

THE DRUG PREVENTION AND INFORMATION PROGRAMME (2007-2013)

CALL FOR PROPOSALS 2008 (SPECIFIC TRANSNATIONAL PROJECTS)

1. INTRODUCTION

On 25 September 2007, the European Parliament and the Council adopted Decision No 1150/2007/EC establishing the specific programme "Drug Prevention and Information" for the period 2007-2013 as part of the general programme 'Fundamental Rights and Justice'.¹

The EU Drugs Strategy 2005-2012 sets targets for all EU drug-related activities to attain a high level of protection, well-being and social cohesion by preventing and reducing drug use, dependence and drug-related harms to health and society. The EU Action Plan on Drugs 2005-2008² translates these targets into a list of concrete actions to reduce the prevalence of drug use among the population and to reduce the social harm and health damage caused by drugs. This programme will contribute to the achievement of those actions.

2. SCOPE OF THE CALL

All projects submitted must be within the scope of the Drug Prevention and Information Programme 2007-2013 and will be judged against criteria set out in this call for proposals (see below section 4).

The selected projects must enable progress to be made towards reaching one or more of the general and specific objectives of the Programme. Applicants should clearly indicate which priority categories their proposal addresses. Only **new** projects will be eligible for support; projects that have already begun will not be eligible for co-financing.

The projects are foreseen to begin in the second half of 2009 and will have a duration of no more than **three years**.

2.1 Objectives of the Drug Prevention and Information Programme

The **general** objectives are:

- (a) to prevent and reduce drug use, dependence and drug-related harm;
- (b) to contribute to the improvement of information on drug use; and
- (c) to support the implementation of the EU Drugs Strategy.

The Programme 2007-2013 supports projects and activities associated with the following **specific objectives**:

- (a) To promote transnational actions to:
 - set up multidisciplinary networks that can make a clear and specific contribution to achieving the objectives of this programme;

¹ OJ L 257, 3.10.2007, p.23

² OJ C 168, 8.07.2005

- ensure the expansion of the knowledge base, the exchange of information and the identification and dissemination of good practice, including through training, study visits and staff exchanges;
- raise awareness of the social and health problems caused by drugs use and to encourage an open dialogue with a view to promoting a better understanding of the phenomenon of drugs; and
- support measures aimed at preventing drug use, including the reduction of drug-related harm and treatment methods, taking into account the latest state of scientific knowledge.

(b) To involve civil society in the implementation and development of the European Union's Drugs Strategy and Action Plans; and

(c) To monitor, implement and evaluate the implementation of specific actions under the Drugs Action Plans 2005–2008 and 2009–2012.

2.2 Priority Areas

The following types of projects can be co-funded based on the general and specific objectives of the programme:

(a) **Projects aimed at the creation of multidisciplinary networks, the expansion of the knowledge base, raising awareness of the social and health problems caused by drug use and at the prevention of drug use**

Scope: Projects may consist of programmes, studies and research, exchange of best practice, training, study visits, staff exchanges, seminars, meetings, conferences or a combination of these.

Priority will be given to the design and implementation of programmes with a multidisciplinary approach, covering the following areas:

- Prevention programmes on drug use, including poly-drug use, aimed at young people in educational and recreational settings.
- Selective and indicative prevention programmes for young people in vulnerable circumstances and/or who already show risk behaviour regarding drug use.
- Identification and/or development of effective approaches targeting risk behaviour and/or on the reintegration of problem drug users, including those in and released from prison.
- Identify and further develop successful models and best practice regarding alternative sentencing for drug offenders, including prevention and treatment and with special attention to drug offenders with physical and mental disorders.
- Exchange of experience, transfer of skills and best practice in the field of drug demand reduction, including the reduction of drug-related harms with a third country/countries along the main trafficking routes particularly affected by drugs problems.

(b) Projects aimed at preventing drug use, including the reduction of drug-related harm and treatment methods, taking into account the latest state of scientific knowledge

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

Priority will be given to projects focusing on the following topic:

Development of innovative approaches, especially aimed at young people, and including the reduction of drug-related harm.

(c) Projects aimed at the involvement of civil society in the implementation and development of the European Union's Drug Strategy and Action Plans

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

(d) Projects aimed at the monitoring, implementation and evaluation of specific actions under the Drugs Action Plans 2005-2008 and 2009-2012.

Scope: Projects may consist of studies and research, training, study visits, staff exchanges, meetings, conferences, seminars, or a combination of these.

Priority will be given to projects focusing on the following topic:

Development and exchange of best practice in the field of drugs policy and programme evaluation at different levels (local, regional and national).

2.3 Target Groups

The target groups of the programme's activities are all those who may be affected by the consequences of drug use, including: young people, pregnant women, vulnerable groups and people living in socially disadvantaged areas. Other target groups are, inter alia, teachers and educational staff, parents, social workers, local and national authorities, medical and paramedical staff, judicial staff, law enforcement and penitentiary authorities, NGOs, trade unions and religious communities. These groups are also potential beneficiaries of the programme.

3. CONDITIONS FOR PARTICIPATION

The project must be prepared by a **partnership** of at least two eligible organisations from two eligible countries (see requirements for applicants and partners below). The organisation coordinating the project (applicant) will be required to put together a team of partners/associate partners. This requirement is fulfilled through:

- Partner/associate partner declarations at the level of application which are proof of commitment of different partners to work together for the future project. Partners choose a coordinator/applicant that will be responsible for presenting a common project to the Commission. Partners that sign the declaration are both organisations that will receive Community funding (co-beneficiaries/partners) and those that will not be financed (associate partners);

- Conclusion of the multi-beneficiary contract following the award decision taken by the Commission. This contract will be concluded only between the Commission and partners who financially participate in the project and their costs will be reimbursed by the Commission. From the point of view of the contract they will become beneficiaries and will be bound by the terms of the contract:
 - a) Beneficiary/coordinator (normally the applicant under the call) who directly signs the contract, is responsible for the coordination of a project and is the contact point for the Commission;
 - b) Partners/co-beneficiaries who are bound by the contract through the signature of the mandate which delegates the powers to conclude the contract in their name by the coordinator;
 - c) Associate partners who do not receive the Community financing are simply mentioned in the contract but do not sign the mandate. They only sign the associate partner declaration on the level of application.

There can be only one grant application per project, and this should be presented by the coordinating organisation (applicant).

3.1 Applicant

The applicant organisation will be responsible for the overall management of the project, coordination of tasks, liaison with the Commission and management of the budget.

In order to be eligible for support from the Drug Prevention and Information Programme, the applicants **must** comply with the following requirements:

- **Legal status:** they are public or private organisations and institutions (local authorities at the relevant level, university departments and research centres) working in the area of information and prevention of drug use, including the reduction and treatment of drug-related harm;
- **Origin:** they are based in one of the 27 Member States of the European Union **or** the EFTA/EEA countries (Iceland, Liechtenstein and Norway);
- **Non-profit:** they are non-profit-making (bodies and organisations which are profit-oriented shall have access to grants under the Programme only as partners if justified by the nature of the action³).

The project shall involve at least two eligible organisations (applicant plus one partner minimum) from two different EU Member States.

If the Applicant/Partner is from an **EFTA/EEA Member State**, the project must involve in addition at least two eligible organisations from two different EU Member States.

³ To be explained in the description of the project by the applicant

The applicant has to complete the registration and the Grant Application Form accompanied with all the compulsory annexes listed under the section 6.2 of the call via the on-line application tool PRIAMOS⁴.

IMPORTANT NOTES:

Public bodies at national/central level are not eligible for funding from the Drug Prevention and Information Programme 2007-2013.

Applications from natural persons (private individuals) are not eligible.

The Programme is also open to the participation of organisations from candidate countries associated to the EU and the Western Balkan countries, but specific conditions for these countries must first be met before they can be funded (i.e.: these countries must have signed a memorandum of understanding in order to participate in the Programme and must have contributed to the Budget of the European Communities). Under this call the specific conditions **are not met**. The organisations from these countries can therefore apply only as associate partners, on a **non-funded basis**.

Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in the Article 93(1) and 114 of the Financial Regulation of the European Communities, and section 4.1 of the Call for Proposals (exclusion criteria).

An applicant may apply for support for several separate projects. In this case, separate applications should be submitted. Only one application is required for each project. In case more than one project is selected for funding, the applicant must demonstrate its technical and financial capacities to implement all of its selected projects. Applicants selected as the project coordinators may also participate as partners in projects submitted by other organisations.

3.2 Partners

Partners are organisations and institutions which, in cooperation with the applicant, will implement project activities as described in the grant agreement. The Partners participate in the design and implementation of the action, **and the costs they incur are eligible in the same way as those incurred by the applicant**. Consequently, partners must all be eligible for funding under this Programme at the time of submitting the application. The coordinating organisation and the partners share the relevant tasks and financial responsibility for the project. Therefore, by virtue of the grant agreement to be signed between the Commission and the co-ordinator, the co-ordinator and the partners will be jointly and severally liable to the Commission for any amount due to the Commission by one of them⁵.

In order for the project to receive a support from the Drug Prevention and Information Programme, all partners **must**:

⁴ Only in the case of technical impossibility of using the on-line tool will applications sent on paper be accepted. In this case, please, request a Grant Application Form from the helpdesk JLS-PRIAMOS-USM@ec.europa.eu

⁵ For this purpose partners will have to issue mandates conferring powers of attorney for the purposes of the signature of the grant agreement to the representative of the coordinator.

- comply with the same requirements as applicants referred to in 3.1 (see above);
- complete and sign a " Partner Declaration" (Annex 2a of the Grant Application Form);

3.3 Associate Partners

Organisations from any country or international organisations may participate in project activities as associate partners where this serves the aim of the projects. Activities of associate partners are not eligible for EC funding.

Public bodies at national/central level can also participate as associate partners, on a non-funded basis.

All associate partners must complete and sign the "Associate Partner Declaration Form" (Annex 2b of the Grant Application Form).

IMPORTANT NOTE: National public authorities are not eligible for funding, but may provide in-kind support or financial contributions for the project. In the latter cases, they must sign a Co-financing declaration (annex 3) for the amount of their financial contribution. Both in-kind and cash contributions from such third parties must be included in the budget (annex 4).

4. EVALUATION OF PROPOSALS

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

4.1 Exclusion Criteria

Potential applicants and partners may not participate in calls for proposals or be awarded grants if they are in any of the situations below:

- (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 subject to an administrative penalty referred to in Article 96(1) of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended by Council Regulation (EC, Euratom) N° 1995/2006 of 13 December 2006 (OJ L 390/2006 of 30 December 2006) and Council Regulation (EC, Euratom) N° 1525/2007 of 17 December 2007 (OJ L 343/27.12.2007, p.9), due to having been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in another grant or procurement procedure or failing to supply this information or due to having been declared to be in serious breach of their obligations under contracts covered by the budget;

(g) are subject to a conflict of interest;

(h) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information.

4.2 Eligibility Criteria

Applications will be declared ineligible if they do not respect one of the following criteria. If a grant application is declared ineligible, it will not be considered for evaluation:

(a) Applicants must **respect the deadline** for the submission of the applications. The applications must be submitted before 8 April 2009 (see section 6.3);

(b) The applicant organisation and the partners must **be eligible** to participate in the Drug Prevention and Information Programme (see section 3);

(c) Projects must **involve at least two eligible organisations**: (see section 3);

(d) The Community grant applied for must be **lower or equal to 80% of the total eligible** cost of the project and be between EUR 75.000 and 500.000. The applicant must provide proof, through the budget form with estimates in Euro, signed Partner Declaration(s) and/or Co-financing Declaration(s), that it has secured co-financing of at least 20% of the total eligible costs of the project;

(e) Projects **cannot last more than three years (36 months)**;

(f) There must **be no overlap or duplication** with other activities, in particular with any drug-related projects financed under other Community instruments such as the Community Programme on Public Health. However, projects may share resources and complement other Community instruments in line with Article 11 of Decision 1150/2007/EC;

(g) Only proposals submitted on the **standard forms** accompanied by the annexes required in Section 6.2 of this call for proposals will be taken into account.

4.3 Selection Criteria

The selection criteria will be the basis for assessing the applicant's ability to complete the proposed activity programme. The applicant must:

- have the **operational and professional competencies** required to complete the proposed action (assessed on the basis of CVs of the key staff involved in the project, the activity reports and other documents submitted by the applicant as evidence of its know-how);
- have the **financial capacity** to implement the proposed action (assessed on the basis of the applicant organisation's financial results in previous years and of the resources available to it for co-financing the project and for financing all project-related expenditure until the moment of payment of the Commission's contribution). This requirement is not applicable to universities and public bodies.

Only proposals which satisfy the selection criteria will be further examined.

4.4 Award Criteria

Proposals that are eligible and meet the selection criteria will be assessed and will be ranked on the basis of the following award criteria, with a maximum number of points to be allocated under each criterion as indicated below:

	Max score
A. Relevance to the EU Action Plan on Drugs 2005-2008 and this programme's objectives and complementarity with other Community activities, avoiding duplication with projects funded by other Community programmes and that of the EMCDDA.	25
B. Quality of the proposed action regarding its conception, organisation, presentation, methodology, expertise, expected results and strategy for their dissemination.	30
C. European dimension: the geographical scope of the project in terms of partners, participants and target group and/or its added value at European level.	15
D. Sustainability of the project: Likely impact of the expected results, measures planned for the dissemination of the results and to ensure adequate follow-up of project outputs.	20
E. Value for money. Amount requested for financial support and its appropriateness as to expected results.	10
Total score	100

Once the evaluation procedure is completed, including receipt of the Programme Committee's opinion and the adoption of the Commission's decision, the Commission will inform each applicant of the final decision taken and of the next steps. The Commission will then set in motion the procedures necessary for preparation of the grant agreement (including dialogue with the applicant concerning any necessary technical and financial adjustments as well as procedures relating to expenditure commitments).

5. BUDGET AND FINANCIAL ASPECTS

5.1 Budgetary Information

The indicative budget available for specific transnational projects is €2.221.700. The request for the Commission's contribution towards a single project cannot be less than €75.000 and more than €500.000.

The amount of co-financing requested and its appropriateness as to expected results will be assessed as one of the award criteria. The Commission will determine the amounts of financial assistance to be awarded, based on the available budget.

5.2 General Provisions

- The Community's financial contribution may not exceed 80% of the total direct eligible costs of the action. A minimum of 20% of the total eligible costs must therefore be provided as a contribution either from the applicant organisation and/or partners or from another donor source. Evidence should be provided by the applicants that the funding is secured⁶, and the applicant must submit budget estimates in Euro, in which revenue and expenditure are in balance. The rules on eligible costs are described in the guide for submitting applications.
- Project funding is based on the principle of shared costs. If the amount awarded by the Commission is lower than the amount requested by the applicant, it is the responsibility of the applicant to find the additional amount required or to reduce the total cost of the project.
- Commission grants are attributed for non-commercial purposes only and projects must be strictly non-profit making.
- Co-financing of a project under the Programme cannot be combined with any other co-financing by another programme financed by the budget of the European Communities.
- As a general rule selected projects will begin once the grant agreement is signed by both parties or on an agreed specific date given in the agreement. Expenditure is eligible from the date given in the grant agreement. Any costs incurred before the agreement is signed are at the risk of the applicant and may not be eligible.
- Contributions in kind are not taken into account in the calculation of the EC co-funding and are not considered as eligible costs.
- The Commission cannot reimburse any costs that have been incurred in non-EU/EEA countries.

⁶ "Secured" means that funds in the applicants' accounts or any funds promised by a partner or donor (proved in writing by signing the co-financing declaration form) can only be subject to the condition of obtaining a grant under this call for proposals. Any additional condition will render the contribution non-secured. For co-funding from public authorities an additional condition of compliance with the relevant national budgetary regulations may be accepted.

IMPORTANT NOTE: the following types of action will not be funded by the Commission:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions concerned only or mainly with the core (day-to-day) activity of the applicant or its partners;
- actions supporting individual political parties;
- actions through which the beneficiaries use the budget of the project to award grants under their own procedures and authority to third parties.

5.3 Payment Procedures

- As a general rule, the co-funding is provided in two instalments: a pre-financing payment on signature of the grant agreement, and the balance on receipt and approval by the Commission of the final report and final financial statement of the project.
- An advance payment of up to 70% of the Commission's contribution will be paid within 45 days of the countersignature of the grant agreement. The balance will be paid once the Commission has accepted the final report and financial accounts.
- At the time of payment of the balance, the amount granted will be proportionate to the eligible costs of the project and will be reduced proportionally where the total eligible costs turn out to be lower than the total estimated costs.
- Sums due shall be paid within no more than forty-five calendar days (for the pre-financing)/ninety calendar days (for the final payment) by the Commission. On expiry of the time-limit, the creditor shall be entitled to late payment interest. This only applies to valid complete payment requests or invoices.

6. PRACTICAL INFORMATION ABOUT SUBMITTING AN APPLICATION

6.1 Documents to be submitted:

Applications have to be submitted through the on-line application tool PRIAMOS. No applications (partial or entire) sent by fax or e-mail will be considered. Applicants should make sure that the applications are complete and all annexes are uploaded.

In case of technical impossibility to use the on-line tool, the application, together with all relevant annexes, must be uploaded onto a commonly used media (USB key, CD-Rom, etc.), printed out and sent to the Commission via registered post by the final deadline. In this case, please request a Grant Application Form from the helpdesk JLS-PRIAMOS-USM@ec.europa.eu.

Please note that the application submission period is still applicable and will be applied in the usual way of submitting via registered post.

6.2 List of required annexes

Together with the duly completed Grant Application Form, the applicant must upload the following annexes: (IMPORTANT: please note that Partner declaration form, Associate partner declaration form and co-financing declaration form need to be signed and scanned before uploading).

Please use the templates provided by the Commission:

1. Detailed project description;
- 2.a Partner declaration form (includes declaration on exclusion criteria);
- 2.b Associate partner declaration form;
3. Co-financing declaration form;
4. Budget form and timetable;

In addition, applicants should submit the following supporting documents, if they exist:

5. Financial statements or equivalent annual budget and financial report for the past 3 years (if applicable) that demonstrates the applicant's financial capacity (not applicable for universities and public authorities);
6. Curriculum vitae of key staff performing the work in connection with the project.
7. Applicant's article of association or statutes and Certificate of legal registration of applicant organisation, if applicable;
8. Annual technical/narrative report of the applicant organisation for the previous year;
9. Most recent audit report by independent authorised firm of auditors.

NOTE:

The details and the explanations concerning the annexes to be provided by the applicant are available in the '**Guide for submitting applications**'.

All necessary documents and templates can be accessed and downloaded from the Drug Prevention and Information Programme 2007-2013 website at the following address:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

6.3 Deadline for submitting applications

Applications must be completed and submitted via PRIAMOS by

8 April 2009, 24:00 CET.

In case of technical impossibility to use the on-line tool, the application, together with all relevant annexes, must be uploaded onto a commonly used media (USB key, CD-Rom, etc.),

printed out and sent to the Commission via registered mail or private courier service by the final deadline to the address below:

By registered mail or by courier service:

European Commission
DG Justice, Freedom and Security
Unit JLS/D/4
LX 46 08/050
B-1049 Brussels, Belgium

Please note that the application submission period is still applicable and will be applied in the usual way of submitting via registered post (as evidenced by postmark or deposit slip).

6.4 Where to get further information

Directorate General Justice, Freedom and Security website:

http://ec.europa.eu/dgs/justice_home/index_en.htm

The Drug Prevention and Information Programme website:

http://ec.europa.eu/justice_home/funding/drugs/funding_drugs_en.htm

PRIAMOS self-learning materials:

http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm

FAQs document:

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Drug Prevention and Information website.

6.5 Helpdesk

Questions regarding registration and application via PRIAMOS may be sent to:

JLS-PRIAMOS-USM@ec.europa.eu

Questions regarding the call for proposals may be sent by e-mail to the address below:

JLS-DRUGS-PROGRAMME@ec.europa.eu

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

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