



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY  
Directorate B  
**Unit B/4: Financial support: Immigration and Asylum**

**EUROPEAN FUND  
FOR THE INTEGRATION  
OF THIRD-COUNTRY NATIONALS  
2007-2013**

**COMMUNITY ACTIONS**  
**CALL FOR PROPOSALS 2008**

## 1. INTRODUCTION

The European Commission is providing through the Community Actions of the European Fund for Integration for third-country nationals financial support for actions promoting the integration in the EU Member States of people who are not citizens of the EU.

The purpose of this notice is to invite proposals for Community Actions covered by the Integration Fund Work Programme 2008, which was adopted on 23 November 2007.

The call for proposals will be open to national, regional and local authorities, Non Governmental Organisations, public or private bodies (including university departments, research centres) registered in any of the 26 Member States participating in the European Fund for the Integration of third-country nationals (EU Member States except Denmark), as well as international organisations. The call for proposals is open to organisations working on a non profit basis and with proven experience and expertise in the fields covered, taking into account their respective competences.

Actions should be implemented through the coordination of a partnership.

Since these actions are trans-national, they must include partners from at least **FIVE different Member States**. Projects must be submitted by a legal person, i.e. the coordinator, who carries out the project with at least **FOUR other distinct and unrelated legal persons** established in different Member States.

Actions may include partners and participants from **Denmark and third countries**, but the costs for their participation may not be covered by the Community contribution and must be financed entirely by non-Community resources.

The amount of grant per project cannot exceed **80,00%** of the total eligible costs. Community funding per project will not exceed **500.000 €** nor be less than **100.000 €**

The Community actions should:

- Have a clear transnational objective.
- Ensure that activities are designed, developed and implemented in co-operation with different integration stakeholders, such as Member states administrations, regional and/or municipal authorities, private actors, social partners, civil society, academics (including study centres, research networks, etc.).
- Ensure relevant participation of immigrants.
- Ensure EU visibility.

## 2. POLICY CONTEXT

As a response to the request of The Hague Programme strengthening freedom, security and justice in the European Union<sup>1</sup>, the Council of 19 November 2004 adopted **Common Basic Principles for Immigrant Integration Policy in the European Union (CBPs)**<sup>2</sup>. In September 2005, the Commission put forward '**A Common Agenda for Integration**' which constitutes a framework for developing a European approach to integration of third-country nationals in the European Union<sup>3</sup>. The **Council Conclusions** on a Common Agenda for Integration of December 2005 underlined the need to further enhance a common approach to integration policies and measures<sup>4</sup>. In addition, in the **Council Conclusions on a Comprehensive Migration Policy**, of December 2006<sup>5</sup>, the link between legal migration policies and integration strategies and the need for further measures to strengthen this approach were underlined.

In May 2007, an **Informal Meeting of EU Ministers Responsible for integration** took place in Potsdam, Germany. The following **Council Conclusions on the strengthening of integration policies in the European Union by promoting unity in diversity** of June 2007<sup>6</sup> stress the need to promote a global and coherent approach to integration policies, migrant flow management and co-operation with the countries of origin, as well as the complementary linkage between migration and integration. A Third Annual **Report on Migration and Integration**<sup>7</sup>, published in September 2007, analyses changes and describes actions taken on admission and integration of third-country nationals at national and EU level and provides an overview of policy developments. A Summary Report on Integration Policies and Recent Developments in the EU-25 was attached as an annex to this report.

The idea that integration is a dynamic two-way process involving both immigrants and the host society, and the need to continue to strengthen the managing of diverse society, were also emphasised. In this respect, the role of local stakeholders, including, in particular, local governments and cities in designing and implementing integration programmes was underlined.

Within this context, in order to reflect the integration strategies agreed in these policy instruments, and taking into consideration discussions within the framework of the network of **National Contact Points on integration**, the 2008 work programme identifies a number of priorities and objectives to be pursued through Community actions.

Recommendations for successful policy initiatives, resulting from the two editions of the **Handbooks on Integration for Policy-Makers and Practitioners**<sup>8</sup>, have also been taken into account.

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<sup>1</sup> Annex I to the Presidency Conclusions, European Council, 4/5 November 2004

<sup>2</sup> Council Document 14615/04 of 19 November 2004

<sup>3</sup> COM (2005) 389 final

<sup>4</sup> Council Document 14390/05 of 1/2 December 2005

<sup>5</sup> Council Document 16879/1/06 of 14-15 December 2006

<sup>6</sup> Council Document 10504/07 of 7 June 2007

<sup>7</sup> COM (2007) 512 final

<sup>8</sup> [ec.europa.eu/justice\\_home/doc\\_centre/immigration/integration/doc\\_immigration\\_integration\\_en.htm](http://ec.europa.eu/justice_home/doc_centre/immigration/integration/doc_immigration_integration_en.htm)

Two new initiatives which are being elaborated by the Commission will also be part of 2008 Annual Work Programme and will have close links with the implementation of new transnational projects: the **European Website on Integration** and the **European Integration Forum**.

A Communication was put forward by the Commission in June 2008<sup>9</sup> on how to take forward the EU Immigration Policy. This Communication sketches out the general context in which the European Immigration policies will need to be embedded and proposes a list of common basic principles that should underpin the further development of this comprehensive policy. In October 2008 the Commission will also put forward a staff working document specifically on integration. This working document will provide proposals for the further development of the Common Agenda and the EU framework for integration as well as an overview of the activities undertaken to address the integration political priorities identified by the **Council Conclusions on the strengthening of integration policies in the EU by promoting unity in diversity of June 2007**. The Communication and the staff working document will be the basis for the discussions to be held during the Ministerial Conference organised under French Presidency (3-4 November).

### **3. OBJECTIVES.**

The Decision of the Council N° 2007/435/EC of 25 of June 2007<sup>10</sup> establishes the European Fund for the Integration of third-country nationals for the period 2007 to 2013 as part of the General programme "Solidarity and Management of Migration Flows" (hereafter 'the Decision').

The general objective of the Fund is to support the efforts made by the Member States in enabling third-country nationals of different economic, social, cultural, religious, linguistic and ethnic backgrounds to fulfil the conditions of residence and to facilitate their integration into European societies.

The Fund shall contribute to the development and implementation of national integration strategies for third-country nationals in all aspects of society in particular taking into account the principle that integration is a two-way dynamic process of mutual accommodation by both immigrants and citizens of Member States.

According to Article 3 of the Decision, the Fund shall contribute to the following specific objectives:

1. Facilitation of the development and implementation of admission procedures relevant to and supportive of the integration process of third-country nationals;
2. Development and implementation of the integration process of newly-arrived third-country nationals in Member States;
3. Increasing of the capacity of Member States to develop, implement, monitor and evaluate policies and measures for the integration of third-country nationals;
4. Exchange of information, best practices and cooperation in and between Member States in developing, implementing, monitoring and evaluating policies and measures for the integration of third-country nationals.

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<sup>9</sup> COM (2008) 359 final

<sup>10</sup> OJ L 168 of 28.06.2007, p. 18.

In addition, in accordance with Article 5 of the Decision, at the Commission's initiative, up to 7 % of the Fund's available resources may be used to finance transnational actions of interest to the Community as a whole ("Community actions") concerning immigration and integration policies.

**In particular, Community actions shall:**

- further Community cooperation in implementing Community law and good practices in the field of immigration and implementing good practices in the field of integration;
- support the setting-up of transnational cooperation networks and pilot projects based on transnational partnerships between bodies located in two or more Member States, designed to stimulate innovation, facilitate exchanges of experience and good practice, and improve the quality of integration policies;
- support transnational awareness-raising campaigns;
- support studies, dissemination and exchange of information on best practices and all other aspects of immigration and integration policies, including for the use of state-of-the-art technology;
- support pilot projects and studies exploring the possibility of new forms of Community cooperation in the field of immigration and integration and Community law in the field of immigration;
- support the development and application by Member States of common statistical tools, methods and indicators for measuring policy developments in the fields of immigration and integration.

The annual work programme shall lay down the priorities for these actions. It is building on past experiences, in particular the pilot projects and preparatory actions for the integration of third-country nationals (INTI).

**4. THE BUDGET AVAILABLE UNDER THIS CALL FOR PROPOSALS IS 4.225.000 € PRIORITIES, SPECIFIC OBJECTIVES AND ELIGIBLE ACTIONS FOR 2008**

On the basis of the policy context and general objectives described above, the following **three priorities** and relative **specific objectives** will be pursued in 2008.

<b>Priority 1: Promote the development of common indicators and indexes to assess integration policy outcomes</b>
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**Specific objectives:**

- Elaborate methodologies and indicators to benchmarking immigrants' integration policies, assessing integration policy outcomes, collecting objective, accessible and comparative data, also, where relevant, at the regional and local level;
- Provide data based evidence in order to better understand integration processes and set targets of integration policies, including elaborating recommendations and operative conclusions to adjust policies and improve the performance of immigrants' integration strategies, addressing European, national, regional and local authorities and stakeholders;
- Promote the benchmarking of integration governance, in particular at the regional and local level, to improve policy making in managing diversity within the society;
- Improve the availability, reliability and comparability of the data needed at EU level.

**Eligible Actions:**

- Development of immigrants' integration indicators in different policy areas in all EU Member States, including at regional and local level;
- Comparative analysis to identify key areas of improvement, setting standards and indicators, searching and compare best practices to meet those standards;
- Databases and platforms for a fact-based debate among different actors of integration policies across Europe, including NGOs, local communities' representatives, migrants themselves and different stakeholders;
- In-depth comparative analysis on policy indicator, outcome indicators and subjective indicators;
- Quality processes for validating demographic data used for the distribution of resources of the Fund.

**Priority 2: Developing common European modules for migrants' integration addressing specific integration related issues****Specific objectives:**

- Promote mutual learning and exchange of best practices and measures to diffuse and propose at the EU level in specific integration issues;
- Elaborate recommendations and operative conclusions on common features of immigrants' integration policies and most successful practices addressed at European, national, regional and local authorities and stakeholders.

**Eligible Actions:**

- Technical seminars and working groups addressing specific integration related issues, such as, practices of involvement of the host society and the immigrants' participation in the integration processes and identification of successful and unsuccessful elements of such involvement; specific measures to address needs of target groups (in particular women and youth) vs. general measures targeted at migrants; family reunification provisions and their impact on integration processes; introductory courses, integration tests, declarations and agreements and their impact on the integration of third-country nationals, including reflecting upon mandatory vs. voluntary component of such measures effect on migrant integration;
- Technical seminars and working groups where good practices are discussed, also in terms of their transferability to other contexts, involving experts, in particular in the fields of access third-country nationals' access to health and to education and with reference to the specific needs of youth and women;
- Comparative analysis and research on specific integration related issues, such as, practices of involvement of the host society and the immigrants' participation in the integration processes and identification of successful and unsuccessful elements of such involvement; specific measures to address needs of target groups (in particular women and youth) vs. general measures targeted at migrants; family reunification provisions and their impact on integration processes, introductory courses, integration tests, declarations and agreements and their impact on the integration of third-country nationals, including reflecting upon mandatory vs. voluntary component of such measures effect on migrant integration;
- Networks of dialogue and exchange, including web sites and products to be linked to the European integration web site, where good practices are discussed also in terms of their transferability to other contexts;
- Pilot projects implemented at the local level testing and promoting good practices, new tools and schemes to facilitate immigrants' integration, such as innovative methods of language

training courses, especially targeting youth and women, and innovative practices of involving national citizens and in particularly young people and volunteers in facilitating immigrants' integration processes in host societies.

**Priority 3: Explore the links between admission policies and integration processes and the impact of new patterns of immigration and mobility on integration of third-country nationals**

**Specific objectives:**

- Elaborate recommendations and operative conclusions to adjust migration and integration policies, addressing European, national, regional and local authorities and stakeholders.
- Promote admission policies that favour integration of third-country nationals;
- Improve knowledge of the impact of implementation of admission legislation on integration processes;
- Improve knowledge of the links of different patterns of migration, including circular migration phenomena, on integration of third country nationals;
- Diffuse experiences and best practices on the role of migrants as transnational actors between their countries of origin and the host countries.

**Eligible Actions:**

- Comparative research to analyse the links between circular migration and integration and explore new conceptual instruments to address the issue of integration of more temporary migrants, as well as their role as transnational actors;
- Comparative research to analyse the links between admission policies and integration processes, such as the impact on integration of third-country nationals of training courses in the countries of origin or in the Member States;
- Pilot projects promoting the role of third country nationals as actors on their integration processes, also involving cities and local government;
- Platforms for the exchange of information on good practice of first reception and orientation of newly arrived third-country nationals, also implemented at regional and local levels.

**5. EXPECTED RESULTS**

The expected results must be consistent with the objectives and priorities set.

Selected proposals must have foreseen and described expected results that could fall within one of the following categories:

- Immigrants' integration indicators in different policy areas developed and improved in all EU Member States;
- Databases and fact-based platforms created;
- Knowledge of specific integration related issues enhanced;
- Knowledge of good practices and their transferability in other contexts improved;
- Good practices, new schemes and tools on third-country nationals' integration also to be linked with the European Website on Integration tested;
- Knowledge on links between circular migration and integration enhanced;
- Knowledge on links between admission policies and integration processes improved;
- Integration of third-country nationals as a dynamic, two-way process of mutual accommodation by all immigrants and citizens of Member States enhanced;

- Frequent interaction between immigrants and Member States' citizens promoted;
- Number and groups of immigrants involved in the formulation of integration policies and in consultative bodies or fora of participation in the local life increased;
- Comparative research and studies carried out (including at regional and local level where relevant);
- Transnational fora of exchange established;
- Awareness of immigration issues raised;
- Number of innovative pilot projects implemented increased;
- Increased number of good practices identified and shared;
- New integration models identified, developed and diffused;
- Trans-national networks and dialogue platforms involving immigrants and stakeholders supported;
- Empowerment of immigrants promoted;
- Multi-stakeholder co-operation, such as between governmental and civil society actors promoted;
- Knowledge of integration policy issues improved and integration mechanisms and policy progress assessed;
- Understanding of immigration and integration issues across the EU increased.

## **6. TARGET GROUP OF PROJECTS**

The target population is third-country nationals legally residing in the EU Member States.

Third-country nationals who are on the territory of a third country and who are complying with specific pre-departure measures and/or conditions set out in national law including those relating to the ability to integrate in the society of this Member State fall also within the scope of the Decision establishing the European Fund for the Integration of third-country nationals

Asylum seekers, refugees and beneficiaries of subsidiary protection are not covered by the European Fund for the Integration of third-country nationals as they fall under the European Refugee Fund.

## **7. ACHIEVING COMPLEMENTARY**

To ensure the consistency of the Community's response to the integration of third-country nationals, actions financed under the Fund should be specific and complementary to actions financed under the European Refugee Fund and the structural funds, in particular the European Social Fund.

## **8. AMOUNT OF GRANTS AND FINANCIAL PROVISION**

### Amount of the grant

Community funding per project will not exceed **500.000 €** nor be less than **100.000 €**

The amount of grant per project cannot exceed **80,00%** of the total eligible costs.

The Commission will determine the amounts of financial assistance to be awarded, based on the available budget. If the amount awarded by the Commission is less than the amount requested by the applicant, it is up to the latter to find the additional amount or to reduce the total cost of the project without reducing the objectives or the content.

The necessary co-financing by the applicant, by potential partners and/or by other third parties must be secured at the date of the application.

The applicant organisation and of the partners for the proposed action will need to declare that they have not received or requested, nor do they intend to request, funding from other sources under the Community budget for the proposed action.

Should the project be selected for support, a grant agreement will be signed between the selected beneficiary and the European Commission. The partners will have to sign a mandate to the applicant considered as co-coordinator. This agreement with the Commission is a standard agreement, and its terms and conditions may not be altered or subject to negotiation.

The amount granted will be proportional to the estimated eligible cost of the project. This will be reduced proportionally when the actual total eligible costs are less than the total estimated costs. This will be confirmed in the Grant Agreement.

Payment conditions are detailed in article I.5 of the Grant Agreement (accessible on the DG JLS website)

[http://ec.europa.eu/justice\\_home/funding/integration/funding\\_integration\\_en.htm](http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm)

#### *Checks and audits*

Checks and audits will be carried out in accordance with Article II.20 of the Grant Agreement (accessible on the DG JLS website).

Recipients are required have available all original documents, including accounting and tax documents, or, in duly substantiated exceptional cases, certified copies of original documents relating to the agreements for a period of five years from the date of payment of the balance of amounts payable under Article I.4 of the agreement. Upon request these documents must be made available to the Commission.

The European Court of Auditors and the European Anti-fraud Office (OLAF) will have the same audit powers, and in particular the same rights of access, as the Commission.

## **9. PROJECT DURATION AND START DATES**

Maximum project duration should be **18 months**.

All projects should have begun by 31 December 2009.

An action that starts before a grant is awarded or signed, is entirely at the risk of the participants. The Commission contribution and the eligible cost date are only known once the agreement is signed.

A grant may be awarded for an action which has already started when it is needed to accomplish the action. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant request, following publication of the call.

## 10. EXCLUSION CRITERIA

The applicant organisation and the partners involved in the project must not be in one of the situations listed in article 93 and 94 of Council Regulation n°1605/2002 of 25 June 2002<sup>11</sup> on the Financial Regulation applicable to the budget of the European Union as last amended by Council Regulation No 1995/2006 of 1 December 2006<sup>12</sup>.

Effective, proportionate and dissuasive administrative and financial penalties may be applied in the event of incorrect statements.

The Commission will exclude a proposal from the eligibility, selection and award procedure if the applicant organisation or one of the partners involved in the project:

- (a) is bankrupt or is being wound up, is having its affairs administered by the court;
- (b) has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in an analogous situation arising from a similar procedure provided for in national legislation or regulation;
- (c) has been convicted of an offence concerning his/her professional conduct by a judgement which has the force of *res judicata*;
- (d) has been guilty of grave professional misconduct proven by any means which the Commission can justify;
- (e) has 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 it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (f) has been the subject of a judgement 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;
- (g) is currently subject to an administrative penalty;
- (h) has been declared in serious breach of contract for failure to comply with its contractual obligations within the framework of other grants agreements, procurement contracts or loans awarded by the European Community;
- (i) is subject to a conflict of interest;
- (j) is guilty of serious misrepresentation in supplying the information required by the authorising department as a condition of participation in the contract procedure or fails to supply this information;

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<sup>11</sup> OJ L248, 16.09.2002, p. 1.

<sup>12</sup> OJ L 390/2006, 30.12.2006, p. 1.

- (k) has received another grant for the same project from a European institution. The applicant undertakes not to receive another one in the future. Total recovery of the grant will be made in the event of double financing for the same project.

## 11. ELIGIBILITY CRITERIA

If the proposal does not meet **all** the following requirements, the proposal will not be considered eligible and will not be further evaluated.

- a) The grant application must have been submitted by the deadline set for the call (date as on postmark);
- b) The applicant and its partners must be national, regional and local authorities, Non Governmental Organisations, public or private bodies (including university departments, research centres) as well as international organisations. The call for proposals is open only to organisations working on a non profit basis.
- c) The applicant and its partners must be registered legal entities in any of the 26 Member States participating in the European Fund for the Integration of third-country nationals (EU Member States except Denmark).
- d) Proposals must be composed of partners from at least **FIVE Member States** involved in the Integration Fund (the Member State where the applicant is registered counts for the compliance with the minimum number of Member States involved);
- e) The partnership must be composed of at least **FIVE distinct and unrelated organisations** (the coordinator plus its partners); ;
- f) Respect the ceiling on the percentage contribution (80.00%) and maximum and minimum grant amount set out in section 8 above;
- g) Respect the maximum project duration (18 months) set out in section 9 above;
- h) The grant application must have been submitted on the forms supplied by the European Commission;
- i) The application documents must be signed by an authorised signatory in the applicant organisation;
- j) Contain **all** the elements and documents defined in the application form (including annexes and documents requested by the checklist attached to the application form). If a document appearing on the checklist is either unavailable or not relevant, please say so and give the reason why;
- k) Include a declaration of partnership from each partner (co-beneficiary) using the template provided (with, in case of co-financing, the amount of funding stated in the grant application). ;

Proposals will be declared ineligible if they do not respect one of the above criteria.
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## 12. SELECTION CRITERIA

1. Applicants must have the capacity to finance the proposed activities properly. The analysis of this capacity will be done on the basis of the complete audited and signed financial statements ("annual accounts") for the last available financial year that the applicants **and** the partners must provide. This is not applicable for public bodies and international organisations).
2. Applicants together with their partners must have the operational (technical and management) capacity to complete the action to be supported. In particular the organisations must demonstrate their knowledge and experience in the domain of immigration and integration by attaching their annual report and a list of previous related projects in the domain. ).

Proposals that meet the eligibility and the selection criteria will be further evaluated using the award criteria
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## 13. AWARD CRITERIA

Among the projects which fulfil the exclusion, eligibility and selection criteria, the Commission will select the proposals achieving the highest score following evaluation according to the award criteria set out below, taking into account the funds available.

1. The extent to which the proposed action is relevant to the priorities for 2008 defined in section 3 and 4 above (max 10 points);
2. Transnational dimension including the number of Member States covered by the project (max 10 points);
3. The novel nature of the action and its relevance for European policy and added value (max 10 points);
4. The clarity and pertinence of the project's objectives (max 10 points);
5. The thoroughness, appropriateness and feasibility of the approach, methodology (including external evaluation), activities, timeframe and organisation (max 15 points);
6. The usefulness of the expected results (max 10 points);
7. The dissemination of results, lessons learned, acquired know-how (max 10 points);
8. The sustainability of the project and/or its results after termination of the grant (where relevant) or measures proposed to ensure adequate follow-up of project outputs. Follow-up may not consist only in conferences and/or website dissemination (max 10 points);
9. The adequacy of the forecast budget: value for money and sources of financing other than the European Commission (max 15 points).

To qualify for award, the proposed action must obtain <b>at least 60 points</b> out of a possible maximum of 100 points
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#### 14. FURTHER INFORMATION.

Potential applicants are invited to read Commission documents on the integration of third-country nationals:

- The Integration Fund Council Decision 2007/435/EC;
- The Integration Fund Community Actions Work Programme for the year 2008;
- Communication from the Commission "A Common Agenda for Integration: Framework for the Integration of third-country nationals in the European Union" (COM(2005) 389 final);
- The Common Basic Principles;
- Handbook on Integration for policy-makers and practitioners;

Potential applicants are invited to read Commission documents related to this call for proposals:

- The Guide for applicants;
- The Guide for project management (to be published)
- The standard Grant Agreement for an action.
- The lists and descriptions of INTI Preparatory Actions financed in 2003, 2004 and 2005 and 2006;
- Report on INTI projects;

These documents can be found on the following web-sites:

[http://ec.europa.eu/justice\\_home/funding/integration/funding\\_integration\\_en.htm](http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm)

[http://ec.europa.eu/justice\\_home/funding/2004\\_2007/inti/funding\\_inti\\_en.htm](http://ec.europa.eu/justice_home/funding/2004_2007/inti/funding_inti_en.htm)

#### *Contact at the European Commission*

The Commission service responsible for implementing the Integration Fund is Unit B-4 of Directorate General JLS – Justice, Freedom and Security.

European Commission  
DG Justice, Freedom and Security  
DG JLS /B4 – Integration Fund Community Actions  
LX 46 2/055,  
BE-1049 Brussels.  
Fax (32.2)298 03 06  
E-mail: [JLS-INTEGRATION-FUND@ec.europa.eu](mailto:JLS-INTEGRATION-FUND@ec.europa.eu)

Applicants may send questions to the above mentioned address. The deadline to send questions is **2 March 2009**.

All applicants will be informed of the Commission's decision concerning their grant application as soon as possible. It is envisaged that the Commission will complete its selection procedures in June 2009.

#### 15. SUBMISSION OF PROPOSALS.

**Each proposal must contain three paper copies (one original and two copies) of the following documents (preferably in this order):**

1. Completed application form dated and signed by the authorised representative of the applicant organisation

2. Log frame on the implementation of the project (print-out of the document duly signed)
3. Detailed forward budget estimate, dated and signed (print-out of the Excel file)
4. "Staff costs analysis" form (print-out of the provided Excel document duly signed)
5. Completed audited signed financial statements or annual accounts for the last available financial year for the applicant and the partner (not applicable for Public Bodies)
6. Declaration of partnership by each partner organisation (including the amount of co-financing where applicable)
7. Annual activity report for the latest available year for the applicant and the partners (including a list of projects implemented in the field of integration) (not applicable for Public Bodies)

Each proposal must also contain a USB key/CD-ROM, readable and not corrupted, containing an electronic version of the following documents:

- the grant application form "Integration Fund – Community Actions 2008" duly filled in;
- the "Detailed forward budget estimate" form duly completed;
- the "Staff treatment form" duly completed;
- the log frame duly completed.

The applicant must ensure that:

- files copied on the USB key/CD-ROM can be read by the Commission;
- these documents are not corrupt, by entering data strictly in the proper fields and by never unprotect fields or electronic formats. If really necessary, you may add a paper sheet if you feel there is not enough space for all the information on the grant application form.

These forms are available and can be downloaded from the DG JLS website at:

[http://ec.europa.eu/justice\\_home/funding/integration/funding\\_integration\\_en.htm](http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm)

Applicants must apply in one of the official EU languages. When possible, English or French should be used.

The Commission will publish the names and addresses of beneficiaries and the amount, rate of grant and purpose of each grant on its website.

## **16. 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<sup>13</sup>. 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.

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<sup>13</sup> *Official Journal L 8, 12.1.2001.*

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.

### **DEADLINE FOR SUBMITTING APPLICATIONS**

Applications must be sent to the address given below by **9 March 2009**

Applications must be submitted in a sealed envelope/package by registered mail, express courier or by hand-delivery at the address below.

The envelope must be marked:

**“INTEGRATION FUND Community Actions – CALL 2008 – NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE”**

**By registered mail or by courier service:**

EUROPEAN COMMISSION  
DG Justice, Freedom and Security  
DG JLS/B4 – INTEGRATION FUND Community Actions  
LX46 – 2/144  
BE – 1049 BRUXELLES/BRUSSELS  
BELGIUM

**OR**

**By hand-delivery:**

European Commission  
Central Mail Department (Registered post)  
Att: DG Justice, Freedom and Security  
Unit JLS/B/4  
Avenue du Bourget, 1  
B-1140 Brussels (Evere)  
Belgium

- If sent by registered mail or by express courier, the application must be posted or dispatched **no later than 9 March 2009** (as evidence by the postmark or by the date of the deposit slip).
- If hand delivery (in person or by an authorised representative), the application must be delivered to the European Commission's Central Mail Department **no later than 16:00 (Brussels time) on 9 March 2009**, 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 delivery after the deadline or to the wrong address will not be accepted.
- Applications sent by any other means (e.g. by fax, e-mail) or delivered at other addresses will be rejected.