



# INTERNAL SECURITY FUND POLICE (2014-2020)

## CALL FOR PROPOSALS – HOME/2014/ISFP/AG/CYBR

### **FIGHTING CYBERCRIME AND CHILD SEXUAL ABUSE**

#### **1. INTRODUCTION – BACKGROUND**

The Internal Security Fund Police (ISF Police) aims at supporting actions addressing internal security challenges, in line with the relevant strategic objectives set by the EU Internal Security Strategy (ISS) adopted in 2010, namely:

- disrupting international crime networks;
- preventing terrorism and addressing radicalisation and recruitment;
- raising the levels of security for citizens and businesses in cyberspace;
- increasing Europe's resilience to crises and disasters.

Legal basis of ISF Police are the following regulations:

- Regulation (EU) No 513/2014 of the European Parliament and of the Council of 16 April 2014 establishing the Instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014);
- Regulation (EU) No 514/2014 of the European Parliament and of the Council of 16 April 2014 laying down general provisions on the Asylum, Migration and Integration Fund and on the instrument for financial support for police cooperation, preventing and combating crime, and crisis management (OJ L 150 of 20 May 2014).

In conformity with Regulation (EU) No 514/2014 Article 6.2, in order to implement the ISF Police, the Commission has adopted, on 8 August 2014, the 2014 Annual Work Programme for Union Actions, which includes this Call for Proposals.

#### **2. OBJECTIVES AND PRIORITIES**

The ISF Police Regulation sets out two specific objectives, respectively:

- (i) crime prevention, combating cross-border, serious and organised crime including terrorism, and reinforcing coordination and cooperation between law enforcement authorities and other national authorities of Member States, including with Europol or other relevant Union bodies, and with relevant third countries and international organisations;
- (ii) enhancing the capacity of Member States and the Union for managing effectively security-related risks and crises, and preparing for and protecting people and critical infrastructure against terrorist attacks and other security-related incidents.

In this context, the present Call for Proposals aims at funding projects on fighting cybercrime and child sexual abuse.

Over the last four years, a number of measures have been put into place to contribute to the European fight against cybercrime. The EU has adopted two Directives, on combating

child sexual abuse and exploitation,<sup>1</sup> and on attacks against information systems,<sup>2</sup> which harmonize the criminal law of Member States and facilitate cooperation between law enforcement authorities. The Cybersecurity Strategy for the European Union, adopted in February 2013, has set out necessary steps to ensure cybersecurity and more effectively fight cybercrime<sup>3</sup>. Furthermore, the Commission launched the European Cybercrime Centre (EC3) at Europol in early 2013. The EC3 is becoming a focal point for cybercrime-related issues and has been cooperating with Member States and third States on a number of very successful investigations. Finally, the Commission and the United States have cooperated to initiate 'A Global Alliance against Child Sexual Abuse Online in 2012',<sup>4</sup> which brings together 54 countries dedicated to improve victim identification, to prosecute perpetrators more successfully, to increase awareness and to reduce the amount of child sexual abuse images available online.

Project applications submitted under the present Call for Proposals must address at least one of the **following priorities**:

1) Creating Public-Private Partnerships (PPPs) to fight cybercrime. PPPs shall satisfy all the following requirements:

- involve both key actors from the private sector (ICT companies, companies and bodies conducting their activities in cyberspace) and law enforcement agencies (involvement of judiciary and other authorities involved in the fight against cybercrime would be an asset);
- focus on operational cooperation to investigate specific occurrences of cybercrime, prevent future crimes and protect actual and potential victims. The activities to be developed under the PPPs will concentrate primarily on reporting crime, facilitating investigations, and taking remedial action;
- ensure ownership of the common endeavour by private actors inter alia by securing substantial financial and operational contributions to the PPP from private actors, including information for the future sustainability of the project;
- adopt agreements regulating competition and liability issues;
- put in place elements to develop a relationship of trust among participating bodies;
- set up a framework to ensure full compliance of activities with due process and data protection requirements;
- include precise plans to ensure the self-sustainability of the PPP in the mid and long term and its eventual expansion;
- include roadmaps to interact and exchange information with PPPs, public and private actors of other countries or with a transnational dimension.

2) Supporting an integrated EU approach to prevent and fight cybercrime by building capability of law enforcement authorities:

Projects should build on scientific material available in the domain and in particular exploit, where possible, publicly available material resulting from relevant projects supported by

---

<sup>1</sup> Directive 2011/93/EU of 13 December 2011 on combating the sexual abuse and sexual exploitation of children and child pornography, and replacing Council Framework Decision 2004/68/JHA, L 335/1 of 17 December 2011.

<sup>2</sup> Directive 2013/40/EU of 12 August 2013 on attacks against information systems and replacing Council Framework Decision 2005/222/JHA, L 218/8 of 14 August 2013.

<sup>3</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52013JC0001>

<sup>4</sup> [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/organized-crime-and-human-trafficking/global-alliance-against-child-abuse/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/organized-crime-and-human-trafficking/global-alliance-against-child-abuse/index_en.htm)

the European Commission (e.g. under the ISEC programme<sup>5</sup> and Safer Internet Programme<sup>6</sup>) as well as from any other relevant project. Applications should demonstrate that projects do not duplicate existing work or products and include evidence of user needs. The tools developed under this priority shall be made available for their use to law enforcement authorities, as well as to the European Cybercrime Centre at Europol, at little or no cost. Law enforcement authorities should be involved in the full development cycle of the project deliverables. The applications should clearly demonstrate how this will be implemented.

3) Prevention and fight against child sexual abuse online, including the 'Global Alliance against Child Sexual Abuse Online':

Projects should build on scientific material available in the domain and in particular exploit, where possible, publicly available material resulting from relevant projects supported by the European Commission (e.g. under the ISEC programme and Safer Internet Programme) as well as from any other relevant project. Applications should demonstrate that projects do not duplicate existing work or products and include evidence of user need. End user involvement including regular feedback on products etc. is strongly encouraged.

To meet the priorities mentioned above, projects should achieve one or more of the following **outcomes**:

Under the priority "Creating Public-Private Partnerships (PPPs) to fight cybercrime":

- Establishment of PPPs between key actors from the private sector and law enforcement agencies focusing on operational cooperation to investigate specific occurrences of cybercrime, prevent future crimes and protect actual and potential victims, in particular the reporting of crimes, facilitating investigations, and taking remedial action. The PPPs should become self-sustainable, implying common ownership of all partners, with an agreed, appropriate framework to ensure a relationship of trust among participating bodies. The PPP should set up a framework to regulate competition and liability issues and ensure full compliance of activities with due process and data protection requirements.

Under the priority "Supporting an integrated EU approach to prevent and fight cybercrime by building capability of law enforcement authorities":

- Identification and development of good practices related to investigative techniques and establishment of standards for the gathering and provision of digital evidence;
- Development of innovative digital investigative and forensic tools to support the law enforcement agencies in combating cybercrime;
- Development of tools to identify new threats as they emerge, to monitor their evolution and share information between relevant partners;
- Improving the efficiency of 24/7 (permanent) law enforcement contact points for cybercrime;
- Establishment of national cybercrime centres of excellence to promote cybercrime investigation training, research and education. The national centres should cooperate as closely as possible with existing ISEC-funded projects, as well as with the European Cybercrime Centre at Europol, and should avoid duplicating each other's work. The centres should create a network and share products and work.

---

<sup>5</sup> [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/prevention-of-and-fight-against-crime/index_en.htm)

<sup>6</sup> <http://ec.europa.eu/digital-agenda/self-regulation-better-internet-kids>

Under the priority "Prevention and fight against child sexual abuse online, including the 'Global Alliance against Child Sexual Abuse Online':

- Increased accountability of registrars of domain names;
- Ensuring accuracy of information on website ownership;
- Initiatives addressing the problem of travelling sex offenders;
- Identification of best practices and methods to improve the removal or blocking of access to web pages with child sexual abuse content;
- Improved accuracy and decreased processing time for identifying victims of child sexual abuse, including the creation of databases for the exchange of evidence and other information between relevant actors;
- Initiatives for victim assistance;
- Development of tools and actions to facilitate the coordination of the Global Alliance against child sexual abuse online or otherwise support its work.

Any actions under this Call for Proposals shall respect and shall be implemented in line with the rights and principles enshrined in the Charter of Fundamental Rights of the European Union. Applications should pay appropriate attention to the effects of the project on individual rights and freedoms, as well as to possible remedies.

### **3. TIMETABLE**

	Stages	Date and time or indicative period
a)	Publication of the Call for Proposals	4/11/2014
b)	Deadline for submitting applications	16/01/2015 – 12:00 CET
c)	Evaluation period	February – June 2015
d)	Information to applicants	July 2015
e)	Signature of Grant Agreement	Autumn 2015
f)	Starting date of the action	Late 2015 / Early 2016

### **4. BUDGET AVAILABLE**

The total budget earmarked for the co-financing of projects is estimated at **EUR 5.000.000.**

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 using the Application Form provided (including all parts of the Application Package) and the PRIAMOS electronic submission system (see section 12).

Applications must be drafted in one of the EU official languages. English is preferred in order to speed up the evaluation procedure.

Applications seeking EU co-funding of less than EUR 250.000 will be rejected.

Projects cannot be scheduled to last more than 24 months.<sup>7</sup> Applications for projects scheduled to run for a longer period will be rejected.

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

## 6. ELIGIBILITY CRITERIA

### 6.1. Eligible applicants

In order to be eligible for a grant, the Applicant and the Co-applicants must be legal persons; applications from natural persons are not eligible.

The Applicant must be established in a Member State of the European Union participating in the ISF Police instrument<sup>8</sup> or be an international organisation.

Co-applicants must be established in a Member State of the European Union participating in the ISF Police instrument, in a third (non-EU) country, or be an international organisation.

Applications must involve at least 3 organisations (1 Applicant + 2 Co-applicants) established in 3 different countries. International organisations (regardless of their actual place of establishment) can participate only in conjunction with at least one organisation (not being an international organisation) established in a Member State participating in the ISF Police instrument. Organisations established in third countries can only participate as Co-applicants and in conjunction with at least 2 organisations established in EU Member States participating in the ISF Police instrument or with one organisation established in an EU Member State participating in the ISF Police instrument and one international organisation. Countries not participating in ISF Police Instrument can only participate as Associate partners, i.e. on a non-cost basis.<sup>9</sup>

<sup>7</sup> The project duration may be extended during its implementation for duly justified reasons subject to the Commission's approval via an amendment to the Grant Agreement.

<sup>8</sup> All EU Member States, with the exception of United Kingdom and Denmark, are participating in the ISF Police instrument. Entities established in the United Kingdom (unless the United Kingdom decides to opt in and to participate in the ISF Police) or Denmark cannot submit applications; they can only participate in the actions that are supported under this financial instrument as Associate partners, i.e. on a no-cost basis.

<sup>9</sup> For example:

Applicant (only MS participating in ISF Police or IO)	Co Applicant 1	Co Applicant 2	Eligibility
Organisation X established in FR	Organisation Y established in DE	Organisation Z established in listed third country	YES
Organisation X established in FR	Organisation Y established in DE	International organisation (regardless of place of establishment)	YES
Organisation X established in FR	Organisation Y established in listed third country	International organisation (regardless of place of establishment)	YES
Organisation X established in FR	Organisation Y established in listed third country A	Organisation Z established in listed third country A	NO
Organisation X established in FR	Organisation Y established in listed third country A	Organisation Z established in listed third country B	NO
International organisation (regardless of place of establishment)	Organisation Y established in listed third country A	Organisation Z established in listed third country B	NO
International organisation (regardless of place of establishment)	Organisation Y established in listed third country A	Organisation Z established in listed third country A	NO
International organisation (regardless of place of establishment)	Organisation Y established in listed third country	Organisation X established in FR	YES
International organisation (regardless of place of establishment)	International organisation (regardless of place of establishment)	International organisation (regardless of place of establishment)	NO
International organisation (regardless of place of establishment)	International organisation (regardless of place of establishment)	Organisation X established in DE	YES

The Applicant and the Co-applicants must be a public body, a non-profit-making private entity, a for-profit entity or an international organisation.

Union agencies can neither submit applications nor be Co-applicants.

Affiliated entities, i.e. legal entities having a legal or capital link with Applicants, shall take part in the action as individual Co-applicants in order to declare eligible costs.

**Supporting documents:** In order to assess the Applicants' eligibility, a Declaration of Honour, which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2). Other supporting documents may be requested at a later stage.

## 6.2. Eligible activities

The following types of activities are eligible under this Call for Proposals:

- a) analytical, monitoring and evaluation activities, including threat, risk and impact assessments, which are evidence based and consistent with priorities and initiatives identified at Union level, in particular those that have been endorsed by the European Parliament and the Council and projects monitoring the implementation of Union law and Union policy objectives in the Member States;
- b) projects promoting networking, public-private partnerships, mutual confidence, understanding and learning, identification and dissemination of best practices and innovative approaches at Union level, training and exchange programmes;
- c) projects supporting the development of methodological, notably statistical, tools and methods and common indicators;
- d) the acquisition, maintenance and/or further upgrading of technical equipment, expertise, secure facilities, infrastructures, related buildings and systems, especially ICT systems and their components at the Union level, including for the purpose of European cooperation on cyber security and cybercrime, notably the European Cybercrime Centre;
- e) projects enhancing awareness of Union policies and objectives among stakeholders and the general public, including corporate communication on the political priorities of the Union;
- f) particularly innovative projects developing new methods and/or deploying new technologies with a potential for transferability to other Member States, especially projects aiming at testing and validating the outcome of Union funded security research projects;
- g) studies and pilot projects.

For actions in relation to and in third countries the following types of activities are eligible under this Call for Proposals:

International organisation (regardless of place of establishment)	Organisation X established in DE	Organisation Y established in FR	YES
Organisation X established in FR	Organisation Y established in DE	Organisation Z established in IT	YES
Organisation X established in FR	International organisation (regardless of place of establishment)	International organisation (regardless of place of establishment)	YES
Organisation X established in listed third country	International organisation (regardless of place of establishment)	Organisation Z established in IT	NO

- a) actions improving police cooperation and coordination between law enforcement authorities and, where applicable, international organisations, including joint investigation teams and any other form of cross-border joint operation, access to and exchange of information and interoperable technologies;
- b) networking, mutual confidence, understanding and learning, identification, exchange and dissemination of know-how, experience and best practice, information sharing, shared situation awareness and foresight, contingency planning and interoperability;
- c) acquisition, maintenance, and/or further upgrading of technical equipment, including ICT systems and their components;
- d) exchange, training and education of staff and experts of relevant authorities, including language training;
- e) awareness raising, dissemination and communication activities;
- f) threat, risk and impact assessments;
- g) studies and pilot projects.

## **7. EXCLUSION CRITERIA**

Applicants will be excluded from participating in the Call for Proposals procedure and from the grant award if they are in any of the situations referred to in articles 131(4) of the EU Financial Regulation<sup>10</sup>, i.e. one of the following situations:

### **7.1. Exclusion from participation in the Call for Proposals**

- (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 or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the action is to be implemented;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty for: being guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in a procurement or grant award procedure or for failing to supply this information; or having been declared to be in serious breach of its obligations under grant agreements or contracts financed by the Union's budget.

---

<sup>10</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ 2012 L298, p. 1).

## 7.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interest in connection with the action;
- (b) are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in section 7.1.

Administrative and financial penalties may be imposed on Applicants and Co-applicants who are guilty of misrepresentation.

**Supporting documents:** In order to evaluate Applicants against exclusion criteria, a Declaration of Honour must be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) certifying that they are not in one of the situations described above. Annex 1 and Annex 2 must be printed out, signed by the relevant authorised signatory and included (as a scanned document) in the Application Package.

## 8. SELECTION CRITERIA

### 8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

Financial capacity will be assessed on the basis of the following values and ratios:

1. The Applicant and Co-applicants should show positive results for the following values:
  - net result (profit/loss)
  - their share of grant requested/operating income
  - their share of grant requested/assets
  - own funds
  - gross operating profit/loss.
2. The Applicant and Co-applicants will be assessed against the following ratios:
  - general liquidity: current assets/current liabilities
  - financial independency: own funds/(total liabilities + own funds)
  - indebtedness: own funds/(own funds + long-term liabilities)
  - profitability: gross operating profit/operating income
  - self-financing capacity: net result + amortisation + depreciation.

In case of low financial capacity, the Commission may decide the following:

- request further documents;
- request budget modifications / reallocations of costs.

In case of insufficient financial capacity, the Commission may decide the following:

- request a change of Co-applicant;
- reject the application.

**Supporting documents:** The Applicants' financial capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2) which must be printed out, signed by the authorised signatory and



included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- completed Financial Capacity Form (MS Excel file - Annex 4);
- the profit and loss account and the balance sheet for the last financial year for which the accounts were closed (Annex 5).

For newly created entities, the business plan including the starting financial statement may replace the above documents.

In addition, for Applicants and Co-applicants applying for grants  $\geq$  EUR 750.000, an audit report produced by an approved external auditor certifying the accounts for the last financial year available must be provided.

The financial capacity assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for financial capacity.

## 8.2. Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. This capacity shall be assessed based on the experience of the Applicants and each Co-applicant or, as an alternative, on the relevant experience of their directly involved employees.

**Supporting documents:** The Applicants' operational capacity will be assessed on the basis of a Declaration of Honour to be provided by the Applicant (Annex 1) and each Co-applicant (Annex 2), which must be printed out, signed by the authorised signatory and included (as a scanned document) in the Application Package, as well as the following supporting documents to be submitted with the application:

- a lists of previous EU funded projects and activities implemented by the Applicant and Co-applicants in the last 4 years (to be indicated in the Application Form, section 2.2)
- or, where the Applicant or Co-applicant have not carried out any EU funded projects, a list of projects (similar in size and resources managed to the one described in the application) carried out by the Applicant and Co-applicants (Annex 6)
- or, where the Applicant or Co-applicant have not carried out any relevant project, the curriculum vitae and/or description of the profile of the people primarily responsible for managing and implementing the project activities (Annex 6).

This assessment is not applicable to public bodies and international organisations. Therefore they do not need to submit any supporting documents for operational capacity.

## 9. AWARD CRITERIA

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

- Conformity: applications will be assessed on the extent to which they match the priorities and expected outcomes as identified in this call for proposals (section 2 above) and in the relevant EU strategic documents and/or action plans, and on whether the expected impact will be significant on the selected priority(ies) (30 points)
- Quality of the proposed action: applications will be assessed with regards to the appropriateness of their design and planned implementation, taking into account the envisaged activities, methodology, organisation of work and strategy for project management, evaluation and dissemination (20 points)

- Cost-effectiveness: applications will be assessed with regards to whether the costs of the proposed action are adequate to the activities and proportionate to the expected results (30 points)
- European added value: the project activities, outcomes and impact should have a broad EU relevance; applications will be assessed on whether a suitable number of countries is involved in the project activities and on whether the expected impact will concern a significant number of countries (20 points).

Applications that pass the threshold of 65 points will be considered for funding within the limits of the available budget. The European Commission will then prepare a so-called "award decision" listing the projects proposed for award.

## **10. LEGAL COMMITMENTS**

A Commission award decision does not represent a legal or financial commitment. The award of each grant is subject to the conclusion of a Grant Agreement in writing.

In the event a grant is awarded by the Commission, a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the Coordinator, as well as instructions on how to formalise the obligations of the parties.

Please note that the award of a grant does not establish any entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### 11.1. General Principles

#### a) Non-cumulative award

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

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action (Application Form, section 2.1 and 2.2).

#### b) Non-retroactivity

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 the need to start the action before the Grant Agreement is signed. In any case, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may 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,
- financial contributions from third parties.

#### d) Balanced budget

The Budget Estimate of the action is to be attached to the Application Form. It must have revenue and expenditure in balance and must be drawn up in euro.

Beneficiaries with general accounts in a currency other than the euro shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period.<sup>11</sup> Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), determined over the corresponding reporting period.

Beneficiaries with general accounts in euro shall convert costs incurred in another currency into euro according to their usual accounting practices.

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 and retain the documentation for the event of an audit. Detailed information on subcontracting is provided in the Guide for Applicants.

e) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

f) Non-profit rule

EU grants may not have the purpose or effect of producing a profit within the framework of the action. Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the Beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the Beneficiary to carry out the action.

#### 11.2. Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 90% of the total eligible costs of the action.

Consequently, part of the total eligible expenses entered in the Budget Estimate must be financed from sources other than the EU grant (see section 11.1.c).

The Commission reserves the right to reduce the estimated costs in the Budget Estimate, if they are deemed as ineligible.

#### 11.3. Payment arrangements

A pre-financing payment corresponding to 80% of the EU grant amount will be transferred to the Coordinator after the signature of the Grant Agreement by both parties and in accordance with its terms.

The Commission will establish the amount of the final payment to be made to the Coordinator on the basis of the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the Beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order.

## **12. PROCEDURE FOR THE SUBMISSION OF APPLICATIONS**

Applications must be submitted electronically via the PRIAMOS system in accordance with the formal requirements set out under section 5 and by the deadline set out under section 3, after which the system will not accept any application.

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 for the correction of clerical mistakes, the Commission may contact the Applicant during the evaluation process.

---

<sup>11</sup> For further guidance on exchange rate please consult the Guide for Applicants.

Failure to respond by the deadline set may lead to rejection of the application. Applicants must take the necessary steps to ensure that they can respond rapidly until the end of the selection process.

Applicants are requested to log in at the PRIAMOS system at [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm) and follow the procedure for submitting an application.

Note that if an Applicant wants to submit more than one application under the same Call for Proposals, a different Application Form must be downloaded for each application, so that each application has its unique application number.

Please note that although the PRIAMOS system is able to deal with many applications at the same time, it is advisable NOT to wait until the last moment to register in the system and submit an application.

Applications submitted via the PRIAMOS system shall not be sent by regular mail or by e-mail. Applications that are not submitted via PRIAMOS shall not be considered for evaluation.

Applications must be submitted using the forms and templates provided. If the forms or templates are altered, the application may be rejected.

#### The Application Package to be uploaded in PRIAMOS

Please **use the Checklist** and **read carefully the Guide for Applicants** for details and explanations concerning the compulsory documents to be uploaded in PRIAMOS as a complete Application Package.

Each Application Package must include **ALL the following compulsory documents:**

<b>Application Package</b>
Application Form (Pdf)
Description of the Action (MS Word)
Budget Estimate (MS Excel)
Annexes 1-7

<b>ANNEXES</b>	<b>Description</b>	<b>To be provided by</b>
Annex 1	Declaration of Honour	Applicant
Annex 2	Partnership Declaration	Each Co-applicant
Annex 3*	Associate Partnership Declaration	Each Associate Partner
Annex 4*	Financial Capacity Form (Excel)	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 5*	Balance sheet and profit and loss account or business plan	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 6*	List of projects or CVs	Applicant and each Co-applicant. Not applicable for public bodies and international organisations
Annex 7*	Audit report	Applicant and/or Co-applicant requesting a grant higher than EUR 750.000. Not applicable for public bodies and international organisations

\* if applicable

All the templates of the Application Package are attached to the pdf Application Form – see PRIAMOS Guide for Applicants.<sup>12</sup> The Application Form is ONLY available for download in PRIAMOS while all the templates of the Application Package (except the Application Form itself) can also be found on the Call for Proposals' webpage at: [http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/internal-security-fund-police/calls/2014/isfp-ag-cybr/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/internal-security-fund-police/calls/2014/isfp-ag-cybr/index_en.htm) together with the Guide for Applicants.

Applicants are advised to consult the Call for Proposals webpage regularly during the period leading up to the submission deadline in case announcements, updates or frequently asked questions are published.

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

### Contacts

Questions may be sent by e-mail to: [HOME-ISF@ec.europa.eu](mailto:HOME-ISF@ec.europa.eu) indicating clearly the reference of the Call for Proposals. The Commission shall reply according to the code of good administrative behaviour within 15 working days from the receipt of the question. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of Applicants or actions or on the outcome of the Call for Proposals before the official announcement of results.

## **13. PUBLICITY**

### 13.1. 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. Please refer to the Grant Agreement for more details.

### 13.2. By the Commission

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 and address of the beneficiary,
- 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.

## **14. DATA PROTECTION**

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 are required to evaluate the application in accordance with the specifications of the Call for Proposal and will be processed solely for that purpose by the department responsible for the EU programme concerned. Details concerning the processing of personal data are available on the [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf) at:

---

<sup>12</sup> [http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm)

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm) ).

## **15. MEANS OF REDRESS**

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 228(1) of the Treaty on the Functioning of the European Union and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal L 113 of 4 May 1994.