Ministry of Labour, Social Solidarity and Family

PHARE 2004 – 2006 PROGRAM
ECONOMIC AND SOCIAL COHESION
SOCIAL SERVICES PROJECTS

Guidelines
for grant applicants
responding to the call for proposals
for 2004
Open Call for Proposal

Budget line(s) Phare/2004/016-772.04.02

Reference: call for proposals number:02
Deadline for receipt of applications: 29 September 2006
NOTE!!!

The evaluation of your application will only be performed if your concept note is provisionally selected. Your application will then undergo the evaluation. The eligibility conformity check will only be performed for the proposals that have been provisionally selected according to the score obtained after the final evaluation, on the basis of the supporting documents which will be requested by the Ministry of Labour, Social Solidarity and Family as Contracting Authority by regional PIU’s and the Declaration by the applicant signed and sent together with the application.
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1. PHARE 2004 - 2006 – ECONOMIC AND SOCIAL COHESION – HUMAN RESOURCES DEVELOPMENT – SOCIAL SERVICES GRANT SCHEME

1.1 BACKGROUND

One of the priority objectives for the Government Program is to continue the reform in the social assistance field while making efficient the social services and benefits system, and enhancing the institutional responsibility as regards the provision of these services and benefits. When analyzing the overall dimensions of the Romanian social protection system one can see the central part played by social assistance in curbing and inasmuch as possible eradicating poverty.

The social policy is focused on reducing inequality and imbalance and promoting social cohesion. The latter creates, together with the economic occupational policies, the mechanism necessary to combat poverty, to improve living and work conditions, and contributes to life quality improvement.

The general objective of the National Development Plan 2004 – 2006, in the field of Human Resources Development, is the adaptability and the employment, as well as the promotion of the social inclusion of social groups exhibiting great risk of exclusion from the labour market.

Human Resources Development plays an important part among the actions foreseen in Romania’s regional policy. To this view, the third priority of the National Development Plan 2004 – 2006 refers to „The Development of Human Resources, increase of employment rate and combating of social exclusion”.

By way of the Government Program, the Romanian Government has decided to develop and diversify the social services provided to vulnerable groups that are not covered by existing services. The extremely important role-played by the social services in a permanently changing society results from the social and economic transformations that have serious effects as they either generate vulnerability or enhance the vulnerability of certain categories of individuals.

The Ministry of Labour, Social Solidarity and Family intends to use the Law no.705 / 2001 on the national social assistance system. This is a framework law, as well as internationally funded national programs and projects, in order to sustain the development of social services designed for the categories of individuals that are in difficulty, and run the risk of social marginalization. To this view, in 2003 was approved the Government Ordinance no. 68 on social services, approved by the Law no. 515 / 2003 and modified by the Government Ordinance no. 86 / 2004. The latter defining the types of social services, the categories of beneficiaries, the services providers and the personnel involved in the provision of these services, the stages in the process of social services provision, the responsibilities of local and central authorities, the financing principles, as well as the modalities of assessment, monitoring and control.

To date, the National Strategy on Social Services Development was adopted by the No. 1826 / 2005 Governmental Decision, as well as an action plan for the implementation of the strategy, whose objectives focus on the following principles:

1. To elaborate a map of social services provided in Romania
2. To redefine and implement a new structure and organization of the social services
3. To develop and manage proactive provision of social services, that are adapted to the needs of the population

In line with the programmatic documents, this non-reimbursable financing scheme has the following main objectives: to develop and diversify social services, to enhance local authorities’ capacity to provide social services in accordance with the needs and priorities identified at national and local level, and to promote and reinforce partnership, viewed as a fundamental actor in the social services provision.
1.2 Objectives of the Programme and Priority Issues for 2004, 2006

General objective:
Support to the Government of Romania in implementing a multiannual integrate policy of regional development by developing social services projects in accordance with the provisions of the National Development Plan (NDP) and in correlation to the national policies of economic and social cohesion.

Specific objectives:
The general objective shall be attained by establishing an integrate set of actions, with immediate objectives and specific priorities.

The objectives and priorities for the Human Resources Development component are in conformity with the National Development Plan for 2004 – 2006 and with the National Social Services Strategy.

*The immediate specific objective of the present open call for proposals is „To develop local authorities’ capacity of providing quality social services in the context of the deficit of social services at national level”.*

1.3 Financial Allocation Provided by the Contracting Authority

The overall indicative amount made available under this call for proposals is **10.67 MEuro**. The MoLSSF as Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot/geographical distribution:

<table>
<thead>
<tr>
<th>BUDGET 2004</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIORITY B/MEASURE C</td>
<td></td>
</tr>
<tr>
<td>Sub-project 1 - Investment, per region:</td>
<td>10,670,000</td>
</tr>
<tr>
<td>Out of which:</td>
<td></td>
</tr>
<tr>
<td>1. North - East 21,57%</td>
<td>2,302,000</td>
</tr>
<tr>
<td>2. South - East 13,92%</td>
<td>1,485,000</td>
</tr>
<tr>
<td>3. South - Muntenia 16,07%</td>
<td>1,715,000</td>
</tr>
<tr>
<td>4. South - West Oltenia 11,99%</td>
<td>1,279,000</td>
</tr>
<tr>
<td>5. West 8,84%</td>
<td>943,000</td>
</tr>
<tr>
<td>6. North – West 11,57%</td>
<td>1,235,000</td>
</tr>
<tr>
<td>7. Centre 11,03%</td>
<td>1,177,000</td>
</tr>
<tr>
<td>8. Bucharest - Ilfov 5,01%</td>
<td>535,000</td>
</tr>
</tbody>
</table>

In the case where the minimum percentage foreseen for a specific lot cannot be use due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.
Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts:

I. For primary social services (for details/definitions see section 2, p. 2.1.3, paragraph „Activity of action”)
   • Minimum amount: 10.000 EUR
   • Maximum amount: 50.000 EUR

II. For specialized services (for details/definitions see section 2, p. 2.1.3, paragraph „Activity of action”)
   • Minimum amount: 50.000 EUR
   • Maximum amount: 200.000 EUR

A grant may not be for more than:
   • 90 % of the total eligible costs of the action for the primary social services projects – co financing of 10 %;
   • 80 % of the total eligible costs of the action for the specialized social services projects – co financing of 20 %.

(see section 2, p. 2.1.1)

The 10 % and respectively, 20 % shall be financed by the applicant’s or partners’ own resources or from other sources than the European Commission’s budget or the European Development Fund. **Applicants’ co financing must be cash alone.**
2. RULES OF THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this call, in conformity with the provisions of the Practical Guide (available on the Internet at this address: http://europa.eu.int/comm/europeaid/tender/gestion/index_en.htm).

When elaborating the projects intended to receive non-reimbursable financing, the following principles shall be kept in mind:

- Resources shall be directed, in accordance with the needs in the field of social services, to the groups that run social and economic risks;
- Community participation shall be encouraged, and both community members and local authorities shall be involved in the decision making process regarding the types of social services that should be proposed for financing;
- Local authorities shall be encouraged to conclude and to actively take part in partnerships with other local administrative authorities, nongovernmental organizations, as well as other institutions involved in the social field;
- Relations among community members, social assistance public services and local authorities shall be enhanced;
- Ensure the sustainability of projects to be financed;
- Ensure optimal level of project cost-result ratio;
- Ensure transparency in budget management;
- Projects should be replicable, cost-effective and complementary;
- Projects shall contribute to the implementation of the Priority Measures and Action Plan for EU Accession.

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- organisations which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- types of costs which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, the applicant must meet the following conditions:

- The applicant shall be any structure within the county council, local council or any public institution having responsibilities in the social assistance field, accredited in accordance with the currently in force legislation, and providing social services. The applicant could submit a grant application either alone or in partnership with another institution/organisation.

The applicant can be:

- The General Directorates for social assistance and child protection within the county councils;
- Social assistance public services or social assistance departments within local councils;
- Public institutions which have social assistance departments/units.
• The applicant shall have their registered headquarters in Romania. In case of partnerships, the partners –
other than the leading institution – can have their registered headquarters abroad, in a European Union
member country or a SAP or Phare country, as stipulated by the Council Rule 769/04/2004;

• The applicant shall be responsible for the preparation, management and implementation of the project and
shall not act as intermediary;

• Each applicant (or consortium) shall bring their own contribution of:
  • minimum 10 % of total project costs in the case of primary social services projects;
  • minimum 20 % of total project costs in the case of specialized social services projects.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have
entered into an arrangement with creditors, have suspended business activities, are the subject of
proceedings concerning those matters, or are in any analogous situation arising from a similar
procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning professional conduct by a judgement which
has the force of res judicata (i.e., against which no appeal is possible);

(c) they are guilty of grave professional misconduct proven by any means which the Contracting
Authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the
payment of taxes in accordance with the legal provisions of Romania;

(e) they have been the subject of a judgment which has the force of res judicata for fraud,
corruption, involvement in a criminal organisation or any other illegal activity detrimental to the
Communities' financial interests;

(f) they have been declared to be in serious breach of contract for failure to comply with their
contractual obligations in connection with a procurement procedure or other grant award
procedure financed by the Community budget.

Applicants are also excluded from participation in calls for proposals or the award of grants if, at the time of
the call for proposals, they:

(g) are subject to a conflict of interests;

(h) are guilty of misrepresentation in supplying the information required by the Contracting
Authority as a condition of participation in the call for proposals or fail to supply this
information;

(i) have attempted to obtain confidential information or influence the evaluation committee or the
Contracting Authority during the evaluation process of current or previous calls for proposals.

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two
years from the time when the infringement is established. In the cases referred to in points (b) and (e), the
exclusion applies for a period of four years from the date of notification of the judgment.

In part VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do
not fall into any of the above categories (a) to (f).

### 2.1.2 Partnerships and eligibility of partners

Applicants may act individually, as social services providers accredited in conformity with enforced
legislation or in partnership (consortium) with any other institution / organisation (see section 2.1.1 the
above) in accordance with project objectives and activities.
Partners of Social Service Providers can be public or private non-profit making organisations, such as:

- general directorates of social assistance and child protection from others county councils level;
- social assistance public services or social assistance departments from others local councils level;
- public institutions which have developed social assistance departments with responsibilities in social field;
- public institutions such as hospitals, schools, universities, prisons, police, churches, and so on;
- non governmental organizations;
- county employment agency;
- accredited training providers;
- any other public or private organisations which could bring an added value to the social services to be created.

In order to have a smooth implementation period it is recommended (but not mandatory) that the maximum number of partners into consortium is no more then three including the leader of the project.

Applicants’ partners participate in designing and implementing the project activities (except for the project management related activities, which are applicants sole responsibility according to section 2.1.1, mentioned above). They must therefore satisfy the same eligibility criteria as applicants.

Partnerships are encouraged in order to ensure the sustainability of the project outcomes. An organization can be partner in more projects, if it has the capacity to provide all the needed resources for each project and by avoiding overlapping activities. From this point of view, all the partners including the leader of project must be carefully when they sign the Partnership Accordance in conformity with the model from Grant Application Form (Annex A).

The following are not partners and do not have to sign the “partnership statement”

Subcontractors

Sub contractors aren’t partners and they must abide by provisions of Annex IV from Grant Contract. The applicant will act as leader organization and, if the project will be selected, as contracting part (Beneficiary).

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration

1. Duration: the duration of a project shall be between 12 months and 18 months.

Sectors or themes

Social Services Projects proposed must comply with the objectives and priorities established at national level for social services development as are identified in National Strategy for Social Services, National Plan of Development 2004 – 2006, as well as in local priorities established by counties plans of social services development.

Location

The target groups and the project activities must take place in counties where is the applicant is located.
Types of action

Are eligible for financing the projects which include all types of social services provided in Ordinance of Government no. 68 / 2003 regarding the social services with all subsequent changes and completions such as:

(i) Primary social services and  
(ii) Specialized / integrated social services.

i) primary social services are meant for the prevention or limitation of difficulty or vulnerability situations that may result in marginalization or social exclusion.

ii) specialized / integrated social services aim at maintaining, recovering or developing the individual capacities in order to overcome a social need situation. Medical services mentioned in art. 54 of GO 68/2003 will receive funding within this program only for the social activities to be undertaken.

The main activities that could be developed are the following:

1. The primary social services (proximity services) focused on:
   a) day-care and vocational (occupational therapy included) centers for all vulnerable groups and for different age groups (children, adults, elderly).
   b) counseling of the vulnerable groups such as: elderly, drug abuse, neglected persons, families in difficulties, persons with disabilities, young persons who leave the child protection institutions, so on;
   c) designing the plan of intervention including material and financial support to persons and families with insufficient incomes and that cannot cover their minimal needs, as stipulated by the legal regulations in force;
   d) emergency measures for the following categories of persons: homeless, victims of the people trafficking, family violence, as well as any person in difficulty;
   g) information on social protection measures;
   h) any other type of services addressing the immediate needs of the vulnerable groups and their families

2. The specialized/integrated services:
   a) hosting, providing care, recovering, rehabiliting and socially reinserting the elders, the disabled persons, the persons with chronic diseases, the alcohol or drug addicts, the victims of the family violence or of people trafficking;
   b) providing specialized support and assistance to the children and families in difficulty;
   c) providing temporary shelters and supporting participation in education to disabled children or young persons or to the children or young persons facing adjustment difficulties through specialized counseling, after school and remedial teaching in correlation with the educational system;
   c) providing temporary shelters to the young persons that leave the child protection system on a determined period of time, according to the legislation in force;
   d) providing social and professional insertion to the young persons who leave the child protection system;
   e) providing temporary shelters to homeless and counseling services;
   f) providing assistance and support in order to ensure an autonomous and active life for the elders, as well as care services for the dependant elders;
   g) providing support measures for the integration in the labour field, other that the ones stipulated by the Labour Code, including protected workshops;
   h) providing re-adjustment, pre-orientation and professional re-education measures stipulated by the legislation in force;
   i) hosting and providing care in emergency situations, with or without housing, providing support or social company, adjusting to an active life or socially and professionally inserting the persons or families in difficulty or in risk situations;
   j) providing identification, help, support, formation or information, counseling, expertise or coordination in order to prevent any form of dependence;
k) providing pilot social activities, measures and services;
l) any other integrated services which will be identified by the authorities in order to have a better response to the social needs.

It will be necessary to demonstrate that every project addresses at least one of the national priorities or at least one of the priorities identified by counties plans for social services development.

The following activities are ineligible:

- individual sponsorships for participation in workshops, seminars, conferences, congresses;
- individual scholarships for studies or training courses;
- subcontracting all the activities for social services development; though subcontracting is allowed for a maximum 30% of the grant value
- commercial activities or any others activities generating profit;
- activities of grants (for example: using the projects funds for grant or lend others organizations);
- works activities which exceed 10% from the total amount of the project;
- study visits or any other activity which involve international travel;
- activities already financed or in process of financing from state budget or others sources. In relation with this matter, the beneficiaries of grant must give a written statement whereby to acknowledge that double funding of the same project is not allowed.

Number of proposals and grants per applicant

An applicant may submit more then one proposal, providing for each project different management team.

An applicant may be awarded more than one grant under this open call for proposals if it hasn’t been found an overlap of the projects activities and if they have enough capacity to provide all needed resources for each project. When complete the Grant Application Form (Annex A), please write all requested information from Section 5.2 and accorded attention to the “Partnership Declaration” from Section III.2 and the “Applicant Declaration” from Section IV.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only “eligible costs” can be taken into account for a grant. These are detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs, not lump sums (except for subsistence costs and indirect costs).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget. The checks may give rise to requests for clarification and may lead the Contracting Authority to impose reductions.¹

It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

Eligible direct costs

To be eligible under the call for proposals, costs must:

¹ Please note that possible modifications of the budget may not lead to an increase of the amount of the grant requested from the European Commission nor of the percentage of the co-financing.
be necessary for carrying out the action, be provided for in the contract annexed to these Guidelines and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;

have actually been incurred by the beneficiaries or their partners during the implementing period for the action as defined in Article 2 of the Specific Conditions, whatever the time of actual disbursement by the Beneficiary or a partner; this does not affect the eligibility of costs for preparing the final report and as the case may be, of the final expenditure verification and final evaluation. The costs incurred by the beneficiaries’ associates are not eligible (with the exception of subsistence and/or travel costs)

Are considered to have been incurred during the implementation period of the Action the costs of goods/services/works used/provided/delivered during the implementation period of the Action. The relevant contracts may have been awarded by the Beneficiary or his partners before the implementation period of the Action started, provided the provisions of Annex IV to the contract were respected. Such costs must be paid for before the final report is finalised.

be recorded in the Beneficiary's or the Beneficiary's partners' accounts or tax documents, be identifiable and verifiable, and be backed up by originals of supporting documents.

Subject to those conditions and where relevant to the contract-award procedures being respected, eligible direct costs borne by the Beneficiary and his partners include:

the cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;

costs arising directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audit, translation, printing, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the prior written authorisation of the Contracting Authority.

Eligible indirect costs (overheads)

A lump sum not exceeding 7% of the total amount of the eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Applicant for the project.

Indirect costs are ineligible if the Applicant receives in other respects an operating grant from the European Commission.

The projects with indirect costs bigger then 7 % will be rejected as ineligible.
Contributions in kind

Any contributions in kind made by the Applicant or the Applicant’s partners or any other source, which must be listed in Section I.4 of the application form, do not represent actual expenditure and are not eligible costs. They may not be treated as co-financing by the Applicant. The cost of staff assigned to the project is not a contribution in kind and may be considered as co-financing in the Budget for the project when paid by the Applicant or his partners.

However, the Applicant must undertake to make such contributions as stated on the application form if the grant is awarded.

Ineligible costs

The following costs are not eligible:
– debts and provisions for losses or debts;
– interest owed;
– items already financed in another framework;
– purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
– currency exchange losses;
– taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
– credits to third parties
2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application form

Applications must be submitted using the application form annexed to these Guidelines (Annex A). This form includes a concept note, which must also be completed. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order.

Applicants must apply in Romanian language but providing also a summary of the project in English in conformity with Annex F format.

Please complete the application form carefully and as clearly as possible so that it can be assessed properly. The applicant should be precise and provide enough detail to ensure the application is clear, particularly as to how the aims of the action will be achieved, the benefits that will flow from it and the way in which it is relevant to the programme's objectives.

Any error related to the points listed in the Checklist (section V of the grant application) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) will lead to the immediate rejection of the proposal.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. No supplementary annexes should be sent.

2.2.2 Where and how to send the applications

Applications must be received in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional PIU</th>
<th>Address</th>
<th>Phone / Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>North - East</td>
<td>PIU North - East</td>
<td>Privighetorii Street , Bl. B 2, Parter,</td>
<td>Tel: 0233 / 237.780 / 231.950</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Piatra-Neamț, Jud. Neamț</td>
<td>Fax: 0233 / 213.424</td>
</tr>
<tr>
<td>South - East</td>
<td>PIU South - East</td>
<td>Grădini Public Street, no. 18, Brăila, Jud. Brăila</td>
<td>Tel: 0239 / 613.301 / 611.386</td>
</tr>
<tr>
<td>South Muntenia</td>
<td>PIU South Muntenia</td>
<td>Sloboziei Street, no. 4bis, Călărași , Jud. Călărași</td>
<td>Tel: 0242 / 316.542 / 331.693</td>
</tr>
<tr>
<td>South - West Oltenia</td>
<td>PIU South – West Oltenia</td>
<td>Eugen Caranda Street, no.13A, Craiova, Jud. Dolj</td>
<td>Tel: 0251 / 306.100 / int. 124</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: 0251 / 306.099</td>
</tr>
<tr>
<td>West</td>
<td>PIU West</td>
<td>Republicii Street, no.21, Timișoara, Jud. Timiș</td>
<td>Tel:0256 / 294.231 / 294.234</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fax: 0256 / 294.627 / int.111</td>
</tr>
<tr>
<td>North - West</td>
<td>PIU North - West</td>
<td>George Coșbuc Street, no. 2, Cluj-Napoca, Jud. Cluj</td>
<td>Tel: 0264 / 595.214 / 592.032</td>
</tr>
<tr>
<td>Centre</td>
<td>PIU Centru</td>
<td>Zorilor Street , no.10, Bl. Columna, Alba-Iulia, Jud. Alba</td>
<td>Tel / Fax : 0258 / 811.470</td>
</tr>
<tr>
<td>Bucharest / Ilfov</td>
<td>PIU Bucharest / Ilfov</td>
<td>Splătârul Preda Street, no.12, sect.5 București</td>
<td>Tel: 021 / 3.355.508 / int. 223</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>021 / 3.360.923 / 3.362.245</td>
</tr>
</tbody>
</table>
Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (concept note, full application form, budget, logical framework) must be submitted in one original and three (3) copies. The complete application form, budget and logical framework must also be supplied in electronic format (floppy disc or CD-Rom). The electronic format must contain exactly the same proposal as the paper version enclosed. Each component of the application (concept note, application form, budget and logical framework) must be submitted in a separate and unique electronic file (for ex. the application form must not be split into several different files).

The Checklist (Section V of the grant application form) and the Declaration by the applicant (Section VI of the grant application form) must be stapled separately and enclosed in the envelope.

So as to facilitate the processing of applications, please present the original dossier and the three (3) copies in A4 size, each bound.

Where an applicant sends several different proposals, each one has to be sent separately.

The outer envelope must bear the reference number and the title of the call for proposals, together with the title and number of the lot, the full name and address of the applicant, and the words "NOT TO BE OPENED BEFORE THE OPENING SESSION" and "A NU SE DESCHIDE ÎNAINTE DE SESIUNEA DE DESCHIDERE".

Applicants must verify that their application is complete using the checklist (section V of the grant application form). Incomplete applications will be rejected.

2.2.3 Deadline for receipt of applications

The deadline for the receipt of applications is 29.09.2006 at 16:30 local time. Any application received after the deadline will automatically be rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the private courier service.
2.2.4 Further information

All information session on this call for proposals will be announced on the internet at website http://www.mmssf.ro/website/ro/autoritate.jsp Alternatively, information may be obtained through the PIUs.

Questions may, in addition, be sent by e-mail or by fax no later than 21 days before the deadline for the receipt of proposals to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: servicisociale2004@amposdru.mmssf.ro

Fax: 021 315 02 06

Replies will be given no later than 11 days before the deadline for the receipt of proposals.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or a project.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet address http://www.mmssf.ro/website/ro/autoritate.jsp
2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the regional evaluation committees with the possible assistance of external assessors. The regional commissions of evaluation will be organised at the regional PIU level. All projects submitted by applicants will be assessed according to the following steps and criteria:

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected (see paragraph 2.2.3).

- The application form satisfies all the criteria mentioned in the Checklist (Section V. of the grant application form). If any of the requested information is missing or is incorrect, the Evaluation Committee will request clarification(s), which are to be received within 72 hours from the moment of sending the request, and the proposal, along with the new elements, will be evaluated further.

Following the opening session and the administrative check, the Contracting Authority by the PIU’s will send a letter to all applicants, indicating whether their application was received prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the checklist and whether their concept note has been recommended for evaluation. 2

A list of the proposals received will be published on the same internet address where all the documents of the call have been published (under the “closed” section).

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The concept notes having respected the deadline and satisfied the criteria mentioned in the checklist will undergo an evaluation of the relevance of the project, its methodology and sustainability, as well as of the operational capacity and expertise of the applicant.

The concept note will be given an overall score out of 50 as shown in the Evaluation grid below. This first evaluation will lead to a provisional selection. Only those which will have passed this first selection will see their full application assessed.

Please note that the scores awarded to this concept note are completely separate from those given in the second phase.

<table>
<thead>
<tr>
<th>1. Summary of the action</th>
<th>NO SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Relevance</td>
<td></td>
</tr>
<tr>
<td>2.1 How relevant to the needs and constraints of the target region is the proposal?</td>
<td>5</td>
</tr>
<tr>
<td>2.2 How appropriate are the problems and the needs identified?</td>
<td>5</td>
</tr>
<tr>
<td>2.3 How clearly defined and strategically chosen are those involved? (final beneficiaries, target groups)</td>
<td>5</td>
</tr>
<tr>
<td>2.4 How relevant is the proposal to the objectives and guiding principles of this call for proposal?</td>
<td>5</td>
</tr>
</tbody>
</table>

2 Please note that the length of period between the opening session and the sending of this letter will depend on the number of proposals received.
2.5 Does the proposed action have an added value by reference to other interventions? 5

3. Methodology and Sustainability 15

3.1 Are the activities proposed appropriate, practical and consistent with the objectives and expected results? 5

3.2 Is the partners' level of involvement and participation in the action satisfactory? 5

3.3 Are the expected results of the action likely to have a sustainable impact on the target groups? Will it have multiplier effects? 5

4. Operational capacity and expertise 10

4.1 Does the applicant have sufficient expertise in project management? 5

4.2 Do the applicant and partners have sufficient technical expertise (notably a knowledge of the questions to be addressed)? 5

TOTAL SCORE 50

Please note:

Scoring:

Please note the following important information:

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good

Only the applicants who have been given a total average score of minimum 30 points will have their full application forms evaluated.

Following the evaluation of the concept note, the Contracting Authority by PIU’s will send a letter to the applicants, whose concept note has been evaluated, indicating the scores obtained for this first part of the evaluation, notifying whether their full application form will be evaluated further or not.

(3) STEP 3: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budget, and the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the project is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed project. This also applies to any partners of the applicant.

3 Please note that the length of period between the opening session and the sending of this letter will depend on the number of proposals received
**The award criteria** allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities set, and grant to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community / EDF financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Please note:

**Scoring:**

The evaluation criteria are divided into sections and subsections. Each subsection must be given a score between 1 and 5 in accordance with the following guidelines:

1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good

**Note on Section 1. Financial and operational capacity**

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

**Note on Section 2. Relevance**

If the total average score is less than 16 points for section 2, the Evaluation Committee will reject the proposal.

**Provisional selection**

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

**Evaluation Grid**

<table>
<thead>
<tr>
<th>Section</th>
<th>Maximum Score</th>
<th>Application form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial and operational capacity</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>1.1 Do the applicant and partners have sufficient experience of project management?</td>
<td>5</td>
<td>II.4.1 and III.1</td>
</tr>
<tr>
<td>1.2 Do the applicant and partners have sufficient technical expertise? (notably knowledge of actions to be undertaken.)</td>
<td>5</td>
<td>II.4.1 and III.1</td>
</tr>
<tr>
<td>1.3 Do the applicant and partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?</td>
<td>5</td>
<td>II.4.2 and III.1</td>
</tr>
<tr>
<td>1.4 Does the applicant have stable and sufficient sources of finance?</td>
<td>5</td>
<td>II.4.2</td>
</tr>
<tr>
<td>2. Relevance</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals?</td>
<td>5 x 2</td>
<td>I.1.6.1</td>
</tr>
<tr>
<td>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority. Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities…</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 How relevant to the particular needs and constraints of the target</td>
<td>5</td>
<td>I.1.6.2</td>
</tr>
</tbody>
</table>
county/counties or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)

| 2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 5 x 2 | I.1.6.3 and I.1.6.4 |

3. Methodology

| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 | I.1.7 and I.1.8.5 |

| 3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation?) | 5 | I.1.8 |

| 3.3 Is the partners' level of involvement and participation in the action satisfactory? Note: If there are no partners the score will be 1. | 5 | I.1.7 and I.1.8.5 |

| 3.4 Is the action plan clear and feasible? | 5 | I.1.9 |

| 3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action? | 5 | Logframe |

4. Sustainability

| 4.1 Is the action likely to have a tangible impact on its target groups? | 5 | I.2.1 |

| 4.2 Is the proposal likely to have multiplier effects? (including scope for replication and extension of the outcome of the action and dissemination of information.) | 5 | I.2.2 and I.2.3 |

| 4.3 Are the expected results of the proposed action sustainable: - financially (how will the activities be financed after the funding ends?) - institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?) - at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc.)? | 5 | I.2.4 |

5. Budget and cost-effectiveness

| 5.1 is the ratio between the estimated costs and the expected results satisfactory? | 5 | I.3 |

| 5.2 Is the proposed expenditure necessary for the implementation of the action? | 5 x 2 | I.3 |

Maximum total score

| | 100 |

(4) STEP 4: Eligibility of the applicant and partners

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see 2.4) will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents will lead to the automatic rejection of the proposal on that sole basis.

- The eligibility of the applicant, the partners, and the project will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.
2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the regional PIUs. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The legal provision of the applicant organisation and the status of each partner organisation. Where the Contracting Authority has recognized the applicant’s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g. copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.

2. Where the grant requested exceeds EUR 100 000 (EUR 50 000 for an operating grant), an external audit report produced by an approved auditor, certifying the accounts for the last financial year available (2005) and giving an assessment of the viability of the applicant. The auditor does not have to analyse the applicant’s future financial viability, but to find out any worrying elements concerning its financial health, which is a normal part of the annual audit of the applicant’s accounts. This obligation does not apply to public bodies.

3. Copy of the most recently financial situation (balance and the profit and loss account at 31.12.2005).

4. Legal entity sheet (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein.

5. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.

The supporting documents requested must be supplied in the form of originals or photocopies of the said originals.

1. Declaration by the applicant – the applicant and its partners (where applicable) do not fall into any of the categories mentioned at chapter 2.1.1 (2) from (a) to (g) the above – in original;
2. Declaration by the applicant - the applicant and its partners (where applicable) do not have other founds for the present project activities – in original;
3. The project manager and key experts CVs, marking the position / the role in project, including the person signature (in conformity with form from Annex I) – in original;
4. Statement issued by the territorial Financial Administration certifying that the Applicant has no fiscal debts, no social insurance contribution debts, unemployment fund, health insurance fund, for previsions months of the date on which the application is submitted – in original; in case the partners have the residence out of Romania, in a UE, SAP, Phare country or Turkey, they must present the most recently statement issued by the competent authorities of respectively country, certifying they have no debts as the above – in original;
5. Declaration concerning the provision of funds to carry out at least 3 years from the grant being completed;
6. Statement - ROLEG issued by Commerce Register, certifying that the applicant is no in bankrupt or being wound up, aren’t having their affairs administrated by the court haven’t entered into any arrangement with creditors, haven’t suspended activities or aren’t in any analogous situation arising from a similar procedure provided for in present national legislation or regulation – in original; if the partners have the residence out of Romania, in UE, SAP, Phare country or Turkey, they must present the most recently juridical statement

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4 To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.
5 Insert only if applicable, in the light of the grant amounts to be awarded under the call for proposals.
6 Insert this mention only where public bodies are eligible for the call for proposals, and if the Contracting Authority, depending on its analysis of the management risks, decides to exempt them from this obligation.
issued by an juridical or administrative authority from their country, certifying they aren’t in any situation presented above – **in original**;
7. The certificate of accreditation or the Decision provided by the territorial Directorate for labour, social solidarity and family proving the social services provider are accredited in according with the Romanian legislation – **in copy**;
8. Partnership statement for the projects proposed by consortiums, signed by all the partners (see the form recommended in Annex J) – **in original**.

Where such documents are not in English, the translation in English of the relevant parts of these documents, proving the applicant’s eligibility, must be attached and will prevail for the purpose of analyzing the proposal.

If these documents are not provided before the set deadline (10 working days from the receipt of the letter sent by the PIU), the application will be rejected.
2.5 **NOTIFICATION OF THE CONTRACTING AUTHORITY’S DECISION**

### 2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority’s decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- the application was received after the closing date;
- the application was incomplete or otherwise non-compliant with the stated administrative conditions;
- the applicant or one or more of its partners was not eligible;
- the action was ineligible (e.g. the action proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);
- the proposal was not relevant enough and/or the applicant's financial and operational capacity was not sufficient;
- the proposal was considered technically and financially inferior to the proposals selected;
- although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score;
- several proposals were submitted by the same applicant and selected for financing, but the applicant does not have the financial and operational capacity required to implement the actions all together;
- one or more of the requested supporting documents were not provided before the set deadline.

The Contracting Authority’s decision to reject an application or not to award a grant is final.

### 2.5.2 Indicative time table

The date on which the Contracting Authority plans to inform the applicants about the outcome of the opening session and the administrative check is 10th of October 2006 - this date is indicative only.

The date on which the Contracting Authority plans to inform the applicants about the outcome of the evaluation of the concept note is 20th of October 2006 - this date is indicative only.

The date on which the Contracting Authority plans to inform the applicants about the outcome of the evaluation of the full application form is 10th of November 2006 - this date is indicative only.

The date on which the Contracting Authority plans to announce the award decision after having verified the eligibility of applicant and partners is 20th of November 2006 - this date is indicative only.

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7   Deadlines should be provided, explaining the length according to the numbers of proposals received.
2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY \'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority \'s standard contract (see Annex F).

The date planned for the start of actions, following the signing of the contract by the parties, is 2006 November 30 - this date is indicative only. The projects should all be finished before 2007 November 30 for projects with 12 months duration and 2008 May 15 for the projects with 18 months duration.

The contract will, in particular, establish the following rights and obligations:

Audit firm

The name and address of the audit firm which will carry out the expenditure verification(s) referred to in article 15.6 of annex II to the standard grant contract, if such verifications are required, will have to be included in Article 5.2 of the contract.

Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As explained in point 2.1.4, this amount is based on the budget, which is itself only an estimate. As a result, it will be final only once the action has ended and the final accounts have been presented (see Articles 17.1 and 17.2 of the General Conditions).

Failure to meet the objectives

If the Applicant fails to implement the action as undertaken and agreed in the contract, the Contracting Authority has reserves the right to suspend payments, and/or to terminate the contract (see Article 11 of the General Conditions). The Contracting Authority \'s contribution may be reduced, and/or the Contracting Authority may demand full or partial repayment of the sums already paid, if the Applicant does not fulfil the terms of the contract (see Articles 12.2 and 17.4 of the General Conditions).

Amendments to the contract and variations within the budget

Any amendment to the contract must be set out in a written addendum to the original contract (Article 9.1 of the General Conditions). However, some amendments (addresses, bank account, etc.) may simply be notified to the Contracting Authority (see Article 9.2 of the General Conditions).

The description of the Action (Annex 1 to the contract) and budget items may vary from the original figures provided that the following conditions are met:

1. they do not affect the basic purpose of the action; and
2. the financial impact is limited to a transfer between items within a single main budget heading or to a transfer between the main budget headings involving a variation of less than 15% of the original amount (as the case may be modified by addendum) of each relevant main budget heading.

In such instances, the Applicant may make alterations to the budget, and inform the Contracting Authority.

This method may not be used to amend the heading for overhead costs and contingency reserve (see Article 9.2 of the General Conditions).

In all other cases, a written request must be made in advance to the Contracting Authority and an addendum is required.
Reports

Reports must be drafted in the language provided for in the contract. Narrative and financial reports conforming to the models attached to the contract are to be supplied together with payment requests (other than the first instalment of pre-financing).

Additional information

In accordance with Article 2.2 of the General Conditions, the Contracting Authority may request additional information.

Payments

The Beneficiary will receive pre-financing.

If the overall duration of the action does not exceed 12 months or if the grant does not exceed EURO 45 000, the pre-financing will be 80% of the grant.

If the overall duration of the action exceeds 12 months and if the grant exceeds EUR 45 000, the first pre-financing instalment will be 80% of the forecast budget for the first 6 months of the action (see Article 15.1 of the General Conditions). In that case, subsequent pre-financing payments may be made upon submission by the Applicant, and approval by the contracting authority, of an interim report and a work plan and budget for the following period (see Article 15.1 of the General Conditions).

If the overall duration of the action does not exceed 18 months or if the grant does not exceed EURO 150 000, the pre-financing will be 80% of the grant.

If the overall duration of the action exceeds 18 months and if the grant exceeds EUR 150 000, the first pre-financing instalment will be 80% of the forecast budget for the first 12 months of the action (see Article 15.1 of the General Conditions). In that case, subsequent pre-financing payments may be made upon submission by the Applicant, and approval by the contracting authority, of an interim report and a work plan and budget for the following period (see Article 15.1 of the General Conditions).

The final balance will be paid upon submission by the Applicant and approval by the Contracting Authority of the final report (see Article 15.1 of the General Conditions).

Payments will be made to an Action-specific bank account or sub-account which identifies the funds paid by the Contracting Authority.

Accounts of the action

The Applicant must keep accurate and regular records and dedicated, transparent accounts of the implementation of the action (see Article 16.1 of the General Conditions). It must keep these records for seven years after payment of the balance.

Expenditure verification

A report on the verification of the Project’s expenditures, produced by an approved auditor must be attached to:

- any request for a further pre-financing payment if the sum total of the earlier and the new pre-financing payments exceeds EUR 750 000;
- any request for payment of the balance in the case of a grant of more than EUR 100 000
- any request for payment of over EUR 100 000 for the financial year, in the case of an operating grant
In an expenditure verification report conforming to the model attached at Annex VII to the contract, the auditor will certify that the costs declared by the Applicant are real, exact and eligible in accordance with the Contract (see Article 15.6 of the General Conditions).

The contract will permit the Commission, the European Anti-Fraud Office, the European Court of Auditors and the external auditor to carry out both record-based and on-the spot inspections of the action (see Article 16.2 of the General Conditions).

Publicity

Appropriate visibility and credit must be given to the grant made by the European Union, for example, in reports and publications stemming from the action or during public events associated with the action, etc. (see Article 6 of the General Conditions).

Implementation contracts

Where implementation of the action requires the Applicant to award procurement contracts, it must award the contract to the tendered offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the contract.
3. LIST OF ANNEXES

DOCUMENTS TO FILL IN

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)\(^8\)

ANNEX D: LEGAL ENTITY SHEET

http://www.europa.eu.int/comm/budget/execution/legal_entities_en.htm

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address:
http://europa.eu.int/comm/europeaid/tender/gestion/cont_typ/st/index_en.htm

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://europa.eu.int/comm/europeaid/perdiem/index_en.htm

ANNEX H: DECLARATION BY THE APPLICANT

ANNEX I: FORMAT OF CV

ANNEX J: PARTNERSHIP AGREEMENT

ANNEX K: GRANT GLOSSARY OF TERMS

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\(^8\) Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.