



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Directorate D – Labour Mobility
Unit D.1 – Free movement of workers, EURES

EaSI - EURES

Targeted mobility scheme (TMS)

CALL FOR PROPOSALS

VP/2019/009

**Any questions should be sent by email to:
empl-vp-2019-009@ec.europa.eu**

To ensure a rapid response to requests for information, applicants are invited to send their queries in English, where possible

This text is available in English, French and German. The English version is the original.

Applicants are invited to read the present document in conjunction with the Financial Guidelines for Applicants and the model Grant Agreement(s) published with this call as well as the financial rules applicable to the general budget of the Union and their rules of application:

http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

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1. INTRODUCTION – BACKGROUND

1.1. Programme/Legal base

This call for proposals is published under Regulation (EU) No 1296/2013 of the European Parliament and of the Council of 11 December 2013 on a European Union Programme for Employment and Social Innovation ("EaSI")¹ and amending Decision No 283/2010/EU establishing a European Progress Microfinance Facility for employment and social inclusion.

The **European Programme for Employment and Social Innovation "EaSI" 2014-2020**² is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving working conditions.

The EaSI Programme shall, in all its axes and actions, aim to:

- (a) pay particular attention to vulnerable groups, such as young people;
- (b) promote equality between women and men;
- (c) combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- (d) promote a high-level of quality and sustainable employment, guarantee adequate and decent social protection, combat long-term unemployment and fight against poverty and social exclusion.

Hence, in designing, implementing and reporting on the activity, beneficiaries must address the issues noted above and will be required to provide detail, in the final activity report on the steps and achievements made towards addressing those aims.

The EURES axis: promoting workers' geographical mobility and boosting employment opportunities

The EURES axis of the EaSI programme has the following general objectives:

- Transparency of job vacancies, applications and any related information for jobseekers, workers and employers;
- Development of services for the recruitment and placing of workers in employment;
- Cross-border partnerships.

The EURES axis may be used to finance actions to promote voluntary mobility of individuals in the Union, on a fair basis, and to remove mobility obstacles.

The EURES axis under the EaSI programme contributes to the implementation of the objectives of EURES, as laid down in the EURES Regulation³. Consequently, this call for proposals will support the development of the EURES network and its activities in line with the standards and procedures established in this Regulation.

¹ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>

² <http://ec.europa.eu/social/main.jsp?langId=en&catId=1081>

³ Regulation (EU) No 2016/589 of the European Parliament and the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013

The 2019 annual work programme for grants and procurement for the European Union Programme for Employment and Social Innovation (EaSI) was published on 25 October 2018⁴.

1.2. Policy background

President Juncker stressed in his political guidelines that this Commission will promote labour mobility not only as a right to free movement of workers, but also as an economic opportunity - especially in the face of persistent vacancies and skills mismatches and globalised economy challenge.

Evidence-based analysis shows that high unemployment and low labour mobility within and between countries co-exist with skills and labour shortages in some countries and regions. Intra-EU labour mobility can help to address labour market imbalances and improve labour market's efficiency. It can contribute to improving the allocation of resources and serve as an adjustment mechanism for unbalanced labour markets whilst enabling economies to cope better with economic shocks.

EURES⁵ (European Employment Services), i.e. the network between the Public Employment Services of Member States, other member organisations (social partners) and the European Commission, giving information and assistance to job seekers and employers on respectively the available job vacancies and living and working conditions in Member States as well as on matching these jobs vacancies with profiles of job seekers interested in finding employment in another EU country.

Several EU legal and operational initiatives already focus on supporting the exercise of the individual right to free movement of EU citizens. The most relevant are the following (mainly for workers, employers and students):

- Clarification and completion of articulation of rights (Enforcement Directive on free movement of workers making information and legal advice tools available for migrant workers; recognition of qualifications, supplementary pension's rights⁶).
- The EURES Regulation⁷ to reinforce the organisation and activities of the EURES network. It aims at improving the transparency of the European labour market, facilitating online skills-based matching across borders, enhancing workers' access to mobility support services across the Union and reinforcing cooperation and information exchange on mobility. This is a key EU instrument for promoting the opportunities free movement of workers offers in accordance with Article 45 TFEU.
- The Directive 96/71/EC and Directive (EU) 2018/957 amending Directive 96/71/EC concerning the posting of workers in the framework of the transnational provision of services, as well as the implementation of the Enforcement Directive 2014/67/EU⁸.
- Member States are to transpose Directive (EU) 2018/957 into national law by 30 July 2020 and apply the related measures no earlier than that date.
- The proposal for a Regulation establishing a European Labour Authority (ELA) is currently under discussion.

⁴ <https://ec.europa.eu/social/BlobServlet?docId=20272&langId=en>

⁵ <http://eures.europa.eu>

⁶ Directive 2014/54/EU

⁷ Regulation (EU) 2016/589 of the European Parliament and of the Council of 13 April 2016 on a European network of employment services (EURES), workers' access to mobility services and the further integration of labour markets, and amending Regulations (EU) No 492/2011 and (EU) No 1296/2013 (Official Journal L107 of 22/04/2016 <http://eur-lex.europa.eu/legalcontent/EN/TXT/?uri=OJ:L:2016:107:TOC>).

⁸ OJ L 159, 28.5.2014, p. 11-31

- The European Solidarity Corps, launched in December 2016, is the European Union initiative which creates opportunities for young people to volunteer or work in projects that benefit communities and people around Europe.
- Other EU information platforms such as Your Europe, Europe Direct or Solvit.

The Commission tested the Your First EURES Job (YFEJ) mobility scheme during three consecutive budget years (2011-2013) as a preparatory action. The scheme aimed to help young EU-28 citizens aged 18-30 to find a job, traineeship or apprenticeship in another Member State (remunerated, minimum 6 months contract). It also supported employers (SMEs with up to 250 employees) to find workers in another EU country for their hard-to-fill vacancies. The scheme combined the provision of information, recruitment, matching and placement services with EU financial support, based on a mix of simplified cost options and reimbursement of actual declared costs. The ex-post evaluation of the YFEJ preparatory action pinpointed the need to upscale the scheme and improve its operational capacity for gaining effectiveness and efficiency. As of 2014, YFEJ is continued as a Targeted Mobility Scheme under the EU Programme for Employment and Social Innovation⁹, covering the EU/EFTA countries (EU 28, Norway and Iceland) and the age group 18-35.

The examples and lessons learnt from YFEJ demonstrated the relevance of the scheme, notably its EU added value and complementarity with EURES. Therefore, built on the features of the YFEJ, a targeted mobility scheme "Reactivate" to help EU citizens aged at least 35 to find a job, traineeship or apprenticeship opportunity in another EU country, and to help employers find qualified workforce, was implemented. There have been three calls for proposals in 2016, 2017 and 2018.

Both YFEJ and Reactivate were created as inclusive schemes, playing the role of active labour measures aiming at improving access to intra-EU labour markets. The workers and employers have an opportunity to benefit from tailor-made employment support, acquire diversified knowledge and skills, learn new languages and strengthen their EU citizenship values.

2. OBJECTIVE(S) – PRIORITIES – TYPES OF ACTIONS - EXPECTED RESULTS

2.1. Objectives – Priorities

The action **Targeted Mobility Scheme** (part of the European Mobility Scheme¹⁰) is aimed to ensure the continuity of implementation and further development of two intra-EU job mobility schemes: (1) "Your first EURES job"(YFEJ), helping young jobseekers under 35 to find a job, traineeship or apprenticeship in another Member State and (2) "Reactivate", a similar scheme dedicated to the age group above 35 years. Being strongly result-oriented, the action aims to improve the conditions for jobseekers and workers to exercise their right of freedom of movement across the EU and to address labour markets' imbalances and skills shortages.

Targeted Mobility Scheme (TMS), building on the YFEJ and the preparatory action's Reactivate features and objectives, constitutes a European labour market activation measure, combining tailor-made recruitment, matching, training and placement services with financial incentives. The support measures may vary according to labour market needs but should at least include provisions for interviews in another Member State, relocation, linguistic training as well as work and country integration support. The end beneficiaries will be jobseekers and job changers, trainees and apprentices as well as recruiting enterprises, including SMEs. Both individuals and enterprises may

⁹ <http://ec.europa.eu/social/main.jsp?catId=1081>

¹⁰ A call for proposals covering the second component of the European Mobility Scheme, i.e. "Mobility Exchange programme for SME staff" is to be published separately.

receive direct financial support in the form of targeted allowances. Placements may, inter alia, take place in the context of regional cross-border initiatives and/or projects dedicated to particular sector(s).

Applicant organisations are free to choose the activities, methods and tools etc. to implement their action, on condition that they indicate separate targets for measures offered for the young (aged from 18 to 35) and for 35+ job seekers as well as comply with the mandatory framework for the provision of assistance and financial support to target groups laid down in Annexes I and II. Both age groups (group from 18 to 35 years and group 35+ years) have to be covered in proposals submitted under this call; placement targets need to be indicated.

2.2. Description of the activities to be funded / Type of actions

The name of the action proposal must be (mandatory):

Targeted mobility scheme

The actions which may be funded under this call shall support the implementation of the TMS scheme, i.e. they will ensure the provision of customised employment services and include innovative working methods to foster the placement and integration of mobile workers in the host country(ies), combined with financial incentives.

To this end, the action supported by the projects shall have at least the six following components:

- 1) **Creation of a partnership**, involving as much as possible different labour market organisations dealing with specific work-integration fields and support to jobseekers (in particular for the most vulnerable).
- 2) **Testing of cooperation arrangements in the partnership between EURES member organisations and other labour market organisations, in particular private employment services**, as regards for instance the exchange of labour market information support services to workers or employers, to promote and raise awareness about the opportunities to gradually broaden the network in accordance with Article 11 of the EURES Regulation.
- 3) **Provision of services** comprising at least labour market information and assistance with offers and vacancies, matching these with candidates and the preparation of the placement /recruitment in the Member States covered by the action.
- 4) In the context of the services indicated under 3) above, **provision of support measures and direct financial support** to both job seekers and employers (in particular SME's) as laid down in Annex I.
- 5) Development of **post-placement support measures** (welcome and integration services) and other tailor-made support like coaching packs;
- 6) Development of services and support measures referred to under points 3 to 5 also for placement of candidates **in traineeships and/or apprenticeships in another country**¹¹ (notably for open-market traineeships) by applying tools at national level in combination with the tools made available by EURES. For those placements, applicant organisations could identify one or more economic sector(s) and/or country(ies) offering such vacancies and provide support services adapted to the specificity and needs of both candidates and employers. The scope of the action in

¹¹ The EURES Regulation specifies that "apprenticeships and traineeships should be covered under this regulation provided that successful applicants are subject to an employment relationship"

terms of traineeship and apprenticeship placements could represent a small percentage of the overall number of expected placements.

Applicants shall submit proposals including quantitative targets focusing on:

Job placements

and also on at least **one** of following types of placements:

Traineeships¹² Apprenticeships

The TMS basic requirements applicable to job or work-based placements are set out in section B.2 of Annex I. If applicant organisations do not deal with traineeships and/or apprenticeships or are not experienced in this field, they could attract other public or private co-applicant organisation(s) to their projects, with proven knowledge and experience in this domain e.g. VET providers or Chambers of Commerce.

Applicants involved in the European Alliance for Apprenticeships¹³ could also explore the potential of the alliance signatory employer organisations to offer work-based opportunities for mobile candidates¹⁴.

The choice of the countries involved in the action must be based on the analysis of labour market situation and identification of labour shortages and surpluses in the Member States. The sources of evidence and the basis for this choice must be explained in the proposal (*Description of the action in SWIM*).

Role of applicants and other organisations

The lead applicant should ensure that the action covers the overall objectives and activities set out in sections 2.1 and 2.2 above, in compliance with Annex I. Co-applicants may be responsible for similar or complementary services only.

Applicant organisations should also be ready to provide information and support to nationals from other EU EFTA/EEA countries with no services or other facilities involved in this action.

2.3. Expected outputs/results

The actions will be quality-oriented and outcome-driven, i.e. they must offer quality work opportunities and employment services with a view to enhance the skills and employability of job/traineeship/apprenticeship seekers.

Applicants are free to choose the methods, tools, etc. to implement the action, provided they comply with the TMS Guidelines (Annex I). The overall objective of the 2019 call is to grant 2 to 4 projects to ensure up to 2700 (indicative)¹⁵ placements¹⁶ for mobile candidates in the EU EFTA/EEA countries, other than their country of residence.

Proposals submitted under this call shall clearly indicate the expected outcome in the area of placement, labour market integration services and individual support and/or training measures, with a separate target for the 18-35 and 35+ age groups. This information will be included in the "*Description of the action*" (SWIM application). The expected outcome must be quantified according to the relevant economic sectors and type of placement.

¹² For placements in compliance with the requirements of the Quality Framework for Traineeships http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/141424.pdf

¹³ <http://ec.europa.eu/social/main.jsp?catId=1147>

¹⁴ See also CSR Europe and European Pact for Youth <http://www.csreurope.org/benefit-our-eu-expertise>

¹⁵ The cost per placement may vary according to recruitment needs. The average cost was estimated at ca. EUR 3300 per work placement for the 18-35 age group and at ca. EUR 4500 per placement for the 35+.

¹⁶ Filling of a vacancy (job, traineeship or apprenticeship) from the perspective of the sending country

2.4. Monitoring

The beneficiaries of the projects shall monitor the action and make data available.

The European Commission will monitor the action at two different levels:

- a) For the EaSI programme** through the information provided in a specific Annex to the Grant Agreement. The reporting template is published on the respective call page *on the EaSI call page* <https://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

The Commission, with the support of an external contractor, will monitor regularly the EaSI Programme. Therefore, beneficiaries/contractors will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men has been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached or will be provided

- b) For EURES through the new EURES performance measurement system.** The reporting of the co-financed activities must contribute, wherever appropriate, to the exchange of information between Member States and to the EURES programming cycle in accordance with chapter V of the EURES Regulation¹⁷.

For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data including to an external contractor responsible for the monitoring of the EaSI programme. Beneficiaries/contractors should therefore inform all participants via a Privacy Statement that is not only published online, but is also provided individually to each participant (e.g. as part of the email where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors shall be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

A model privacy statement is available on the Europa website of the EaSI programme <https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>.

In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission.

The Commission will follow the implementation of the TMS scheme as whole and promote networking among the project beneficiaries. To that end, maximum four meetings will be held with the Commission in Brussels or another Member State (one meeting every six months). The purpose is to provide guidance and take stock of progress made. The lead applicant must nominate the project coordinator and will participate in the networking meetings with the Commission.

¹⁷ <https://publications.europa.eu/en/publication-detail/-/publication/a311abfd-0857-11e6-b713-01aa75ed71a1/language-en>

Lead applicants may also be invited to other ad hoc meetings or events during the lifetime of the action. These venues can be an opportunity for raising awareness to the action and disseminating information. The estimated budget should include provisions for participation in the monitoring and reporting activities and meetings above as well as in, at least, two EU level events. In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission.

A model privacy statement is available on the Europa website of the EaSI programme <https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>.

3. TIMETABLE

The indicative timetable for this call for proposals is as follows:

	Stages	Date or period
a)	Publication of the call	1 April 2019
b)	Deadline for questions and requests for clarification	1 June 2019
c)	Deadline for submitting proposals	11 June 2019 Swim, Courier and Post : 24:00 Brussels' time (CET) Hand deliveries 16:00 Brussels' time (CET)
d)	Evaluation period (indicative)	From June to August 2019
e)	Information to applicants (indicative)	September 2019
f)	Signature of the grant agreements (indicative)	Q4 2019
g)	Starting date of the action (indicative)	Q4 2019

3.1. Starting date and duration of the projects

The actual starting date of the action will either be the first day following the date when the last of the two parties signs the grant agreement, the first day of the month following the date when the last of the two parties signs or a date agreed upon between the parties.

Applicants should note that if their project is selected, they may receive the grant agreement after the start date of the action that they have indicatively set in the application form. It is therefore advisable to number the months in the work programme instead of indicating the name of the month.

Any expenditure incurred before the signature of the Grant Agreement will be at the applicant's risk. No expenditure can be incurred before the date of submission of the application.

The indicative duration of the project should be 24 months.

4. AVAILABLE BUDGET AND CO-FINANCING RATE

4.1. Available Budget [and Grant Amounts]

The total budget earmarked for the EU co-financing of projects under this call is estimated at EUR 9,000,000. The EU grant requested should indicatively be between EUR 2,000,000 and 4,000,000, thus the Commission expects to fund 2 to 4 projects.

The Commission reserves the right not to distribute all the funds available or to increase the call budget to fund more actions, including from any reserve list that may be established, should additional budget be made available at a later stage. The Commission reserves the right to increase the amount of the funds and distribute them to proposals admitted in the reserve list, if available. This top-up is limited to 20% of the initial budget of the call.

4.2. Co-financing rate

Under this call for proposals, the EU grant may not exceed 95% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from sources other than the European Union budget¹⁸.

5. ADMISSIBILITY REQUIREMENTS

- Applications must be sent no later than the deadline for submission referred to in section 3.
- Applications (meaning, the application form, including budget and description of the action including work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim>, and by sending a signed, printed version of the complete application form by post or courier service (one original dossier and one copy; see section 12).

Failure to comply with the above requirements may lead to the rejection of the application.

Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see section 14, checklist).

6. ELIGIBILITY CRITERIA

6.1. Eligibility of the applicants (lead and co-applicant(s))¹⁹

Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British

¹⁸ Letters of commitment are required from any third party providing financial contributions to the eligible costs of the action (see section 14, checklist, point 5).

¹⁹ See section 2 of the Financial Guidelines for definitions.

applicants continue to be eligible, British beneficiaries, will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of [insert reference to the Article allowing termination of the grant agreement (change of the legal situation of the beneficiary), i.e. Article II.17.3.1(a) (multi-beneficiary) of the grant agreement.

a) Place of establishment

Legal entities properly established and registered in the following countries are eligible as lead applicants and co-applicants:

- EU Member States
- Iceland and Norway in accordance with the EEA Agreement²⁰;

b) Type of entities in application of Article 131 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met²¹);

c) Consortia²²

Only consortia are eligible. They must be composed of a minimum of two organisations (i.e. lead applicant and at least one co-applicant) established in at least two different EaSI-EURES participating countries.

If the lead applicant is not considered to be eligible, the application will be rejected.

If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium and the eligibility of the modified consortium will be re-evaluated. In addition, the costs that are allocated to a non-eligible co-applicant will be removed from the budget. If the modified consortium is still eligible, the application will be evaluated on that basis. If the application is accepted for funding, the work plan will have to be adapted as appropriate.

d) Affiliated entities

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

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

6.2. Eligible activities

a) Geographical Location

To be eligible, actions must be fully carried out eligible participating EaSI-EURES countries (see section 6.1)

20 Switzerland participates at its own cost particularly in certain EURES activities. Swiss organisations cannot submit proposals under the EaSI EURES calls but may participate as associate organisations

21 For organisations without legal personality, a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation must be submitted (see section 14, checklist point 8)].

22 Letters of mandate, authorising the lead applicant to submit the proposal and to sign any Grant Agreement on their behalf must be submitted by each co-applicant.

b) Types of activities

The grant will finance the activities indicated in section 2.2 of this call text and in Annex I.

c) Core activities

The following activities are considered to be core activities and may not be subcontracted:

- Project coordination and management

d) Financial Support to third parties

Financial support to third parties as defined in point 3 of the Financial Guidelines **is eligible under this call** provided that the overall amount allocated to this type of support **does not exceed EUR 30 000 per third party** (see also section 16.1.3 and Annex I, part D, 3.2.6). For further details on the rules and ceilings governing financial support to third parties (i.e. job/traineeship/apprenticeship seekers and employers) please refer to Annex I.

7. EXCLUSION CRITERIA

7.1. Exclusion

Applicant(s) (applicant or lead applicant and each co-applicant) must sign a declaration on their honour signed in their name [(and on behalf of the affiliated entities, should they be part of the application)], certifying that they are not in one of the situations referred to in article **136 and 141** of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>.

7.2. Rejection from the call for proposals

The Commission shall not award a grant to an applicant who:

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

The same exclusion criteria apply to any affiliated entities which must, therefore, be included in the above-mentioned declaration(s).

Administrative sanctions may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

8. SELECTION CRITERIA

The lead applicant and each co-applicant must have the financial and operational capacity to complete the activities for which funding is requested. Only organisations with the necessary financial and operational capacity may be considered for a grant.

8.1. Financial capacity

The lead applicant and each co-applicant must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.

The verification of financial capacity will NOT apply to public bodies.

The lead applicant's and each co-applicant's financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Declaration on honour (including financial capacity to carry out the activity) (see section 14, checklist);
- Annual balance sheets and profit and loss accounts for the last financial year available (see section 14, checklist);
- Summary balance sheet and profit and loss accounts using the template provided in SWIM and signed by the legal representative (see section 14, checklist).
- information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form
- For grants exceeding *EUR 750 000* per beneficiary or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last two financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. (see section 14, checklist).

In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant, not to the consortium as a whole.

The ratio between the total assets in the applicant's (lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible for, according to the budget in the application form would be considered strong if it is equal or greater than 0.70.

If the applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

After this further analysis, the Commission will take various proportional measures depending on the level of weaknesses identified, which may be to:

1. reject the whole application;
2. remove the co-applicant from the consortium and re-evaluate the proposal without this co-applicant;
3. propose a grant agreement without pre-financing;
4. propose a grant agreement with a pre-financing paid in several instalments;

5. propose a grant agreement with pre-financing payment(s) covered by (a) financial guarantee(s);
6. propose a grant agreement with joint financial liability of 2 or more applicants/co-applicants;
7. propose a grant agreement with a mix of the measures 4, 5 and 6.

In the case of mitigating measure 5, the Commission may request a pre-financing guarantee for up to the same amount as the pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euros, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it 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. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

8.2. Operational capacity

Applicants (lead applicant and each co-applicants) must have the professional competencies as well as appropriate qualifications necessary to complete the proposed work programme. In particular, applicants must have:

- a track record of competence and experience in the field of the type of action proposed
- the necessary operational resources (technical, management) to carry out the action.

The operational capacity of the applicant and co-applicant(s) to complete the proposed action must be confirmed by the submission of the following supporting documents:

- *A list of the main project(s) relating to the subject of the call carried out in the last three years, with minimum one successfully implemented project with at least two Member States involved.*
(see section 14, checklist);
- The CVs of the proposed project co-ordinator and of the persons who will perform the main tasks showing all their relevant professional experience. The project co-ordinator must have minimum three years of professional experience in a cross-border project. (see section 14, checklist);
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see section 14, checklist).

If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required operational capacity, this co-applicant will be removed from the consortium and the application will be evaluated without this co-applicant²³. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the granted budget. If the application is selected, the work programme may have to be slightly adjusted.

²³ This includes a re-evaluation of the eligibility of the modified consortium.

Only proposals which comply with the requirements of the above operational selection criteria will be considered for further evaluation.

9. AWARD CRITERIA

The proposals which fulfil the eligibility and operational selection criteria will be assessed according to the following award criteria:

A. Relevance of the proposal to the call (max. 25 points)

- The degree to which the proposal meets the six components to the action identified in section 2.2 of the call and
- The degree to which the proposals meets the minimum requirements for ensuring adequacy with the Implementing Guidelines set out in Annex I.
- The extent to which the proposal provides an explanation how specific sectors or categories of vacancies will be given priority and the strategy to make adjustments over the life cycle of the project in light of the evolution of labour market needs and target audiences.
- The degree to which the specificity of traineeships and/or apprenticeships is duly taken into consideration.
- The adequacy of the package of services for target groups (young people and employers), combining activation measures and items of direct financial support, in light of the objectives of the call.

B. Quality of the methodology and the proposed activities (max. 25 points)

- Clarity and consistency of the proposed action.
- The detailed description of the tasks, responsibilities, resources and management tools of the consortium (lead and co-applicants).
- The extent to which the methodology and proposed activities are adequate to ensure an efficient delivery of services to the target groups.
- The degree to which organisations which are not part of the EURES network provide an added value in their role and contribution to the action
- The methods and procedures for securing effective and prompt direct financial support for target groups (young people and employers), for monitoring expenditure and ensuring sound financial management.
- The measures to ensure adequate quality control of vacancies and activities in general as well as the measures to ensure the adequate monitoring of activities. The proposal should also indicate the risks that can be encountered and the corresponding mitigation measures.
- The consistency of the planned timetable for activities.

C. Expected impact of the proposal (max. 20 points)

- The added value, geographical coverage, transnational dimension and expected impact of the action at both national and EU level.
- The extent to which the proposal is likely to contribute to the overall expected number of work placements (be them jobs or work-based training opportunities) in other Member States, in the light of the composition of the consortia and the resources allocated to the action. The estimate should be justified.
- The degree to which applicant organisations (lead and co-applicants) managing other European actions e.g. EURES or other EU programmes can capitalise on existing resources to boost the success of the action.

D. Visibility of the action (max. 10 points)

- The outreach strategy and customer-oriented approach by the consortium to mobilise the target groups (young people and employers).
 - The suitability of the information and communication activities (including online information and social media).
 - The appropriateness of the activities involving evaluation of the action and the exploitation and dissemination of its results.
- **E. The cost-effectiveness of the operation (max. 20 points)**
 - Coherence of the overall budget breakdown.
 - Clarity and consistency of the estimated budget description and justification of costs.
 - The degree to which the level of output and impact of the project is proportional to the amount of the requested grant.

Applications will be ranked according to the total score awarded. Taking into account the available budget, the proposals with the highest total scores will be recommended for award, **on condition that: the total score reaches at least 70% of the total (100) available points and at least 50% of the total available points per sub-award criterion (points 9 A–E).**

10. LEGAL COMMITMENTS

In the event of a grant being awarded by the Commission, a Grant Agreement, drawn up in euros and detailing the conditions and level of funding, will be sent to the beneficiary, or to the coordinator in the case of multi-beneficiary grant agreements.

The 2 copies of the original agreement shall be signed by the beneficiary, or the coordinator in the case of multi-beneficiary Grant Agreements, and returned to the Commission immediately. The Commission will sign them last.

The Commission may have made relevant corrections and deletion of ineligible costs or activities in the Grant Agreement sent to the applicant – therefore the applicant should carefully read the whole agreement before signing and returning the copies to the Commission.

The applicable model Grant Agreement is published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>. There is no alternative to this model in the context of this call. In specific cases, international agreements conditions may apply.

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

10.1. Sources of Funding

In addition to the obligations with regard to visibility of Union funding foreseen in the General conditions to the grant agreement, beneficiaries must acknowledge in writing that the project has been supported by the European Union Programme for Employment and Social Innovation ("EaSI") 2014-2020. In practice, all products (publications, brochures, press releases, videos, CDs, posters and banners, and especially those associated with conferences, seminars and information campaigns) must state the following:

This (publication, conference, video, xxx) has received financial support from the European Union Programme for Employment and Social Innovation "EaSI" (2014-2020). For further information please consult: <http://ec.europa.eu/social/easi>

The European emblem must appear on every publication or other material produced. Please see:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

Every publication must include the following:

The information contained in this publication does not necessarily reflect the official position of the European Commission.

11. DATA PROTECTION

Before the grant agreement's signature :

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 (EU) 2018/1725. Unless indicated otherwise, the applicant's replies to the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal, will be processed solely for that purpose by the Head of Unit F.4 – Programme Management and Implementation, DG Employment, Social Affairs and Inclusion. Details concerning the processing of your personal data are available on the privacy statement at : https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046²⁴. For more information see the Privacy Statement on: http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

Once the grant agreement is signed

Beneficiaries must process personal data in compliance with the applicable EU and national law on data protection in accordance with the Regulation (EU) 2016/679²⁵. Any personal data included in the Agreement must be processed by the Commission in accordance with Regulation (EU) No 2018/1725²⁶.

Such data must be processed by the data controller identified in Article I.7.1 solely for implementing, managing and monitoring the Agreement or to protect the financial interests of the EU, including checks, audits and investigations in accordance with Article II.27.

²⁴ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

²⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, OJ L 119, 4.5.2016, p. 1, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2016.119.01.0001.01.ENG

²⁶ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

Please refer to Article II.7. of the General Conditions of the model grant agreements.

12. FINANCIAL PROVISIONS

Details on financial provisions are laid out in the Financial Guidelines for Applicants and the model Grant Agreement, both published on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

The above mentioned documents, together with Annex I (TMS Implementing Guide) to the present call for proposals provide more details for the applicant organisations, especially guidelines for presenting the proposals' provisional budget along with the rules governing which categories of expenditure are eligible and which are not.

13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

The procedure to submit proposals electronically is explained in point 14 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf

Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in section 3.

The SWIM electronic application form is available until midnight on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, sign and send it by post service or hand delivery by the submission deadline, it is the **applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.**

The hard copy of the proposal must be duly signed and sent in two sets (one marked "original" and marked "copy"), including all documents listed in section 14, by the deadline set in section 3, either by registered post, express courier service or hand delivery.

Address for registered post or express courier service:

European Commission
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2019/009 – DG EMPL
CAD J-27 00/120
B-1049 Bruxelles - BELGIUM

Evidence of posting or express courier deposit slip should be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

- a) registered post evidence: postmark
- b) express courier service evidence: deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 4 p.m. of the date indicated in section 3 at the following address:

European Commission
Service central de réception du courrier
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)
Call for proposals VP/2019/009 – DG EMPL.D1
Avenue du Bourget, 1
B-1140 Evere

At that time the European Commission's Central Mail Service will provide a signed and dated proof of receipt which should be conserved as evidence of delivery.

If an applicant submits more than one proposal, each proposal must be submitted separately.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless requested by the European Commission (see section 13).

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

14. COMMUNICATION

Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals

Any requests for additional information must be made by e-mail only to the coordinates stated below.

The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.

All enquiries must be made by e-mail only to:

empl-vp-2019-009@ec.europa.eu

For any technical problems please contact: empl-swim-support@ec.europa.eu

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

The Commission may, on its own initiative, inform of any, error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website.

It is therefore advisable to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check for updates and modifications regularly during the submission period.

After the deadline for submission of proposals

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by email provided the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to (**empl-vp-2019-009@ec.europa.eu**).

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

Applicants will be informed in writing about the results of the selection process. Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the beneficiaries.

15. INSTRUCTIONS FOR THE PRESENTATION OF THE APPLICATION AND REQUIRED DOCUMENTS

15.1. Instructions for the presentation of the application

The application comprises an application form including the budget, a description of the action and work plan plus a series of other required documents (see section 14.2).

The description of the action and work plan must be written using the template available in SWIM. All the information related to the description of the action and the work plan must be presented in one single document. The budget must be presented using the application form in SWIM.

Proposals should include inter alia the mandatory activities in the description of the action and the work plan and foresee the corresponding expenditure in the budget estimate.

In the description of the action, the role of all applicants, any affiliated entities and any associate organisations must be clearly explained.

In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

15.2. Required documents

The table below includes the documents that should be provided, including the documents mentioned in 14.1. Except for Legal entity form, VAT Certificate and Financial identification form which can be submitted later only for successful

applications. Please note that all other documents are necessary either for the admissibility (see section 5) or for the analysis of the eligibility (see section 6) or selection criteria (see section 8).. We recommend that applicants use the table as a **checklist** in order to verify compliance with all requirements.

While some information must be supplied using the templates available in the SWIM, other documents may need to be completed and/or attached electronically, usually either administrative documents or free format text descriptions. The SWIM application indicates in each section where SWIM templates should be used as well as which and where free format documents can be uploaded electronically.

Copies of the signed originals will be accepted for most of the documents to be submitted by the co-applicants. However, the lead applicant shall keep the original signed versions for its records, because **originals** may have to be submitted for certain documents at a later stage. **If the lead applicant fails to submit these original documents within the deadline given by the Commission, the proposal may be rejected for lack of administrative compliance.**

Please note that documents to be provided by the lead applicant must in any case be provided in their original version.

Regarding the compilation of the application file, it is recommended to:

- 1) follow the order of documents as listed in the checklist (and attach a ticked checklist as below to the proposal);
- 2) print the documents double-sided;
- 3) use 2-hole folders (do not bind or glue; stapling is acceptable).

CHECKLIST for required documents at application stage

This table includes the documents that must be provided for the proposal and where originals are required. We strongly recommend using the table as a checklist in order to verify compliance with all requirements. **Notes:** highlighted documents do not need to be provided by public entities.. All the documents marked with * must be provided in SWIM as well as in paper form..

No.	Document	Specification and content	The document must be provided by each				Originally signed?	Checkbox
			Lead applicant	Co-applicant	Affiliated entity	Third party/organisation		
1	Signed SWIM application form submitted online + one hard copy	The SWIM application form submitted online must be printed and dated and signed by the authorised legal representative and send by hard copies as foreseen in Section 12. <i>Note: the online form must be electronically submitted before printing. After electronic submission, no further changes to the proposal are permitted.</i>	✓	--	--	--	✓	<input type="checkbox"/>
2	Executive summary (if necessary)	Executive summary in EN (maximum 2 pages) – free format	✓	--	--	--	--	<input type="checkbox"/>
3	Declaration on honour*	The template is available in SWIM and must be written on the official letterhead of the organisation, bearing the original signature of the authorised legal representative and include the application's reference number generated by SWIM (VP/2017/0XX/XXXX). This declaration must also cover any affiliated entity. Where applicable, the relevant documentary evidence which illustrates the remedial measures taken for applicants who declared one of the situations of exclusion listed in the declaration. <i>Copies of the original signed declaration of co-applicants are accepted at the submission of the application; originals to be submitted upon request..</i>	✓	✓	--	--	✓	<input type="checkbox"/>
4	Letter of commitment*	The template is available in SWIM and must explain the nature of the organisation's involvement [(for associate organisations)] [and] specify the amount of any funding provided [(for third parties)]. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. <i>Copies of the original signed letters of commitment are accepted at the submission of the application; originals to be submitted upon request.</i>	--	--	--	✓	✓	<input type="checkbox"/>
5	Letter of mandate*	The template is available in SWIM and must be written on the official letterhead of the organisation, dated and signed by the authorised legal representative.	--	✓	--	--	✓	<input type="checkbox"/>
6	Legal/capital link with lead or co-applicant*	Affiliated entities are required to provide proof of the legal and/or capital link with the lead or co-applicant.	--	--	✓	--	--	<input type="checkbox"/>

7	Proof registration ²⁷ of	A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). [Exclusively in the case of social partner organisations without legal personality : a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation.]	✓	✓	--	--	--	□
8	Statutes ²⁸	The articles of association/statutes or equivalent proving the eligibility of the organisation.	✓	✓	--	--	--	□
9	Description of the action and work plan*	The template is available in SWIM which must be duly completed and submitted electronically together with the online submission form and on paper as well. The paper version must be identical to the electronic version of the detailed work programme. Applicants are encouraged to submit the document submitted in English. See Section V.	✓	--	--	--	--	□
10	Curricula vitae of key staff	Detailed CVs of the person responsible for managing the action (named in section A.3 of the online application form) and the persons who will perform the main tasks . The CVs should indicate clearly the current employer.	✓	✓	✓	--	--	□
11	List of main projects	A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section D.3) – free format]	✓	✓	✓	--	--	□
12	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used.	✓	✓	--	--	--	□
13	Summary balance sheet & profit and loss accounts	The template is available in SWIM and must be signed by the authorised legal representative]	✓	✓	--	---	✓	□
14	Audit report	For action grant requests of EUR 750,000 or more: an external audit report produced by an approved auditor, certifying the accounts for the last financial year available where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available.. The threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the report in English, French or German. See Section V.	✓	✓	--	--	--	□

²⁷ If the applicant (lead or co-applicant) has signed a grant agreement with DG EMPL within 12 months prior to submitting the application and there has been no modification of their legal status in the meantime, they may provide the grant agreement reference number in the "Description of the Action" template instead (e.g. VS/2018/XXXX)

²⁸ Idem

CHECKLIST for required documents for the proposals selected for funding

This table includes the documents that must be provided for the proposals selected for funding and where originals are required.

No.	Document	Specification and content	The document must be provided by each				Originally signed?
			Lead applicant	Co-applicant	Affiliated entity	Third party organization	
1	Legal entity form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) and must be duly signed and dated by the legal representative.	✓	✓	--	--	✓
2	VAT certificate	A document showing the identification number for tax purposes or the VAT number, if applicable.	✓	✓	--	--	--
3	Financial identification form	The template is available in SWIM and online (http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm) and must be duly signed and dated by the <u>account holder</u> and bearing the bank stamp and signature of the bank representative (or a copy of recent bank statement attached).	✓	--	--	--	✓

ANNEX I: FINANCIAL GUIDELINES FOR APPLICANTS

Annex I is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>

ANNEX II: TMS IMPLEMENTING GUIDE

Annex II is available on the Europa website under the relevant call:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en>