposed action or work programme including evidence of relevant professional training and/or experience for the personnel concerned. In the case of government or law enforcement organisations, evidence that the project falls within their statutory area of responsibility may be submitted to establish their operational and technical competence. Proposals should also show evidence of ability to access information or participants in the way proposed. The assessment will be based on the CVs of the persons involved in the project, the activity reports and other documents submitted by the applicant.
- b. the applicant's financial capability, i.e. stable and sufficient sources of funding to maintain his/her activity throughout the period during which the action is being carried out and to participate in its funding, based on the submitted documents as requested under Section 6 of this Call for Proposals (i.e. complete and audited<sup>11</sup> financial statements or reports for the past three years – not applicable for Ministries, law enforcement and other MS authorities and public universities).

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

### 5.4. Award criteria

Proposals which are eligible and meet the selection criteria will be assessed by an evaluation committee. They will be ranked on the basis of the following award criteria:

- (a) **Conformity.** Projects will be assessed on the extent to which they fall within the priority areas identified in Section 3.1 above and in the relevant EU strategic documents and/or action plans. For each type of project, it should be demonstrated that the objective of the project reflects a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime. **15 points**
- (b) **Quality** of the proposed action regarding its conception, organisation, clarity, methodology, expertise, expected results and strategy for their dissemination. In particular, the ability of the project to attain the desired objective(s) will be assessed. **25 points**

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<sup>10</sup> Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the above-mentioned Regulation (Official Journal L 357, 31/12/2002), as amended by Commission Regulation (EC, Euratom) No 1261/2005 of 20 July 2005, by Commission Regulation (EC, EURATOM) No 1248/2006 of 7 August 2006 and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007.

<sup>11</sup> if the accounts shall be audited according to national law

- |  |                  |
|--|------------------|
| (c) <b>Value for money.</b> Amount requested for financial support and its appropriateness as to expected results.                                     | <b>15 points</b> |
| (d) <b>Impact</b> of the expected results  | <b>15 points</b> |
| (e) <b>European dimension</b> <sup>12</sup> . To have a European dimension means that  | <b>15 points</b> |
| - the action spans largely across the Union (in case of transnational projects); and/or  |                  |
| - the expected result(s)/output(s) will be implemented in / will apply to a large number of Member States or to a majority of concerned Member States; |                  |
| and/or (both national and transnational projects)  |                  |
| - the impact / outcome of the action and its results concern a large number of Member States or a majority of concerned Member States.                 |                  |
| (f) <b>Economies of scale.</b> Larger projects in terms of, for example, ambition and participation, will be favoured.                                 | <b>15 points</b> |
| <b>TOTAL</b>   | <b>100</b>       |

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

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

Applicant organisations **must use the forms published by the European Commission specifically for the Call for proposals ISEC 2009 Action Grants, available on:**

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

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

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

The entire application should be submitted on paper. Applicants are kindly requested not to bind the documents. Parts of the application should also be submitted electronically (USB memory stick or CD-ROM). Applicants should make sure that the contents of the paper and the electronic versions are identical. In case of discrepancy between the paper and the electronic versions, the paper version will be considered.

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

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<sup>12</sup> A **transnational** project is a project which includes partners from several Member States. This is a **necessary** requirement about its (geographical) **structure**. It is however not **sufficient** for its **scope** to have a European dimension.

Document	on paper		electronically
	3 copies <sup>13</sup>	1 copy	
<b>Part A:</b> the <b>Application form</b> for ISEC 2009 Action Grants, duly <b>completed, dated and signed by the person authorised</b> to enter into legally binding commitments on behalf of the Applicant organisation/co-ordinator (hereafter the authorised signatory). <b>All pages of the form must be submitted and initialled.</b> The declaration about exclusion criteria is part of this form in Section 3.	X		X
<b>Part B:</b> the <b>Budget Estimate form</b> for ISEC 2009 Action Grants, <b>duly completed, dated and signed by the authorised signatory</b> , including a detailed breakdown of expected expenditure and revenue. <b>All pages of the form must be submitted and initialled</b> , regardless if they are applicable or not to the project proposal (i.e. a summary first page "Budget", Headings A/B/C/D/E/F/G/I/K/L/M and the Timetable for implementation). The budget estimate has to be <b>in euro and in balance</b> .	X		X
<b>Part C:</b> one original Partnership declaration per partner organisation <b>duly completed, dated and signed by the authorised signatory</b> .	X		
If applicable, one <b>Declaration of co-financing per third co-financing party</b> .	X		
<b>Part D:</b> an organisation chart of the Applicant organisation.	X		X
<b>Part E:</b> an organisation chart of the project and a description of the tasks of the staff involved in the project, including the <b>CVs</b> of staff members responsible for carrying out the activities specified in the project proposal.	X		X
<b>Annex 1: evidence of legal status</b> , dependent on the legal status of the entity this should include <ul style="list-style-type: none"> <li>the articles of association + a copy of any official document (e.g. official journal, register of companies, etc.) showing the contractor's name and address and the registration number given to it by the National authorities;</li> <li>a copy of the resolution, law, decree or decision establishing the entity in question, or any other official document attesting the establishment of the entity.</li> <li>In addition, if applicable, the statute of the organisation. These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation.</li> </ul>		X	
<b>Annex 2:</b> report or description of the activities carried out by the organisation in 2007 and 2008 <sup>14</sup> .		X	
<b>Annex 3:</b> the Applicant organisation's annual activity programme for 2009 including the list of the planned activities and their timing, location and costs <sup>15</sup> .		X	
<b>Annex 4:</b> the <b>signed financial statements</b> for the past three closed financial years (balance sheet, profit and loss account), including audited accounts when required under the national law <sup>16</sup> .		X	

<sup>13</sup> 3 copies: 1 original marked 'original' and two identical copies marked 'copy 1' and 'copy 2'

<sup>14</sup> Not required for Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<sup>15</sup> Not required for Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<sup>16</sup> Not required for Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

<b>Annex 5:</b> an <b>external audit report</b> if the amount of grant requested exceeds 500.000 Euros; this audit report shall certify the account of the last financial year available.		X	
<b>Annex 6:</b> the Applicant organisation <b>forward budget for 2009</b> showing a detailed breakdown of the Applicant organisation's expected expenditure and revenue <sup>17</sup> .		X	
<b>Annex 7: For Universities only:</b> evidence that the Applicant organisation and the Authorised signatory can enter into financial commitments on behalf of the university.		X	

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

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

In 2009, the Commission set **two deadlines** for this call for proposals. No reminder will be sent or published. The second deadline is set to allow applicants, who would not have had the time to apply before the first deadline, to do so. Therefore, any application submitted between the two deadlines will be considered for the second round of evaluation.

However, it should be noted that the budget of this call is **not** split between the two evaluation rounds. The second deadline will occur only if there is still some budget available.

Information on the web page of the Programme will be posted **on 30 June 2009** to inform potential applicant **if the second round does not take place.**

Applications must be submitted in a sealed envelope,

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

<b>Call for proposals 2009 Programme</b> <b>"Prevention of and Fight against Crime" (ISEC 2009)</b> <b>ACTION grants</b>	European Commission Directorate-General Justice, Freedom, Security Unit F4 Financial support – Security Office LX-46 6/020 <b>B-1049 Brussels</b>
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**Not later than 16 March 2009** (for the first round of evaluation)

**Not later than 31 July 2009** (for the second round of evaluation)

as evidenced by the postmark or by the date of the deposit slip,

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

<b>Call for proposals 2009 Programme</b> <b>"Prevention of and Fight against Crime" (ISEC 2009)</b> <b>ACTION grants</b>	European Commission Directorate-General Justice, Freedom, Security Unit F4 Financial support – Security Office LX-46 6/020 <b>Mail Department</b> <b>Rue du Bourget, 1</b> <b>B-1140 Brussels-Evere</b>
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**Not later than 16 March 2009 at 15.00** (Brussels time) (for the first round of evaluation)

<sup>17</sup> Not required for Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

**Not later than 31 July 2009 at 15.00** (Brussels time) (for the second round of evaluation)

as evidenced by the receipt signed by the EC official who took delivery.

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

### **6.3. Acknowledgement of receipt**

Following the opening of proposals, the Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application met the above mentioned deadline and informing them of the reference number of their application. The template of that letter is in Section 4 of the Application form for ISEC 2009 Action Grants.

## **7. FURTHER INFORMATION**

Applicants are invited to consult the "Guide for Applicants to the 2009 ISEC Programme Action Grants" to be published at the following address:

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

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

e-mail address: JLS-ISEC@ec.europa.eu

Fax: + 32 2 299 82 15

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question.

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

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

The Commission will request **from each Applicant organisation/co-ordinator**, if and when the project is awarded a grant:

1. the **original of the Financial Identification Form** filled in, dated and signed by the **Applicant organisation**, and signed and stamped by the bank concerned, and
2. the **original of the Legal Entities Form**, dated and signed by the **Applicant organisation**.
3. if applicable, the **originals of the Legal Entities Form** dated and signed by **each Co-beneficiary organisation**. The Applicant organisation/co-ordinator **must collect these forms and submit them to the Commission, together with all the required annexes mentioned on the form.**

Both forms (LEF and BAF) are available at the following Internet address:

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

4. if applicable, the Applicant organisation/co-ordinator must also collect **the originals of the**

**mandate** completed, dated and signed by **each Co-beneficiary organisation**. The template of Annex IV of the draft Grant Agreement must be used and is available at the following Internet address:

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

5. a copy of the **VAT registration** document, if applicable and if the VAT number does not appear on the official document referred to above.

Under this Programme, a pre-financing payment of 60% may be made after the signature of the grant agreement by both parties and in accordance with its terms. The Commission may require the beneficiary to lodge a guarantee in advance to limit the financial risks connected with the payment of pre-financing. The exact calculation of the final amount of the subvention will be done when the project has ended on the basis of supporting documents provided by beneficiary.

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

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

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

The European Commission may waive the above obligations if publication of the information could threaten the safety of the beneficiaries or harm their business interests. Beneficiaries of grants must clearly display acknowledgement of the support received from the EU.

## **8. DATA PROTECTION**

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