EUROPEAN COMMISSION
Information Society and Media Directorate-General

Content

eContent*plus* programme

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DRAFT GUIDE FOR PROPOSERS

July 2006

This documentation is based on information contained in the draft eContent*plus* Work Programme, the draft eContent*plus* call for proposals 2006 and the draft Guide for Proposers, available on the Safer internet plus website (http://europa.eu.int/econtentplus).

Definitive versions of these documents will be published after completion of the internal procedures required for the adoption of these documents by the Commission. Any changes that may occur will be highlighted and explained on the programme website.

The Commission does not accept any responsibility for damages that may arise from the use of the information contained in the afore-mentioned draft documents.

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l payment The final payment will be based on the submission of a cost statement by each

GUIDE FOR PROPOSERS 2006

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http://europa.eu.int/econtentplus

Foreword

The Guide

The Guide for Proposers is part of the information necessary to make a **project proposal** under the *e*Content*plus* programme's call for proposals. It provides guidance on how to submit a proposal.

It is accompanied by an appendix which contains the proposal submission forms (Parts A, B and C).

Additional Information

The additional documents you will need to prepare a **proposal** are:

1. The **European Parliament and Council Decision** setting the objectives of the programme.

2. The **Work Programme for 2006** which provides the description of the actions, the means to implement the programme and the evaluation criteria.

3. The **call for proposals for 2006,** as published on the programme Web site, detailing which actions are open under a given call and the deadline for proposal submission.

4. **The model grant agreement for *e*Content*plus* projects, with annexes,** which specifies the terms and conditions to which your consortium will be expected to agree if your proposal is selected for funding. (NOTE: in accordance with the new Financial Regulation the term "grant agreement" has replaced the term "contract" and the term "beneficiary" has replaced the term "contractor" used in the past).

All the above documents are downloadable from the *e*Content*plus* web site at

http://europa.eu.int/econtentplus or can be obtained from this address:

European Commission
Information Society and Media Directorate-General
eContentplus
Office EUFO 1181
Rue Alcide de Gasperi
L-2920 Luxembourg, Luxembourg
Fax: +352-4301-30269
E-mail: econtentplus@ec.europa.eu

This Guide for Proposers does not supersede the rules and conditions laid out in the European Parliament and Council Decision establishing the programme, in the associated calls for proposals and in the Financial Regulation applicable to the General Budget of the European Communities.

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I. Programme objectives

The main objective of eContentplus is to make digital content in Europe more accessible, usable and exploitable.

The **objectives** and **actions** of the *e*Content*plus* programme are laid down in the European Parliament and Council Decision of 9 March 2005[1]. The *e*Content*plus* Work Programme for 2006 provides further details on the actions, delimiting the scope within which proposals can be addressed. **Please read the Work Programme carefully before you start preparing a proposal**.

II. Call for proposals and project types

A single call for proposals, with **a fixed deadline**, has been foreseen for 2006.

Two project types are supported: **targeted projects** and **thematic networks.**

The financial instrument will be grants to projects. All such grants need to be co-financed by the beneficiaries, who will need to demonstrate in the proposal their contribution to the project.

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[1] Decision No. 456/2005/EC of 9 March 2005, OJ L 79, 24.03.2005, p.1.

Projects overview

Project Types	Characteristics	Typical EU Contribution*	Typical Duration	Typical country coverage**
Targeted Projects	- a problem oriented approach, tackling issues with cross-border relevance - address specific issues to enable access to or use of digital content - should result in a significant increase in the actual access to and the use of the underlying digital material	2 – 5 Mio euro. 50% of eligible costs.	Up to 36 months (typically 18 - 24)	6 – 15
Thematic Networks	- bring together stakeholders/experts from different countries to support and co-ordinate developments in a certain area, generate consensus or - support awareness-raising activities, and the co-ordination of projects in a particular target area, including their organisational coherence and endorsement.	0.4 – 1 Mio euro. Up to 100% of a limited set of direct costs (i.e. no overheads) for co-ordinating and implementing the network: Costs for beneficiaries other than the co-ordinator are limited to travel and subsistence.	Up to 36 months	13 - 25

* For details of the financial Community contribution see VI.4.
** "Country coverage" is not the same as number of applicants (see III.2) - it means countries on which the project would impact.

III. Participation

I.1. Applicants

The participation in the programme is open to legal entities established in the Member States.

It is furthermore open to legal entities established in:

a) Bulgaria, Romania, Turkey, Croatia and the Former Yugoslav Republic of Macedonia. If grant agreements are concluded with consortia including legal entities from these countries, such legal entities will be eligible for funding only if the country concerned has effectively joined the Programme by means of a Memorandum of Understanding by the date of signature of the grant agreement.

b) EFTA States which are contracting parties to the EEA Agreement (Norway, Iceland and Liechtenstein), in accordance with the provisions of that Agreement.

Up to date information on which countries are part of the programme is available on the programme web site at http://europa.eu.int/econtentplus.

Legal entities established in third countries and international organisations may take part in projects at their own expense.

I.2. Number of applicants

There are no formal minimum or maximum requirements for the number of applicants in proposals. Proposals may be submitted by a single legal entity or by a consortium established in an EU Member State or in another eligible country (see III.1).

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The European added value of the proposal will however have to be clearly demonstrated. A proposal for an activity carried out in a single country and involving only applicants from that country is unlikely to have European added value.

IV. Preparation and submission

I.1. Proposal structure

A proposal has three parts:

Part A provides legal and administrative information about the proposal and the applicants and details on the funding requested.

Part B is a structured description of the proposed work. It presents the objectives of the project, summarises its rationale and background. Furthermore, part B describes the applicants and their role, the work plan and management. Part B also includes information on the financing plan of the proposal (how the applicants intend to provide co-financing for the proposed project).

Part C provides information on the financial capacity of the proposing organisations to co-finance projects. This information is essential for a proper evaluation and will help in the preparation of a grant agreement if the proposal is successful.

I.2. Proposal forms

The forms and layout instructions are included in the Appendix – Part A, B and C.

Please read the instructions in each part of the proposal forms carefully. For instance, the legal name and the legal address of an applicant must correspond exactly to the name and address occurring in e.g. national company registers for companies and in national laws/by-laws/statutes for universities.

Applicants must indicate the proposal short title (acronym[2]) at the top of every page of part B and all annexes. Pages must be clearly numbered.

A proposal can only be for <u>one single action</u>[3]. Applicants wishing to make proposals under two (or more) actions should fill out a separate **complete** set of forms for each one.

I.3. Operational and financial capacity

Applicants must demonstrate that they have the financial and operational capacity to successfully complete the proposed project. The organisation's accounts as requested in part C and the curricula vitae of key personnel as requested in part B are hence key input for the application of the award and selection criteria (see chapter V, Evaluation), whilst further information may be requested by the Commission at a later stage. Public bodies are exempted from the verification of financial capacity.

I.4. Language

Proposals may be submitted in any official language of the European Union. In order to facilitate assessment by outside experts, however, applicants intending to submit a proposal in a language other than English are kindly invited to add an **English translation** of at least the narrative part of the proposal (part B, see below).

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[2] The applicants shall bear sole responsibility for assessing that the use of acronyms does not infringe existing trademarks, registered patents and other similar rights.

[3] If more than one action has been ticked in form A1, or if the action ticked is inconsistent with the rest of the forms, the proposal will be evaluated under the most appropriate action in the light of the documentation provided.

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I.5. Applicants' agreement

When submitting a proposal on behalf of the consortium members, in Form A1 (see Appendix - part A) the co-ordinator declares that (s)he is acting on behalf of all applicants, all of whom

- are aware of this proposal
- agree with its content and submission
- have the necessary internal authorisations to commit their organisation to submitting this proposal
- are aware that the proposed project may receive only one grant from the Community budget.

The European Commission reserves the right in case of non-compliance with these conditions to eliminate this proposal from the evaluation and/or negotiation process at any time.

I.6. Submission deadline

Proposals must be received by the Commission before the call deadline specified in the call text. The deadline is published in the call for proposals on the eContentplus website and in the Official Journal of the European Union.

Please note that the deadline applies to **receipt by the Commission**. No responsibility is taken for the late delivery of proposals. Proposals received **after** the submission deadline will not be considered.

I.7. Submission method

- Proposals must be prepared and submitted to the Commission on paper in one (1) original and five (5) copies, accompanied by an electronic copy on CDROM.
- Proposals must be completed in all parts and must be sent by *registered post*, *hand delivered* or sent by *courier service*.
- Proposals submitted by fax, telex, or e-mail will **not** be accepted.
- Proposals submitted to the Commission will not be returned.

Filling in the Forms

The templates of the forms can be downloaded from the programme website.

Forms will be machine-read at the Commission, so as to avoid misreading of your proposal details, we would kindly ask you to read and follow these notes carefully.

- You can directly print the A and C forms from the provided Excel files.
- Keep all forms as clean as possible and do not fold, staple or amend them with correction fluid.
- Enter your data only in the white space on the forms, and do not type outside the boundaries as the data then may be truncated in the Commission's database.
- For questions requiring a choice between different boxes, please enter X in the appropriate box.
- For numbers, please round to the nearest integer. Do not insert any character or space to separate the digits in a number.
- Remember to indicate the proposal acronym on all pages of the proposal.
- All costs must be given in EUR (and not kilo EUR) and must exclude value-added tax (VAT).

Packaging and Delivery

Proposals should be prepared and submitted with:

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- one complete unbound original of all parts
- five bound copies of all parts
- a CDROM with the electronic version of the proposal containing all administrative forms in excel format and the Description of work in PDF format.
    - One Excel file named "forms_A1_A3_coordinator.xls" containing A1 and A3 forms to be prepared **only** for the co-ordinator. Please make sure that in form A3 (budget table) the applicant number and the Organisation short name match the A2 forms provided by each applicant.
    - One Excel file for each applicant (co-ordinator included) created from "forms_applicant_XX.xls" containing A2, C1 and C2 forms, to be named as: " forms_applicant_01.xls" (the co-ordinator is always applicant number one) " forms_applicant_02.xls", "forms_applicant_XX.xls" etc. for the rest of the applicants. (Remember to check that the applicants' numbering of A2 forms matches the A3 forms filled by the coordinator.
    - 1 PDF containing part B with the description of work named as "[project acronym]_part_B.pdf"

A package should contain one proposal with the original, the respective copies and the CDROM only. If you are submitting more than one proposal on paper, submit each proposal separately. Never combine two different proposals in a single package.

To facilitate handling by the Commission services the package should be double-wrapped with the wrappings marked as follows:

Inner package:

"Not to be opened by the mail service: eContentplus proposal"
The name and address of the sender
The action as indicated in the call notice.

Outer package:

The address of the European Commission as specified in the call notice:

European Commission
Information Society and Media Directorate-General
eContentplus
Jean Monnet Building, Office EUFO 1181
Rue Alcide de Gasperi
L-2920 Luxembourg, Luxembourg

Once a proposal has been received and registered by the Commission, an acknowledgement of receipt will be dispatched.

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I.8. Check list for proposals

Experience shows that a number of general checks are useful before submitting a proposal:

Action	**Completed**
Are all parts of the Proposal complete?	
– **Part A:** Forms A2 one for each applicant (co-ordinator included); Forms A1 and A3 for co-ordinator only	
– **Part B:** Narrative description of work	
– **Part C[4]:** Forms C1 and C2 one for each applicant (co-ordinator included)	
Have you prepared one unbound original of all parts?	
Have you prepared five bound copies of all parts?	
Is the CDROM with the electronic versions complete?	
– 1 Excel file called "forms_A1_A3_coordinator.xls" for the co-ordinator only	
– One Excel file for each applicant (co-ordinator included) named as "form_applicant_01.xls" (the co-ordinator is always applicant number one), "form_applicant_02.xls", "form_applicant_XX.xls" etc for the rest of the applicants.	
– 1 PDF containing part B with the narrative description of work named as "[project acronym]_part_B.pdf"	
Have you double wrapped the proposal package as described and marked the outer and inner envelopes correctly?	
Make sure that your proposal arrives at the Commission by the date and time and at the address given in the official call notice	

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[4] Forms C are not needed for public sector organisations

V. Evaluation of proposals

I.1. General principles

The evaluation of proposals will be based on the principles of transparency and equality of treatment. It will be carried out by the Commission with the assistance of outside experts. All proposals will be treated in strict confidence.

Each submission will be assessed on the basis of the evaluation criteria, which are divided in three categories: **eligibility criteria**, **award criteria**, **selection criteria**. Only proposals meeting the requirements of the eligibility criteria shall be evaluated further.

The description of the evaluation criteria is presented in the Work Programme. The evaluation mechanism and process are presented here below.

I.2. Evaluators

I.1.1. Evaluation committee

The Commission appoints an *evaluation committee* of at least three Commission officials to evaluate the proposals submitted in response to a call. The evaluation committee is responsible for carrying out the evaluation. The evaluation committee will be assisted by Commission staff and outside experts.

Upon completion of their work, the members of the evaluation committee will sign a record of all the proposals examined, containing an assessment of their quality and identifying those which are recommended for funding.

I.1.2. Appointment of outside experts as evaluators

Outside experts, i.e. experts who are working in a personal capacity and in performing the work do not represent any organisation, assist the evaluation committee in the evaluation of proposals. Experts are selected from lists established in response to a call for expression of interest published in the Official Journal[5] and on the eContentplus web site. Registration to the expert database can be done through the programme web site.

Experts are selected on the basis of their curricula, demonstrating their skills and knowledge in the areas of activity in which they are asked to assist. All experts must possess an adequate professional experience in the public or private sector relevant to one or more of the areas covered by the actions of the eContent*plus* programme. Experts must also have appropriate language skills in view of the proposals to be evaluated.

Further information on the conditions and specifications for eContentplus experts is available on the programme web site at http://europa.eu.int/econtentplus.

I.3. Evaluation Process

The evaluation of the submissions received in response to the call will be carried out through the following stages:

1. Opening, registration and acknowledgement of submissions
2. Verification of eligibility of proposals

[5] Official Journal C 156 of 28.06.2005, p.23

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4. Evaluation of proposals based on the award criteria assisted by outside experts.
5. Application of selection criteria to proposals of sufficient quality with regard to the award criteria.
1. Final evaluation report

The above mentioned stages will be conducted under the supervision of the evaluation committee.

Once the evaluation report has been finalised, the Commission will notify co-ordinators of proposals of the outcome of the evaluation and establish a list of proposals to be retained for negotiating a grant agreement.

VI. Grant agreement

I.1. Negotiations

Negotiations are aimed at offering grant agreements to the successfully negotiated projects.

The basic model grant agreement is not negotiable. Applicants are invited to read carefully this document and its annexes, especially the General Conditions, before agreeing to submit a proposal. The model grant agreement can be downloaded from the Programme web site.

Negotiations will cover technical, legal or financial aspects of the proposal, based on the results of the evaluation.

The technical aspects of negotiations would cover revisions to the proposed project work plan and adjustments to it, resulting from the evaluation. The legal aspects would cover review of any special contractual clauses or conditions required for the project, and other aspects relating to the development of the final grant agreement (including project start date, timing of deliverables - in particular audit certificates and other legal requirements). The financial aspects would cover the total budget and the EC contribution, the amount of the initial pre-financing, timing of reporting and payments and, if necessary, any financial security which may be requested by the Commission.

Applicants must certify that they are not in one of the situations listed in the Work Programme (chapter 8.2.1). Any potential beneficiary, who cannot certify that none of the above situations apply, shall be excluded from participation.

In addition, any potential beneficiary subject to a conflict of interest or having been found guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the process leading up to conclusion of the grant agreement or failing to supply this information shall be excluded from participation in any future grant agreement.

If it proves impossible to reach agreement with any applicants within a reasonable deadline that the Commission may impose, negotiations on grant agreement preparation may be terminated and the proposal rejected by the Commission.

I.1.1. Financial viability of proposal applicants

Further administrative and financial information might be required to assess the viability of the proposed project as the applicants will have to demonstrate that they have all the human, financial and technical resources required for carrying out the project.

As a general rule, public sector bodies are considered to be financially viable. In all other cases (including e.g. companies, associations and non-governmental non-profit bodies), the financial viability of the applicants will be assessed and the Commission may seek to safeguard its interest by asking for a bank guarantee or other suitable measures.

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I.1.2. Conclusion of negotiations

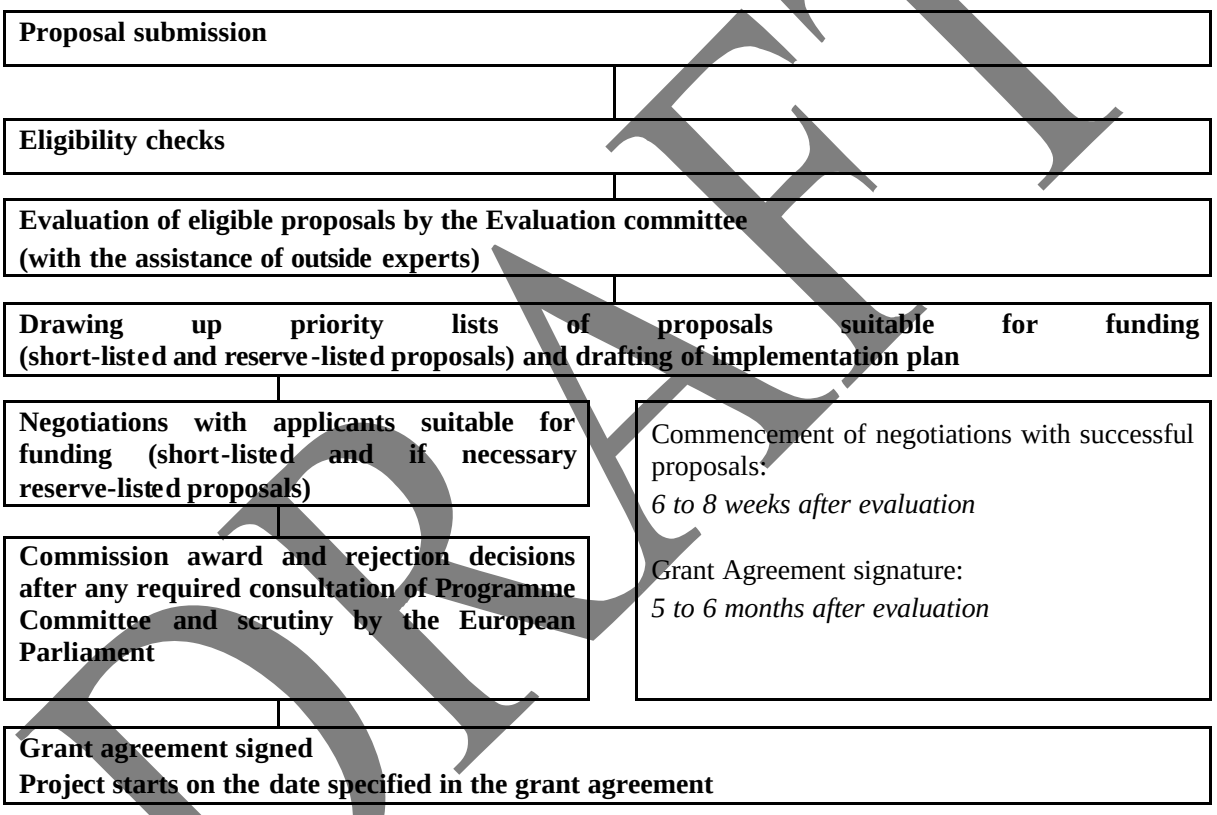
On successful conclusion of these negotiations, the Commission will – after consulting the Programme Committee –take decisions on the projects selected for the award of a Community grant.

I.2. The grant agreement signature and entry into force

The grant agreement will be sent to the co-ordinator of the project for signature and will enter into force following its signature also by the Commission. The other beneficiaries will have only to complete and sign ANNEX III Form A – "Consent of the beneficiaries to accede to the agreement". This form will be then transmitted to the Commission by the co-ordinator by the date specified in the grant agreement.

The project will start on the date agreed upon during project negotiations.

The table below gives an overview of the process from proposal stage to grant agreement signature:



I.3. Consortium structure

Applicants should read carefully the model grant agreement and its annexes. The following points are relevant to the structure of the proposal.

I.1.1. The co-ordination of the project

Within a consortium, applicants shall designate one of the applicants to carry out the co-ordination function.

The co-ordinator is the liaison between the beneficiaries and the Commission, responsible e.g. for collecting, integrating and submitting project deliverables, and for distributing the funds received from the Commission.

It should be noted that the successful management of the project is a joint commitment of all the beneficiaries.

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Sufficient resources must be allocated to the co-ordination and management of the project.

I.1.2. Technical collective responsibility

As laid down in the model grant agreement (art. II.7), the technical implementation of the project will be the collective responsibility of the beneficiaries. To that end, each beneficiary shall take all necessary and reasonable measures to attain the objectives of the project, and to carry out the work incumbent on a defaulting beneficiary.

I.1.3. Financial joint responsibility

As laid down in the model grant agreement (art. II.8), if a beneficiary does not honour a reimbursement to the Commission, the remaining members of the consortium will have to reimburse the amount due to the Commission.

I.1.4. Evolution of the consortium

As laid down in model grant agreement (art. 3), the consortium may be enlarged to include other legal entities, which will accede to the grant agreement by means of form B (set out in Annex III to the grant agreement), subject to acceptance by the Commission.

I.4. Financial contribution of the Community

The Commission provides a financial contribution to the actual eligible costs incurred for execution of the project work for which a grant has been awarded.

I.1.1. Incurred eligible project costs

Beneficiaries are required to identify and declare their eligible costs by the submission of intermediate and final cost statements based on the **actual costs** incurred in the execution of the action. Supporting documents, which justify these costs, must be retained for at least five years from the end of each payment to permit auditing by Commission services or other institutions, e.g. the European Court of Auditors.

A cost shall be considered as eligible only where it is necessary for and has occurred during the project and is provided for in the grant agreement. It shall be reimbursed if the amount has actually been spent and recorded in the accounts. No profit may be included**.**

The different categories of **PROJECT RELATED COSTS** that are eligible for Commission funding are the following:

Direct Costs

Personnel costs: subject to the grant agreement terms, personnel directly carrying out work under the project; time devoted to the project shall be recorded.

Travel and subsistence: The amount for travel and subsistence costs of personnel working for the project, calculated on the basis of the usual practices of the beneficiary. The prior agreement of the Commission will be required for any destination outside the territory of a Member State, an associated state or a third country where a beneficiary is established.

Subcontracting: Applicants must be able to carry out the proposed work to be performed. However, where it is necessary to subcontract certain elements of the work, this should be clearly identified in part B of the proposal. Any subcontract, in order to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment.

The Commission's prior written approval will be required in the following cases:

(a) where the cumulative amount of the subcontracts of a beneficiary exceeds:

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– 20% of his estimated eligible costs,

– EUR 100 000,

whichever amount is the lower;

(b) where the subcontractor is established in a third country.

Other specific costs: Costs for the organisation of workshops and conferences, Web site hosting, Web site design, printing, translation, the acquisition of software licenses, the cost of certification of financial statements or the direct costs incurred in the setting-up of financial guarantees requested by the Commission are eligible costs not requiring specific approval by the Commission. Other costs belonging to this category shall only be eligible subject to written approval by the Commission unless they are already provided for in Annex I (Description of work) to the grant agreement.

Indirect Costs

Overheads may be charged on a flat rate basis amounting to up to 30% of the personnel costs. A beneficiary may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: general management and administration costs, depreciation of buildings and equipment, rent, heating, water, electricity, office furniture, personal computers, office supplies including printer ink and stationery, telecommunications and postal charges.

I.1.2. Maximum rate of Community contribution

Targeted Projects

The Community financial contribution for targeted projects will be up to 50% of **direct and indirect** eligible costs (as defined in the model grant agreement).

Thematic Networks

Eligible costs for thematic networks will be limited to **direct costs** (as defined in the model grant agreement) of co-ordinating and implementing the network, i.e. **no indirect costs.** The direct costs will be covered at a rate of 100%.

Eligible costs network members other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended by a network member on behalf of the network. The co-ordinator will reimburse travel & subsistence expenses thus incurred by the network members.

For thematic networks, the grant agreement will be concluded with the coordinator only. Other network members will be expected to join the network through a network membership agreement, to be concluded and submitted to the Commission as part of the project deliverables.

Thematic networks should be open to new members and the estimated budget should be calculated to allow for this.

I.1.3. Pre-financing

For projects, pre-financing will be paid by the Commission within 45 days after the signature of the grant agreement to speed up and facilitate the work. The percentage of pre-financing will vary according to the duration of the project:

– For short projects (less than 18 months), the pre-financing will be 50% of the total Community contribution;

– For longer projects the pre-financing will be paid in tranches. For example, in the case of a 24 months project, there will be a first tranche of 40% of the total Community contribution at the

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beginning of the project and a second tranche of 40% of the total Community contribution at a date defined in Annex I of the grant agreement (e.g. 12 months later).

The pre-financing may be reduced or partly retained to protect the Community's financial interests.

In certain circumstances the Commission may request financial or other guarantees to ensure the security of any pre-financing made.

Payment of the second and subsequent tranches will be conditional on the approval by the Commission of the deliverables due for the period and of a statement that the consortium has incurred eligible costs by that instalment date equivalent to at least 70% of the total amount of any earlier pre-financing.

I.1.4. Final payment

The final payment will be based on the submission of a cost statement by each beneficiary detailing all the eligible costs incurred during the project. If the eligible costs are lower than the amount of the pre-financing the beneficiaries will have to reimburse the difference to the Commission.

VII. Assistance to proposers

Links to all the necessary information to prepare a proposal are available on the eContentplus web site: http://europa.eu.int/econtentplus

Applicants should periodically check this for latest information

In case of questions on the Work Programme and the call for proposals, etc. the following sources of information are recommended:

I.1. Frequently Asked Questions

A list of Frequently Asked Questions (FAQ) will be published on the programme web site.

I.2. Information days

The Commission may organise info-sessions to disseminate information about the programme or a particular call, and to provide an opportunity for prospective proposers to meet Commission officials and potential applicants.

These events are posted on the eContentplus web site.

I.3. eContentplus Helpdesk

Any questions concerning the call not covered in this document or in the material available at the eContentplus web site may be directed to the Helpdesk:

Email: econtentplus@ec.europa.eu
Fax: +352-4301-30269

Web: http://europa.eu.int/econtentplus

Any last-minute information concerning the call will be posted on the Programme web site, which potential applicants should check periodically.

I.4. Pre-proposal service

Pre-proposals may be screened by the eContentplus team. This service and instructions on how to benefit from it are available through the eContentplus web site.

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I.5. Some recommendations

✓ **Eligible applicants**: Check first that you and other applicants are eligible for participation (for example: your organisation must have a registered legal existence and be established in an EU Member State or in another eligible country).

✓ **Common requirements**: Check that your proposal fulfils the common requirements for the type of project you intend to submit. **Specific actions and objectives**: Check that your proposed work does indeed address an activity included **in the current call**.

✓ **Management:** Clearly indicate ability for high-quality management adapted to the scope of the intended project.

✓ **Presentation:** Good proposals are drafted in a clear and easily understandable way. Good proposals are precise and concise, not "wordy" – evaluators judge on content, not on number of pages.

✓ **Results**: Good proposals clearly show the results that will be achieved, and how the applicants intend to disseminate and/or exploit these results.

✓ **Completeness**: Proposals must be complete, as they are evaluated only on the basis of the written material submitted. **Follow the format of the Proposal Submission Forms and the other parts of the Annex**.

✓ **Partnership**: Applicants should discuss and agree beforehand their respective roles and responsibilities. The consortium should aim at a reasonable distribution of resources and tasks.

✓ **Grant agreement**: Check that the model grant agreement conditions are acceptable for the organisations forming your consortium.

✓ **Competition:** There will be competition, and a weak element in an otherwise good proposal might make it lose out to others. Therefore edit your proposal tightly, strengthen or eliminate weak elements.

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GUIDE FOR PROPOSERS 2006

PART A: PROPOSAL SUBMISSION FORMS A1 - A3 AND INSTRUCTIONS

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http://europa.eu.int/econtentplus

How to complete the proposal submission forms A1-A3

Introduction

This document provides guidance on how to complete the proposal submission forms. **These forms will be an integral part ('Part A') of your project proposal**. A proposal can only be for a single action.

The forms are designed to collect the administrative information on the consortium proposing the project. This information is necessary for the Commission services to evaluate the proposed project.

Please make sure that the forms are completed in accordance with these Guidelines.

The notes accompanying the forms are intended to help you complete them correctly. However, you should also read the other parts of the Guide for Proposers and the other reference documents which are downloadable from the Programme web site.

How to complete the forms

- The co-ordinator fills in forms A1 and A3
- The applicants (including the co-ordinator) fill in one A2 each.

Forms A1-A3: Explanations (Field numbers refer to forms)

A1 General information on the proposal submission form

1 Project Acronym

Provide a short title or acronym of no more than 20 characters, to be used to identify the proposal. The same acronym should appear on each page of the proposal (part A and part B) in order to prevent errors during its handling.

2 Action

The action you are applying for. Please tick the appropriate box. Please only tick one box - if you want to make proposals under two (or more) actions, you should fill out a separate complete set of forms for each one.

3 Project type

Two **project types** are used for implementing the Work Programme in 2006.

- **Targeted Projects (TP)**, which should address specific barriers that prevent or limit access to and use of digital content arising at any stage of the chain - production, exposure, discovery, acquisition and use. Reaching interoperability and increasing usability of existing datasets at a cross-border level is a typical example.

- **Thematic Networks (TN),** which bring together relevant stakeholders, expertise and facilities with the objective of identifying best practices and coordinating the development of specific approaches for improving the availability and usability of digital content. They aim at achieving broad consensus on methods and standards and at having an impact on building a critical mass of digital content at European level. Activities may include coordination and assessment, exchange of information between teams working around a common theme, improvement plans, organisation of conferences and information brokerage.

4 Project duration

Please insert the duration of your project in months.

5 Proposal Title

Give a title no longer than 200 characters that should be understandable also to the non-specialist in your field.

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6 Total eligible costs of the project

The total estimated eligible costs of the project in euro as in form A3. **The data will be automatically retrieved from Form_A3.**

7 Requested EC contribution

Please insert the EC contribution requested for your project. The cost should be expressed in euro, rounding up to the nearest EUR. **The data will be automatically retrieved from Form_A3.**
The maximum EC contribution is as follows:

- **Targeted Projects:** Maximum EC Contribution up to 50 % of total eligible costs
- **Thematic Networks**: Maximum EC Contribution is 100 % of eligible **direct costs** of co-ordinating and implementing the network (i.e. no overheads). Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expenses for events organised by the network or attended by an applicant on behalf of the network.

8 Abstract

The project abstract should be a very short and precise presentation of the main features of the proposed project. Why is it proposed and what problem is it solving? What are the objectives? How will the objectives be achieved? What results are expected? This project abstract will be used in the evaluation process and in communications about the proposed projects to the interested parties (Commission services, programme committee, etc.). Please use plain typed text, avoiding formulae and other special characters.

A2 Applicant Information

9 Applicant number

The number allocated by the consortium to the applicant for this proposal. The **co-ordinator** of a proposal is always **number one**.

10 Applicant role

The role of the applicant as defined by the consortium. The co-ordinator, who is also a beneficiary, must indicate that he is the co-ordinator. The following codes should be used for role:

CO: co-ordinator
AP: applicant (other than the co-ordinator)

11 Organisation legal name

You must use the complete legal name of the organisation. In the case of companies, the legal name and the address must be the name and address appearing in the official trade/company registers, in the case of universities or governmental organisations not registered in trade/company registers, the legal name and address must the name and address appearing in the law or other constituting documents establishing the organisation. Please make sure that the legal name and address are correct and complete. Should the proposed project be retained, all applicants will be required to document the legal name and address by providing excerpts from the official trade/company registers etc. For organisations already participating in other EC funded projects, the name and address must be the same as in these projects.

12 Organisation short name

The short name chosen by the applicant for the proposed project. This should normally not be more than 10 characters and the same should be used for the applicant in the A3 and C forms. **Please make sure that the short name chosen for an applicant is used consistently throughout the project.**

13 Address data

Fill in the fields forming your complete postal address (e.g. if the P.O. Box is sufficient, you do not have to give a street name) as well as the field for your internet address.

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14 Town and Country

Insert the name of the town and country as commonly used. In case of electronic submission the correct country code will be automatically filled. In case of paper submission, include the official country code as indicated in the table below.

Code	*Country*	*Code*	*Country*	*Code*	*Country*
AT	Austria	**LU**	Luxembourg	**TR**	Turkey
BE	Belgium	**LV**	Latvia	**HR**	Croatia
CY	Rep. of Cyprus	**MT**	Malta	**MK**	The Former Yugoslav Republic of Macedonia
CZ	Czech Republic	**NL**	Netherlands	**CH**	Switzerland
DE	Germany	**PL**	Poland	**YU**	Serbia and Montenegro
DK	Denmark	**PT**	Portugal	**RU**	Russian Federation
EE	Estonia	**SE**	Sweden	**CA**	Canada
ES	Spain	**SI**	Slovenia	**GL**	Greenland
FI	Finland	**SK**	Slovakia	**IL**	Israel
FR	France	**UK**	United Kingdom	**KY**	Cayman Islands
GR	Greece	**IS**	Iceland	**UA**	Ukraine
HU	Hungary	**LI**	Liechtenstein	**US**	United States
IE	Ireland	**NO**	Norway	**RE**	Rest of Europe
IT	Italy	**BG**	Bulgaria	**RW**	Rest of World
LT	Lithuania	**RO**	Romania		

15 Legal Status

Please use one of the following codes:

GOV: Governmental (i.e. local, regional or national public or governmental organisations e.g. libraries, hospitals, schools);

INO: International Organisation (i.e. an international organisation established by national governments);

PUC: Public Commercial Organisation (i.e. commercial organisation established and owned by a public authority);

PRC: Private Commercial Organisation including consultancies (i.e. any commercial organisations owned by individuals either directly or by shares);

EEI: European Economic Interest Group

PNP: Private Organisation, Non Profit (i.e. any privately owned non-profit organisation)

16 Activity type

Indicate the principal activity of your organisation. Please use one of the following codes:

REC: Research (i. e. organisations only or mainly established for research purposes);

HES: Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, and colleges);

IND: Industry (i. e. both **private** and **public** organisations, both **manufacturing** and **services** – such as industrial software, design, control, repair, maintenance);

OTH: Others (this category only applies to few organisations, namely the ones not falling under any of the above categories, e.g. public administrations).

17 Number of employees

All applicants should fill in this field. **The figures should be for the legal organisation as a whole and not just for the department carrying out the work**. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. Please indicate the number of full-time equivalent employees.

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18 Annual turnover
Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. Information from the most recent accounting year should be used. **The data will be automatically retrieved from Form_C1**..

19 Annual Balance Sheet Total (i.e., total of assets or total of liabilities)
Universities or other public organisations not having an analytical accountancy system do not have to fill in this field. **The data will be automatically retrieved from Form_C1**.

20 Contact person for the project
This is the person within the organisation who acts as contact person for the organisation and is responsible for managing the proposed project.

21 Title
For example: Prof., Dr., Mr., Ms., etc.

22 Gender
Please indicate the gender of the contact person. This information is collected for statistical purposes.

23 Department/Faculty/Institute/ Laboratory name
Where applicable, insert the name of the department, faculty, institute or laboratory that belongs to the organisation named above.

24 Phone and fax numbers
Please insert the full numbers including country and city/area code (example +32-2-2991111).

25 eMail address
Enter a valid email address of the contact person for the project

26 Dependencies between applicants
Two applicants (legal entities) are dependent on each other where there is a controlling relationship between them:

- A legal entity is under the same direct or indirect control as another legal entity,

or

- A legal entity directly or indirectly controls another legal entity,

or

- A legal entity is directly or indirectly controlled by another legal entity.

Control:
Legal entity A controls legal entity B if:

- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B,

or

- A, directly or indirectly, holds in fact or in law the decision-making power in B

Direct or indirect holding of more than 50% of the nominal value of the issued share capital in a legal entity or a majority of voting rights of the shareholders or associates of the said entity by public investment corporations, institutional investors or venture-capital companies and funds shall not in itself constitute a controlling relationship.

Ownership or supervision of *legal entities* by the same *public body* shall not in itself give rise to a controlling relationship between them.

27 Nature of dependence
Insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other applicant(s) you are related with:

SG: Same group: if your organisation and the other applicant are controlled by the same third party

CLS: Controls: if your organisation controls the other applicant

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CLB: Controlled by: if your organisation is controlled by the other applicant

28 Previously submitted similar proposals

If you have previously submitted the same project proposal or one similar in content to any European Community programme, you should indicate the details here. If more than one project proposal has been or is being submitted, please list these in part B of the project proposal.

A3 Estimated budget for the project

29 Labour effort in number of man months

Total number of the expected effort in months for each applicant. The information on this form has to be consistent with the information given in part B of the proposal. N.B.: For Thematic Networks, only relevant for network co-ordinator.

30 Personnel

For each applicant, the estimated cost of personnel directly carrying out work under the project. N.B.: For Thematic Networks, only relevant for network co-ordinator.

31 Subcontracting

If applicable, the estimated cost of allocating a specific task or tasks to subcontractors. Where it is necessary to subcontract certain elements of the work, this should be clearly identified in part B of the proposal. Any subcontract, in order to be claimed as an eligible cost, must be awarded to the bid offering best value for money (best price-quality ratio), under conditions of transparency and equal treatment. N.B.: For Thematic Networks, only relevant for network co-ordinator.

32 Travel & Subsistence

Estimated travel and related subsistence costs necessary for the project may be charged under this cost category. N.B.: For Thematic Networks, only relevant for network co-ordinator.

33 Other specific costs

If applicable, an estimate of any costs incurred by each applicant which do not fall into the personnel, subcontracting, travel & subsistence and overheads categories. Costs for the organisation of workshops and conferences, Web site hosting, Web site design, printing, translation, the acquisition of software licenses, the cost of certification of financial statements or the direct costs incurred in the setting-up of financial guarantees requested by the Commission are eligible costs not requiring specific approval by the Commission. N.B.: For Thematic Networks, only relevant for network co-ordinator.

34 Indirect costs / overheads

Beneficiaries of Targeted Projects may charge overheads on a flat rate basis amounting to up to 30% of the personnel costs. A beneficiary may request a lower percentage when this is required, for instance, by his internal rules.

Overheads cover the following costs, which may not be charged separately: general management and administration costs, depreciation of buildings and equipment, rent, heating, water, electricity, office furniture, personal computers, office supplies including printer ink and stationery, telecommunications and postal charges.

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Proposal Submission Forms

EUROPEAN COMMISSION Information Society and Media Directorate General eContent*plus* programme	**Call for proposals 2006**	**A1**

General Information on The Proposal

Proposal Nº.		Project Acronym [1]	
Action [2]			
Project type [3]		Project duration [4]	
Proposal title [5] (max. 200 char.)			
Total eligible costs of the project in EUR [6]	0 €	Requested Community funding for the project in EUR [7]	0 €

Abstract [8] of the proposed project (max. 2000 characters.)

By submitting this proposal, **the coordinator declares** that (s)he is acting on behalf of all applicants, all of whom

- are aware of this application
- agree with its content and submission
- have the necessary internal authorisations to commit their organisation to submitting this application,
- are aware that the proposed project may receive only one grant from the Community budget.

The European Commission reserves the right in case of non-compliance with these conditions to eliminate this application from the evaluation and/or negotiation process at any time.

Proposal Submission Forms

	EUROPEAN COMMISSION Information Society and Media Directorate General eContent*plus* programme	**Call for proposals 2006**	**A2**

Project Acronym [1]	

Information on Applicants					
Applicant number [9]			Applicant role [10]	AP	
Applicant organisation					
Organisation legal name [11]					
Organisation short name [12]					
Organisation details					
Legal status [15]			Activity type [16]		
Number of employees [17]		Annual turnover [18]	0	Annual Balance sheet total [19]	0
Legal address					
Street name and number [13]					
PO Box [13]			Post Code [13]		
Town [14]			Country [14]		
Internet address [13]					

Contact person for the project [20]			
Last Name(s) [20]		First name(s) [20]	
Title [21]		Gender [22]	
Department/Faculty/Institute/ Laboratory name [23]			
Phone 1 [24]		Mobil Phone [24]	
e-mail [25]		Fax [24]	
Address (if different from above)			
Street name and number [13]			
PO Box [13]		Post Code [13]	
Town [14]		Country [14]	
Internet address [13]			

Dependencies between applicants [26]			
Are there dependencies between the organisation and another applicant?			
If yes, applicant Nº		Applicant short name	
Nature of dependence [27]			

Previously submitted proposals [28]	
Have you previously submitted similar proposals?	
If yes, programme name(s) and year	
If yes, proposal number(s) or contract number	

Proposal Submission Forms

EUROPEAN COMMISSION Information Society and Media Directorate General eContent*plus* programme	**Call for proposals 2006**	**A3**

Project Acronym [1]	**0**	Project type [3]	

Estimated Budget for the Project (1 Form per Application)

Applicant No [9]	Appl. Role [10]	Appl. Short name [12]	Labour effort [29] (man/months)	Personnel [30]	Subcontracting [31]	Travel & Subsistence [32]	Other specific costs [33]	Indirect costs / Overheads* [34]	Total eligible costs [6]	Requested Community funding** [7]
1	CO		0	0	0	0	0	0	**0**	**0**
2	AP		0	0	0	0	0	0	**0**	**0**
3	AP		0	0	0	0	0	0	**0**	**0**
4	AP		0	0	0	0	0	0	**0**	**0**
5	AP		0	0	0	0	0	0	**0**	**0**
6	AP		0	0	0	0	0	0	**0**	**0**
7	AP		0	0	0	0	0	0	**0**	**0**
8	AP		0	0	0	0	0	0	**0**	**0**
9	AP		0	0	0	0	0	0	**0**	**0**
10	AP		0	0	0	0	0	0	**0**	**0**
11	AP		0	0	0	0	0	0	**0**	**0**
12	AP		0	0	0	0	0	0	**0**	**0**
13	AP		0	0	0	0	0	0	**0**	**0**
14	AP		0	0	0	0	0	0	**0**	**0**
15	AP		0	0	0	0	0	0	**0**	**0**
16	AP		0	0	0	0	0	0	**0**	**0**
17	AP		0	0	0	0	0	0	**0**	**0**
18	AP		0	0	0	0	0	0	**0**	**0**
19	AP		0	0	0	0	0	0	**0**	**0**
20	AP		0	0	0	0	0	0	**0**	**0**
21	AP		0	0	0	0	0	0	**0**	**0**
22	AP		0	0	0	0	0	0	**0**	**0**
23	AP		0	0	0	0	0	0	**0**	**0**
24	AP		0	0	0	0	0	0	**0**	**0**
25	AP		0	0	0	0	0	0	**0**	**0**
TOTALS			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

* **Targeted Projects:** 30% of personnel costs. **No overheads for Thematic Networks**

** - **Targeted Projects:** Maximum EC Contribution ≤ **50 % of total eligible costs**

- **Thematic network:** Maximum EC Contribution **≤ 100 % of eligible direct costs of co-ordinating and implementing the network. Eligible costs for applicants other than the co-ordinator are limited to travel and subsistence expenses** for events organised by the network or attended by a beneficiary on behalf of the network)

European Commission

Information Society and Media Directorate-General

Content

*e*Content*plus* programme

GUIDE FOR PROPOSERS 2006

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Part B: DESCRIPTION OF OBJECTIVES AND WORK PLAN

July 2006

http://europa.eu.int/econtentplus

Part B – Description of objectives and work plan

The following template should be used for providing information on the rationale, objectives and work plan of the proposals.

The Description of Work should not exceed 30 pages, excluding the appendices.

All pages must be numbered and should be headed with the project acronym chosen for the proposed project.

For Targeted Projects, proposers should complete Section TP 1 on Common Requirements.

For Thematic Networks, proposers should complete Section TN 1 on Common Requirements.

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Title page

*e*Content*plus*

[Acronym of the project]

[Full title of the project]

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Description of Work

Proposal abstract

Project Summary

Objectives (maximum 140 words)

Description of the work (maximum 250 words)

Milestones and expected results (maximum 70 words)

Indicators (maximum 70 words)

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TP 1 Targeted Projects: Common Requirements

[Sections TP 1.1 and TP 1.2 below should provide a clear view of how the proposal satisfies the common requirements for Targeted Projects as set out in the Work Programme.]

TP 1.1 Content

[The table below should identify the quality and quantity of the digital content (and related metadata) to be contributed to the project by each content provider. Please start a new row for each new provider, type, or language.]

Quantity and Quality of the Content								
Provider[1]	**Type**[2]	**Quantity & Definition**[3]	**Format & Quality**[4]	**IPR**[5]	**Current Use**[6]	**Existing Metadata**[7]	**Language**	**Additional comments**

[1] Short name of the participant who provides the content
[2] E.g. Text, image, movie, sound, music etc.
[3] E.g. 1,000 film clips, 2 million pages, 20,000 books etc.
[4] E.g. Format - JPEG, MPEG, Quicktime, HTML, PDF etc., Quality – Resolution, sampling rate, colour/greyscale etc.
[5] Access rights to use the content in the proposed project e.g. public domain or license
[6] Describe current users of the content, including the number (e.g. registered users)
[7] Describe fields, languages and structure of the metadata

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TP 1.2 Impact

[The table below should provide a summary view of target users and their needs, give an overview of the case the proposal makes for constituting critical mass, and provide a summary of the case it makes for sustainability of the proposed solution after the completion of the proposed project and without Community funding.]

Target Users and Their Needs, Critical Mass and Sustainability

a) Target Users and Their Needs

[For each category of target users, describe the unmet needs of the users, the way the proposal intends to contribute to fulfilling these needs, the way the proposal will involve this category of users in the project (e.g. as partner of the consortium, as part of an external stakeholder group etc.), as well as the countries covered. This part of the table provides a summary view of information presented in Section 1.2 below.]

Target user description	Needs	Involvement & Role	Country coverage

b) Critical Mass

[Explain, using quantified evidence, why the content described in TP 1.1 constitutes the critical mass necessary to make a significant impact in terms of increasing access and use by the target users described above.]

c) Sustainability

[Summarise the case made in the proposal for sustaining the solutions it envisages after the end of the project and without Community funding. The case will depend on the target users and the intended uses of the expected results. This part of the table provides a summary view of information presented in Section 3.3 below]

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TN 1 Thematic Networks: Common Requirements

[This table below should provide a clear view of how the proposal satisfies the common requirements for Thematic Networks as set out in the Work Programme.]

Member State Coverage and Involvement of Stakeholders
a) Member State Coverage
[Give details of the EU Member States covered by the proposal, including the names of the network members assigned to cover them. Explain how the envisaged project intends to attract new partners.]
b) Involvement of Stakeholders
[Give details of how the envisaged project involves major digital content stakeholders from the countries covered.]

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1 Rationale

1.1 Description of the issue

[This section should provide an analysis of the specific problem that is going to be addressed and why. In doing so, the current situation in the relevant area(s) should be described, including a specification of the main barriers, new and unexploited opportunities, possibly competing approaches and foreseeable risk factors.]

1.2 Analysis of demand [Not applicable for Thematic Networks]

[This section should further elaborate, if necessary, on the information provided under T1.2, parts (a) and (b). It should provide an analysis of the demand, identify the stakeholders/user as required for the respective target area in the work programme. It should also demonstrate why the content described under T1.1 constitutes the critical mass for achieving the objectives of the project.]

2 Objectives and Proposed Solution

2.1 Description of the objectives and the proposed solution

[This section should provide a description of the objectives and the proposed solution and how it will address the problems described above.]

2.2 Multilingual and/or multicultural aspects

[This section should describe the solutions advocated to make the content more accessible, usable and exploitable, taking into account specific issues related to multicultural/multilingual aspects]

3 Expected results

3.1 Expected results

[This section should describe the expected results of the project proposed. The results should be specific, measurable, attainable with the available resources and realistic within the time span of the project.]

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3.2 Performance and success indicators

[This section should describe specific indicators and quantified targets against which the performance of the project towards the achievement of the objectives can be measured. Intermediate targets should be set in order to be able to measure progress/success over consecutive periods of 1 year. The tables below provide examples of indicators to be included and a way to present those. You may complement this list by indicators specific to your proposal.]

Indicators – Targeted Projects	Expected Progress		
	Year 1	Year 2	Year 3
Content aggregated			
Increase in access			
Increase in reuse			
Project web site hits			

Indicators – Thematic Networks	Expected Progress		
	Year 1	Year 2	Year 3
Number of participants to the events organised by the TN			
Project Web site Hits			
Contributions (i.e. articles, presentations) to events related to the subject.			
Number of organisations/projects taking up the standards proposed by the network			

3.3 Sustainability of the project

[This section should provide information on how the consortium intends to reach sustainability of the project after the end of the project and the Community funding. It should detail the expected viability and explain the intended impact of the project and justify it in the context of other related national or European developments, thereby specifying plans for the dissemination and exploitation of the results beyond the applicant, for example by detailing exploitation prospects, user groups to be addressed and how they will be involved, means and channels to be used to disseminate non-proprietary results, the intended (strategic) impact of the proposed project.]

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4 Project work plan

4.1 Introduction and general description

[This section should provide a description of the work planned to achieve the objectives of the proposed project, including a specification of the technology and standards to be used. The work plan must be broken down into work packages (WPs) which should follow the logical phases of the project's life cycle, and include (a) management of the project, (b) assessment of progress and results, and (c) project-level awareness and dissemination activities.]

4.2 Work package and labour effort overview

[The total project effort should be divided into a number of "work packages", which should follow the logical phases of a project's life cycle. A work package could only involve a single applicant, but more usually several applicants co-operate in the completion of the work, with one of them taking the lead role. Projects typically consist of four or five work packages though larger projects might contain more.

In addition to such project-specific work packages, three others should be foreseen:

- Project Management Work package
- An Assessment and Evaluation Work package which might, however, just as well be an integral part of the other work packages.
- An Awareness and Dissemination Work package

Projects should try to avoid large, long-duration work packages since these render the job of monitoring technical progress, money or manpower expenditure more difficult.]

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Work Package and Labour Effort Overview

WP No[1]	Work package title	Lead Applicant No[2]	Start month[3]	End month[4]	Total Person months[5]	Person months effort per workpackage per applicant[6]								
						AP1	AP2							AP_m
1						PM_{11}	PM_{12}							PM_{1m}
n						PM_{n1}								PM_{nm}
				Total										

[1] Workpackage number: WP 1 – WP n.
[2] Number of the applicant leading the work in this work package.
[3] Relative start date for the work in the specific work packages, month 0 marking the start of the project, and all other start dates being relative to this start date.
[4] Relative end date, month 0 marking the start of the project, and all ends dates being relative to this start date.
[5] The total number of person-months allocated to each work package.
[6] AP_1 – AP_m: Applicants numbered 1 to m
PMnm: Person months allocated in WP n for applicant number m

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4.3 Work package description

[Describe each work package on one page using the format provided below. Each work package should be a major sub-division of the proposed project and should also have a verifiable end-point (normally a deliverable or an important milestone in the overall work plan). The work plan should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the Commission. Day-to-day management of the project by the consortium may require a more detailed plan]

Work package Description

Work package number :		**Start date:**		**End date:**	
Work package title:					

Objectives

Description of work

(Inter-) Dependencies, milestones[1] and expected result

Deliverables

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[1] Milestones are control points at which decisions are needed, for example concerning which of several technologies will be adopted as the basis for the next phase of the project.

4.4 Deliverables List

[Tabular listing of deliverables indicating deliverable number, deliverable title, nature of deliverable, dissemination level of deliverable, date to be delivered to Commission.

Each significant element of the project should conclude with a "deliverable" which is the concrete output and evidence of the work. Lengthy or complex work packages may require the production of several deliverables over the duration of the work package. However, only a reasonable number of deliverables should be foreseen.

A deliverable may be a report, a prototype, a conference or demonstration, a book, a specification, etc. Where a deliverable is not a report, but is instead some form of action, nonetheless some written reporting is helpful to act as a record of the work (e.g. for a conference, a collection of papers presented; for a demonstrator, a brief technical description, etc.). The titles of the deliverables should be self-explanatory.]

Deliverables List

Deliverable No[1]	Deliverable title	Delivery date[2]	Nature[3]	Dissemination level[4]

DRAFT

[1] Deliverable numbers in order of delivery dates: D1 – Dn. Deliverable numbers must indicate which workpackage they relate to, e.g. D2.1 for the first deliverable from workpackage 2).

[2] Month in which the deliverables will be available. Month 0 marking the start of the project, and all delivery dates being relative to this start date.

[3] Please indicate the nature of the deliverable using one of the following codes:

R = Report
P = Service/Product
D = Demonstrator/Prototype
O = Other

[4] Please indicate the dissemination level using one of the following codes:

PU = Public
PP = Restricted to other programme participants (including Commission services and project reviewers).
CO = Confidential, only for members of the consortium (including Commission services and project reviewers).

4.5 Project plan

[Gantt chart or similar showing the timing of the different WPs and their components. Timing in months with month 1 as the commencement date of the project.]

4.6 Graphical presentation

[Pert diagram or similar describing the various tasks and their links/interconnections]

5 Dissemination and awareness

[This section should describe the activities planned to disseminate the achievements of the project and to become a best practice in the field of interest. It should be coherent with the summary information provided in the corresponding work package description.]

6 Project management

[This section should describe the envisaged management structure, the means for communicating within the consortium, for monitoring work progress, for assuring quality and resolving conflicts. It should be coherent with the summary information provided in the corresponding work package description.]

7 Description of consortium and key personnel

[This section should describe each consortium partner, highlight their specific expertise for and their role in the project and indicate the key personnel (brief CV) foreseen to work on the project]

8 Contribution to programme objectives

9 Community added value and contribution to EC policies

[This section should describe why the proposed project should be carried out at European level instead of national level, for example if there is a need to create a critical mass in human or financial terms, if the project brings together complementary expertise existing in different organisations, i.e. the added value of the consortium.

If appropriate, this section should also describe how the proposed project will contribute to the implementation or evolution of one or more Community policies, or addresses problems connected with standardisation and regulation.]

10 Contribution to economic development and social objectives

[This section should describe how the proposed project will contribute to meeting the social objectives of the Community such as: improving the quality of life of European citizens and their access to high-quality information. This might include the contribution of the proposed work to meeting relevant regulatory

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requirements. Where applicable, the description should also cover the project's compliance with ethical principles and requirements.]

11 Appendices

11.1 Financing Plan

[This section should indicate how the participating organisation(s) intend to provide co-financing for their project proposal. This co-financing can be in the form of own resources, financial transfers from third parties or revenues generated by the project]

Co-ordinator

Source of funding	**Amount in Euro**
Contribution from own resources	
Contribution by other organisation (to be specified below)	
Direct revenues expected from the project (to be specified below)	
Contribution requested from the Commission	
Total	

Details on contributions by other organisations:

Details on direct revenue/receipts generated by the project:

Other applicants (one table for each applicant)

Source of funding	**Amount in Euro**
Contribution from own resources	
Contribution by other organisation (to be specified below)	
Direct revenues expected from the project (to be specified below)	
Contribution requested from the Commission	
Total	

Details on contributions by other organisations:

Details on direct revenue/receipts generated by the project:

11.2 Background and reference documents

[Any additional and relevant information on the partners or the proposal that could be of value for the evaluators of the proposal (e.g. studies/reports, specific information or references on the technology applied, etc.)]

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European Commission

Information Society and Media Directorate-General

Content

*e*Content*plus* programme

GUIDE FOR PROPOSERS 2006

PART C: FINANCIAL VIABILITY FORMS AND INSTRUCTIONS

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July 2006

http://europa.eu.int/econtentplus

Financial Viability Information (C forms)

Government organisations, universities or other such public bodies do not need to complete the C forms.

Applicants other than the co-ordinator for thematic networks do not need to complete the C forms, either.

All other proposers must fill in these forms. They provide the basis for the calculation by the Commission services to verify that the organisation has the necessary human and financial resources to carry out the work. The explanations to the form are provided immediately after the form. The t stands for time, so that t0 is the latest year for which account is available.

The form should be filled in the currency used by the organisation for their balance sheets and in euro.

0. Accounts starting date, duration and closing date

Please indicate the date of the last period of audited accounts of the participant, the number of months of the period and the applicable closing date.

0. Currency codes

Please use the following currency codes

Currency	*Currency code*
British pound sterling	GBP
Bulgarian Lev	BGN
Croatian kuna	HRK
Cyprus pound	CYP
Czech koruna	CZK
Danish krone	DKK
Estonian kroon	EEK
Euro	EUR
Hungarian forint	HUF
Icelandic króna	ISK
Latvian lats	LVL

Currency	*Currency code*
Lithuanian litas	LTL
Maltese lira	MTL
Norwegian krone	NOK
Polish zloty	PLN
Romanian leu	ROL
Slovak koruna	SKK
Slovenian tolar	SIT
Swedish krona	SEK
Swiss franc	CHF
Turkish lira (new)	TRY
Other currency	OTH

For any country not included in this list, please use the Other category for the currency and write out the full name of the currency at the bottom of the page.

0. Euro Exchange rate

The exchange conversion rate must correspond to the official euro exchange rate of the month after the account closing date published on the web site http://europa.eu.int/comm/budget/inforeuro/files.htm.

The tables below provide additional information on the meaning of the fields the balance sheet part of the C1 form.

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BALANCE SHEET	CORRESPONDENCE 4th ACCOUNTING DIRECTIVE	
ASSETS	**ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)**	
1. Subscribed capital unpaid	**A. Subscribed capital unpaid**	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets (2.1+2.2+2.3)	**C. Fixed Assets**	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2.Concessions, patents, licenses, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1.Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4.Loans to undertakings with which the company is linked by virtue of participating interest C.III.5.Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**D. Currents assets**	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4 Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2.Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets (1+2+3)	**Total assets**	

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LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves (4.1+4.2+4.3+4.4)	**A. Capital and reserves**	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**C. Creditors**	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities (4+5)	**Total Liabilities**	

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PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4th ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	**1. Net turnover**	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit (6+7+8-9-10-11)	**Gross operating profit = [1+2+3+4-(5a+5b+8)] - 6**	.
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit (12-13)	**Gross operating profit - Depreciation and value adjustments on non-financial assets = [[1+2+3+4-(5a+5b+8)] - 6] -7**	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities (14+15-16-17)	**Profit or loss on ordinary activities = [[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)]**	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year (18+19-20)	**Profit or loss for the financial year =[[1+2+3+4-(5a+5b+8)] - 6] -7]+ [(9+10+11)-(12+13)+(16-17)-(14+19+20)]**	21. Profit or loss for the financial year[2]

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4. Participation in EC funded projects

Please insert details of the currently running EC funded projects in which your organisation is participating. For each project please insert the title, the Community programme, its starting date and duration, the amount of your organisation total costs share and the amount of the Community contribution allocated to your organisation.

5. EC Running Projects Title

If you have other running projects co-financed by the Community please insert their name and – if available – a web reference to identify them.

6. EC programme

Please insert the name of the Community programme financing the project.

7. Starting date

Please insert the starting date of the contract governing your project.

8. Duration

Please insert the duration of the project in months.

9. Total Cost share

Please insert the estimated eligible costs in euro that pertain to your organisation.

10. Community contribution

Please insert the amount in euro of the maximum Community contribution allocated to your organisation for the project in question.

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Proposal Submission Forms

EUROPEAN COMMISSION Information Society and Media Directorate General eContent*plus* programme	**Call for proposals 2006**	**C1**

Financial Viability Information

Project Acronym	**0**

Applicant organisation		
Organisation legal name	**0**	
Organisation short name	**0**	
Number of employees	**0**	
Company Independence (Y/N)		
Less than 3 annual balance sheets? (Y/N)		
Balance sheet of the last accounting year (t0)		
Accounts starting date (dd/mm/yyyy)	01/01/2005	
Accounts Duration (Month)	12	
Accounts closing date (dd/mm/yyyy)	31/12/2005	
Currency	EUR	
Euro exchange rate	1	
Assets	**t0**	**In Euro**
1. Subscribed capital unpaid	0,00	0,00
2. Fixed assets (2.1+2.2+2.3)	**0,00**	**0,00**
2.1. Intangible fixed assets	0,00	0,00
2.2. Tangible fixed assets	0,00	0,00
2.3. Financial assets	0,00	0,00
3. Current assets (3.1+3.2.1+3.2.2+3.3+3.4)	**0,00**	**0,00**
3.1. Stocks	0,00	0,00
3.2.1. Debtors due within one year	0,00	0,00
3.2.2. Debtors due after one year	0,00	0,00
3.3. Cash at bank and in hand	0,00	0,00
3.4. Other current assets	0,00	0,00
Total assets (1+2+3)	**0,00**	**0,00**
Liabilities	**t0**	**In Euro**
4. Capital and reserves (4.1+4.2+4.3+4.4)	**0,00**	**0,00**
4.1. Subscribed capital	0,00	0,00
4.2. Reserves	0,00	0,00
4.3. Profit and loss brought forward	0,00	0,00
4.4. Profit and loss brought forward for the financial year +/-	0,00	0,00
5. Creditors (5.1.1+5.1.2+5.2.1+5.2.2)	**0,00**	**0,00**
5.1.1 Long term non-bank debt	0,00	0,00
5.1.2. Long term bank debt	0,00	0,00
5.2.1. Short term non-bank debt	0,00	0,00
5.2.2. Short term bank debt	0,00	0,00
Total liabilities (4+5)	**0,00**	**0,00**
Profit and loss account	**t0**	**In Euro**
6. Turnover	0,00	0,00
7. Variation in stocks +/-	0,00	0,00
8. Other operating income	0,00	0,00
9. Costs of material & consumables	0,00	0,00
10. Other operating charges	0,00	0,00
11. Staff costs	0,00	0,00
12. Gross operating profit (6+7+8-9-10-11)	**0,00**	**0,00**
13. Depreciation and value adjustments on non-financial assets	0,00	0,00
14. Net operating profit (12-13)	**0,00**	**0,00**
15. Financial income and value adjustments on financial assets	0,00	0,00
16. Interest paid	0,00	0,00
17. Similar charges	0,00	0,00
18. Profit/loss on ordinary activities (14+15-16-17)	**0,00**	**0,00**
19. Extraordinary income and charges +/-	0,00	0,00
20. Taxes on profits +/-	0,00	0,00
21. Profit/loss for the financial year (18+19-20)	**0,00**	**0,00**

Proposal Submission Forms

	EUROPEAN COMMISSION Information Society and Media Directorate General eContent*plus* programme	**Call for proposals 2006**	**C2**

Project Acronym	**0**

Applicant organisation	
Organisation legal name	**0**
Organisation short name	**0**

Participation in EC funded projects

EC Running Projects Title	EC Programme	Starting Date (dd/mm/yy)	Duration (months)	Total Costs share (euro)	Community Contribution (euro)