



CALL FOR PROPOSALS – EAC/S39/2018

Design and management of networking and capacity building activities for European Heritage Label sites.

1 INTRODUCTION – BACKGROUND

The European Heritage Label (EHL) started as an intergovernmental initiative in 2006 upon the proposal of the French Minister of Culture, Renaud Donnedieu de Vabres. The aim of the Label was to "strengthen the support of European citizens for a shared European identity based on democratic values and human rights and to foster a sense of belonging to a common cultural space". Since its conception, the ultimate objective of the EHL is to become a Community action". In November 2008, the Council of Ministers of the European Union adopted conclusions inviting the European Commission to submit to it "an appropriate proposal for the creation of a European Heritage Label by the European Union and specifying the practical procedures for the implementation of the project."

The current version of the European Heritage Label was hence created in 2011 by the Decision 1194/2011/EU of the European Parliament and of the Council ("the Decision"). Its general objectives are:

- (a) strengthening European citizens' sense of belonging to the Union, in particular that of young people, based on shared values and elements of European history and cultural heritage, as well as an appreciation of national and regional diversity;
- (b) strengthening intercultural dialogue.

In accordance with Article 3 (2) of Decision 1194/2011/EU, the intermediate objectives are:

- (a) Stressing the symbolic value and raising the profile of sites which have played a significant role in the history and culture of Europe and/or the building of the Union;
- (b) Increasing European citizens' understanding of the history of Europe and the building of the Union, and of their common yet diverse cultural heritage, especially in relation to the democratic values and human rights that underpin the process of European integration.

The specific objectives to be attained by the selected sites are:

- (a) Highlighting their European significance;
- (b) Raising European citizens' awareness of their common cultural heritage, especially that of young people;
- (c) Facilitating the sharing of experiences and exchanges of best practices across the Union;
- (d) Increasing and/or improving access for all, especially young people;
- (e) Increasing intercultural dialogue, especially among young people, through artistic, cultural and historical education;
- (f) Fostering synergies between cultural heritage on one hand and contemporary creation and creativity on the other;
- (g) Contributing to the attractiveness and the economic and sustainable development of regions, in particular through cultural tourism.

The European Heritage Label selects and highlights sites that celebrate and symbolise European integration, ideals, values and history. They are selected for their symbolic value, the role they have played in the European history and the activities they offer in order to bring the European Union and its citizens closer together.

The action is open to the participation, on a voluntary basis, of EU Member States. So far, 24 Member States decided to participate to the action: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia and Spain.

The European Heritage Label is different from other initiatives in the field of cultural heritage such as the UNESCO World Heritage List, the UNESCO Conventions on Intangible Cultural Heritage or the Council of Europe's Cultural Routes:

- it is not about a site's beauty or architectural quality, but rather its symbolic value;
- it is not about conserving sites, but rather the activities on offer and their educational dimension, especially for young people.

Sites are selected on the basis of the criteria laid down in the Decision, in Article 7. In particular, they must have a symbolic European value and must have played a significant role in the history and culture of Europe and/or the building of the Union. They must also submit a project and a work plan towards the objectives described above.

The selection of sites follows a two stages procedure: a preselection at national level, after which each participating country can propose up to two sites, and a selection at EU level. The selection is made by the European Commission with due regard to the recommendation of a panel of independent experts ("the European panel"). The European panel is composed of 13 members, four of whom are appointed by the European Parliament, four by the Council, four by the Commission and one by the Committee of the Regions.

In 2013, 2014, 2015 and 2017, Member States have preselected respectively 9, 36, 18 and 25 sites. So far, 4, 16, 9 and 9 more sites received the European Heritage Label as output of the 2013, 2014, 2015 and 2017 selection process. The next selection will take place in 2019.

Sites currently holding the title are:

- [Krapina Neanderthal Site, Croatia](#)
- [The Heart of Ancient Athens, Greece](#)
- [Archaeological Park Carnuntum, Austria](#)
- [Leipzig's Musical Heritage Sites, Germany](#)
- [Abbey of Cluny, France](#)
- [Olomouc Premyslid Castle and Archdiocesan Museum, Czech Republic](#)
- [Archive of the Crown of Aragon, Barcelona, Spain](#)
- [Great Guild Hall, Tallinn, Estonia](#)
- [Sagres Promontory, Portugal](#)
- [General Library of the University of Coimbra, Portugal](#)
- [The Imperial Palace, Vienna, Austria](#)
- [Union of Lublin, Poland](#)
- [Münster and Osnabrück – Sites of the Peace of Westphalia, Germany](#)
- [The May 3, 1791 Constitution, Warsaw, Poland](#)
- [Historic Ensemble of the University of Tartu, Estonia](#)
- [Hambach Castle, Germany](#)
- [Dohány Street Synagogue Complex, Budapest, Hungary](#)
- [Fort Cadine, Trento, Italy](#)
- [Charter of Law of Abolition of the Death Penalty, Lisbon, Portugal](#)
- [Liszt Ferenc Academy of Music, Budapest, Hungary](#)
- [Mundaneum, Mons, Belgium](#)
- [Peace Palace, The Hague, the Netherlands](#)
- [Javorca Memorial Church and its cultural landscape, Tolmin, Slovenia](#)
- [Residencia de Estudiantes, Madrid, Spain](#)
- [World War I Eastern Front Cemetery No. 123, Łużna – Pustki, Poland](#)
- [Kaunas of 1919-1940, Lithuania](#)
- [Camp Westerbork, the Netherlands](#)
- [Former Natzweiler concentration camp and its satellite camps, France - Germany](#)
- [Franja Partisan Hospital, Slovenia](#)
- [Sighet Memorial, Romania](#)
- [European District of Strasbourg, France](#)
- [Robert Schuman's House, Scy-Chazelles, France](#)
- [Bois du Cazier, Marcinelle, Belgium](#)
- [Museo Casa Alcide De Gasperi, Pieve Tesino, Italy](#)
- [The historic Gdańsk Shipyard, Poland](#)
- [Village of Schengen, Schengen, Luxembourg](#)
- [Pan-European Picnic Memorial Park, Sopron, Hungary](#)
- [Maastricht Treaty, Netherlands](#)

A certain number of sites are expected to be added in 2020, following the selection in 2019.

Article 17 (3) of Decision 1194/2011/EU asks the Commission to foster networking activities among the sites awarded the label. The publication of this restricted call for proposals aims to encourage and launch a concrete project which will consist in creating the conditions for continuous networking, collaboration and training among the European Heritage Label Sites. The overall budget earmarked for this initiative is 500.000 €.

2 OBJECTIVE(S) – THEME(S) – PRIORITIES

The action under this call for proposals should contribute to the general objectives of the European Heritage Label action of "strengthening European Citizens' sense of belonging to the Union, in particular that of young people, based on shared values and elements of European history and cultural heritage, as well as an appreciation of national and regional diversity; and strengthening intercultural dialogue".¹

This call for proposals is subject to the positive opinion or to the lack of objection by the Committee mentioned in the basic act on the annual work programme for the implementation of the Creative Europe programme for 2019.

2.1 The specific objectives of the call for proposals are:

- Promote networking for the EHL sites
- Encourage the sites to develop joint projects such as youth exchanges and volunteering, staff mobility, joint curatorial work, etc...
- Increase the capacity of the sites to act at international level, through training of site managers and exchange of staff among EHL sites.
- Support the development of joint educational programmes and joint marketing and tourism products.
- Improve the visibility of the EU action and of the EHL sites.

2.2 Expected results:

- (a) The creation of a framework for the coordination and animation of a network of EHL sites on a sustainable basis,
- (b) Increased capacity of the sites to act at international level,
- (c) Increased number of joint projects for collaboration among the sites.
- (d) Higher visibility of the EU action and of the EHL sites individually and as a network.

2.3 Purpose of this call:

The purpose of this call is to select a coordinator (a single legal entity or consortium of organisations) to launch activities of networking, capacity building and exchange of best practices among the EHL sites, and communication and promotions activities for the action, thereby contributing to the above stated objectives.

2.4 Tasks to be carried out by the selected applicant(s).

Applicants should describe how they intend to carry out the following activities and how these align with the objectives of the EHL action and of this call for proposals:

- a) Provide for a framework for the coordination and animation of a network of EHL sites; define its methodology and global strategy, define the tasks to be carried out and the means to ensure its sustainability. The support of the European Commission will cover the initiation of such a project and eligible activities for

¹ Decision No. 1194/2011/EU of the European Parliament and the Council of 16 November 2011 establishing a European Union action for the European Heritage Label.

the duration of the grant agreement and will be strictly limited to the indicated implementation period.

- b) Involve in the different activities and cooperate with the sites that are not among the direct beneficiaries of the action, if necessary.
- c) Develop and maintain a multilingual website for the general public. The website should contain information of interest to the public about the sites and about the activities they organise.
- d) Develop and maintain a restricted website accessible to the EHL sites, containing relevant information about funding, networking and cooperation opportunities, along with a repository of documents produced and shared by the sites. This website can be a restricted area in the general public website or a separate site.
- e) Develop communication tools and implement communication activities to enhance the visibility of the EU action and of the EHL sites, aiming at reaching a variety of audiences
- f) Develop and implement networking activities for the sites. These could include conferences, workshops, exchange of best practices and experiences, etc.., including by digital means.
- g) Develop and implement capacity building activities for the sites. These could include multilateral exchanges, peer to peer training, workshops, tutoring by experts, etc..
- h) Foster the development of individual or joint projects aiming at the objectives of the call and the objectives to be attained by the sites as defined in the Decision and in point 1 above. These activities should aim to illustrate the symbolic value of the sites and be linked to European Union significant events, i.e. festivities of 9th May. These activities can include financing schemes under specific calls for proposals, to be carried out by the beneficiaries or other EHL sites. The provisions in point 11.7 (d) should apply.
- i) Organise an annual conference on topics related to the EHL action, open to the EHL sites and other interested stakeholders.

Applicants should take into account when defining their proposal the fact that the number of sites will increase during the period of implementation of the action.

3 TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	September 2018
b)	Deadline for submitting applications	03/01/2019 – 13:00 Brussels time

c)	Evaluation period	January-February 2019
d)	Information to applicants	February 2019
e)	Signature of grant agreement	March 2019

4 BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at 500.000 €.

This amount is subject to the availability of the appropriations, provided for in the draft budget for 2019, after the adoption of the budget for 2019 by the budgetary authority.

The maximum grant will be 500.000 €.

The Commission will fund 1(one) proposal.

The Commission reserves the right not to distribute all the funds available.

5 ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 14), using the application forms available as annexes to this call for proposals.
- Applications must be drafted in one of the EU official languages.

Failure to comply with these requirements will lead to the rejection of the application.

6 ELIGIBILITY CRITERIA²

6.1 Eligible applicants

To be eligible applicants should:

- Be active in the cultural and creative sectors as defined in article 2 of the Regulation establishing the Creative Europe programme.³
- Have a strong connection with the European Heritage Label.
- Be legally established in one of the countries participating in the Culture Sub-programme.

Natural persons may not apply for a grant.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.1.

² Articles 196-197 FR

³ Regulation (EU) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) and repealing Decisions No 1718/2006/EC, No 1855/2006/EC and No 1041/2009/EC. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2013:347:FULL&from=EN>

For that purpose, applicants shall identify such affiliated entities in the application form.

For British applicants:

Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1(a) of the grant agreement.

The application may be submitted

- by a **consortium** including a **minimum of 10 EHL awarded sites** established in a **minimum of 5 different countries**

Or

- by a **single legal entity**, whether established specifically or not for the action, provided that its stakeholders include **minimum of 10 EHL awarded sites** established in a **minimum of 5 different countries** and

- Are clearly identified in the proposal
- Comply with the eligibility, non-exclusion and selection criteria set out in this call for proposals.,

The said stakeholders shall be treated as affiliated entities, notably for declaring eligible costs as specified under section 11.1.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity**: copy of the resolution, decision or other official document establishing the public-law entity ;
- **entities without legal personality**: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.
- **European Heritage Label sites applying as part of the Consortium should appear in the list of sites that have been awarded the European Heritage Label.⁴**

6.2 Eligible activities

Activities eligible under this call for proposals:

- Activities related to the creation of the framework mentioned in point 2.4 (a) above and the implementation of its governance provisions.

⁴ The list of sites that have been awarded the European Heritage Label can be found at: https://ec.europa.eu/programmes/creative-europe/actions/heritage-label/sites_en

- Organisation of meetings, conferences, workshops and/or the development of tools, including digital tools to foster information exchange, exchange of practice and informal peer learning which are important to strengthening the capacity of their sectors, in particular internationalising and professionalising it.
- Multilateral exchanges, professional networking and partnership and project development. Exchanges maybe among professionals, or multi-layered, e.g. with artists, policy-makers, etc.
- Creation and maintenance of websites
- Preparation of newsletters, maintenance of professional databases to assist cultural professionals, artists or audiences.
- Activities, which encourage the sharing and appreciation of Europe's cultural heritage as a shared resource, to raise awareness of common history and values, and to reinforce a sense of belonging to a common European space.
- Promotion and dissemination activities
- Financing of projects to be carried out by the sites, jointly or individually, under specific calls for proposals (including the activities described in point 2.4. (h), keeping however in mind that double-financing and benefits from a subsidy are excluded.
- Financial support to third parties (see point 11.7.d) to carry out activities as described in point 2.4. (h)

6.3 Implementation period

The project's duration must be 20 months.

Consequently, applications for projects scheduled to run for a different period than that specified in this call for proposals will not be accepted.

7 EXCLUSION CRITERIA

7.1 Exclusion

1. Participants will be excluded from award procedures governed by the Financial Regulation⁵, or from being selected for implementing Union funds where that person or entity is in one or more of the following exclusion situations:

- (a) the person or entity is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
- (b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity belongs, or by having engaged in any wrongful conduct which has an

⁵ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the rules applicable to the general budget of the Union.

impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
- (ii) entering into agreement with other persons or entities with the aim of distorting competition;
- (iii) violating intellectual property rights;
- (iv) attempting to influence the Commission's decision-making during the award procedure;
- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the person or entity is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council (1) and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (2);
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 (3), or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA (4), or corruption as defined in other applicable laws;
 - (iii) conduct related to a criminal organisation as referred to in Article 2 of Council Framework Decision 2008/841/JHA (5);EN L 193/94 Official Journal of the European Union 30.7.2018
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council (1);
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (2), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council (3);
- (e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:
 - (i) led to the early termination of a legal commitment;
 - (ii) led to the application of liquidated damages or other contractual penalties; or
 - (iii) been discovered by the Commission services, OLAF or the Court of Auditors following checks, audits or investigations;
- (f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (4);
- (g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to

circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;

(h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

2. In the absence of a final judgment or, where applicable, a final administrative decision in the cases referred to in points (c), (d), (f), (g) and (h) of paragraph 1 of this Article, or in the case referred to in point (e) of paragraph 1 of this Article, the Commission shall exclude a person or entity referred to in Article 135(2) of the Financial Regulation on the basis of a preliminary classification in law of a conduct as referred to in those points, having regard to established facts or other findings contained in the recommendation of the panel referred to in Article 143 of the Financial Regulation.

The preliminary classification referred to in the first subparagraph of this paragraph does not prejudge the assessment of the conduct of the person or entity referred to in Article 135(2) of the Financial Regulation concerned by the competent authorities of Member States under national law. The Commission shall review his or her decision to exclude the person or entity referred to in Article 135(2) of the Financial Regulation and/or to impose a financial penalty on a recipient without delay following the notification of a final judgment or a final administrative decision. In cases where the final judgment or the final administrative decision does not set the duration of the exclusion, the Commission shall set that duration on the basis of established facts and findings and having regard to the recommendation of the panel referred to in Article 143 of the Financial Regulation.

Where such final judgment or final administrative decision holds that the person or entity referred to in Article 135(2) of the Financial Regulation is not guilty of the conduct subject to a preliminary classification in law, on the basis of which that person or entity has been excluded, the Commission shall, without delay, bring an end to that exclusion and/or reimburse, as appropriate, any financial penalty imposed.

The facts and findings referred to in the first subparagraph shall include, in particular:

- (a) facts established in the context of audits or investigations carried out by EPPO in respect of those Member States participating in enhanced cooperation pursuant to Regulation (EU) 2017/1939, the Court of Auditors, OLAF or the internal auditor, or any other check, audit or control performed under the responsibility of the authorising officer;
- (b) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- (c) facts referred to in decisions of persons and entities implementing Union funds pursuant to point (c) of the first subparagraph of Article 62(1) of the Financial Regulation;
- (d) information transmitted in accordance with point (d) of Article 142(2) of the Financial Regulation by entities implementing Union funds pursuant to point (b) of the first subparagraph of Article 62(1) of the Financial Regulation;
- (e) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law.

3. Any decision of the Commission taken under Articles 135 to 142 of the Financial Regulation or, where applicable, any recommendation of the panel referred to in Article 143 of the Financial Regulation, shall be made in compliance with the principle of proportionality, in particular taking into account:

- (a) the seriousness of the situation, including the impact on the financial interests and image of the Union;

- (b) the time which has elapsed since the relevant conduct;
- (c) the duration of the conduct and its recurrence;
- (d) whether the conduct was intentional or the degree of negligence shown;
- (e) in the cases referred to in point (b) of paragraph 1, whether a limited amount is at stake;
- (f) any other mitigating circumstances, such as:
 - (i) the degree of collaboration of the person or entity referred to in Article 135(2) of the Financial Regulation concerned with the relevant competent authority and the contribution of that person or entity to the investigation as recognised by the Commission; or
 - (ii) the disclosure of the exclusion situation by means of a declaration as referred to in Article 137(1) of the Financial Regulation.

4. The Commission shall exclude a person or entity referred to in Article 135(2) of the Financial Regulation where:

- (a) a natural or legal person who is a member of the administrative, management or supervisory body of the person or entity referred to in Article 135(2) of the Financial Regulation, or who has powers of representation, decision or control with regard to that person or entity, is in one or more of the situations referred to in points (c) to (h) of paragraph 1 of this Article;
- (b) a natural or legal person that assumes unlimited liability for the debts of the person or entity referred to in Article 135(2) of the Financial Regulation is in one or more of the situations referred to in point (a) or (b) of paragraph 1 of this Article;
- (c) a natural person who is essential for the award or for the implementation of the legal commitment is in one or more of the situations referred to in points (c) to (h) of paragraph 1.

5. In the cases referred to in paragraph 2 of this Article, the Commission may exclude a person or entity referred to in Article 135(2) of the Financial Regulation provisionally without the prior recommendation of the panel referred to in Article 143 of the Financial Regulation, where their participation in an award procedure or their selection for implementing Union funds would constitute a serious and imminent threat to the financial interests of the Union. In such cases, the Commission shall immediately refer the case to the panel referred to in Article 143 of the Financial Regulation and shall take a final decision no later than 14 days after having received the recommendation of the panel.

6. The Commission, having regard, where applicable, to the recommendation of the panel referred to in Article 143 of the Financial Regulation, shall not exclude a person or entity referred to in Article 135(2) of the Financial Regulation from participating in an award procedure or from being selected for implementing Union funds where:

- (a) the person or entity has taken remedial measures as specified in paragraph 7 of this Article, to an extent that is sufficient to demonstrate its reliability. This point shall not apply in the case referred to in point (d) of paragraph 1 of this Article;
- (b) it is indispensable to ensure the continuity of service, for a limited duration and pending the adoption of remedial measures specified in paragraph 7 of this Article;
- (c) such an exclusion would be disproportionate on the basis of the criteria referred to in paragraph 3 of this Article.

In addition, point (a) of paragraph 1 of this Article shall not apply in the case of the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities or the liquidators in an insolvency

procedure, an arrangement with creditors, or a similar procedure under Union or national law.

In the cases of non-exclusion referred to in the first and second subparagraphs of this paragraph, the Commission shall specify the reasons for not excluding the person or entity referred to in Article 135(2) of the Financial Regulation and inform the panel referred to in Article 143 of the said Regulation of those reasons.

7. The remedial measures referred to in point (a) of the first subparagraph of paragraph 6 shall include, in particular:

- (a) measures to identify the origin of the situations giving rise to exclusion and concrete technical, organisational and personnel measures within the relevant business or activity area of the person or entity referred to in Article 135(2) of the Financial Regulation, appropriate to correct the conduct and prevent its further occurrence;
- (b) proof that the person or entity referred to in Article 135(2) of the Financial Regulation has undertaken measures to compensate or redress the damage or harm caused to the financial interests of the Union by the underlying facts giving rise to the exclusion situation;
- (c) proof that the person or entity referred to in Article 135(2) of the Financial Regulation has paid or secured the payment of any fine imposed by the competent authority or of any taxes or social security contributions referred to in point (b) of paragraph 1 of this Article.

8. The Commission, having regard, where applicable, to the revised recommendation of the panel referred to in Article 143 of the Financial Regulation, shall, without delay, revise its decision to exclude a person or entity referred to in Article 135(2) of the Financial Regulation *ex officio* or on request from that person or entity, where the latter has taken remedial measures sufficient to demonstrate its reliability or has provided new elements demonstrating that the exclusion situation referred to in paragraph 1 of this Article no longer exists.

9. In the case referred to in point (b) of Article 135(2) of the Financial Regulation, the Commission shall require that the candidate or tenderer replaces an entity or a subcontractor on whose capacity it intends to rely, which is in an exclusion situation referred to in paragraph 1 of this Article.

7.2 Rejection from the call for proposals⁶

1. Will be excluded from award procedures governed by the Financial regulation, a participant who:

- (a) is in an exclusion situation established in accordance with Article 136 of the Financial Regulation;
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition, that cannot be remedied otherwise.

The Commission shall communicate to the other participants in the award procedure the relevant information exchanged in the context of or resulting from the involvement of the participant in the preparation of the award procedure as referred to in point (c) of the first subparagraph. Prior to any such rejection the participant shall be given the opportunity to

⁶ Article 141 FR

prove that its involvement in preparing the award procedure does not breach the principle of equality of treatment.

2. Article 133(1) of the Financial Regulation shall apply unless the rejection has been justified in accordance with point (a) of the first subparagraph of paragraph 1 of this Article by a decision concerning exclusion taken with regard to the participant, following an examination of its observations.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

7.3 Supporting documents⁷

A participant shall declare whether it is in one of the situations referred to in Articles 136(1) and 141(1) of the Financial Regulation, and, where applicable, whether it has taken any remedial measures referred to in point (a) of the first subparagraph of Article 136(6) of the Financial Regulation, by filling in the relevant form attached to the application form accompanying the call for proposals and available as annex 2.

A participant shall also declare whether the following persons or entities are in one of the exclusion situations referred to in points (c) to (h) of Article 136(1) of the Financial Regulation:

- (a) natural or legal persons that are members of the administrative, management or supervisory body of the participant or that have powers of representation, decision or control with regard to that participant;
- (b) beneficial owners, as defined in point (6) of Article 3 of Directive (EU) 2015/849, of the participant.

The participant or the recipient shall without delay inform the Commission of any changes in the situations as declared.

Where appropriate, the candidate or tenderer shall provide the same declarations referred to in the first and second subparagraphs signed by a subcontractor or by any other entity on whose capacity it intends to rely, as the case may be

This obligation may be fulfilled in one of the following ways:

a) for mono beneficiary grants

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities OR
- (ii) the applicant and its affiliated entities sign each a separate declaration in their own name

b) for multi beneficiaries grants

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities OR

⁷ Article 137 FR

(ii) each applicant in the consortium signs a declaration in its name and on behalf its affiliated entities OR

(iii) each applicant in the consortium and the affiliated entities sign each a separate declaration in their own name

8 SELECTION CRITERIA⁸

8.1 Financial capacity⁹

The financial capacity will be assessed based on the methodology described in Annex 7a.

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

a) Grants with a pre-financing value of EUR 600 000 or less

For grants of this type, proof of financial capacity is constituted by a declaration on the honour by the grant applicant (see Annex 1 of the Application form).

However, in case of doubt and only for grants exceeding EUR 60 000, the assessment committee reserves the right to request supporting documents and to carry out a financial analysis as described at point 4 of the above mentioned methodology.

Moreover for grants exceeding EUR 60 000, entities falling into one of the high-risk categories mentioned at point 3.1 of the methodology must provide proof of their financial capacity and are required to undergo the financial analysis provided for in point 4 of the same methodology.

b) Grants with a pre-financing value of EUR 600 000 or more

For grants of this type, proof of economic and financial capacity is provided by the following documents:

- the declaration on the honour by the grant applicant (see Annex 1 Declaration on the honour of the Application form);
- the economic and financial capacity analysis form showing the financial data of the economic operator, completed and signed by the operator (see Annex 2 Economic and Financial Capacity Analysis Form of the Application Form);
- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes of the last financial year for which accounts have been closed;
- for economic operators required under national law to keep a simplified set of accounts: the schedule of actual expenditure and income and the annex showing assets and liabilities for the last financial year for which accounts have been closed.

In addition, in case of grants for an action \geq EUR 750 000 or operating grants \geq EUR 100 000¹⁰, an audit report produced by an approved external auditor certifying the accounts shall be provided for the last financial year available. In the event of an

⁸ Article 198 FR

⁹ Article 196FR

¹⁰ Art. 196.1 (d) FR

application grouping several applicants (consortium), the thresholds apply to each applicant.

In the case of legal entities forming **one** applicant (“the sole applicant”), as specified in section 6.1, the above requirements apply to each one of those entities.

On the basis of the documents submitted, if the RAO considers the financial capacity to be weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;

If the RAO considers the financial capacity to be insufficient s/he will reject the application

8.2 Operational capacity¹¹

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. Applicants other than European Heritage Label sites should demonstrate at least 3 years of experience in managing projects in the Heritage sector and have performed activities in connection with the tasks described in point 2.4 about for a minimum of 3 years. The applicants other than European Heritage Label sites should be in a position to allocate a minimum of 1.5 Full Time Equivalent to the action (consolidated effort for the consortium).

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

For applicants that are awarded European Heritage Label sites.

- description of the profile of the people primarily responsible for managing and implementing the action,

For applicants other than designated European Heritage Label sites:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action, including language knowledge profile that should allow for communicating effectively with the other members of the consortium and with the Commission (English at level B2 is required);
- the organisation's activity reports over the last 3 years;
- an exhaustive lists of previous projects and activities performed and connected to the European Heritage Label action and other actions in the field of Heritage.
- A list of projects and activities performed in connection with the tasks described in point 2.4 above.

¹¹ Article 196 FR

In the case of legal entities forming **one** applicant (the "sole" applicant), as specified in section 6.1, the above requirements apply to each one of those entities.

9 AWARD CRITERIA¹²

Eligible applications/projects will be assessed on the basis of the following criteria:

1. Relevance (30)

This criterion will assess: the extent to which the proposal will be able to attract the European Heritage Sites to be part of the network and participate in its activities, as beneficiaries and third parties, and mobilise them to develop joint projects in line with the objectives of the action; whether the proposed activities have the potential to foster the development of joint projects among the EHL sites; the suitability of the proposed mechanisms to develop a framework for networking; the proposed strategy for the sustainability of the network after the support foreseen in this action.

2. Quality of the content and activities, (40)

This criterion will assess the design of the networking and capacity building activities foreseen; the suitability and impact of the communication tools and activities; the proposed methodology of the organisation of the annual conference; the suitability of the web solutions for the external and internal websites for the objectives of the action.

3. Management of the project (30)

This criterion will assess the suitability of the allocation of resources to the different activities; the relevance and allocation of budget to the different activities, including subcontracting; the proposed schedule of activities; the comprehensiveness of the risk management strategy and quality control measures.

Proposals should have a minimum of 50% of the points allocated to each criterion and a minimum total of 60 points to be considered for selection.

10 LEGAL COMMITMENTS¹³

The grant agreement, drawn up in euros and detailing the conditions and level of funding, will be sent to the selected applicant, as well as the information on the procedure to formalise the agreement between the parties.

The 2 copies of the original agreement must be signed first by the beneficiary [on behalf of the consortium] and returned to the Commission immediately. The Commission will sign it last.¹⁴

11 FINANCIAL PROVISIONS

11.1 Eligible costs

Eligible costs shall meet all the following criteria:

¹² Article 199 FR

¹³ Articles 180, 201(1) FR.

- they have been actually incurred by the beneficiary and the affiliated entities
- they must be, directly or indirectly, related to the eligible activities listed under point 6.2
- they have been incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - o The period of eligibility of costs will start as specified in the grant agreement.
 - o If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined in accordance with the international accounting standards and in conformity with the legal requirements where the beneficiary is established;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular as regards economy and efficiency requirements.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The same criteria apply to costs incurred by the affiliated entities.

Eligible costs may be direct or indirect.

11.1.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for calculation of direct personnel costs are provided in Appendix.

- (b) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:*
 - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;*

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (d) *costs of consumables and supplies, provided that they:*
 - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) *are directly assigned to the action;*
- (e) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (f) *costs entailed by subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*

- (g) costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;
- (h) duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

11.1.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be directly attributed to it.

A flat-rate amount of 7% of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant*. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation of the costs is done in a fair, objective and realistic way*.
- b. *record separately*:
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

11.2 Ineligible costs

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the

Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.3 Form of the grant

Reimbursement of costs actually incurred:

The grant will be defined by applying a maximum co-financing rate of 80 % to the total sum of **direct** eligible costs actually incurred and **indirect** eligible costs as defined in section 11.1.2, with a maximum of 500.000 €.

11.4 Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

11.5 Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs and addition of the flat-rate contributions for indirect costs

The amount under step 1 is obtained by application of the reimbursement rate specified in section 11.3 to the eligible costs accepted by the Commission.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the

amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule¹⁵

'Profit' is defined as a surplus, calculated at the payment of the balance, of receipts over the eligible costs of the action or work programme, where receipts are limited to the Union grant and the revenue generated by that action or work programme.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The total receipts of the action are the consolidated total receipts established, generated or confirmed on the date on which the request for payment of the balance is drawn up by the beneficiary.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations¹⁶.

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late) or amounts have not been spent regularly (i.e. wrong or absent justifying documents, wrong application of accounting principles, wrong calculations) and legally (i.e. an obligation under the Agreement, European or national law has been breached, fraud).

The amount of the reduction will be determined wherever possible and practicable, on the basis of costs unduly declared as eligible following acceptance of the revised reports and financial statements submitted by the beneficiary.

Where it is not possible and practicable to quantify precisely the amount of ineligible costs, the amounts to be reduced or recovered may be determined by applying a flat rate proportionate to the degree to which the action has been implemented improperly or to the extent and seriousness of the irregularity / illegality. The beneficiary will be given the opportunity to propose a duly substantiated alternative rate before the reduction or recovery is made.

11.6 Reporting and payment arrangements¹⁷

11.6.1 The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

¹⁵ Article 192 FR

¹⁶ Article 202 FR

¹⁷ Article .115 and 135 FR

Payment request	Accompanying documents
A pre-financing payment ¹⁸ corresponding to 50% of the grant amount	
<p>Interim payment¹⁹.</p> <p>For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Commission shall be maximum 80%.</p> <p>The total amount of pre-financing and interim payments shall not exceed 80% of the maximum grant amount</p>	(a) interim technical report (b) interim financial statement (c) a certificate on the financial statements and underlying accounts where necessary.
<p>Payment of the balance</p> <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order²⁰.</p>	(a) final technical report; (b) final financial statement; (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying accounts where necessary.

Specific reporting requirements

- Interim Technical report to be submitted after 10 months of the start of the project, detailing the activities carried out, the results (qualitative and quantitative), the challenges and difficulties in the implementation of the proposed activities and the corrective measures taken or proposed to overcome these.
- Final technical report to be submitted within 60 days of the end of the project, detailing the activities carried out during the project, the results of these activities (qualitative and quantitative), the challenges and difficulties in the implementation of the proposed activities and the corrective measures taken. The report should also explain if the network will continue its activities in the future and these activities will be sustained.

In case of a weak financial capacity section 8.1 above shall apply.

¹⁸ Article 115

¹⁹ Article 115

²⁰ Article 115

11.7 Other financial conditions

a) Non-cumulative award²¹

An action may only receive one grant from the EU budget.

b) Non-retroactivity²²

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application²³.

c) Implementation contracts/subcontracting²⁴

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU²⁵ or contracting entities in the meaning of Directive 2014/25/EU²⁶ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission.

The Commission may grant approval:

²¹ Article 191 FR

²² Article 193 FR

²⁴ Article 205 FRIR

²⁵ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

²⁶ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC

- (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
- (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties²⁷

The applications may envisage provision of financial support to third parties. In such case the applications must include:

- an exhaustive list of the types of activities for which a third party may receive financial support out of the following fixed list:
Individual or joint projects to be carried out by the sites having received the European Heritage Label under Decision 1194/2011/EU and aiming at the objectives expressed in Article 3 point 3 of the Decision²⁸.
- the definition of the persons or categories of persons which may receive financial support out of the following categories:
Financial support can be provided only to sites having received the European Heritage Label under Decision 1190/2011/EU.
- the criteria for awarding financial support:
- the maximum amount to be granted to each third party and the criteria for determining it as follows:
A maximum amount of 10.000 € can be granted for each project with a maximum of 10.000 € per third party for all projects under the action. The amount will be determined on the basis of actual costs for the project.

The amount of financial support per third party shall not exceed 10.000 €.²⁹

12. PUBLICITY

12.1 By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

²⁷ Article 204

²⁸<https://publications.europa.eu/en/publication-detail/-/publication/dc00b6d0-7eaa-4263-bfa7-e8b696eb23bf/language-en>

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm and the European Commission's visual identity guidelines. For further details you may also contact comm-visual-identity@ec.europa.eu.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2 By the Commission³⁰

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level³¹ if he/she is domiciled within EU or equivalent if domiciled outside EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 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. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the European Commission –Directorate-General for Education, Youth, Sport and Culture, Directorate D – Unit D2, Creative Europe Programme – Culture. .

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 135 of the Financial Regulation 2018/1046³² (for more information see the Privacy Statement on:

³⁰ Article 38, 189 FR.

³¹ European Union Official Journal L 39, of 10 February 2007.

³² OJ L 193 of 30.7.2018, p.1

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process³³.

Applicants will be informed in writing about the results of the selection process.³⁴

Application forms are available as an annex to this call for proposals.

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in **4** copies (one original clearly identified as such, plus 3 copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applications must be sent to the following address³⁵:

*European Commission — Directorate-General for Education, Youth, Sport and Culture
Directorate D — Culture and creativity- Unit Creative Europe
CALL EAC/S39/2018
Mrs Barbara Gessler
J-70 – 2/019
B-1049 Brussels
Belgium*

- By post, date as postmark;
- In person, date as receipt,
- By courier service, date of receipt by the courier service.
- By e-mail, to the email address EAC-CALL-D2@ec.europa.eu, date of e-mail sent.

In case of submission of application documents by electronic means, the electronic documents submitted by means of such systems shall be deemed to be the originals³⁶

➤ Contacts

The contact point for any questions is: EAC-CALL-D2@ec.europa.eu.

Questions about the call for proposals should be sent in writing to this address, at the latest on 18 December 2018.

The European Commission services are closed between 22 December 2018 and 2 January 2019 (included).

³³ Article 151 FR

³⁴ Article 200.7 FR

³⁵ Article 149.5 FR

³⁶ Article 149.4 FR

➤ **Annexes:**

- Annex 1) Application form including checklist of documents to be provided
- Annex 2) Declaration on the honour
- Annex 3) Budget forms
- Annex 4) Model grant agreement
- Annex 5) Financial statement
- Annex 6) List of supporting documents (list of invoices for the submission of final financial reports)
- Annex 7a) Methodology for Evaluating Financial Capacity
Annex 7b) Form for Economic & Financial Analysis

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

In case beneficiary uses a different method of calculating personnel costs, the Commission may accept it, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{*monthly rate for the person*

multiplied by

number of actual months worked on the action}}

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{*annual personnel costs for the person*

divided by 12} using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{*monthly rate for the person multiplied by pro-rata assigned to the action*

multiplied by

number of actual months worked on the action}}

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{*hourly rate for the person multiplied by number of actual hours worked on the action*}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Records and other documentation to support the personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.