

**Frequently Asked Questions**  
**Action 2 - Measure 3**  
**Projects initiated by civil society organisations**

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## 1. Is our organisation eligible?

To be eligible, the applicant must:

- be a non-profit-making organization with a legal status and legal personality;
  - *Eligible:* non-governmental organisations, platforms, networks, associations and federations, think tanks, trade unions, educational institutions, religious organisations, organisations active in the field of voluntary work and amateur sport, etc.
  - *Non Eligible:* natural persons (i.e. individuals); governmental organizations, administrations; etc.
- be established in a participating country.
- have the appropriate qualifications and requisite financial as well as operational resources to complete the project.

**NB:** Trade union organisations may be eligible to receive grants, even if they may not have a legal personality under the applicable national law

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## 2. Is a non-EU country eligible for the "Europe for citizens" programme?

The eligible countries for the 2007-2013 Europe for citizens' programme are as follows:

- a) **Member States of the European Union:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom;
- b) **Candidate countries benefiting from a pre-accession strategy** (Croatia, The former Yugoslav Republic of Macedonia (FYROM) and Turkey) in accordance with the general principles and the general terms and conditions laid down in the framework agreements concluded with these countries for their participation in Community programmes;
- c) **Western Balkan countries** (Albania, Bosnia and Herzegovina, Montenegro, Serbia, including Kosovo under United Nations Security Council Resolution 1244 of 10 June 1999) in accordance with the arrangements to be established with these countries under the framework on the general principles for their participation in Community programmes;
- d) **EFTA countries that are party to the EEA:** Iceland, Liechtenstein, Norway in accordance with the provisions of the basic act;

**To this date Croatia** signed an agreement to participate in the Programme and is therefore an eligible country as from 2008.

However, to this date, the other countries mentioned under b) and the countries mentioned under c) **having not signed an agreement to participation** in this programme, are therefore presently **NOT ELIGIBLE**. If a country signs such an agreement, it will be published with an addendum to the programme guide. This is applicable for applicant organisations and also for partner organisations from those countries.

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### **3. We have problems with opening/filling in the application form.**

The application form has protections built into it so that some sections cannot be altered. It has been created in Microsoft Office Word 2003 format, which is the standard software required in order to open and complete the form. If you do not possess this software or if your software is previous to 2003 we would suggest that you seek the assistance of your IT desk. For proposals based on a system of flat rates and lump sums: the grant will cover a maximum of 400 participant/days, even if the real number of participant/days of your project is higher. For calculating your grant, please limit your request to 400 participant/days. If you enter a higher number, the calculation cannot be executed correctly. The applicant can choose freely on the basis of the available flat rates amongst all participant/days of their project, the 400 participant/days which will be taken into account for the grant calculation.

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### **4. There is a free week-end during our event.**

A minimum of 3 hours' activity (excluding reception, meals or social activities) constitutes one eligible day for the grant calculation. If your event includes a day with less than 3 hours' activity or a free week-end, please consider the event as two separate events when introducing the data in the grant calculator.

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### **5. Can we complete the application form in a language other than English, French or German?**

The application form can be completed in any of the official languages of the European Union, except for part B.3. "Summary of the project" which must be completed in either English, French or German.

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### **6. Can we fill in the grant application, legal entity, and financial identification forms by hand?**

Grant application forms filled in by hand will be rejected as ineligible. The "legal entity" and "financial identification (bank details)" forms are available as PDF files and are presented in a "FILL AND PRINT" format. This means that they can be completed on-line, and then printed and signed before being sent in with your application form.

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### **7. Which legal entity form is to be used by non governmental organisations (NGO's)**

Three different legal entity forms can be downloaded indeed: for individuals, private companies and public entities. NGO's must use the legal entity form for 'private companies'.

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### **8. Can applications be submitted by e-mail or fax?**

Applications submitted by e-mail or fax will be rejected as ineligible.

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## **9. Can we still send our application after the deadline?**

Applications cannot be accepted after the deadline and any sent will be rejected as ineligible. However, if delivered by Post, we do accept applications carrying the postmark of the date of the deadline.

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## **10. Will we receive an acknowledgement of receipt for our application? When?**

You will receive an acknowledgement of receipt and a registration number for your project as soon as we have registered your application. As we receive several hundred applications the registration process can take a while so please be patient. During the process of registering applications we cannot respond to requests asking if an application has been received.

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## **11. Can we apply for several projects?**

An applicant can submit several proposals provided that the projects are genuinely distinct, different. Double financing for the same action is strictly prohibited by the financial regulation.

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## **12. What are the maximum and the minimum grant for flat rates and lump sum based grants for 'event projects'?**

The grant is based on a fixed amount per participant and per day of participation. The amount differs in the different Participating States in order to take into account the different cost levels. The grant can cover up to maximum 400 participant/days even if the real number of participant/days (the number of participants multiplied by the number of days of participation) is higher. An additional lump sum is awarded for (maximum) 3 distinct communication tools. Grant applications below €7,000 are ineligible and will not be considered.

NB: all participants to the events can be counted amongst the 400 participant/days, including staff members actively involved in the event. However technicians, hostesses, drivers cannot be counted for the grant calculation.

For calculating your grant with the grant calculator, if the real number of participant/days of your project is higher than 400 please limit your request to 400 participant/days. However, the real number (if higher than 400) should be indicated in the application form as it is taken into account for the evaluation of the project.

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## **13. What are the maximum and the minimum grant for budget based grants for 'Production and realisation projects'?**

The maximum grant is €55,000; the minimum grant is €10,000. Grant applications below €10,000 or above 55,000 are ineligible and will not be considered.

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#### **14. What needs to be done to receive our (final) payment?**

In order to receive the (final) payment, the beneficiary must send all reports and justifications as indicated on the following website: [http://eacea.ec.europa.eu/citizenship/payment\\_en.htm](http://eacea.ec.europa.eu/citizenship/payment_en.htm)  
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#### **15. What can we do if we have a question which is not covered by the list of frequently asked questions or the Programme Guide?**

You can contact us by:

- e-mail to [EACEA-P7-CIVILSOCIETY@ec.europa.eu](mailto:EACEA-P7-CIVILSOCIETY@ec.europa.eu) or
- phone :+32 2 296 89 26 or +32 2 296 88 18 or +32 2 299 83 18

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