

Guidelines for applicants

Grants programme in the area of communication

2016-2019

Calls for proposals
COMM/FPA/2016
COMM/SUBV/2016/M
COMM/SUBV/2016/E

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Introduction

The purpose of this document is to provide applicants with some background information and guidance on the rules applicable in the context of the calls for proposals published under the European Parliament's multi-annual work programme for grants 2016-2019 available at <http://www.europarl.europa.eu/contracts-and-grants/en/20150201PVL00100/Grants>.

The grants programme 2016-2019 is split in two categories: media (television, radio, online media) and events

- In the media category, the Parliament (EP) aims to develop long-term cooperation with certain organisations selected as partners up to the end of the multi-annual programme. In order to obtain funding under the grants programme, applicants must therefore first submit a partnership application (see section I) before they can submit an application for a project proposal.
- In the events category, grants will be awarded directly on an annual basis.

I. Partnerships (only for Media category)

1.1 What is a partnership?

A partnership is an arrangement for long-term cooperation that the EP establishes with certain beneficiaries called "partners". The relationship between the partners and the EP is established and governed by a "Framework partnership agreement".

Partners are potential beneficiaries of grants which are awarded on the basis of specific calls for proposals. Only organisations having already applied for partnership may submit a grant application on the basis of these specific calls for proposals. Grants may then only be awarded to organisations which have been selected as partners. Therefore, applicants need to apply for partnership on the basis of call for proposals COMM/FPA/2016 before they may apply for a grant on the basis of specific call for proposals COMM/SUBV/2016/M (using their partnership ID). Partnerships do not constitute an obligation to award grants to the partner(s).

Partnerships involve:

- a mutual interest and common general objectives shared by the EP and its partner in pursuing a Union policy (action plan);
- an ongoing and formalised arrangement between the EP and its partner to implement the envisaged actions.

Partnerships are designed to improve the management of grants in several ways:

The advantages of partnership are as follows:

- simplify management and procedures, clarify rules once and for all, alleviate the burden in terms of supporting documents and planning actions on a longer-term basis;
- forge privileged relations with a limited number of potential beneficiaries, offer a more stable and regular arrangement in the interests of group work and higher technical standards.

1.2 How are partnerships implemented?

Partnerships are implemented by two legal instruments: framework partnership agreements and specific grant agreements.

- the first level is the framework partnership agreement which sets out the conditions governing grants to partners for carrying out actions, on the basis of an action plan and jointly agreed

general objectives. It defines the respective roles and responsibilities of the EP and its partners in implementing the partnership. This first-level agreement does not constitute an obligation for the EP to award grants.

- the second level is the specific grant agreement for an action. Specific grants agreements contain all the purely specific provisions governing the grant (amounts, subject) and the specific project (duration, etc.), since the general provisions are contained in the Framework partnership agreement. The specific agreement is therefore more succinct.

II. Grants

2.1 What is a grant?

Grants are direct financial contributions from the EU budget awarded by way of donation to beneficiaries engaged in activities that serve Union policies. Grants are awarded for actions/projects of a non-commercial nature which help achieve an objective that forms part of an EU policy. An organisation that normally operates for profit may apply for a grant but will need to clearly demonstrate that the project being proposed is of a non-commercial nature, and that no profit generation is included in the estimated budget. No costing of tasks, flat rate amounts, or charges levied on the EP for the use of own facilities or provision of services will be considered.

The basic principles of grants are:

- **Transparency**
All relevant information concerning grants must be published.
- **Equal treatment and non-discrimination**
All interested parties in the same situation will be treated in the same way.
- **Non-cumulative**
No cost may be reimbursed twice through EU grants.
- **Non-retroactivity**
A grant cannot be used to cover costs of an action that is already finished. All grant agreements will set out the start and the end date of an action, these dates will establish the period of eligibility of expenditure. Expenditure for an action, receiving a grant from the EP, must be incurred after the signature of the grant agreement in order to be considered as being eligible for the calculation of the final total expenditure. Exceptionally, it can be incurred as of the date of the award of the grant. The start date is mentioned in the grant agreement.
- **Co-financing**
No action may be 100% financed from the EU budget. The beneficiary must find ways of financing the remaining expenditures that will not be covered by the EU contribution. This cofinancing can either be the beneficiary organisation's own financial resources or funding from another external organisation. "In kind" expenditure is not considered as being eligible for the calculation of the final total eligible expenditures, on which basis the final amount of the grant is based.
- **Non-profit**
The grant awarded may not have the purpose or the effect of producing a profit for the beneficiary, and will never be greater than the amount required to balance expenditure actually incurred and receipts from all other sources.

The results of the action remain the property of the beneficiaries.

All grants awarded are the subject of a written agreement (grant agreement) signed by the two parties (the beneficiary and the EP).

2.2 Differences between grants for media and grants for events

Grants for media may only be awarded to organisations having successfully applied to the call for proposals for partnership whereas grants for events are awarded directly without preselection.

Eligibility and selection criteria are also different. Applicants should carefully read the requirements of the call for proposals on the basis of which they intend to submit a grant application.

III. Selection of partners and grants

Partnership and grant applications are assessed by evaluation committees on the basis of precise criteria announced in the calls for proposals. Applicants should therefore carefully read the requirements of the calls for proposals before submitting an application. The purpose of this section is to give an insight into each type of criterion.

What are admissibility requirements?

These are formal requirements which must be complied with in order to pass the proposal to the evaluation stage, e.g. the applicant must respect the submission procedure referred to in the call for proposals.

What are eligibility criteria?

Eligibility criteria are used to determine whether an applicant is allowed to participate in the call for proposals and to submit a proposal for an action or work programme, e.g. the applicant must have a minimum existence of 2 years. The compliance with eligibility criteria must be supported by the relevant documentation as per the call for proposals.

What are exclusion criteria?

The purpose of exclusion criteria is to eliminate from participation and award of a grant applicants which are in a situation giving rise to a doubt about their future existence and their actual possibility to regularly implement the action/work programme for which the grant is to be awarded, e.g. the applicant must not be bankrupt. Applicants are required to sign a declaration on their honour (annexed to the calls for proposals) that they are not in one of the exclusion situation.

What are selection criteria?

Selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme. The necessary ability of the applicant must be assessed under both aspects, financial and operational. The applicant must provide relevant supporting documentation in order to demonstrate the financial and operational capacity in accordance with the call for proposals.

What are award criteria?

The award criteria allow the evaluation of the quality of the proposals in relation to the objectives of the call. On the basis of these criteria, grants will be awarded to those applications which maximize the overall effectiveness of the Union programme they implement. Those criteria are established in such a way to ensure that Union funds are managed properly. Applicants may provide any relevant supporting document in order to illustrate and support the project proposal.

IV. Estimated budget and categories of costs for grants

4.1 General principles applicable to the grant budget

The grant is based on the estimated budget provided by the applicant. It is expressed as a percentage of the estimated eligible costs (cofinancing rate). At the end of the project this maximum cofinancing rate will be applied to the real costs that have actually been incurred and registered into the official accounts of the beneficiary organisation. The grant amount is also expressed as a maximum amount (maximum EU contribution) that will not be increased no matter what the final level of expenditure actually is. The final amount of any grant awarded will be based on actual real costs incurred by the beneficiary organisation, which have been settled, and duly recorded in the organisations official accounts.

The final amount of the grant will not exceed the amount required to balance expenditures and receipts from all sources relating to the project.

Example

A proposed project, with an estimated budget of €100,000, is awarded a grant. The organisation has requested co-financing from the EP of 50% towards those costs, and has secured a grant from a national ministry for the remaining 50%.

Summary estimated budget submitted with proposal			
Expenditures		Funding	
Personnel costs	25.000	Ministry of Culture	50.000
Travel costs	15.000		
Other direct costs	40.000	Requested from EP	50.000
Sub-contracting costs	15.000		
Indirect/overhead costs (max 7% of the total eligible amount)	5.000		
Total	100.000	Total	100.000

The grant agreement would set out the maximum ceiling for the grant as being €50,000, this amount will not be exceeded in any event; it is the absolute maximum amount that may be paid under the terms of the grant agreement. The cofinancing rate of 50% will be applied to the final eligible expenditure for the project. No profit may be generated by the payment of a grant; the final total amount of the grant will not be greater than the difference between expenditures and funding received from all other sources.

If, on completion of the project it was found that the actual, eligible costs incurred amounted to only €80,000, then the cofinancing rate of 50% would be applied and the final grant amount received from the EP could be € 40,000€.

However, if 40.000€ were to be paid this would, together with the €50,000€ from the ministry, generate a profit. Therefore, in this case, the final amount of the grant would be 30.000€, in order to balance receipts from all sources with expenditures incurred.

Final statement submitted at completion of the project			
Expenditures		Funding	
Personnel costs	20.000	Ministry of Culture	50.000
Travel costs	5.000		
Other direct costs	40.000	Amount due from EP	30.000
Sub-contracting costs	10.000		
Indirect/overhead costs (max 7% of the total eligible amount)	5.000		
Total	80.000	Total	80.000

If the final costs incurred were greater than foreseen, the EP would not be able to exceed the maximum ceiling for the grant fixed at 50.000€. In this case the beneficiary would have to cover the additional costs or seek additional funding sources.

4.2 Estimated budget

Applicants must provide a summary of all the expenditures expected to be incurred for the realisation of the action and all funding sources for the cover of those expenditures. Provide in the summary budget table of the grant application form an overview of the total cost for the action (with a breakdown in 6 main categories) and of the various sources of funding. Section B.4 corresponds to the total amount requested from the EP. **The estimated expenditure total must be in balance with the funding total.**

It is important to ensure that the budgetary estimate is based on, as accurate as possible, details available and on experience; please do not exaggerate the budget estimate, the final costs will need to be fully justified at the end of the project with documents (such as invoices paid by your organisation and timesheets) and an over-estimated budget could lead to being awarded less points for the criteria "cost-effectiveness".

4.3 Categories of costs

a) Eligible costs – general principles

To be considered as eligible costs of the action, costs must satisfy the following, general criteria:

- they must be connected with the subject of the agreement and they must be provided for in the estimated budget annexed to it;
- they must be necessary for performance of the action covered by the agreement;
- they must be reasonable and justified and comply with the requirements of sound financial management, in particular in terms of value for money and cost-effectiveness.
- they must be generated during the lifetime of the action as specified in the Grant Agreement;
- they must be actually incurred by the beneficiary, (they must have actually been paid and cleared in the accounts) be recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- they must be identifiable and verifiable.

b) Types of eligible costs

Staff costs

Real staff costs (actual monthly salary cost to the employer for employing that person including social security charges and other statutory wage costs multiplied by the number of full months that person will work on the project) must be provided in the application form at point 2.A.1 - estimated budget. Applicants must not calculate part months or daily amounts but provide the actual costs to the organisation for employing that person for a full month and provide the number of full months that the person will work directly on the project in the appropriate columns. It must be noted that staff costs of civil servants working for a public body or an organisation subsidised by the State must not exceed the amount of co-financing provided by the applicant or other external sources. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted market rates for the same kind of task.

When submitting the request for final payment, the beneficiary must provide **payslips and timesheets** justifying the actual staff costs declared.

Unless a staff member is working full time for the grant project during a given period, it is strongly recommended to maintain time sheets or equivalent supporting documents which demonstrate the % of time that the staff member has worked for the grant project during the implementation cost. If there is no clear record demonstrating the time that a staff member has specifically worked for a project, then the staff costs concerned may be considered as overhead costs.

Travel costs, accommodation and subsistence allowances

These are actual costs incurred for running the project. They must be justified with invoices paid for hotel accommodation and travelling costs. If a daily subsistence allowance (*per diem*) is paid, it should be justified with a receipt signed by the person receiving it. These costs must be based on real information concerning travel costs.

Travel costs must comply with the principle of sound financial management. Journeys must be undertaken using the most appropriate and most cost-effective means of transport consistent with the implementation of the project.

Accommodation costs and daily subsistence allowance must not exceed the ceilings provided in annex

Equipment costs

These costs will only be considered provided that they are needed for and directly related to the implementation of the action. General office furniture or equipment or refurbishment of an organisation will not be considered.

Only the **depreciation cost** of the equipment purchased specifically for the action, in relation to the duration for which it will be used for implementing the project and in relation to normal national depreciation rules applicable to the applicant organisation will be considered. This means that full cost of any equipment purchased will not be considered as eligible but only the portion of the equipment's depreciation corresponding to the duration of the action is eligible. Use and depreciation of existing equipment is considered as indirect costs and will be included within the 7% maximum overhead costs at point A.6 of the estimated budget.

The equipment must be purchased within the implementing period of the project (starting and end date). The date of purchase of the equipment will be taken into consideration in order to assess the relevance of the equipment, e.g. a screen purchased at the end of a project when all events have already taken place would not be deemed necessary for the project. Full price for purchase of new equipment will not be considered as being eligible.

Ex.:

Items	cost (for example) A	usual depreciation (month) B	duration of the project (in month) C	imputed amount =A/B*C
Items 1	1.000,00 €	36	9	250,00 €

Costs of consumables and supplies

These expenditures are eligible provided that they are identifiable and assigned directly to the project. Such costs could include the costs of purchase of promotional materials, DVD's for recording purposes, notepads for a conference etc. Such costs must be clearly and directly related to the project proposed, be identifiable and supported with invoices.

Sub-contracting costs

These are all costs paid against an invoice to an outside organisation or freelance individual for the provision of services. This could include contracts with translation service providers, publishers for printing and distribution activities, newspaper agencies for placing adverts, catering companies for providing catering during an event or conference, conference organisers, payment to a conference centre for the rental of a venue, payment to a freelance reporter for writing an article.

For subcontracting costs higher than 30% of the total budget of the action, applicants must attach to the application a breakdown of estimated subcontracting costs including 1) staff costs, 2) travel and subsistence costs, 3) purchase of new equipment -depreciation, 4) consumables and materials specific to the proposed activities, 5) overheads.

Principles applicable for the purchase of goods and services

Where implementation of a project requires the award of a procurement contract, the beneficiary of a grant must seek the tender offering the **best value for money** and take care to **avoid any conflict of interest**. A partner acting in its capacity of a contracting authority shall abide the Directive 2014/24/EU of the EP and the Council of 26 February 2014 on public procurement. In the context of this grants programme it applies for purchases which exceed the threshold of EUR 135,000.

Indirect costs (overheads)

Indirect costs are those costs which cannot be attributed and accounted for separately as being directly and strictly related to the project proposed, but are rather the general running costs and administrative costs of the beneficiary organisation. Such costs may include rent of premises, electricity and heating bills, telephone, fax and internet costs, general secretarial costs, general accounting costs. These will be limited to a maximum of 7% of the total of all the other categories of expenditures and do not need to be specifically detailed.

c) Non-eligible costs

The following costs shall not be regarded as eligible and therefore not included by the EP in the calculation of the total eligible costs:

- Costs which result from transactions between departments of associated beneficiaries;
- Invoicing between partner organisations and between partner organisations and the coordinating beneficiary;
- Financial expenses or costs related to finding/obtaining alternative sources of co-financing;
- Entertainment expenses, except such expenses accepted as being wholly and exclusively necessary for carrying out the work under the project;
- Travel and accommodation expenses and any form of remuneration in the name of agents of the Union institutions, including Members of the EP;
- Return on capital;
- Debt and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Doubtful debts;
- Exchange rate losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- Costs declared by the beneficiary and covered by another action or work programme receiving a Union grant;
- Excessive or reckless expenditure.
- In-kind contributions (*).

(* In-kind contributions are contributions provided to the applicant by a third party free of charge, such as voluntary work or the free use of equipment or such as the free use of conference facilities and are not considered as being eligible expenditure

d) Charges and costing

A grant is based on real costs actually incurred, it is a non-commercial procedure whereby the EP agrees to co-finance a project that the applicant would like to run and which helps achieve our objectives. The EP does not therefore accept charges for the use of existing equipment or for the provision of services. The real costs for a project will either be staff costs or they will be related to the purchase of goods or services which are paid against an invoice. For example - we would not accept to be charged for "broadcasting facilities" or "production costs" for the making of a television programme. If such costs relate to staff performing the tasks, or they relate to the use of existing equipment or facilities then they must be placed under the relevant cost category (i.e. Staff costs or overhead costs).

e) Exchange rates

In accordance with Article II.23.4 of the Framework partnership agreement or of the grant agreement, requests for payment and financial statements shall be drafted in euro.

Where the beneficiary keeps its general accounts in a currency other than the euro, it shall convert costs incurred in another currency into euro at the average of the daily exchange rates published in the C series of Official Journal of the European Union, determined over the corresponding reporting period. Where no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion shall be made at the average of the monthly accounting rates established by the EP and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm), determined over the corresponding reporting period.

Where the beneficiary keeps its general accounts in euro, it shall convert costs incurred in another currency into euro according to its usual accounting practices.

V. Formulation of project proposals for grants

5.1 The operational overview of the action

The operational overview of the action, referred to as logical framework matrix, is a snapshot of the result of the analytical process leading to the project proposal. It is a tool to help applicants design and formulate their project proposal. The logical framework matrix must only contain very concise information which must be developed in the following parts of the grant application.

The logical framework matrix summarises the strategy and the key elements of a project plan, namely:

- The project's hierarchy of objectives (**action logic**);
- The key external factors critical to the project's success (**assumptions and preconditions**); and
- How the project's achievements will be monitored and evaluated (**indicators and sources of verification**).

The main elements of the project proposal, as per the logical framework matrix, are as follows:

- Specific objective (purpose): the development outcome at the end of the project – more specifically the expected benefits to the target group(s)
- Outcome indicators help answer the question 'How will we know if the purpose has been achieved'? Should include appropriate details of quantity, quality and time
- Results: The direct/tangible results (good and services) that the project delivers, and which are largely under project management's control
- Output indicators help answer the question 'How will we know if the results have been delivered'? Should include appropriate details of quantity, quality and time.
- Activities: The tasks (work programme) that need to be carried out to deliver the planned results

The operational overview of the action in the project proposal reads as follows. Please also see example in annex 3.

	Principal Objective (b)	Specific objective (c)	Results (d)	Activities (e)
Action logic	<i>Identify the principal objective in line with the multiannual work programme and the call for proposals</i>	<i>What specific objective is the operation intended to achieve?</i>	<i>The results are the outputs envisaged to achieve the specific objective. Enumerate the expected results</i>	<i>What are the key activities to be carried out and in what sequence in order to produce the expected results.</i>
Objectively verifiable Indicators		<i>Which indicators clearly show that the specific objective of the operation has been achieved? Please indicate the target value. Indicators provide measurable evidence for the changes on the different levels of the action logic. They must be objectively verifiable and SMART (Specific –Measurable –Assignable – Realistic – Time-related).</i>	<i>What are the indicators to measure whether and to what extent the action achieves the expected results? Please indicate the target value. Describe separately for each expected result.</i>	<i>Activities should be grouped by results</i>
Sources of verification		<i>What are the sources of information that exist or can be collected? What are the methods required to get this information? For each indicator, establish and describe the sources of verification that you will use to assess your performance in delivering these benefits. Sources of verification may be the same for different indicators.</i>	<i>What are the sources of information for these indicators? Describe separately for each result. Sources of verification may be the same for different indicators.</i>	
Assumption and preconditions		<i><u>Assumptions</u>: which factors and conditions outside the beneficiary's responsibility are necessary to achieve that objective? If some of them materialize, explain impact on expected results</i>		

5.2 Indicators

a) Purpose

Indicators are quantitative or qualitative factors or variables providing a simple and reliable means to measure achievement against objectives and expected results. Indicators must be provided by applicants in their project proposal, with a view to measuring the outcome (impact) and the output of the action at final reporting stage, and therefore the contribution of the project to the overall grants programme objectives.

Outcome and output indicators must be defined by applicants depending on the subject of the action. Applicants should provide the data for all relevant indicators as per the list of indicators annexed to the calls for proposals. Where the indicator is not relevant they should mention N/A (not applicable). Where relevant, the key indicators provided by the EP may be complemented by other indicators proposed by the applicant.

b) Basic principles applicable to the definition of indicators

Specifying indicators helps checking the viability of objectives and forms the basis of the operation monitoring system. Indicators should be measurable in a consistent way and at an acceptable cost.

Indicators must be S.M.A.R.T., i.e. Specific – Measurable - Assignable (achievable) - Realistic - Time-related (available in a timely manner).

VI. During and after the project implementation

6.1 Signature of the grant agreement

Further to the selection of projects and notification of the results, successful applicants will be required to confirm their application within two weeks following the notification of results and when applicable to adjust their budget. Failure to do so may lead the EP to withdraw its offer to award a grant.

Upon receipt of this confirmation, the EP will prepare grant agreements according to the models attached to the calls for proposals and send them to the beneficiaries for signature.

6.2 Project monitoring and amendment requests

During the implementation of the project, a continuous reflection is necessary and decisions on adjustments to the action have to be taken in order to maintain the relevance and the feasibility of the action. As part of this monitoring process, grant beneficiaries must be in **regular contact with the EP Information Office(s)** in the country(ies) where the action is implemented and report them any issue or question related to the implementation. Monitoring arrangements must be explained in the project proposal.

It may become necessary to amend the grant agreement in order to cope with unforeseen circumstances. In such a case, **amendment requests** must be submitted by email to dqcomm-subvention@ep.europa.eu not later than one month before the end of the project.

Amendments may never have as result to change to substance of the project and may only concern the following elements:

- Change of end date;

- Reallocation between budget categories in the limit of 20% of the total estimated cost of the project, without prejudice to the total amount of the project, the cofinancing rate and the maximum EU contribution (please attach a revised budget to the amendment request);
- Change of cofinancing sources, including withdrawal of cofinancing by external sponsor, without prejudice to the total amount of the project, the cofinancing rate and the maximum EU contribution;
- Change of non-substantial elements of the action (e.g. timetable).

6.3 Final evaluation of completed projects

At the latest two months following the end of their action, applicants must submit a final technical implementation report and a summary financial statement by e-mail to dgcomm-subvention@ep.europa.eu.

The final technical implementation report structure will be provided to the grants beneficiaries by the EP during the course of the project.

The summary financial statement models will be available on the website of the EP.

6.4 Reduction of grants for poor, partial or late implementation of the action

In accordance with Article 25.4 of the general conditions, “if the action is not implemented or is implemented poorly, partially or late, the EP may reduce the grant initially provided for, in line with the actual implementation of the action according to the terms laid down in the Framework agreement and/or the grant agreement”.

The EP may consider the following circumstances as 'poor' implementation:

- failing to achieve (in part of whole) the objectives;
- failing to report on the key performance indicators of the project;
- insufficient coordination with the EPIO;
- failure to submit reports;
- late implementation.

6.5 Visibility of EU cofinancing

In line with the general conditions of the Framework partnership agreement or of the grant agreement, any communication or publication related to an action, made by the partner, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), shall indicate that the action has received funding from the Union and shall display the **European Union emblem and the EP logo**, without obtaining prior permission from the EP.

Guidelines on the use of the EU emblem are available at http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

More information on the visual identity of the EP, notably the EP logo guidelines (graphic charter) and the terms of use of the EP logo by third parties, may be found on the website of the EP at the following address: <http://www.europarl.europa.eu/downloadcentre/en/visual-identity> .

Where possible the disclaimer provided in annex 2 should be used in conjunction with the EP logo.

Annex 1
Reimbursement ceilings for accommodation costs and daily subsistence allowances in the EU (in EUR)

Location of the mission	Daily subsistence allowance	Hotel reimbursement ceilings	Accommodation reimbursement lump sum	Breakfast	Meal
Brussels	92	140	84	9.20	27.60
Luxembourg	92	145	87	9.20	27.60
Strasbourg	95	150	90	9.50	28.50
Germany	93	115		9.30	27.90
Austria	95	130		9.50	28.50
Belgium	92	140		9.20	27.60
Bulgaria	58	169		5.80	17.45
Cyprus	93	145		9.30	27.90
Croatia	60	120		6.00	18.00
Denmark	120	150		12.00	36.00
Spain	87	125		8.70	26.10
Estonia	71	110		7.10	21.30
Finland	104	140		10.40	31.20
France	95	150		9.50	28.50
Greece	82	140		8.20	24.60
Hungary	72	150		7.20	21.60
Ireland	104	150		10.40	31.20
Italy	95	135		9.50	28.50
Latvia	66	145		6.60	19.80
Lithuania	68	115		6.80	20.40
Luxembourg	92	145		9.20	27.60
Malta	90	115		9.00	27.00
The Netherlands	93	170		9.30	27.90
Poland	72	145		7.20	21.60
Portugal	84	120		8.40	25.20
Czech republic	75	155		7.50	22.50
Romania	52	170		5.20	15.60
Slovakia	80	125		8.00	24.00
Slovenia	70	110		7.00	21.00
Sweden	97	160		9.70	29.10
United Kingdom	101	175		10.10	30.30

Annex 2

Model of disclaimer for actions cofinanced by the EU (to be used in conjunction with the EP logo)

EN - Model of disclaimer in the field of communication actions co-financed by the European Parliament

"The project was co-financed by the European Union in the frame of the European Parliament's grant programme in the field of communication. The European Parliament was not involved in its preparation and is, in no case, responsible for or bound by the information or opinions expressed in the context of this project. In accordance with applicable law, the authors, interviewed people, publishers or programme broadcasters are solely responsible. The European Parliament can also not be held liable for direct or indirect damage that may result from the implementation of the project."

FR - Modèle de clause de non responsabilité dans le domaine des actions de communication cofinancées par le Parlement européen

"Le projet a été cofinancé par l'Union européenne dans le cadre du programme de subventions du Parlement européen dans le domaine de la communication. Le Parlement européen n'a pas été impliqué dans sa préparation et n'est d'aucune manière responsable de ou lié par l'information, des informations ou des points de vue exprimés dans le cadre du projet pour lequel uniquement les auteurs, les personnes interviewées, les éditeurs ou les diffuseurs du programme sont responsables conformément au droit applicable. Le Parlement européen ne peut pas non plus être tenu responsable des dommages, directs ou indirects, pouvant résulter de la réalisation du projet"

BG - Образец на клауза за непоемане на отговорност във връзка с комуникационни дейности, съфинансирани от Европейския парламент

„Проектът е съфинансиран от Европейския съюз в рамките на програмата за безвъзмездни средства, отпускани от Европейския парламент за дейности в областта на комуникацията. Европейският парламент не е участвал в неговата подготовка и по никакъв начин не е отговорен за или обвързан с информацията, данните или мненията, изразени в рамките на проекта, за които отговорност съгласно приложимото право носят единствено авторите, интервюираните лица, редакторите или разпространителите на програмата. Европейският парламент не може също така да поема отговорност за евентуални преки или непреки щети, нанесени при осъществяването на проекта.“

CS - Vzor doložky o vyloučení odpovědnosti v oblasti komunikačních akcí spolufinancovaných Evropským parlamentem

„Projekt byl spolufinancován Evropskou unií v rámci subvenčního programu Evropského parlamentu v oblasti komunikace. Evropský parlament se nepodílel na jeho přípravě a nenesl žádnou odpovědnost za informaci, informace nebo stanoviska vyjádřená v rámci projektu, ani jimi není vázán, neboť za ně v souladu s příslušným právem odpovídají pouze autoři,

oslovené osoby, vydavatelé nebo vysílatelé programu. Evropský parlament nemůže být činěn odpovědným ani za přímé nebo nepřímé škody, které mohou vzniknout při realizaci projektu.“

DA - Model til ansvarsfraskrivelsesklausul for kommunikationsforanstaltninger, der er medfinansieret af Europa-Parlamentet

"Projektet er blevet medfinansieret af Den Europæiske Union inden for rammerne af Europa-Parlamentets støtteordning på kommunikationsområdet. Europa-Parlamentet har ikke været involveret i udarbejdelsen heraf og er på ingen måde ansvarligt for eller bundet af oplysninger eller synspunkter, der kommer til udtryk inden for rammerne af projektet. Ansvar for projektet ligger udelukkende hos programmets forfattere, interviewede personer, redaktører og distributører i henhold til gældende lovgivning. Europa-Parlamentet kan heller ikke drages til ansvar for direkte eller indirekte skader, som gennemførelsen af projektet kan medføre."

DE - Musterklausel zum Haftungsausschluss für die vom Europäischen Parlament kofinanzierten Kommunikationsmaßnahmen

„Das Projekt wurde von der Europäischen Union im Rahmen eines Förderprogramms für Kommunikation des Europäischen Parlaments kofinanziert. Das Europäische Parlament war nicht an der Vorbereitung beteiligt, übernimmt keinerlei Verantwortung für die im Rahmen des Projekts veröffentlichten Informationen oder zum Ausdruck gebrachten Ansichten und ist nicht daran gebunden; für das Projekt haften ausschließlich die Autoren, die interviewten Personen sowie die an der Veröffentlichung des Programms beteiligten Verleger und Sendeanstalten gemäß geltendem Recht. Auch kann das Europäische Parlament nicht für direkte oder indirekte Schäden haftbar gemacht werden, die möglicherweise durch die Durchführung des Projekts entstehen.“

EL - Υπόδειγμα ρήτρας αποποίησης ευθύνης στον τομέα των επικοινωνιακών δραστηριοτήτων που συγχρηματοδοτεί το Ευρωπαϊκό Κοινοβούλιο

"Το πρόγραμμα συγχρηματοδοτήθηκε από την Ευρωπαϊκή Ένωση στο πλαίσιο του προγράμματος επιχορηγήσεων του Ευρωπαϊκού Κοινοβουλίου στον τομέα της επικοινωνίας. Το Ευρωπαϊκό Κοινοβούλιο δεν συμμετείχε στην προετοιμασία του και δεν φέρει καμία ευθύνη, ούτε και συνδέεται με κάποιο τρόπο με τις πληροφορίες ή τις απόψεις που διατυπώνονται στο πλαίσιο του προγράμματος, για το οποίο οι μόνοι υπεύθυνοι είναι οι συντάκτες, οι ερωτηθέντες, οι εκδότες ή οι φορείς αναμετάδοσης του προγράμματος, σύμφωνα με το ισχύον δίκαιο. Το Ευρωπαϊκό Κοινοβούλιο δεν φέρει επίσης καμία ευθύνη για τυχόν βλάβες, άμεσες ή έμμεσες, που ενδέχεται να προκύψουν από την υλοποίηση του προγράμματος".

ES - Modelo de cláusula de exención de responsabilidad en el ámbito de las acciones de comunicación cofinanciadas por el Parlamento Europeo

«El proyecto ha sido cofinanciado por la Unión Europea en el marco del programa de subvenciones del Parlamento Europeo en el ámbito de la comunicación. El Parlamento Europeo no ha participado en su elaboración y no asume ninguna responsabilidad ni se considera vinculado por la información, datos o puntos de vista expresados en el marco del proyecto, del que son únicos responsables, con arreglo al Derecho aplicable, los autores, los entrevistados, los editores o los divulgadores del programa. Tampoco cabe imputar al Parlamento Europeo responsabilidad alguna por los perjuicios, ya sean directos o indirectos, que puedan derivarse de la realización del proyecto.»

ET - Euroopa Parlamendi kaasrahastatavate kommunikatsioonimeetmete puhul kasutatav vastutuse välistamise näidisklausel

„Käesolevat projekti kaasrahastas Euroopa Parlamendi kommunikatsiooni toetamise programmi raames Euroopa Liit. Euroopa Parlament ei osalenud projekti ettevalmistamisel ning esitatud teave, andmed ja seisukohad ei ole parlamendi jaoks siduvad. Nende eest ei vastuta parlament, vaid ainult projekti autorid, intervjuueeritud isikud, toimetajad või levitajad (vastavalt kohaldatavatele eeskirjadele). Euroopa Parlament ei vastuta projekti elluviimise tagajärjel tekkinud võimaliku otsese või kaudse kahju eest.”

FI - Vastuuvapauslausekemalli Euroopan parlamentin yhteisrahoittamia viestintätoimia varten

Euroopan unioni on osallistunut hankkeen rahoitukseen Euroopan parlamentin viestintäalan tukiohjelmasta. Euroopan parlamentti ei ole ollut mukana hankkeen valmistelussa. Se ei ole millään tavoin vastuussa hankkeen yhteydessä ilmoitetuista tiedoista tai ilmaissuista kannoista eikä mitenkään sidoksissa niihin. Sovellettavan lainsäädännön mukaisesti näistä tiedoista ja kannoista vastaavat yksinomaan laatijat, haastatellut henkilöt, editoijat ja ohjelmien jakelukanavat. Euroopan parlamenttia ei voida myöskään pitää vastuullisena hankkeiden toteutuksesta johtuvista välittömistä tai välillisistä vahingoista.

HR - Primjer klauzule o odricanju odgovornosti u području komunikacijskih aktivnosti koje je sufinancirao Europski parlament

„Projekt je sufinancirao Europski parlament u okviru programa subvencija Europskog parlamenta u području komunikacije. Europski parlament nije sudjelovao u njegovom pripremanju te ni na koji način nije odgovoran ili obvezan informacijom, informacijama ili gledištima izraženima u okviru projekta za koji su odgovorni isključivo autori, intervjuirane osobe, izdavači i osobe zadužene za predstavljanje programa javnosti u skladu s primjenjivim zakonom. Europski parlament se također ne može smatrati odgovornim za neposrednu ili posrednu štetu do koje može doći u okviru ostvarenja projekta.”

HU - Minta az Európai Parlament által társfinanszírozott kommunikációs fellépések esetében használható, felelősséget kizáró nyilatkozatra

„A projekt az Európai Unió társfinanszírozásával, az Európai Parlament kommunikáció területére vonatkozó támogatási programja keretében valósult meg. Előkészítésében az Európai Parlament nem vett részt, és semmilyen felelősséget vagy kötelezettséget nem vállal a projekt keretében nyilvánosságra hozott információkért és álláspontokért, amelyekért kizárólag a szerzők, a megkérdezett személyek, a program szerkesztői és terjesztői felelősek az alkalmazandó jognak megfelelően. Az Európai Parlament nem felel a projekt megvalósításából esetlegesen származó közvetlen vagy közvetett károkért sem.”

IT - Modello di clausola di esclusione della responsabilità nell'ambito delle azioni di comunicazione cofinanziate dal Parlamento europeo

"Il progetto è stato cofinanziato dall'Unione europea nel quadro del programma di sovvenzioni del Parlamento europeo nell'ambito della comunicazione. Il Parlamento europeo non ha partecipato alla sua preparazione e non è in alcun modo responsabile delle informazioni o dei punti di vista espressi nel quadro del progetto, né si considera da essi vincolato. Gli autori, le persone intervistate, gli editori o i distributori del programma ne sono gli unici responsabili, conformemente al diritto applicabile. Inoltre il Parlamento europeo non può essere ritenuto responsabile di eventuali danni diretti o indiretti derivanti dalla realizzazione del progetto."

LT - Atsakomybės netaikymo sąlygos pavyzdys komunikacijos projektams, kuriuos bendrai finansuoja Europos Parlamentas

„Projektą bendrai finansavo Europos Sąjunga vykdant Europos Parlamento dotacijų programą komunikacijos srityje. Europos Parlamentas nedalyvavo rengiant projektą ir nėra atsakingas už projekte pateikiamą informaciją ar nuomones ir nėra su jomis susaistytas. Už minėtą informaciją ir nuomones vadovaujantis taikytiniais teisės aktais atsakingi tik autoriai, kalbinti asmenys, redaktoriai arba programos transliuotojai. Europos Parlamentas taip pat nėra atsakingas už bet kokią tiesioginę ar netiesioginę žalą, galinčią kilti dėl projekto įgyvendinimo.“

LV - Atrunas paraugs attiecībā uz atbildību Eiropas Parlamenta līdzfinansēto komunikācijas pasākumu jomā

„Projektu līdzfinansēja Eiropas Savienība, izmantojot Eiropas Parlamenta dotāciju programmu komunikācijas jomā. Eiropas Parlaments netika iesaistīts tā sagatavošanā, un jebkāda informācija vai viedokļi, kas pausti saistībā ar šo projektu, tam neuzliek nekādu atbildību vai saistības; par projektu ir atbildīgi tikai programmas autori, intervējamās personas, redaktori vai izplatītāji saskaņā ar piemērojamiem tiesību aktiem. Eiropas Parlaments arī neuzņemas atbildību par tiešu vai netiešu kaitējumu, kas var rasties, īstenojot šo projektu.”

MT - Mudell ta' dikjarazzjoni ta' çahda ta' responsabbiltà għal proġetti ta' komunikazzjoni kofinanzjati mill-Parlament Ewropew

“Il-proġett ġie kofinanzjat mill-Unjoni Ewropea fil-qafas tal-iskema ta’ sussidji tal-Parlament Ewropew fil-qasam tal-komunikazzjoni. Il-Parlament Ewropew ma kienx involut fit-tnejjija tiegħu u bl-ebda mod mhux responsabbli jew m’għandu x’jaqsam mal-informazzjoni jew il-fehmiet espressi fih. Il-proġett huma responsabbli biss għalih l-awturi, il-persuni intervistati, l-edituri jew ix-xandara tal-programm b’konformità mal-liġi applikabbli. Il-Parlament Ewropew ma jistax jinżamm responsabbli għad-danni diretti jew indiretti li jistgħu jirriżultaw mit-twettiq ta’ dan il-proġett.”

NL - Model van een verklaring van afwijzing van aansprakelijkheid op het gebied van communicatieacties die door het Europees Parlement worden medegefinancierd

"Het project is door de Europese Unie medegefinancierd in het kader van het subsidieprogramma van het Europees Parlement op het gebied van communicatie. Het Europees Parlement was niet betrokken bij de voorbereiding van het project en is op geen enkele wijze verantwoordelijk voor of gebonden door de in het kader van het project bekendgemaakte informatie of standpunten. De verantwoordelijkheid voor deze informatie en deze standpunten berust, overeenkomstig het toepasselijke recht, uitsluitend bij de opstellers, geïnterviewden, samenstellers of verspreiders van het programma. Het Europees Parlement kan evenmin aansprakelijk worden gesteld voor directe of indirecte schade die uit de verwezenlijking van het project kan voortvloeien".

PL - Wzór klauzuli wyłączenia odpowiedzialności w dziedzinie działań komunikacyjnych współfinansowanych przez Parlament Europejski

„Projekt współfinansowany przez Unię Europejską w ramach programu dotacji Parlamentu Europejskiego w dziedzinie komunikacji. Parlament Europejski nie uczestniczył w przygotowaniu materiałów; podane informacje nie są dla niego wiążące i nie ponosi on żadnej odpowiedzialności za informacje i stanowiska wyrażone w ramach projektu, za które zgodnie z mającymi zastosowanie przepisami odpowiedzialni są wyłącznie autorzy, osoby udzielające wywiadów, wydawcy lub nadawcy programu. Parlament Europejski nie może być również pociągany do odpowiedzialności za pośrednie lub bezpośrednie szkody mogące wynikać z realizacji projektu”.

PT - Modelo de cláusula de não-responsabilidade no domínio das ações de comunicação cofinanciadas pelo Parlamento Europeu

«O projeto foi cofinanciado pela União Europeia no âmbito do programa de subvenções do Parlamento Europeu no domínio da comunicação. O Parlamento Europeu não foi associado à sua preparação e não é de modo algum responsável pelos dados, informações ou pontos de vista expressos no contexto do projeto, nem está por eles vinculado, cabendo a responsabilidade dos mesmos, nos termos do direito aplicável, unicamente aos autores, às pessoas entrevistadas, aos editores ou aos difusores do programa. O Parlamento Europeu não pode, além disso, ser considerado responsável pelos prejuízos, diretos ou indiretos, que a realização do projeto possa causar».

RO - Model de clauză de declinare a responsabilității în domeniul acțiunilor de comunicare cofinanțate de Parlamentul European

„Proiectul a fost cofinanțat de Uniunea Europeană în cadrul programului de subvenții al Parlamentului European în domeniul comunicării. Parlamentul European nu a fost implicat în pregătirea proiectului și nu este responsabil în nicio măsură de informațiile sau punctele de vedere exprimate în cadrul proiectului, iar acestea nu-i impun nicio obligație; responsabilitatea aparține exclusiv autorilor, persoanelor intervievate, editorilor sau difuzorilor programului, în conformitate cu legislația aplicabilă. Parlamentul European nu poate fi considerat responsabil nici pentru daunele, directe sau indirecte, care pot rezulta în urma realizării proiectului.”

SK - Vzor doložky o odmietnutí zodpovednosti v oblasti komunikačných činností, ktoré spolufinancuje Európsky parlament

„Tento projekt bol spolufinancovaný Európskou úniou v rámci grantového programu Európskeho parlamentu v oblasti komunikácie. Európsky parlament sa nepodieľal na jeho príprave a za údaje, informácie alebo názory uvedené v rámci tohto projektu, za ktorý nesú zodpovednosť výhradne autori, oslovené osoby, editori alebo vysielatelia tohto programu v súlade s príslušným právom, nie je žiadnym spôsobom zodpovedný ani nimi viazaný. Európsky parlament nemôže taktiež niesť zodpovednosť za priame alebo nepriame škody, ktoré by mohli vyplývať z realizácie tohto projektu.”

SL - Vzorec izjave o omejitvi odgovornosti na področju dejavnosti obveščanja, ki jih sofinancira Evropski parlament

„Projekt je sofinanciral Evropska unija v okviru subvencijskega programa Evropskega parlamenta za dejavnosti obveščanja. Evropski parlament ni bil vključen v pripravo projekta in ne odgovarja za informacije in stališča, podana v okviru projekta, niti ga ta ne zavezujejo. Za projekt so v skladu z veljavno zakonodajo odgovorni zgolj avtorji, intervjuvanci in uredniki programa ter tisti, ki ga oddajajo. Parlament tudi ne odgovarja za neposredno ali posredno škodo, ki bi nastala zaradi izvedbe projekta.“

SV - Modell för ansvarsfriskrivning inom området för kommunikationsåtgärder som samfinansieras av Europaparlamentet

”Projektet har samfinansierats av Europeiska unionen inom ramen för Europaparlamentets subventionsprogram inom området för kommunikation. Europaparlamentet har inte deltagit i förberedelserna av projektet och är inte på något sätt ansvarigt för eller bundet av den information eller de åsikter som uttrycks inom ramen för projektet. Endast programmets upphovsmän och utgivare, de personer som intervjuas i programmet samt de som sänder programmet är ansvariga för projektet i enlighet med tillämplig lagstiftning. Europaparlamentet kan inte heller hållas ansvarigt för de direkta eller indirekta skador som kan följa av projektets genomförande.”

Annex 3

Operational overview of the action - a simple worked example (events category)

The worked example below is fictitious. The purpose of the project proposal in this example is to launch a school competition on video game script writing with a view to producing a video game on the European Parliament's decision-making process. Workshops will be organised in order to train shortlisted school participants on the decision making power of the EP and on video game script writing. The best script will be selected by a jury of professionals and the results of the competition will be announced during an award ceremony involving at least two Members of the EP. The script of the winners will be used as a basis to produce a video game on the EP which will be distributed in the participating schools and at regional level.

In this example, the logical framework matrix could read as follows:

	Principal Objective (b)	Specific objective (c)	Results (d)	Activities (e)
Action logic	Contribute to increasing awareness of the EP among young people in Region Europea.	To increase knowledge and awareness of the EP decision making process among young people in the school network through the development and dissemination of a video game on the EP decision-making process	1) Production of a video game on the EP decision-making process 2) Media coverage of the project 3) Dissemination of video game	Result 1) 1.1- Organization of school competition - selection of 10 scripts 1.2- Organization of workshops on the EP decision making process (in cooperation with EPIO)
Objectively verifiable Indicators		(see list annexed to the call for proposals) - Number of schools involved (target value: 10) - Number of MEPs involved (target value: 1%) - Overall number of young people reached in the region (target value: 20%) - Number of reference to the project in the press/media at national level (target value: 5%)	(see list annexed to the call for proposals) 1)- Number of video game produced (target value: 1) - Overall number of events/activities organised (target value: 10) 2) - Number of journalists invited (target value: 20) - Number of MEPs invited (target value: 1%) 3) - Number of video games distributed in schools in the region (target value: 100%) - Number of presentations in schools in the region (target value: 100%)	1.3- Organization of workshops on video game script writing Result 2) 2.1- Organization of award ceremony involving at least 2 MEPs in national theatre (in cooperation with EPIO) 2.2- Press releases Result 3) 3.1-Free distribution of video games in participating schools and in the rest of the region 3.2- Presentation by winners to other schools
Sources of verification		- Rules of competition - Beneficiary monitoring and records - Records from winning school - surveys	1) Beneficiary monitoring and records 2) - Beneficiary monitoring and records 3) - Beneficiary monitoring and records - Records from winning school	
Assumption and preconditions		- Authorization of the national authorities to distribute the video games in the schools network - Authorization of the national authorities to use national theatre for the award ceremony		- Weather conditions allow planned activities to take place as foreseen