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EUROPEAN COMMISSION
Directorate-General Justice Security and Freedom

JLS/D4

Specific programme

"PREVENTION OF AND FIGHT AGAINST CRIME"

2007-2013

Annual work programme 2008

CALL FOR PROPOSALS

Action grants

1. INTRODUCTION

Under Article 4 (1) (d) of the Council Decision 2007/125/JHA of 12 February 2007 (later on referred to as Council Decision), establishing a specific programme Prevention of and Fight against Crime as part of the general programme Security and Safeguarding Liberties¹. The 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;

¹ Council Decision of 12 February 2007 establishing for the period 2007 to 2013, as part of General Programme on Security and Safeguarding Liberties, the Specific Programme "Prevention of and Fight against Crime", OJ L 058, 24.2.2007, p.7

- (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 Art. 3 of the Council Decision:

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

The total amount available for action grants to be awarded under this call for proposals will be **€23.480.000** million.

2. ELIGIBLE ACTIVITIES AND THEMATIC PRIORITIES

Under this call for proposals, financial support may be provided in particular for:

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

The above mentioned activities are to be linked to following thematic priorities:

2.1. HORIZONTAL APPROACHES AND CRIME PREVENTION MEASURES

The global budget envisaged for projects carried out under this heading is 4.700.000 €.

- 2.1.1. Prevention of organised and general crime through horizontal approaches such as public-private partnerships and the transfer of best practices to restrict the social and economic effects of crime.
- 2.1.2. Protecting victims and supporting and protecting witnesses and other persons ready to co-operate with justice. Development of police and judicial cooperation with social services, schools and hospitals in cities, to strengthen mechanisms of protection of victims and adequate treatment and rehabilitation of perpetrators and to develop a general policy of legality in areas seriously affected by organised crime.
- 2.1.3. Developing Intelligence-led Law Enforcement (ILLE) based on thorough threat and risk assessment in order to prioritise law enforcement activities and to establish

agreed intelligence formats to assist political and operational decision-making and promote the development and use of equivalent methods for the analysis of e.g. criminal networks, crime threats, risks and profiles, to be further supported by economic harm assessments.

- 2.1.4. External aspects of information exchange such as controlled transfer of data available in the EU to third countries, obtaining data contained in international databases (of international organisations or third countries, upload/download links to Interpol, participation in information exchange projects initiated in international forums such as G8) in order to complement and improve the information exchange within the EU and to provide for better security in the Member States.
- 2.1.5. Exchanges among law enforcement officials, training, seminars, sharing of knowledge and/or best practices aimed at strengthening mutual confidence, criminal investigation and/or improving policing standards in the fight against and prevention of all forms of crime, and in particular in relation to major events at international level.
- 2.1.6. Linguistic support activities aiming to increase language comprehension: language training, translation and assistance and support for oral and written communication.

2.2. PREVENTION OF AND FIGHT AGAINST CRIME IN SPECIFIC AREAS

- 2.2.1. Security of Explosives and Detonators (*envisaged amount for this action: 3.000.000 €*)
 - the establishment of interoperable bomb data systems by the competent authorities of the Member States and the establishment of an Early Warning System for explosives related incidents, taking account of existing systems and experiences;
 - identifying methods and exchanging best practices concerning the provision of information by public authorities to the entire precursor supply chain, from manufacturers to the retailers, first responders (police, fire-departments, bomb-squads) and educational establishments to focus attention on products of concern;
 - identifying methods, exchanging best practices concerning and conducting campaigns concerning raising staff-awareness concerning the threat posed by precursors (all along the supply chain amongst manufacturers, formulators, distributors and retailers of precursors);
 - identifying methods and exchanging best practices concerning effective Security Plans/Security Management Systems at explosives facilities (manufacturing, storing, distributing and using);
 - identifying methods and exchanging best practices concerning improving the use of detection technologies at airports, other modes of transportation and other public facilities;
 - identifying methods and exchanging best practices concerning dealing with big amounts of chemicals found at a scene under investigation.

2.2.2. Fight against violent radicalisation (*envisaged amount for this action: 2.000.000 €*)

- Radicalisation and recruitment of terrorists. Developing education, competence-building and civil society engagement programmes in the area of radicalisation and recruitment of terrorists in order to reduce the support base for terrorism.
- Supporting cooperation between academic experts, open source intelligence experts and law enforcement authorities in understanding and combating radical violent content on the internet.

2.2.3. Projects in the field of prevention, detection and response to the threat of radiological and nuclear terrorism (*envisaged amount for this action: 1.500.000 €*) among others aiming at

- improving staff awareness concerning the security of sources;
- developing approaches/methodologies on improving the physical protection of sources in various locations;
- developing communication strategies;
- improving the exchange of information between law enforcement authorities and other bodies involved in radiological/nuclear security, common training.

- 2.2.4. Development of a secure network of EU certification authorities to share experience and knowledge of ongoing and planned detection standardisation efforts at national and European level regarding European security detection tools. In particular, the projects will concern certification, tests and trials of detection solutions. (*envisaged amount for this action: 1.600.000 €*)
- 2.2.5. Creation of a network of experts in biosafety/biosecurity and its cooperation with law enforcement authorities, development of draft university curriculum for bio-science students with particular focus on crime prevention and risks of terrorist misuse of research results in relation to biological warfare and development of a European and/or international standard on the roles and tasks of "biosafety Officer/professional" in order to stimulate better understanding of biosafety and biosecurity requirements in both law enforcement and biosafety communities. (*envisaged amount for this action : 490.000 €*)
- 2.2.6. Implementation of the Treaty of Prüm and the principle of availability (PoA): supporting actions for the establishment of the technical, organisational and administrative infrastructures required to implement the Treaty of Prüm and the forthcoming Council Decision transposing the Treaty of Prüm into the institutional framework of the EU as well as actions supporting a coordinated and coherent approach to the PoA in order to fulfil the needs of law enforcement by supporting communication flows and information exchange in interoperable manner and ensuring that law enforcement requirements and IT investments are aligned. (*envisaged amount for this action: 6.190.000 €*)
- 2.2.7. In addition, there is € 4.000.000 *global budget foreseen* for projects to support the fight against crime in the following areas:
- 2.2.7.1. Financial and economic crime, including terrorist financing; development and implementation of instruments regarding money laundering, terrorist financing, counterfeiting, corruption, identity theft, fraud (in particular fiscal fraud and fraud on non-cash means of payments), racketeering or extortion and transparency of legal entities and charities. Actions should aim at strengthening the coordination of financial investigations and exchange of best practices; examining standards for the confiscation of criminal assets and the return of confiscated assets;
- 2.2.7.2. Computer-related crime, in particular supporting the co-operation between open source intelligence experts and law enforcement authorities on understanding and combating fraud and illegal trade on the internet; initiatives for improved training of law enforcement and judicial authorities and research to develop technical methods and procedures to fight fraud and illegal trade on Internet; actions against illegal content that may incite minors to violent and other serious behaviours;
- 2.2.7.3. 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;
- 2.2.7.4. Trans-border crimes such as trafficking in firearms, drugs, cultural goods, wastes, endangered species and other illicit goods. Implementation of the supply reduction policy of the EU Drugs Action Plan 2005-2008, covering law enforcement cooperation, control of chemical precursor diversion and international cooperation

2.2.7.5. Development and implementation of instruments on preventing and fighting sexual exploitation of children and child pornography; aiming at preventing recidivism, identification of child victims through pornographic materials; identifying offenders via credit cards; as part of the European cybercrime policy, focus on enhancing cooperation between law enforcement authorities in the area of fighting child abuse through pornographic means on the internet;

2.2.7.6. Environmental crime, including the specific area of ship-source pollution.

The applicant must specify in the Application form under which section they intend to submit their proposal.

3. ELIGIBLE ORGANISATIONS

This call for proposals is opened to bodies and organisations with legal personality established in the Member States.

The programme Prevention of and Fight against Crime as such is destined for law enforcement agencies, other public and/or private bodies, actors and institutions, including local, regional and national authorities, social partners, universities, statistical offices, non-governmental organisations, public-private partnerships and relevant international bodies. Please note that this programme does not deal with judicial cooperation.² However, it may cover actions which aim at encouraging cooperation between judicial authorities and law enforcement authorities.

Bodies and organisations which are **profit oriented shall have access to grants only in conjunction with non profit oriented or state organisations**. They are eligible to submit applications, but such applications should include Partnership Declaration(s) duly dated and signed by the representative of the non-profit oriented or state organisation(s).

As regards transnational projects, **third countries** and **international organisations** may participate as partners but are not permitted to submit projects.

Applications from **natural persons** are not eligible.

4. ELIGIBLE TYPES OF PROJECTS

The applicants are invited to submit proposals for either **transnational or national projects**.

In order to be eligible **transnational** projects shall involve partners in

- a) at least two Member States of the European Union (applicant organisation established in one of the Member States of the European Union + partner(s) established in different Member State of the European Union); or

² Please note that the specific programme "Criminal Justice", established by the Council Decision of 12 February 2007, No 2007/126/JHA, OJ L 058, 24.2.2007, p.13, provides financial support for activities in the field of judicial cooperation. More information is available at: http://ec.europa.eu/justice_home/funding/jpen/funding_jpen_en.htm.

- b) at least one Member State and one other country which may either be an acceding or a candidate country (applicant organisation established in one of the Member States of the European Union + partner established in an acceding or a candidate country).

Transnational projects should have a clear transnational dimension. Each transnational partner should sign a Partnership Declaration form and this form should be attached to the application.

In order to be **eligible** proposals for **national** projects conducted within Member States do not need any partners (*unless the applicant is a profit oriented body or organisation, see section 3 of this call for proposals*) but they must:

- c) prepare transnational projects and/or Union actions ("starter measures");or
- d) complement transnational projects and/or Union actions ("complementary measures");or
- e) contribute to developing innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods or technologies with a view to transferring them to other Member States and/or other country which may either be an acceding or a candidate country.

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

5. FUNDING CONDITIONS AND DURATION OF THE PROJECTS

5.1. Rate of co-financing and the minimum amount of grant

The **maximum rate of EU co-financing** by the Commission **may not exceed 70 %** of the total eligible costs of the project. Each applicant will therefore have to secure complementary funding from other source to cover the balance of the project costs. A **minimum of 30 % of the total eligible costs** must be therefore provided as a **cash contribution** from the applicant, partner(s), other sponsors or source of revenue.

The above contribution has to be indicated under the relevant section of the Budget form specific to this call for proposal. Applicants declare their co-financing by signing the Budget form and partners by indicating the financial contribution when signing the Partnership Declaration form.

Contributions in kind are not accountable in the co-financed amount and are not taken into account in the calculation of the EC co-financing.

Project proposals seeking **EU co-funding of less than €50.000** will not be eligible to receive a grant. There is no maximum limit, but the amount of co-financing requested and its appropriateness as to expected results will be assessed during the evaluation of the proposals.

5.2. Payment procedures and requirements on financial management

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the applicant. The awarding of a grant does not establish any entitlement for subsequent years. EU grants are given for non-commercial purposes only and projects must be strictly non-profit making.

In the event of acceptance of an application by the Commission, a financial grant agreement, drawn up in euro and detailing the conditions and level of funding, will be concluded between the Commission and the beneficiary in two original copies. Both original copies of this grant agreement must be duly signed, dated and returned to the Commission within the time limit set in the covering letter of the Commission. The beneficiary may receive a pre-financing payment not exceeding 60% within 45 days of the date when the last of the two parties signs the agreement and thus the agreement entered into force.

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the final report, the final financial statement and the supporting documents provided by beneficiary. If the accepted eligible costs actually incurred by the organisation are lower than anticipated, the Commission will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amount already transferred by the Commission as pre-financing. The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The person in charge of the organisation must, by his signature, undertake to provide proof of the correct use of the grant and enable the Commission and/or the European Court of Auditors, and any qualified external body designated by the Commission, to verify the organisation's accounts. To this end, supporting documents must be kept by the beneficiary for five years after the final payment.

5.3. Double financing

Any action may receive only one grant from the budget of the European Institutions. To ensure this, applicants must give details in their application form of any other grant requests which they have submitted or intend to submit to the European Institutions, stating in each case the budget heading, the Community programme and the amount requested. Moreover, the applicant should immediately inform the authorising officers of any multiple applications and multiple grants related to the same action or work programme (Art.111 Financial Regulation³) Total recovery of the grant will be made in the event of double financing for the same action.

5.4. Eligibility of costs

In principle costs eligible for financing may not have been incurred before the signature of the grant agreement. Costs incurred earlier than that may be considered eligible only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In

³ Please consult: Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.09.2002); and COUNCIL REGULATION (EC, Euratom) N° 1995/2006 of 13 December 2006 amending Regulation N° 1605/2002 on the Financial regulation applicable to the general budget of the European Communities (OJ L 390/2006 of 30 December 2006)

such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application.

Grant applications must include an estimate in euro of the costs of the proposed project. To be eligible the budget must be balanced and mention all sources of funding.

The financial section in the application will form an integral part of the grant agreement, if a grant is awarded. Organisations are therefore asked to complete these sections clearly, fully and scrupulously.

5.5. Start date and duration of the projects

In order to be considered eligible projects cannot be already completed and should be scheduled to last maximum **36 Months**. Projects scheduled to last longer than that are not eligible. Applicants are advised to take into consideration the indicative timetable for the evaluation of the proposals described under section 10 of this call for proposals when planning the start date of their project. In case the project is awarded a grant the actual starting and end date of the project will be set in the grant agreement.

6. FORMAL REQUIREMENTS OF THE APPLICATION AND SUPPORTING DOCUMENTS

6.1. Forms provided for applicants

Where provided, applicants must use the forms especially set for this call for proposals when submitting the application. The template of the forms should not be altered.

The following forms are provided for the applicants:

- Application form for action grants "Prevention of and Fight against Crime 2008", including the declaration on exclusion criteria – Word document (**Application form**)
- Budget form for action grants "Prevention of and Fight against Crime 2008" – an Excel workbook including a summary first page, and sections A,B,C,D,E,F,G,P,R,S and Contribution in kind for information (**Budget form**). The Budget form workbook also includes the following annexes:
 - template for timetable for implementation of the project (**Timetable template**)
 - **Simplified Balance Sheet** template
 - **Simplified Profit and Loss Account** template
- An Excel workbook containing Explanatory note on the budget and explanatory note on the staff the staff (**Explanatory note on budget and note on staff**)
- Declaration form for partners - Word document (**Partnership Declaration**)
- Financial identification form – modifiable Pdf document (**Financial ID form**)
- Form for Legal entities - modifiable Pdf document (**Legal Entities Form**)

Applications submitted on a form that has been altered or used before and forms filled in by hand will be disqualified. The applicant must fill in all the fields indicated; when a field is considered to be non applicable please use "Non-applicable" and provide justification.

The forms are published by the Commission in electronic format and are available on the Europa web-site under the following address:

http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

In order to ease the handling of the applications by our services, applicants are kindly requested no to bind the documents submitted with the application in any way. For the same reason applicants may consider submitting their application in English or providing and English translation together with the original proposal.

6.2. Documents to be submitted:

The entire application should be submitted on paper, and partially electronically. Applicants should make sure that the content of the electronic and paper versions of their application is identical. In case of any discrepancy between the electronic and paper version of the application, the paper version will be considered. It is advised to verify this before sending the application. Dependent on the legal status of the applicant/the type of the project there are differences in the requirements concerning the documents to be submitted. Please note that administrative and financial penalties which are effective, proportionate and dissuasive, may be imposed on applicants by the authorising officer, in accordance with Article 114, 94 and 96 of the Financial Regulation⁴.

6.2.1. To be submitted on paper:

The following documents must be submitted on paper in triplicate (one signed original and two copies clearly distinguished) by all applicants :
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- (1) the description of the project presented on the **Application form**, duly completed, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant, all pages of the form must be initialled;
- (2) an estimate of the forward budget of the project, presented on the **Budget form**, including a detailed breakdown of expected expenditure and revenue; the budget estimate should be sufficiently detailed to allow for an assessment of all individual costs and it should show that the grant requested is the minimum necessary for completing the project; all pages of the form has to be included regardless of its content, in case a certain budget heading is not relevant it has to be left blank but it still has to be printed and included in the application; **the budget estimate has to be in balance**; the **Budget form** has to be duly dated and signed by the representative of the applicant;
- (3) the estimated time schedule of the activities of the project proposal, presented on the a **Timetable template**;

⁴ Please consult Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), as last amended by Council Regulation No 1248/2006 of 7 August 2006

- (4) the detailed presentation of the applicant organisation including: an organisation chart and a description of the tasks of the staff, including the CVs of staff members responsible for carrying out the activities specified in the project proposal; in case no person is recruited for a specific job at the time of submitting the application, the job description shall nonetheless be included;

A **single copy** of the following documents is required from **all** applicants unless otherwise stated:

- (5) in case partners are involved in the implementation of the activities of the project, their involvement should be presented in details in the application including a detailed breakdown of the costs which will be incurred by the partner; as part of the application package the applicant should submit an **original Partnership Declaration** duly signed and dated by the representative of the partner organisation (one declaration per partner). The legal status of the partner organisation, the country where the partners organisation is established and the nature of the involvement of the partner organisation in the project should be clearly stated in the Partnership Declaration; if applicable the financial contribution of the partner organisation should also be indicated.
- (6) Explanations (if costs are planned) concerning the budget headings A,C,D,L by using the **Explanatory note on budget and note on staff** template, duly completed and signed by the representative of the applicant organisation (Explanatory note on Budget) and the organisation where the staff member concerned is employed (Explanatory note on Staff);
- (7) identification of the applicant, presented **Legal Entities Form**, duly completed, dated and signed by the applicant; ORIGINAL;
- (8) the bank details of the applicant presented on the **Financial ID form**, stamped, signed and dated by the applicant and the bank where the bank account of the applicant is held⁵, ORIGINAL;
- (9) the applicant organisation's annual activity programme for 2008 including the list of the planned activities and their timing, location and costs;(Ministries, law enforcement and judicial authorities do not need to provide these documents);
- (10) a report or description of the activities carried out by the organisation in 2006 and 2007; (Ministries, law enforcement and judicial authorities do not need to provide these documents);
- (11) evidence that the applicant can enter into financial commitments on behalf of the university (applicable only to universities or university departments);

In addition to the above mentioned documents, **private institutions or bodies** should provide a **single copy** of the below documents:

⁵ It is possible to attach a copy of recent bank statement to this form, in which event the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder is obligatory in all cases

- (12) completed **Simplified Balance Sheet** duly dated and signed, presented on the form provided as annex to the Budget form, filled in for the last 3 years;
- (13) completed **Simplified Profit and Loss Account** duly dated and signed, presented on the form provided as annex to Budget form; filled in for the last 3 years;
- (14) the latest financial statements (balance sheet, profit and loss account), including audited accounts when required under the national law;
- (15) an external audit report if the amount of grant requested exceeds 500 000 euros; this audit report shall certify the account of the last financial year available;
- (16) the forward budget for 2008 showing a detailed breakdown of the body's expected expenditure and revenue;
- (17) evidence of legal status, including articles of association; these documents will also be used to establish the profit oriented/non-profit oriented status of the applicant;
- (18) 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;
- (19) a copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to above;

In addition to the above mentioned documents, **public bodies and authorities** should provide:

- (20) a copy of the resolution, law, decree or decision establishing the entity in question;
- (21) or, failing that, any other official document attesting the establishment of the entity.

Applicants are free to provide any other documentation which they consider appropriate in support of their application, however the information provided in the documents requested by this call for proposal should be sufficiently detailed to allow the proper assessment of the proposal.

6.2.2. To be submitted electronically:

Part of the application has to be submitted electronically on a CD-ROM, diskette or memory stick. No applications (partial or entire) sent by e-mail will be considered, such e-mails will be automatically deleted and not answered. The applicants should make sure that the files are not corrupted and readable.

The documents which are compulsory to submit electronically by all applicants are:

- (1) the electronic version of the Application form specific for this call for proposals, duly completed in WORD format; (it is not required to submit the scanned version of the signed original Application form);
- (2) a duly completed **budget estimate**, presented on **Budget form** specific for this call for proposals, including a detailed breakdown of expected expenditure and revenue in

EXCEL format. (it is not required to submit the scanned version of the signed original Budget form);

- (3) the electronic version of the above mentioned **Timetable** for implementation of the activities of the project proposal presented on the form provided as and annex to the Budget form in EXCEL format;
- (4) the electronic version of the documents related to the detailed presentation of the applicant organisation including: an organisation chart and a description of the tasks of the staff, including the CVs of staff members responsible for carrying out the activities specified in the project proposal; in case there is no person recruited for a specific job at the time of submitting the application, the job description shall be included.

Additional documents which are compulsory to submit electronically by private institutions or bodies are:

- (5) electronic version of the completed **Simplified Balance Sheet** presented on the form provided as annex to the Budget form, filled in for the last 3 years in EXCEL format;
- (6) electronic version completed **Simplified Profit and Loss Account** presented on the form provided as annex to Budget form, filled in for the last 3 years in Excel format.

7. EVALUATION OF PROPOSALS

The submitted proposals will be evaluated against exclusion, eligibility, selection and award criteria.

7.1. Exclusion criteria

Applicant organisations shall be excluded from participating in this call for proposals if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) 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;

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

In relation to the above exclusion criteria Applicants must sign the declaration included 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 IR.⁶

7.2. Eligibility criteria

To be eligible, applications for action grants must meet **all** of the following criteria:

- (a) applicants must **respect the deadline** for applications set for this call for proposal and **sent to the address** specified under section 8 of this call for proposals; applications sent to other addresses will be rejected;
- (b) the applicant organisation **must be eligible to participate** as specified under section 3 of this call for proposals;
- (c) project proposals must be submitted by bodies or organisations with **legal personality established in one of the Member States of the EU**;
- (d) applications submitted by **natural persons** or **international organisations** will not be eligible;
- (e) **profit oriented bodies and organisations** can only apply in conjunction with non profit oriented or state organisations; the involvement of such partners should be proven by a signed Partnership Declaration by using the form specified under section 6 of this call for proposals;
- (f) **transnational projects** must involve active partners in at least two Member States of the EU, or at least one Members State and one other state which is an acceding or candidate country; the involvement of the partners should be proven by a signed Partnership Declaration using the form specified under section 6 of this call for proposals;

⁶ Please consult Art. 133, Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), as last amended by Council Regulation No 1248/2006 of 7 August 2006.

- (g) **national projects** must comply with the condition as described in section 4 of this call for proposals;
- (h) project proposals must relate to one of the general objectives of the programme⁷ and fall within the priorities described in section 2 of this call for proposals;
- (i) applications must be submitted using the **action grant Application form** specific for this call for proposals (no other form will be accepted), all sections of the form must be completed, the form **must be duly dated and signed** by the authorised signatory representing the organisation and it **must be accompanied by all the documents** listed in section 6 of this call for proposals; the formal requirements described must be respected; the form must be filled in electronically and not by hand;
- (j) applications must include a detailed budget using **the action grant Budget Form** specific for this call for proposals (no other form will be accepted); all sections of the form must be completed; the form **must be duly dated and signed** by the authorised signatory representing the organisation; **all pages** of the form must be printed and submitted in paper format; the budget must be in **euro** and **balanced** in income and expenditure;
- (k) the requested amount of **grant cannot exceed 70% of the total eligible costs of the project; a minimum of 30 % of the total eligible costs must therefore be provided as a cash contribution**, either from the applicant organisation and/or partners, or from another donor source. This complementary funding must be secured and demonstrated in the application;
- (l) project proposals seeking EU co-funding of less than **50.000** euro will not be eligible;
- (m) applicants should meet the requirements described under section 5 of this call for proposal concerning **duration of the projects**, projects should **not be completed** and should be scheduled to last **not longer than 3 years**.

If a grant application does not meet the eligibility criteria, it will not be considered for further evaluation.

7.3. Selection criteria

In accordance with Article 116(1) of the Financial regulation and Article 176 of the Implementing Rules the below criteria will be the basis for assessing the applicant's ability to complete the proposed project. (This does not apply to authorities and other public bodies)

- (a) The applicant must have appropriate operational and professional capacity and competence to implement the proposed action and be able to access the information or participants in the way proposed in its application; the applicant's operational and professional capability will be examined based on

⁷ Articles 2, 3, 4 of the Council Decision No 2007/125/JHA.

the documents submitted by the applicant as evidence of its know-how and that of its partners;

- (b) The applicant must prove that with the help of the EC grant it is financially capable to implement the proposed action, it has stable and sufficient funding to maintain his activity throughout the period during which the action is being carried out and to participate in its funding; the organisation's financial capacity will be examined based on the information submitted on the **Simplified Profit and Loss account template** and a **Simplified Balance Sheet template**, and other documents specified under section 6 of this call for proposal.

The Commission will utilise all the information at its disposal to assess whether the candidature fulfils the selection and the exclusion criteria (Artt.93, 94, 96 Financial Regulation and 167 Implementing Rules⁸)

If a grant application does not meet one of the selection criteria, it will not be considered for further evaluation.

7.4. Award criteria

Proposals that are eligible and meet the exclusion and selection criteria will be assessed and ranked on the basis of the following criteria:

(a)	Compliance. Projects will be assessed on the extent to which they fall within the priority areas identified in section 2 of this call for proposal and in the relevant EU strategic documents and/or action plans. For each project, it should be demonstrated that its objective reflects a clearly identified need for action according to the EU's policy priorities in the field of prevention and fight against crime.	15 points
(b)	Quality of the proposed action regarding its conception, organisation, presentation, 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
(c)	Value for money. Amount requested for financial support and its appropriateness as to expected results.	15 points
(d)	Impact of the expected results on the general objectives of the programme and on measures taken in the different domains as specified in Articles 3 and 4 of the Council Decision.	15 points
(e)	European dimension. Wide geographic scope of the project, in terms of partners, participants and the target groups, will be favoured. For national	15 points

⁸ Please consult Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (Official Journal L 357, 31/12/2002), as last amended by Council Regulation No 1248/2006 of 7 August 2006 and Commission regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111 of 28.04.2007)

	complementary projects, this criterion is replaced by the geographical scope of the measure they complement. For other national projects (starter measures and other actions), it is replaced by the potential geographical scope of follow-up measures.	
(f)	Economies of scale. Larger projects, in terms of, for example, ambition and participants, will be favoured.	15 points
	TOTAL	100 points

To qualify for award projects should reach minimum 65 points. Proposals scoring highest on the above award criteria may be financed, subject to availability of funds.

8. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

Applications must be received in a sealed envelope **either**

by registered mail or by courier service, to the address indicated below:

European Commission
 Directorate-General Justice, Freedom, Security
 Unit D4 Financial support
Programme "Prevention of and Fight against Crime"
Call for proposals/Action grants 2008
 Office LX-46 2/106
 B-1049 Brussels

or by hand-delivery to:

European Commission
 Directorate-General Justice, Freedom, Security
Programme "Prevention of and Fight against Crime"
Call for proposals/Action grants 2008
 Office LX-46 2/106
 Mail Department
 Avenue du Bourget 1
 B-1140 Brussels-Evere

Applications must be sent either by registered mail or by courier service, posted or dispatched **not later than 24 June 2008** (as evidenced by the postmark or by the date of the deposit slip), or by hand-delivery (in person or by an authorised representative) **till 24 June 2008 15:00 Brussels time**, in which case a receipt must be obtained as proof of submission, signed and dated by the official who took delivery.

Any application sent, dispatched or hand delivered after the deadline or to the wrong address will not be accepted.

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 deadline and

informing them of the reference number of their application. The template of that letter is attached to the Application form specific for this call for proposals.

9. FURTHER INFORMATION

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.

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 up to the end of the selection process. Where 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.

In addition, the European Commission has the task of promoting equality between women and men and must aim in all its activities to eliminate gender inequalities (Articles 2 and 3 of the EC Treaty). In this context, women are particularly encouraged either to submit proposals or to be involved in their submission. As regards studies or research projects, the Commission would also like to draw your attention to the importance of a systematic breakdown by sex of all statistics used and of an analysis of the potentially different impact of policies on men and women, even if they appear at first sight to be gender neutral.

10. TIMETABLE

The evaluation committee expects to complete its report by the end of September 2008. The Commission will then consult the committee of representatives of the Member States set up by the Decision establishing the programme. Applicants shall be informed of the outcome of their application within fifteen calendar days after the award decision has been taken, indicatively no later than the beginning of November 2008.

11. EX-POST PUBLICITY

All grants awarded in the course of a budgetary year must be published on the Internet site of the Community institutions 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 with the agreement of the beneficiary:

- (c) the name and address of the beneficiaries;
- (d) the subject of the grant;

- (e) the amount awarded and the rate of funding of the costs of the approved 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.

12. 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.