



INTERNAL SECURITY FUND POLICE (2014-2020)
CALL FOR PROPOSALS – HOME/2014/ISFP/AG/EFCE

ECONOMIC AND FINANCIAL CRIME, CORRUPTION AND ENVIRONMENTAL CRIME

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 the topics of **A) Economic and Financial Crime, Corruption** and **B) Environmental Crime**.

A) Economic and Financial Crime, Corruption

Organised crime activities are profit driven and create enormous illegal wealth every year. Criminal groups engage in a wide range of profitable illegal activities, and reinvest substantial profits in licit activities. They operate across borders and increasingly acquire and hide assets in other Member States. This affects the functioning of the Internal Market by distorting competition with legitimate businesses and undermines trust in our economy, potentially affecting investment and growth.

The **confiscation** and recovery of the proceeds from crime deprive criminals from the assets they have worked hard to acquire. As an essential horizontal tool to fight organised crime and counter the progressive infiltration of organised crime into the legal economy of the Union, confiscation has been given strategic priority at EU level.

Directive 2014/42/EU on the freezing and confiscation of instrumentalities and proceeds of crime in the European Union aims at attacking the financial incentive which drives most serious and organised crime, at protecting the EU economy against infiltration and corruption by criminal groups, and at returning criminal assets to governments and citizens.

The Directive simplifies existing rules and fills gaps which have benefited persons convicted and suspected of crime until now. It will make it easier for Member States to confiscate the profits that criminals make from serious and organised crime.

Council Decision 2007/845/JHA obliges Member States to set up or designate national Asset Recovery Offices which promote, through enhanced cooperation, the fastest possible EU-wide tracing of assets derived from crime.

Corruption continues to be a challenge for Europe – a phenomenon that has been estimated to have serious costs to the European economy. Although the exact economic cost of corruption cannot be easily calculated, the estimated figures are around 120 billion euros per year. EU Member States have taken many initiatives in recent years, but the results are uneven and more should be done to prevent and punish corruption. Europeans are deeply worried about corruption – Eurobarometer survey results show that three quarters (76%) of Europeans think that corruption is widespread and more than half (56%) think that the level of corruption in their country has increased over the past three years.

The first EU Anti-Corruption Report, adopted on 3 February 2014 (ec.europa.eu/anti-corruption-report/; COM(2014)38 final), provided a picture of the situation in each Member State: measures in place, outstanding issues, policies that are working and areas that could be improved. The report showed that the nature and scope of corruption vary from one Member State to another and that the effectiveness of anti-corruption policies is quite different. It also showed that corruption deserves greater attention in all EU Member States. The second report is due in 2016.

The Council adopted on 5 June 2014 conclusions on the Anti-Corruption Report, which called on the Commission to engage with Member States in a review of its methodology. According to the Council, Member States should be included in the early stages of the procedure in order to collect objective and reliable data. Member States also wish to be involved in the formulation of the report recommendations. The conclusions invited Member States to develop effective preventive policies and control mechanisms and urge the Commission to include a review of integrity policies in the EU institutions.

Project applications submitted under the sub-topic **Economic and financial crime** must address at least one of the following priorities:

- Preventing the infiltration of organised crime in the economy;
- Effective confiscation of criminal assets including the management of frozen assets and the reuse of confiscated assets;
- Best practices in the identification and the tracing of the proceeds of crime;
- Best practices in the identification of beneficial ownership.

To meet the priorities mentioned above, project applications under this sub-topic should achieve one or more of the following outcomes:

- Foster the establishment and development of effective Asset Recovery Offices in the Union and in countries candidate to EU accession;
- Increase the knowledge of law enforcement and judicial practitioners on legal issues related to confiscation and asset recovery;
- Foster the development of effective practices (including databases) to manage frozen assets and promote the exchange of such practices;
- Promote the dissemination of best practices (including databases) on the re-use of confiscated assets;
- Promote the development of new systems and procedures to facilitate the acquisition and exchange of financial information for asset tracing purposes;
- Develop public private partnerships and favour the involvement of civil society in the prevention and fight against economic and financial crime;
- Enhance the transparency of legal arrangements and legal entities to better identify the beneficial owner; projects analysing the current situation regarding the transparency of trusts and companies in Member States and elaborating alternative or additional models to increase such transparency.

Project applications submitted under the sub-topic ***Fight against corruption*** must aim at analysing and providing data and/or tools to fight corruption, whether grand or petty corruption. They may relate for instance to one or more of the following areas (the list is not exclusive):

- Public procurement at regional and local levels (including large infrastructure projects);
- Urban planning;
- Corruption in healthcare (including procurement of medical equipment, contacts between doctors and the pharmaceutical industry, and informal payments by patients);
- Anti-corruption measures and elected officials (mainly national, regional and European MPs);
- Local government (including councillors and mayors);
- Prosecution of corruption;
- Whistleblowing – practical results;
- Corruption in the context of organised crime;
- Transparency of financial flows, beneficial ownership;
- Corruption in law enforcement;
- State capture and the influence of elites;
- Corruption in the private sector;
- Indicators and statistics measuring corruption across Member States.

Under this sub-topic, project applications should achieve one or more of the following outcomes:

- Analyse and provide data and/or tools to fight corruption, whether grand or petty corruption;
- Develop expertise and a strategic analysis of the phenomenon;
- Gather statistics and intelligence on corruption for the purpose of threat and risk analysis;
- Use and/or present good practices;
- Detect and analyse links with related areas of crime, such organised crime and illicit financial flows.

B) Environmental crime

Environmental crime is not a new phenomenon but its scale and nature have considerably changed over the last years. It has become a global business with strong involvement of organised crime in several areas, mostly due to expectations of high profits linked with low risk of detection and low penalties. This criminal market is often proven being below of the radar of law enforcement agencies. The detrimental impacts of environmental crime are wide ranging from threat to biodiversity, human health, economic development, security, stability and the rule of law with strong links to corruption and illicit financial flows.

The necessity of ensuring a more effective fight against environmental crime and its possible impacts has been raised by numerous actors.

The EU adopted two directives aiming at the harmonisation of criminal offences in the field of environmental crime, namely the **Directive 2008/99/EC on the protection of the environment through criminal law** and **Directive 2009/123/EC of 21 October 2009 amending Directive 2005/35/EC on ship-source pollution and on the introduction of penalties for infringements**.

The Europol **Serious and Organised Crime Threat Assessments** of the last three years have continuously highlighted the increasing role of organised criminal groups in environmental crime. In the 2013 Serious and Organised Crime Threat Assessment Europol mentions **trafficking in endangered species** as a niche market, attracting in the EU highly specialised organised criminal groups while **trafficking in illicit waste** is marked as emerging threat requiring action. The same conclusions are repeated in the **specific threat assessment on environmental crime** issued by Europol in October 2013.

The issue of addressing unexpected and emerging threats to the EU internal security such as environmental crime was included also in the **Council Conclusions on priorities for the EU's fight against organised crime 2014 - 2017 of 6 and 7 June 2013**.

The Commission **Communication on the EU approach against wildlife trafficking (COM(2014)64 final)** identified certain problems and formulated questions to the stakeholders in view of finding potential solutions to the existing shortcomings.

The European Parliament insisted on taking action in the field of environmental crime in the **final report (2013/2107(INI)) of the EP Committee on Organised Crime, Money Laundering and Corruption (CRIM)** and the **European Parliament resolution on combating wildlife crime of 15 January 2014 (2013/2747(RSP))**.

Project applications submitted under the topic **Environmental crime** must aim at boosting the operational activities of the law enforcement, including via training of various authorities, with regard to:

- Fight against wildlife trafficking, forest crime and other forms of wildlife crime
- Fight against trafficking in illicit waste
- Any other type of environmental crime.

Project applications should achieve one or more of the following outcomes:

- Develop detection and investigation methodologies;
- Enhance communication, coordination and cooperation between enforcement authorities and with relevant EU and international organisations and agencies such as Europol, Eurojust, Interpol, World Customs Organisation;
- Develop training courses, including common events for police, customs and/or national competent authorities in the field of environment;
- Develop expertise and a strategic analysis of the phenomenon;
- Gather statistics and intelligence on environmental crime for the purpose of threat and risk analysis;
- Boost intelligence-led investigations, including cross-border investigations;
- Explore and share good practices in investigating and prosecuting environmental crime;

- Detect and analyse links with related areas of crime, such as corruption and illicit financial flows.

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	18/11/2014
b)	Deadline for submitting applications	30/01/2015 – 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 6.200.000. 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.¹ 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.

¹ 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.

The Applicant must be established in a Member State of the European Union participating in the ISF Police instrument² or be an international organisation.

Co-applicants must be established in a Member State of the European Union participating in the ISF Police instrument² or 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 can only participate as Associate partners, i.e. on a non-cost basis.³

² 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.

³ 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
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

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;
- 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 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;
- 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;
- 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:

- a) actions improving police cooperation and coordination between law enforcement authorities and, where applicable, international organisations, 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;
- c) exchange, training and education of staff and experts of relevant authorities, including language training;
- d) awareness raising, dissemination and communication activities;
- e) threat, risk and impact assessments;
- f) 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 Regulation⁴, 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.

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.

⁴ 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).

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.⁵ 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), 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.

⁵ For further guidance on exchange rate please consult 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. 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 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:**

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

ANNEXES	Description	To be provided by
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.⁶ 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/ispf-ag-efce/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 indicating clearly the reference of the Call for Proposals. The Commission shall reply according to the code of

⁶ http://ec.europa.eu/dgs/home-affairs/financing/fundings/priamos-section/index_en.htm

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 privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

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),

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).

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.