

**NOTICE OF A CALL FOR PROPOSALS
WITH A VIEW TO OBTAINING GRANTS IN THE FIELD OF ROAD SAFETY**
For the organisation of a Youth Forum for Road Safety

Call for proposals DG MOVE/C4/SUB/01-2012

1. Policy framework

The European Commission intends to award a grant to promote the objectives of the common transport policy, particularly in the area of reducing road casualties among young people.

The policy priorities have been set in the work programme for 2012 adopted by the Commission (C(2012)4531 of 06.07.2012). This action is part of a campaign to sensitise to the causes of road accidents and to their prevention by mobilising young road users, as a group particularly at risk, to take action.

Information on this call for proposals is available on the DG MOVE website at the following address:

http://ec.europa.eu/transport/grants/index_en.htm

2. Sources of funding

The operations selected will be financed from the budget headings ‘Support activities to the European transport policy and passenger rights’.

3. Estimated total amount for this call for proposals

The estimated total amount for 2012 is €150 000.

4. Percentage of Union co-financing

The grant is intended as incentive for carrying out an operation which could not be executed without Union financial support, and it reflects the principle of co-financing. The Commission therefore plans to grant only funds which are complementary and subsidiary to contributions made by the beneficiary, the national, regional or local authorities and other bodies. Accordingly, the amount granted will be up to 50% of the total eligible costs of the operation. Contributions in kind are not regarded as eligible costs. Operations will compete for possible financial support.

5. Objectives of this call for proposals

Road crashes are still the biggest cause of death and disability for young people, in both the world and Europe. 19% of road fatalities in the EU in 2010 affected young people aged between 18-25 years old (although this age group comprises only 10% of the total population). This means that those aged between 18-25 face almost twice as high a risk of dying in traffic accidents.

In April 2007 within the framework of the European Road Safety day, a first Youth Forum was organized to support the continuous effort by the European Commission to reduce fatalities of youngsters on the roads. Up to now, this event was organised 4 times in Brussels by the European Commission.

The objective of the present call for proposals is

1. To promote the establishment of an EU-wide network of youth organisations by pooling resources with a view to maximise the impact of the road safety Youth Forum at local, regional and European level.
2. To perpetuate the youth forum by opting for an approach which involves directly youngsters and organisations active in the area of the fight against the causes of accidents among this category of road users from the planning to the implementation of the event.
3. To involve young people as ambassadors in the fight against road fatalities using the European youth networks and to give them the opportunity to be active players in improving road safety.
4. To trigger and promote dialogue between young people from different cultures, youth organisations, enforcement bodies, policy makers and practitioners, in relation to road safety and young road users.

6. Categories and areas of operations covered by this call for proposals:

The action to be co-funded shall demonstrate a novel and a coherent approach in the organisation of the event which shall evolve around the following activities:

- Identify 3 themes of interest directly related to road safety for young people. These themes can be selected among the usual subjects like alcohol, drugs, speed, texting or other distraction, fatigue, powered two wheelers, cyclists, pedestrians, helmets, seat belts, visibility but any other innovative subject is welcome.
- For each of these 3 themes, organize a dedicated workshop by inviting a selection of young delegates and experts representing as widely as possible the EU Member States while ensuring a balanced geographical coverage.
- Organize a final conference with delegates coming from all the Member States to present the main results and recommendations yielded by the 3 workshops.
- Organize the dissemination of these results and the recommendations in all the Member States to ensure a geographical impact by using innovative communication tools widely used by young people and youth organisations and networks.

7 Eligibility of costs:

The Commission is prepared to support an operation of a maximum duration of **12 months**. Eligible costs can be incurred only after signature of the grant agreement by all

the parties, save in exceptional cases, and under no circumstances before submission of the application for a grant.

Certain tasks can be subcontracted if the beneficiaries do not intend to carry them out themselves. If so, the rules laid down in Article II.9 of the grant agreement apply. Contracts transferred to subcontractors must cover only a **limited part** of these operations. The reasons for subcontracting some of the tasks must be stated. The tasks concerned and an estimate of the relative costs must be set out clearly in the application form.

The Travel and accommodation costs of the delegates taking part in the workshops and in the final conference are eligible provided that they are in line with the beneficiary's usual practices on travel costs or do not exceed the scales approved by the Commission available on the DG MOVE website together with this call for proposals: http://ec.europa.eu/transport/grants/index_en.htm.

Insurance policy and provisions concerning young people under 18

The Commission leaves it up to project promoter(s) to seek the most suitable insurance policy taking into account the insurance formats available.

In any circumstances, the following areas shall be covered:

- wherever relevant, travel insurance (including damage or loss of luggage);
- third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
- medical assistance, including after care;
- accident and serious illness (including permanent or temporary incapacity).

If the project involves young people under 18, project promoters are requested to ask the authorisation of participation to parents or those acting on their behalf.

8. Eligibility and exclusion criteria:

8.1. Legal status of applicants:

Applications submitted in writing by legal persons who are established in a Member State of the European Union are eligible. Applicants must show that they exist as a legal person, by providing a certified true copy of their articles of association or equivalent.

8.2. Grounds for exclusion

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation applicable to the general budget of the European Union (Council Regulation (EC, Euratom) No 1605/2002 as subsequently amended set out below.

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- 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 their professional conduct by a judgment 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;
 - 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 the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - 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 Union's financial interests;
 - f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as subsequently amended).

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority 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 art 93(1) of the Financial Regulation, for this grant award procedure;
- (d) they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure. To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93, and 94 of the Financial Regulation as annexed in the application form.

8.3 Avoiding double financing of projects

No Union financial support will be granted for parts of projects receiving financing from other sources of Union funding.

9. Selection criteria

The applicant must have access to solid and adequate funding sources, so as to be able to maintain activities for the period of the operation to be supported and to help finance it.

The applicant must have the professional skills and qualifications necessary to complete the proposed operation.

In this respect applicants must submit a declaration on their honour, completed and duly signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

9.1 Financial capacity of applicants

The financial capacity of applicants will be assessed via the "*Financial viability check tool*" available on the DG MOVE website together with this call for proposals: http://ec.europa.eu/transport/grants/index_en.htm. The applicants are required to submit the tool filled-in to the Commission.

If the final result provided by the tool is "*good*", the applicant will be considered as having sufficient financial capacity.

If the final result is "*acceptable*", the Commission reserves the right to require a bank guarantee in advance, for up to the same amount as the pre-financing.

If the final result is "*weak*", the Commission reserves the right to consider the financial capacity of the applicant as insufficient and exclude it from the award of the grant. Nevertheless, the Commission, based on risk-assessment, may still consider the applicant for the award of the grant and the applicant will have to provide a bank guarantee in advance, for up to the same amount as the pre-financing.

The applicants shall provide the profit and loss accounts, together with the balance sheet for the last financial year for which the accounts have been closed.

The verification of financial capacity shall not apply to public bodies, or to international organisations under public law.

Moreover, for grants of less than € 25 000, a sworn statement, which confirms satisfactory financing capacity is sufficient.

9.2 Technical capacity of applicants

Applicants must have the technical capacity and operational capability to carry out the operation to be supported.

Applicants should have 3 years of experience in the field of road safety for young people. They should also demonstrate their experience in the organisation of international conferences.

Applicants must provide the following documents: curriculum vitae of the persons responsible for the implementation of the operation, description of relevant projects and activities undertaken during the last three years, and more particularly projects related to the relevant issue.

10. Award criteria

The operation supported must be designed to further one of the objectives referred to in point 5 above. The Commission will base the choice of operations and the rate of Union co-financing on the following criteria:

- Scope of the action: the Commission will assess the relevance of the proposed themes of the workshops with regard to the main challenges for improving the road safety situation of young road users. (30%)
- Organisation and proposed execution of the operation: proposed methodology (evaluation and indicators of results compared with the expected objectives); complementarity of partners or members for the success of the project; work plan (clarity and appropriateness of the objectives, appropriateness of the expected results) and schedule. (30%)
- Multiplier effect and visibility: the Commission will assess the extent to which the proposed action will have the potential to reach youngsters and will allow the EU-wide transfer, widespread use and large-scale application of results, knowledge and good practice and the means by which the Community action will be made visible (publications, websites, social networks, etc.). (30%)
- Cost-effectiveness: the budget, broken down by category of expenditure, must demonstrate a good level of cost-effectiveness for the action (balance between the expected results and the amount of the grant). (10%)

Only applications with a total score of 70% or higher and of at least 60% for each individual criterion will be taken into consideration for Union funding.

11. General conditions for awarding grants

The general conditions for awarding grants, particularly the definition of the eligible costs and the methods of payment, are set out in the draft grant agreement available at the Internet address mentioned in point 1. Applicants must take note of this document and must take into account the conditions for awarding grants when drawing up their proposal.

For all applications for pre-financing a financial guarantee up to the amount pre-financed may be required. The decision to require the guarantee or not depends on the risk assessment of the applicant.

The budget for the operation attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Union budget. To this end, applicants must provide a detailed breakdown of all expenditure related to their proposal.

The Commission will only recognise the costs of entities having signed the contract, whether as beneficiary or as co-beneficiary. It will not accept the co-financed participation of third parties to the contract, if they are neither beneficiaries nor co-beneficiaries, unless they are subcontractors.

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary must award the contract to the bid offering best value for money and taking care to avoid conflicts of interests.

Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the beneficiary themselves. In all cases, tasks to be subcontracted have to be identified by the applicant in the proposal and the estimated amount entered in the budget. If this is not the case, prior written authorisation from the Commission must be obtained.

In the event of sub-contracting exceeding 60.000 € the beneficiary must abide by special rules as referred in Article I.10.2 of the grant agreement annexed to the call, moreover the beneficiary should clearly document the tendering procedure in the interim and final payment and retain the documentation for the event of an audit.

In case consultants will work on the project for the beneficiary, the costs of in-house consultancy¹ may be considered as staff costs, regardless of whether the in-house consultants are self-employed or employed by a third party, if the following cumulative criteria are fulfilled:

- The beneficiary has a contract to engage a physical/natural person to work for it and some of that work involves tasks to be carried out under the grant agreement,
- The physical person must work under the instructions of the beneficiary (i.e. the work is decided, designed and supervised by the beneficiary),
- The physical person must work in the premises of the beneficiary (except in specific cases where teleworking has been agreed between both parties and provided such a practice is in full compliance with the provisions regarding teleworking and instructions given by the beneficiary),
- The result of the work belongs to the beneficiary,
- The costs of employing the consultant are not significantly different from the personnel costs of employees of the same category working under labour law contract for the beneficiary,
- The remuneration is based on working hours rather than on the delivering of specific outputs/products and should be recorded in the accounts of the beneficiary,
- Travel and subsistence costs related to such consultants' participation in project meetings or other travel relating to the project would have to be paid directly by the beneficiary in order to be eligible.

If the above conditions are not fulfilled the costs of consultancy may only be eligible as subcontracting.

For operations where the cost to be financed by the Commission exceeds €500 000, the application must be accompanied by an external audit report produced by an approved auditor. This report must certify the accounts for the last year available. If this report is not submitted, the proposal will be rejected.

¹ *In-house consultants are natural (physical) persons, working for one or more beneficiaries in a project not on the basis of a labour law contract but on the basis of another contract (civil law contract or other service contract). They may be either self-employed or working for a third party.*

The Commission services would welcome applications in English and in any case a summary and an overview table in English.

12. Guarantee

The financial guarantee, if required, shall be provided in euro by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

13. Data Protection

The reply to any call for proposal 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 will be processed solely for that purpose by the Director of the Shared Resource Directorate MOVE/ENER, acting as data controller. 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#BDCE

14. Submission of the grant application

Applications must be made only using the model **application form available at the Internet address mentioned in point 1**. For each application, **one signed original and five copies** must be supplied by the applicants.

Any unsigned applications will be rejected when the tenders are opened.

15. Closing date for submission of applications for a grant

15.1. Grant applications can be sent in two ways:

(a) By registered mail or by private courier

The proposal must be sent by registered mail or by private courier, dispatched not later than **31.10.2012**, the postmark or the date on the slip issued by the courier service are equally valid as proof of deposit.

By **registered mail**, to the following address:

European Commission
Directorate-General for Mobility and Transport
DM 28 - 0/113 – Mail/Archives
B-1049 Brussels
Belgium

By **private courier**, to the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/113
Avenue du Bourget 1
B-1140 Brussels (Evere)

(b) Or by hand delivery

Proposals must be delivered by hand to the **European Commission's central mail department by 16:00** (Brussels time) **on 31.10.2012** at the following address:

European Commission
Directorate-General for Mobility and Transport - DM 28 - 0/113
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays; it is closed on Saturdays, Sundays and Commission holidays.

15.2 Practical arrangements:

Tenders must be placed inside two sealed envelopes, one inside the other. The inner envelope should be marked as follows:

Call for proposals DG MOVE/C4/SUB/01-2012

**Not to be opened by the internal mail
department**

DM 28 0/113 Mail/Archives

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

16. Indicative schedule

Receipt of proposals: see point 15.1 above

Evaluation: November 2012

Award decision: December 2012

Possible start-up date: March 2013

17. Remark

Please note that for your questions concerning this call for proposals a document 'FAQ'- Frequently Asked Questions will be available on the Europa website.

For questions that are not addressed in this document please contact:

MOVE-ROAD-SAFETY-SUBVENTIONS@ec.europa.eu