



# **PREVENTION, PREPAREDNESS AND CONSEQUENCE MANAGEMENT OF TERRORISM AND OTHER SECURITY-RELATED RISKS (CIPS)**

**Call for Proposals**

**CIPS Action Grants 2013**

**Deadline: 30 September 2013  
12:00 CET**

## 1. BACKGROUND AND MAIN OBJECTIVES

On 12 February 2007, the Council adopted Decision No 2007/124/EC, Euratom<sup>1</sup>, establishing the specific Programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related Risks for the Period 2007-2013" (hereafter: the CIPS Programme) as part of the general Programme on "Security and safeguarding liberties".

In order to implement the Programme, the Commission has adopted on 17 September 2012 the 2013 Annual Work Programme<sup>2</sup>, specifying its specific objectives and thematic priorities.

This Call for Proposals corresponds to the implementation of Part A of the Work Programme and aim at awarding grants to transnational and/or national projects that contribute to the development of the "European Programme for Critical Infrastructure Protection" (EPCIP)<sup>3</sup> as well as policy measures aiming at upholding, and/or guaranteeing security and public order during a crisis situation. The financial support should achieve the general and specific objectives stated both in the 2013 Work Programme and the Programme itself.

The Programme, and consequently this Call for Proposals, does not apply to matters that are covered by other financial instruments in particular by the Rapid Response and Preparedness Instrument for Major Emergencies (now renamed Civil Protection Financial Instrument) and by the research activities in the areas of Security and Space in the 7th RTD Framework Programme.

This Call for Proposals invites applications for financial support for actions in the field of critical infrastructure protection. Actions funded under this Programme have to be based on an all-hazards approach, while considering threats from terrorism as a priority.

## 2. BUDGET ALLOCATED FOR GRANTS

The total amount proposed for co-financed projects in 2013 on the basis of this Call for Proposals is € 9.500.000<sup>4</sup> (maximum EU funding: 90% of the total eligible costs of the projects).

## 3. PRIORITIES AND EXPECTED RESULTS

All areas identified in the specific programme "Prevention, Preparedness and Consequence Management of Terrorism and other Security related risks" are open for proposals.

### 3.1. Priorities

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<sup>1</sup> OJ L58 of 24.02.2007, p.1, available on: [http://ec.europa.eu/justice\\_home/funding/intro/funding\\_intro\\_en.htm](http://ec.europa.eu/justice_home/funding/intro/funding_intro_en.htm)

<sup>2</sup> Commission Decision C (2011) 6299 of 17 September 2012 adopting the Annual Work Programme for 2013 is available at: [http://ec.europa.eu/home-affairs/funding/cips/funding\\_cips\\_en.htm](http://ec.europa.eu/home-affairs/funding/cips/funding_cips_en.htm)

<sup>3</sup> COM(2004)702 Critical Infrastructure means:

- (i) those assets, systems or parts thereof which are essential for the maintenance of critical societal functions, including the supply chain, health, safety, security, economic or social well-being of people, and the disruption or destruction of which would have a significant impact in a Member State as a result of the failure to maintain those functions; or
- (ii) any other (hazardous) assets, systems or parts thereof the disruption or destruction of which, would, as a direct consequence, have a significant impact on the maintenance of critical societal functions.

<sup>4</sup>Of this amount 20% is not available at the moment of the launch of this call for proposals; its availability is subject to the lifting by the Budgetary Authority of the reserve entered on the relevant budget line pending agreement between the co-legislators on the reform of the Schengen governance.

The following priorities have been identified for 2013. Proposals submitted outside these priorities may also be considered, subject to project quality and budget availability after funding projects matching the priorities:

- Supporting the development of concepts as well as the implementation of a reshaped European initiative on critical infrastructure protection
- Supporting the identification and analysis of European sectorial and cross-sectorial criticalities (including facilitating the implementation of Directive 2008/114/EC);
- Promoting risk analysis and the development of measures to enhance the security and resilience of critical infrastructures, assets, networks and systems, as well as a common understanding in relation to sectorial, intersect oral and cross-border risk management;
- Supporting Member States by enhancing communication in order to strengthen cooperation between the public and the private sector (regular meetings to discuss issues of common interest) as well as by improving international cooperation and a cross-border exchange of information between these stakeholders and the relevant institutions at European level;
- Interdependency analysis on a multi-sectorial level;
- Developing tools and concepts to integrate critical infrastructure protection into the crisis management set-up
- Increasing the security awareness of critical infrastructure operators;
- Improving information management with regard to critical infrastructures;
- Increasing critical infrastructure protection capability in the transport, energy, ICT, chemical, financial, water, food, health, space, research, nuclear, government or any other relevant sector;
- Increasing mutual knowledge of the Member States' security capabilities specific to terrorist crises in view to enhance preparedness and response capabilities in case of terrorist attacks requiring mutual assistance at EU level;
- Developing risk assessment tools and methodological models related to malicious intentional threats.

### **3.2. Expected results**

Projects should achieve the following results, amongst others:

- The development of instruments (at EU level), strategies and activities/measures in the field of the effective protection of critical infrastructure (at both EU and MS levels);
- The development of a common framework for the effective protection of critical infrastructure at EU level;
- The development of methods, techniques and instruments for operational or training use in this particular field;

- The exchange and dissemination of information, experience and best practices between Member States and between the different organisations or bodies responsible for the protection of critical infrastructures;
- The development and improvement of the relationship between public authorities and private sector in the field covered by the Programme;
- The improvement of mutual knowledge of the Member States' protection systems;
- The improvement of mutual knowledge of the Member States' security capabilities specific to terrorist crises;
- The improvement of mutual knowledge of the Member States' risk assessment methodologies and practices;
- The enhancement of the capacity to share good practices;
- The creation of informal contact networks between authorities;
- The development of a culture of trust and cooperation.

#### **4. DEFINITIONS AND CONTRACTUAL RELATIONSHIPS**

The following definitions and relationships are used when an application is submitted and when a grant agreement is signed, following a successful evaluation of the proposal:

- The "Coordinator" (Applicant organisation): 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 Coordinator 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.
- "Co-beneficiaries" (Partners): are those organisations participating in the implementation of the project activities that are eligible for EU co-financing and declaring costs to be EU co-financed. Once the grant agreement is signed, they will be considered as Co-beneficiaries of the EU grant as they will receive co-financing for their part in the action. They will sign a mandate to allow the Coordinator to sign the grant agreement on their behalf. The Coordinator will receive funds from the Commission and will distribute them amongst the Co-beneficiaries of the EU grant. The Coordinator and the Co-beneficiaries are jointly referred to as Beneficiaries.
- "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. None of their costs incurred for the project activities will receive EU co-financing. Entities established in third countries (including acceding and candidate countries), international organisations and EU Agencies may only participate as Associate partners on a non-cost basis to the CIPS programme.

In case of several legal entities forming together one legal entity, whether established specifically or not for carrying out the action (e.g. groupings, joint ventures), these shall not submit an application or take part in the action as one applicant or "sole beneficiary"; rather,

each legal entity shall have to take part in the action as beneficiary and therefore become party to the grant agreement.

In case of legal entities having a legal or capital link with a beneficiary, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. networks, federations, trade-unions), in order to declare eligible costs each of these legal entities shall take part in the action as beneficiary and therefore become party to the grant agreement.

Each Co-beneficiary must complete and sign a Partnership Declaration (Part F) and each Associate Partner a Partnership Declaration (Part G) which must be attached to the Application.

The duly completed, dated and signed Legal Entity Form (and its supporting documents) of EACH Co-beneficiary must be attached to the Application (Annex 9).

Applicants shall be informed of the outcome of their application indicatively within six months from the deadline for submission of applications. The projects are expected to commence shortly after the award of a grant.

The Commission reserves the right:

- to award a grant lower than the amount applied for by the Applicant organisation,
- to remove or decrease the value of some expenditure listed in the Budget Form, if they are deemed as ineligible, unjustified, not explicitly related to the project or higher than market value.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a grant agreement in writing.

Applicants should take note that no further budget review will take place after the Commission has taken the award decision and that the amount of the awarded grant may be less than the amount applied for. Therefore, the Forecast Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs.

For beneficiaries of a grant under this call, a pre-financing payment of 80% will be made after the signature of the grant agreement by both parties and in accordance with its terms (subject to sufficient payment appropriations made available by the Budgetary Authority). The Commission may require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided by the Coordinator and the Co-beneficiaries.

With the introduction of the new Financial Regulation<sup>5</sup>, interests on pre-financing are no longer due to the EU budget and therefore do not have to be declared at the end of the project and will not be taken into account for the calculation of the non-profit rule.

Value added tax (VAT) is an eligible cost except for:

- taxed/exempt activities with right of deduction;

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<sup>5</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1).

- activities which are undertaken by public bodies acting as public authorities in the exercise of sovereign powers or prerogatives.

The Beneficiaries are jointly and severally liable for any amount due to the Commission by any one of them up to the value of the contribution that the beneficiary held liable is entitled to receive.

Provisions of this Call and the draft model Grant Agreement take precedence over the provisions of the CIPS/ISEC 2013 Guide for Applicants.

## **5. EVALUATION CRITERIA**

### **5.1. Exclusion criteria**

Applicant organisations/Coordinators and partner organisations shall be excluded from participating in this Call if they are in one or more of the situations listed in Articles 106 and 107 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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation;
- they are subject to a conflict of interest;
- they are guilty of misrepresenting the information required by the contracting authority as a condition of participation or fail to supply that information.

The Authorised signatory of the Applicant organisation/Coordinator must sign the declaration in Section 5 of the Application Form, which must also be attached to the application (scan). The Commission may request a copy of the decision authorising the Authorised signatory to enter into legally binding and financial commitments on behalf of the Applicant organisation/Coordinator. 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 EU procurement or grant award procedure may be subject to administrative or financial penalties or exclusion from EU contracts and grants in accordance with Article 109 of the Financial Regulation and Article 142 of the Rules of Application<sup>6</sup>.

## 5.2. 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<sup>7</sup>. Applications from natural persons are not eligible. Proof of the legal status of the Applicant organisation/Coordinator must be attached to the Application Form.

Bodies and organisations which are profit oriented<sup>8</sup> may have access to grants and may be Applicant organisation/Coordinator only in conjunction with non-profit oriented or state organisations/public entities. In a project submitted by a profit-oriented Applicant organisation/Coordinator, the partnership must include at least one non-profit oriented or state organisation/public entity as a Co-beneficiary. Projects presented by a profit-oriented Applicant organisation/Coordinator and including only Associate Partners will not be eligible. The Partnership Declaration and Legal Entity Form (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH non-profit oriented or state organisation/public entity which is a Co-beneficiary must be attached to the Application.

Entities established in third countries (including acceding and candidate countries), international organisations and EU Agencies may participate only as Associate Partners on a non-cost basis, and are not permitted to submit applications. None of their costs incurred in the project can be eligible for EU co-financing.

b. Projects must match one or more of the priorities of this Call as specified under section 3 and at least one of the specific objectives of the CIPS Programme<sup>9</sup>. Both national and transnational projects can be submitted.

c. Transnational projects must involve partners in at least two Member States. In a transnational project, the Applicant organisation/Coordinator must include at least one Co-beneficiary (declaring costs to be EU co-financed) from another EU Member State.

N.B. Associate Partners are not Co-beneficiaries, therefore the participation of an Associate Partner from another Member State does not make the project "transnational". Projects including the Applicant organisation/Coordinator and only Associate Partners from other Member States or candidate countries will not be eligible.

The Partnership Declaration and Legal Entity Form (and its supporting documents) duly completed, dated and signed by the Authorised signatory for EACH Co-beneficiary from another Member State must be attached to the Application.

Mandates signed by the Authorised signatory of each Co-beneficiary will have to be provided before the signature of the grant agreement if the project is awarded.

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<sup>6</sup> Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1).

<sup>7</sup> In the context of this Call for proposals the expression "Member States" is to be understood to include Croatia, which will become part of the EU from 1.7.2013

<sup>8</sup> Article 6 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.4)

<sup>9</sup> Articles 3, 4, 5 of the Council Decision establishing the Programme (OJ L 58, 24.02.2007, p.1)

For each Associate Partner, the signed Partnership Declaration must be attached to the Application.

d. National projects (projects/actions to be carried out within a single Member State without the active involvement of Co-beneficiaries from a different Member State) must:

- prepare transnational projects and/or Union actions ("starter measures"), or
- complement transnational projects and/or Union actions ("complementary measures"), or
- contribute to the development of innovative methods and/or technologies with a potential for transferability to actions at Union level, or develop such methods and technologies with the view to transferring them to other Member States.

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

e. Project proposals seeking EU co-funding of less than € 100.000 will not be eligible. There is no maximum limit but the amount of EU co-financing requested will be assessed with regard to the expected results and the overall project quality.

f. The amount of EU funding requested cannot exceed 90% of the total eligible costs of the action, i.e. complementary funding from other sources must be secured and indicated in the Application and Budget Forms (Parts A and B). A minimum of 10% of the total eligible costs of the action must be provided as a financial contribution and borne either by the Applicant organisation/Coordinator, and/or Co-beneficiaries, and/or Associate Partners, and/or from another donor organisation/third party. This financial contribution can come from the partnership's own resources or from any other fund providers. It must be clearly indicated in the CIPS 2013 Budget Form (Sheet 3 "Forecast Budget Calculation" of Part B); contributions in kind are not allowed in the budget.

g. Subcontracting must be duly justified in the Application Form and any case cannot exceed 30% of the total eligible costs of the project.

h. Projects cannot be already completed and should be scheduled to start once the grant agreement is signed by all parties. 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.

i. Project applications cannot be scheduled to last more than two years (24 months)<sup>10</sup>.

j. Applicants must respect the deadline for submission of applications set for this Call for Proposals and upload their application with all mandatory annexes and documents into the PRIAMOS system.

k. Applications must be submitted using the Application form, Project Description and Implementation form, Budget form and Timetable for CIPS 2013 Action Grants (Part A, B specific for this call, C and D); no other forms will be accepted. All sections of the forms must be completed. The budget must be in euro and balanced in income and expenditure.

l. Applications must include all the required documents and annexes listed in Section 6.2 of this

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<sup>10</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the grant agreement.



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

### 5.3. Selection criteria

In accordance with the Articles 132 and 133(1) of the Financial Regulation and Article 202 of the Rules of Application, project proposals shall be evaluated on the basis of the following selection criteria:

- a. the Applicant organisation/Coordinator's and partner organisations' operational and professional competencies and qualifications in the specified area required to complete the proposed action including 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. Applicant organisation/Coordinator must also demonstrate that they have the operational means and resources to complete the project and show, if applicable, references relating to participation in other actions financed by the European Commission.

The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- the project chart and the CV of the persons involved in the project (Part J),
- the Applicant organisation/Coordinator's annual activity reports (Annex 6) (not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities),
- the duly completed Section 2.2 of the Application Form (other EU funded projects),
- other relevant documents submitted by the Applicant organisation /Coordinator.

This assessment is applicable to ALL Applicant organisations/Coordinators (profit/non-profit oriented, public/private). In case the capacity, the experience, the expertise and the resources to successfully carry out the proposed project are not adequately demonstrated, the Applicant organisation/Coordinator will not be selected.

- b. the Applicant organisation/Coordinator's financial capability, i.e. stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.

The assessment will be based on the submitted documents as requested under Section 6.2 of this Call:

- completed simplified balance, profit and loss account sheets (Part E),
- complete, signed and audited<sup>11</sup> financial statements or reports for the past three closed years (Annex 7),

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<sup>11</sup> If audit is required under national law

- an external audit report if the amount of grant sought exceeds 750.000 EUR (Annex 8).

This assessment is not applicable to public entities<sup>12</sup> as Applicant organisations/Coordinators. In case the financial capacity to cover its share of the cost/co-financing is not adequately demonstrated, the Applicant organisation/Coordinator will not be selected.

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

#### 5.4. Award criteria

Only proposals which have passed the exclusion, eligibility and selection stages will be assessed against the award criteria. The evaluation for award will cover **both the content/policy part and the budgeting and project management part of the project proposal**. Applicants should take note that, since no further budget review will take place after the award decision, **proposals with low quality budgeting and project management will be scored lower**.

Proposals will be scored and ranked on the basis of the following award criteria:

(a)	<b>Conformity.</b> Projects will be assessed on the extent to which they match priority areas identified in section 3 above and in the relevant EU strategic documents and/or action plans. Projects should demonstrate that their objectives reflect a clearly identified need for action according to the EU's policy priorities in the field of Prevention of and Fight against Crime.	<b>10</b>
(b)	<b>Quality</b> 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.	<b>20</b>
(c)	<b>Value for money.</b> Amount requested for financial support and its appropriateness as to expected results will be assessed in terms of: consistency between the work programme and the budget; adequacy of budgetary resources (personnel, equipment, travel, etc.) for carrying out the action; demonstration of overall cost effectiveness and value for money. Larger projects, in terms of scope of the planned activities, number of participants, economies of scale and cost effectiveness will be favoured.	<b>25</b>
(d)	<b>Impact</b> of the expected results on the general objectives of the Programme and on measures taken in the different domains as specified in Articles 7 (4) (d) of the basic act.	<b>25</b>
(e)	<b>European added value</b> includes geographical coverage of a project but, most of all, analysis and experimentation that lead to recommendations for common models, protocols, guidelines, structures, mechanisms, policies and processes. In practice, it implies that - in addition to running	<b>20</b>

<sup>12</sup> Public entities refer to Ministries, law enforcement and judicial authorities, other Member States' public authorities and public universities

	the project in a number of Member States and building multinational partnerships - applicants must look beyond the framework of the project to find the broader European relevance of the issues, the actions and the output of the project. Every project should end, if possible, with a clear indication of how the project can be further developed at EU level, and with a statement of its potential for European debate and action.	
	<b>TOTAL</b>	<b>100 points</b>

Proposal scoring **below 65 points** will be rejected. Proposals that pass the 65 points threshold will be considered for funding, taking into account policy priorities and within the limits of the available budget.

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

### **6.1. Deadline and practical information for submitting an application**

Applications must be submitted electronically via the PRIAMOS system and must be uploaded by **30 September 2013, 12:00 CET**. The PRIAMOS system will not accept any application after the deadline. Please note that the documents submitted via the PRIAMOS system do not need to be sent by regular mail nor by e-mail.

**Please do not upload any jpg/tif/htm files; scanned documents should be in pdf format. Please note that PRIAMOS limits the size of the applications that can be uploaded to 100 MB.**

Applications that are not submitted via PRIAMOS shall not be considered for evaluation.

Applications submitted on a form that has been altered will be disqualified. Applicants must fill in all the fields as indicated. When a field is considered non applicable, please indicate "not applicable" and provide justification.

**Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit your application.**

### **6.2. Documents to be submitted in electronic version uploaded in PRIAMOS**

Please **use the CIPS/ISEC 2013 Checklist** and **read carefully the Guide for Applicants CIPS/ISEC 2013** for details and explanations concerning the compulsory documents and annexes to be uploaded in PRIAMOS as a complete application package. The Guide, all mandatory Forms (Parts B-C-D-E-F-G-H-I) and relevant links can be accessed from the CIPS webpage at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index_en.htm)

All Forms are also incorporated in the Application Form (Part A) which is ONLY available in PRIAMOS.

Each application must include **ALL the following compulsory documents:**

1. Part A - **the Application form** (Adobe Acrobat (.pdf) document) duly completed. The declaration in Section 5 of the form, duly dated and signed by the Authorised signatory of the applicant organisation, must also be uploaded in Priamos (scanned version).
2. Part B - the **Project Description and Implementation form** (MS Word document) **specific for this Call for Proposals** duly completed.
3. Part C - **the Budget Form** for CIPS/ISEC 2013 Action Grants, (Sheets 1 "ID Form", 2 "Partnership" and 3 "Forecast Budget Calculation"), **duly completed**, including a detailed breakdown of expected expenditure and revenue. The budget estimate has to be **in Euro and in balance. Relevant supporting documents** (such as copy of employment contracts and/or salary slips for high staff daily rates, offers/quotes for activities to be subcontracted, etc.) **must be attached**.
4. Part D - the **Timetable** for implementation. Estimate/Indicative project start date must be completed.
5. Part E - **the Simplified Balance and Profit and Loss account sheets** of the Applicant organisation<sup>13</sup>.
6. Part F - one CIPS/ISEC 2013 **Partnership Declaration** for EACH Co-beneficiary duly completed dated and signed by the Authorised signatory (scanned versions).
7. Part G - one **CIPS/ISEC 2013 Associate Partnership Declaration** for each Associate Partner duly completed, dated and signed by the Authorised signatory (scanned version).
8. Part H - if applicable, one **Declaration of co-financing per third co-financing party** (scanned versions).
9. Part I – **VAT declaration**, duly completed, dated and signed by the authorised signatory of the applicant organisation (**scanned version**).
10. Part J - an **organisation chart** of the project and the CVs of all key staff members responsible for carrying out the activities specified in the Application, Project Description and Implementation and Budget forms.

#### **ANNEXES to be submitted by the Applicant organisation/Coordinator**

- **Annex 1: the Legal Entities Form (LEF)**, duly completed, dated and signed **by the Authorised signatory** (scanned version). All the required annexes mentioned on the Form must be attached (see Annex 2). Form available at:  
[http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index_en.htm)
- **Annex 2: evidence of legal status** – depending on the legal status of the entity, this should include:

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<sup>13</sup> Not requested from Ministries, law enforcement and judicial authorities, public universities and other MS public authorities.

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;
- 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;
- in addition, the statute of the organisation – if applicable.

These documents will also be used to establish the profit/non-profit oriented and public/private status of the Applicant organisation/Coordinator. No self-made word documents without authorised signature can be accepted. Regarding the non-profit character of an entity the absence of a lucrative aim does not necessarily imply the absence of profits and the commitment from an organisation to not redistribute profits to its shareholders is not a sufficient condition for the entity to be considered as "non-profit".

- **Annex 3:** the **Financial Identification Form (BAF)**, duly completed, dated and signed by the Authorised signatory, or a recent bank statement (scanned version). Form available at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index_en.htm)

- **Annex 4:** a copy of the **VAT registration** document, if applicable and if the VAT number does not appear on the official documents referred to above.

- **Annex 5: for Universities (private and public):** clear evidence that the Applicant organisation/Coordinator and the Authorised signatory can enter into financial commitments on behalf of the University (scanned version).

- **Annex 6:** a **report or description of the activities** carried out by the Applicant organisation/Coordinator in 2011 and 2012<sup>14</sup>, signed by the authorised representative (scanned version).

- **Annex 7:** the **latest signed financial statements** (scanned version) of the Applicant organisation/Coordinator for the past three closed financial years (balance sheet, profit and loss account - in coherence with both simplified financial sheets completed in Part E), including audited accounts when required under the national law<sup>15</sup>. No self-made word documents without authorised signature can be accepted.

- **Annex 8:** an **audit report produced by an approved external auditor** if the amount of grant requested allocated to the Applicant organisation/Coordinator exceeds 750.000 Euro; this audit report shall certify the Applicant organisation/Coordinator's accounts of the last financial year available<sup>16</sup>.

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

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

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

**ANNEXES to be submitted by EACH Co-beneficiary which will receive a part of the EU grant:**

- **Annex 9:** the **Legal Entities Form (LEF)**, duly completed, dated and signed **by the Authorised signatory of each Co-beneficiary** (scanned version). All the required annexes mentioned on the Form must be attached (see Annex 10). Form available at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index_en.htm) (scanned version).

- **Annex 10:** the scanned version of supporting documents to **evidence the legal status of each Co-beneficiary** – depending on the legal status of the entity, this should include:

- the articles of association + a copy of any official document (e.g. Official Journal, Register of companies, etc.) showing the organisation's name and address and the registration number given to it by the national authorities;
- 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;
- in addition, the statute of the organisation – if applicable.

These documents will also be used to establish the profit/non-profit oriented and public/private status of each Co-beneficiary. No self-made word documents without authorised signature can be accepted. Regarding the non-profit character of an entity the absence of a lucrative aim does not necessarily imply the absence of profits and the commitment from an organisation to not redistribute profits to its shareholders is not a sufficient condition for the entity to be considered as "non-profit".

- **Annex 11: for Universities (private and public):** clear evidence that the **Co-beneficiary** and the Authorised signatory can enter into financial commitments on behalf of the University (scanned version).

- **Annex 12:** an **audit report produced by an approved external auditor** if the amount of grant requested allocated to a Co-beneficiary exceeds 750.000 Euro; this audit report shall certify the concerned Co-beneficiary's accounts of the last financial year available<sup>17</sup>.

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

## **7. FURTHER INFORMATION**

Applicants should consult the "Guide for Applicants CIPS/ISEC 2013" at the Call for Proposals' webpage accessible from the following address: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/terrorism-and-other-risks/index_en.htm)

Applicants are advised to consult the call webpage regularly during the period leading up to the submission deadline in case announcements or updates are published.

Questions may be sent by e-mail to [HOME-CIPS@ec.europa.eu](mailto:HOME-CIPS@ec.europa.eu), indicating clearly the reference of the Call.

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

The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner or an action or on the outcome of the Call before the official announcement of results.

### **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.

### **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 beneficiaries;
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 indicate the financial 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.) mentioned in the application package 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 EU 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 EU 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 (Official Journal L 8, 12.01.2001).

## **9. DECISION ON THE EARLY WARNING SYSTEM AND REGULATION ON THE CENTRAL EXCLUSION DATABASE**

Grant Applicants and, if they are legal entities, persons who have powers of representation, decision making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

## **10. MEANS OF REDRESS**

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 228(1) of the Treaty on the Functioning of the European Union 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 L 113 of 4 May 1994.