



## Directorate General Communication

### CALL FOR PROPOSALS - 2009

#### 1. GENERAL OBJECTIVES AND CONTEXT OF THE CALL FOR PROPOSALS

The aim of this call for proposals is to identify projects, **of a non-commercial nature**, which may be eligible for financial support from the Directorate General for Communication of the European Parliament. This support would be in the form of co-financing grants.

The European Parliament plays an important and active role in the drafting of legislation of the European Union on important matters such as, for example: environmental protection; consumer rights; equal opportunities; transport; and the free movement of workers, capital, services and goods. These are issues that affect citizens in their everyday lives. DG Communication aims to enhance understanding of the role of the European Parliament and how it functions, to encourage a wider public interest and participation in the decisional process, and to provide a platform for those citizens to raise issues which are important to them.

2009 will see the next European Parliamentary elections. In June next year, some 375 million European voters will have the opportunity to vote for 751 Members of the European Parliament, to represent them. This is the largest trans-national election in history and the opportunity for every citizen to ensure that his/her voice is heard. Whilst DG Communication is not seeking projects which focus directly on the elections, it is nevertheless against this backdrop that we seek to raise awareness as to the role played by the European Parliament, and to provide accurate information on issues which are of real interest to the public. This funding opportunity is specifically aimed at projects proposing new and interesting methods of communication which appeal to the target-public and which generate interest in the subject matter.

The key elements of any project selected for the award of a grant under this Call for Proposals will therefore fall within this context and will clearly address and further the objectives of the Directorate-General for Communication.

There are 5 themes (see annex I) within the above-mentioned context under which proposals may be introduced as follows:

- COMM/2009/01: Television
- COMM/2009/02: Events.
- COMM/2009/03: Websites and other internet-based initiatives
- COMM/2009/04: Projects proposed by full-time educational establishments
- COMM/2009/05: Radio

Before submitting a proposal to DG Communication, please read carefully the detailed description of the type of projects which could be eligible for funding, and the types of organisations which may be considered for the award of a grant under each of the themes covered by this funding programme. Each theme is described separately, and proposals must correspond to the individual objectives, funding amounts and rates, set out under the theme in question.

**The European Parliament has Information Offices in each Member-State capital city as well as five satellite offices. These offices will follow the projects which are awarded a grant by DG Communication. To this effect, organisations in receipt of a grant are required to take contact with the relevant Information Office and to keep the responsible person informed of key developments and dates and times of activities relevant to the project. Representatives of the offices will be invited to participate, wherever possible, to any events and will be kept informed of all dates and times of television/radio programme broadcasts.**

**Only projects being held in one or more of the Member-States of the European Union may be considered under this funding programme.**

For guidance, DG Communication is planning to allocate an estimated total of +/- 5.000.000 Euros across all of the themes announced in this call for proposals.

The themes concerned, and the nature and content of the activities (as well as the conditions for granting assistance, application forms, guidance notes for applicants and a draft grant agreement) are set out in the annexes to this call for proposals.

## **2. APPLICATIONS**

Applications are to be presented on the Grant Application Form annexed to this call for proposals. The format, titles and footnotes may not be changed or removed; additional pages may be added where necessary. The application form and the project proposal must be submitted in English, French or German. The supporting documents such as the official accounts and statute of the applicant organisation should be a copy of the original documents and will therefore be in the language of the country concerned. Each proposal must be introduced under one of the themes mentioned. **Each theme has a reference number (n° 1, 2, 3, 4 or 5) and this must be clearly marked on the front page of the application form. Proposals received which do not identify the theme number may be excluded from evaluation.**

## **3. SUBMISSION OF APPLICATIONS**

This call for proposals is open until **1/10/2008 at 12.00 hrs midday.**

All the documents required for a proposal must be sent in A4 format, in triplicate, and in paper form (**please do not staple or otherwise attach the pages together**) in the following manner:

**a) Either by registered post to the following address, posted no later than 1/10/2008**

(as evidenced by the postmark-the applicant is responsible for ensuring that the postmark stamped by the postal services includes the date of sending and is clearly visible- this is extremely important as your proposal may be rejected if the proof of the sending date is not the 1/10/2008 or preferably before, furthermore the services of DG Communication are not able to follow up individual cases where the postmark is not dated or where it is not clearly visible, please be aware that some postal services do not necessarily date envelopes):

**European Parliament  
Directorate-General Communication  
Budget Coordination (call for proposals 2009)  
MOY 05 T 012  
Rue Wiertz, 60  
B-1047 Brussels  
BELGIUM**

**b) Or by handing it in personally at the following address, where it must be delivered no later than 12.00 hrs midday on 1/10/2008.**

Opening hours are Monday to Thursday between 9 a.m. and 12 noon and 2 p.m. and 5 p.m., and Friday between 9 a.m. and 12 noon. The handing-in of a proposal **will be attested by a receipt**, to be issued immediately, signed by a Central Mail Service official and giving the date and exact time of submission.

(Please do not contact services of DG Communication directly to deliver the proposal by hand to staff within the service. Applications must be transmitted via the Central Mail service).

**c) Or by having it delivered by a private courier/express delivery company to the same address below, where it must be received by the courier service chosen (not necessarily dispatched) no later than 1/10/2008.**

**The private courier/express delivery company must indicate clearly the date on which they take receipt of the documents, on the envelope or package.**

Again the applicant is responsible for ensuring that the date the courier company receives the envelope/package for sending, is marked and clearly visible on the packaging - this is extremely important as your proposal may be rejected if the reception date (of the proposal by the private courier service) is not the 1/10/2008 or before, furthermore the services of DG Communication are not able to follow up individual cases where the package is not dated or where it is not clearly visible, **please be aware that proposals are often received without this essential information:**

**European Parliament  
Central Mail Service  
Altiero Spinelli Building (ASP 0 F 156)  
Attn.: Directorate-General Communication  
(Budget Coordination, MOY 05 T 012 - Call for proposals 2009)  
Rue Wiertz, 60  
B-1047 Brussels  
BELGIUM**

The postmark, the date and time of delivery by hand with acknowledgement of receipt dated and signed by the responsible official, or the proof of receipt by the courier service, will serve as proof of the date of submission of the proposal. Faxes, electronic mail, incomplete dossiers, or dossiers sent in several parts will not be accepted.

**The applicant is responsible for ensuring that the postmark issued is legible and, in the case of private courier service that the exact address and reference and date of submission to the courier service is clearly indicated on the outside of any packaging. If the proof of the submission date or posting date is not clearly indicated the proposal may be refused.**

**4. THE INDICATIVE TIME SCHEDULE FOR THE APPRAISAL OF A PROPOSAL IS AS FOLLOWS:**

Recording and acknowledgement of receipt by the Parliament (for guidance: 15/10/2008)

Examination by the services of the European Parliament (for guidance: 1/11/2008 to 15/12/2008)

Formulation of the final decision and communication of the result to the applicant (for guidance: 31/12/2008)

Applications submitted, in due form, and according to the instructions indicated in this published call for proposals will be evaluated according to the exclusion, selection and award criteria set out below. Proposals will be evaluated in three stages by an evaluation committee, those which successfully pass the exclusion criteria will be assessed according to the selection criteria. Subsequently proposals passing the selection criteria will be evaluated according to the award criteria (see point n. 7) and those proposals deemed most worthy, in order of merit, will be presented for the award of a grant, subject to available budget. The entire procedure is strictly confidential. In the event of approval by the Parliament, a Grant Agreement (established in Euro) will be concluded between the Parliament and the party submitting the proposal.

The decision of the Parliament is final.

The projects proposed may not be significantly altered after signature of an eventual grant agreement where such changes could have influenced the evaluation of the proposal. To this effect applicants are requested to carefully consider the planned activities, time schedules and estimated budgets for the proposed project submitted for the request of a grant.

**5. EXCLUSION CRITERIA**

a) **Organisations.** Only organisations which are legally constituted are eligible for assistance.

b) **Application form and attached documentation.** Only requests submitted on the basis of the application form contained in the annex will be considered. All sections of the form must be completed clearly and accurately. All requested documentation must be attached to the proposal (for information, a checklist of documents to be provided with the proposal is included with the application form). Please pay

particular attention to specific requirements for documentation which may be requested under the theme to which you are submitting your proposal. Any incomplete applications may be rejected automatically as will any dossiers sent in several parts.

c) **No-commercial and no-profit.** Proposals for projects of a commercial nature, and/or projects, which have the purpose or effect of producing a profit for the beneficiary, will be rejected.

d) **Evidence of co-funding arrangements from other sources.** The grant will, in no circumstances, cover the total cost of the action and applicants must supply evidence of co-funding arrangements from other sources towards the costs estimated for the project.

e) **Applications by fax or e-mail are not admissible.**

f) **Any application presented by a body acting as an intermediary for a third party shall be excluded.**

g) **Accordance with European Union policies and image.** The proposed project must not, directly or indirectly, send messages which conflict with Union policies or be associated with an image, which is not in keeping with that of the Institutions.

h) **Declaration on exclusion criteria.** Organisations will be excluded from participation in the call for proposals if they are in one of the situations listed at point 5 of the Application form. To this effect applicants must complete and sign the Declaration on exclusion criteria at point 5 of the application form.

i) **Duration.** Only proposals for projects which are due to start during the course of 2009 will be considered. Additionally DG Communication will only consider projects which **start at the earliest on 1/1/2009** and which will be **completed at the latest by 30/4/2010.**

j) **Closing date for receipt.** Only proposals received by the deadlines set out at point 3 of the call for proposals will be evaluated.

k) **Funding amount and rates.** Only proposals requesting grants that respect the percentage funding rates and minimum and maximum grant amounts set-out individually under each theme will be considered.

**If a proposal does not comply with the exclusion criteria it may be rejected at this stage.**

## **6. SELECTION CRITERIA**

The following documents are required to enable assessment to be made of the applicants' financial and operational capacity to complete the proposed action.

A) Only organisations providing evidence of adequate operational capacity and professional qualifications and experience will be eligible for assistance. To this end, parties submitting proposals must enclose with their application:

- The **latest annual activity report** of their organisation or a detailed account of the current main activities of the organisation;
- The **fully-detailed CVs** of the key person(s) who will be responsible for carrying out the main project activities (**including name, address, qualifications and full employment details and dates**).

B) Only organisations with stable and sufficient sources of funding to maintain the activity throughout the period of the action will be eligible for a grant. To this end, the party submitting a proposal must enclose with its application:

- A copy of the **official annual accounts** of the organisation (or the annual budget in the case of a public body) **for the last financial year** preceding the submission of the proposal (**including turnover, profit and loss account and balance sheet. Please provide the accounts that have been presented to the fiscal authorities of your Member-State**).
- Applicants must be registered in one of the EU's 27 Member-States and provide evidence of legal status by submitting copies of their **officially registered statute**, articles of association or constituent act.

The budget estimate for the project must be in balance, expenditures/incomes and must be coherent, detailed and correctly presented. The estimated budget is to be limited strictly to actual expenditure expected to be incurred in the realisation of the proposed project; no task-costing will be accepted or any charges levied on the European Parliament for utilisation of facilities, as this is not a commercial project. Please note that public bodies, introducing a proposal, must contribute to the project expenditure by at least the amount mentioned for public servant salaries in the estimated budget.

## 7. AWARD CRITERIA

The proposal submitted will demonstrate a sound understanding of the subject and the way in which the action will further the objectives described in one of the published themes. The grants will be awarded with a view to the successful completion of those projects deemed the most suitable. To this end, proposals will be selected on the basis of:

- The clarity of the description of the proposed action, its relevance and coherence with the objectives set. Innovative ideas, originality of projects proposed and the image and/or identity of events and activities will be considered
- The methodology to be employed for its realisation and a time schedule for implementation, including detail of the publicity planned for the activity or event.

- A detailed description of the report(s) that will be delivered on completion of the project to DG Communication and if applicable any product(s). Planned evaluation, impact assessment of the action and dissemination of results will also be taken into consideration.
- The feasibility of the project with regard to the details provided about the proposing organisation, the time schedule proposed and the budget, in relation to the actions planned.
- The cost effectiveness of the project in relation to expected reach or impact.

A maximum of 20 points for each category will be awarded. Applications must obtain a minimum of 10 points in each category. Any project receiving less than 10 points in any category or who are awarded less than 60 points over all categories will not be considered.

Only those project proposals which best meet the objectives set-out under each of the 5 themes, **and which are possible to fund within the budgetary limits**, will be considered for the award of a grant from DG Communication.

The decision of DG Communication is final.

## 8. ANNEXES

- ANNEX I Themes
- ANNEX II Application Form
- ANNEX III Standard Grant Agreement with annexes - **for information purposes only**
- ANNEX IV Guidance notes for applicants