



EUROPEAN COMMISSION
DIRECTORATE-GENERAL COMMUNICATION

Representation & Communication in Member States
Representation in Sweden

CALL FOR PROPOSALS

COMM/STO/GRANTS/2023

Selection of proposals for communication actions to reinforce the dialogue in Sweden on the European Union and European integration

1. INTRODUCTION – BACKGROUND

The European Commission Representation in Sweden ("Representation") herewith launches a call for proposals for communication actions promoting dialogue in Sweden on European integration and the difference it makes in people's lives.

The Representation is based in Stockholm and part of the European Commission's network of representative offices throughout the Member States of the European Union. It acts as the Commission's voice in Sweden and is tasked to communicate about the positions of the Commission and promote dialogue on EU affairs, at both national and local levels.

The purpose of this call for proposals is to encourage the organisation of communication actions that promote dialogue with the Swedish population, in particular young people (aged 16 – 25), on one of the two themes (or both), which are further outlined in section 2. It is launched in order to broaden the way the Representation engages stakeholders and citizens in Sweden in its information and communication activities, in order for the Commission listen to their opinions and ideas and create opportunities to interact. The activities selected for financing shall serve to increase the public's knowledge of the European Union and European integration and the Commission's political priorities and serve to gather feedback in order to feed these upstream into the decision-making process at EU level.

The legal basis for this call for proposals and serving as financing decision is Commission Decision C (2022)9349 concerning the adoption of the 2023 Work Programme and in particular its Annex (Part II – Grants, prizes and procurement, section 2.2 Communication of Representations and 2.2.1 calls for proposals for citizens' engagement, events and awareness raising).

The European Union financial contribution to the communication actions will exclusively be in the form of a lump sum ranging from a minimum of EUR 10.000 to maximum EUR 50.000. The contribution shall correspond to maximum 80% of the total budget needed to implement the project.

As a prospective applicant, please carefully read and follow the rules and specifications in this document and all the other documents related to this call for proposals.

2. OBJECTIVES – THEMES – PRIORITIES

Applicants may propose a wide range of communication activities related to one, or both, of the themes outlined below in section 2.1. They need to clearly describe the choice of the theme/topic, target group, communication activities, budget, project management method and intended impact of their action, which form the basis for evaluation of the project proposal (see section 9, Award criteria).

To be eligible for financing, the communication activities shall address one, or both, of the following themes:

2.1 Democracy and citizen’s engagement

Since the start of its mandate in 2019, the von der Leyen Commission has strived for a new push for European democracy and our shared values: our commitment to fundamental human rights, the protection of a free and independent press, upholding the rule of law and equality. Key actions include a European Democracy Action Plan, new EU strategies for children’s rights, rights for persons with disabilities and LGBTI Equality and a Media Freedom Act and new forms of participatory democracy initiatives.

To give Europeans a more active role in setting the priorities and have platforms to make their voices heard also in between elections, Citizens' panels are becoming a regular feature of democratic life in the EU. They bring together randomly-selected citizens from all 27 member states to discuss – at European level – key, upcoming proposals that affect us all. From mid-December 2022 to the end of April 2023, the first three Citizen panels were convened to develop concrete recommendations on some of the key initiatives of the 2023 Commission Work Programme: food waste, virtual worlds and learning mobility and resulted in concrete recommendations for the European Commission to consider when defining new policies and initiatives. The Representation welcomes proposals for communication activities that focus on how to further engage Swedish citizens in the further steps in this process and increase the knowledge of Citizens’ Panels in Sweden.

The Representations of the European Commission are also particularly involved in several EU-wide initiatives to promote dialogue and engagement at local and regional levels, including the network of Europe Direct centres and a new, complementary “Building Europe with Local Councillors”, a new European network of locally elected politicians and the European government structures.

The Representation welcomes proposals for communication activities that focus on citizen engagement, in particular in the run-up to the European elections in June 2024.

Following the elections, the EU Member States and the European institutions will together define the key priorities for European integration for the period 2024 – 29. While political parties naturally play the key role in the campaigns leading up to the elections, it is important to encourage citizens, in particular first-time voters, to engage in a broad discussions. These discussions should connect the local, regional and European dimensions, how European integration makes a difference in people’s lives and how we together can address long-term challenges and encourage voter turnout.

More information:

Web portal for all initiatives related to a new push for European democracy:
https://commission.europa.eu/strategy-and-policy/priorities-2019-2024/new-push-european-democracy_en

Citizens' panels: https://citizens.ec.europa.eu/index_en

'Building Europe with local councillors': https://building-europe-with-local-councillors.europa.eu/index_en

2.2 Targeted actions for youth

It is particularly important to explain the European integration process to the young generation aged 16-25 and engage them in dialogue and action, and encourage them to influence and shape the Europe they want to live in.

The European Commission is therefore seeking to stimulate engagement with youth through the European Youth Dialogue and a range of existing initiatives including DiscoverEU, the European Solidarity Corps and Erasmus+ programmes.

In Sweden, the Representation is undertaking different targeted actions towards youth, including through an EU School Ambassadors network, the new interactive exhibition Experience Europe at Kulturhuset, Stockholm, engaging youth on Europe Day and a structured cooperation with student organisations at universities, with a view to both stimulate a general interest in the EU as well as inform about the job opportunities available within EU careers. This is to tackle the current underrepresentation of Swedish nationals working in the EU institutions.

In the framework of this call for proposals, communication activities focusing on engagement with youth in a dialogue on European values and integration are eligible.

More information:

European Youth Dialogue: https://youth.europa.eu/strategy/euyouthdialogue_en

DiscoverEU: https://youth.europa.eu/discovereu_en

European Solidarity Corps: https://youth.europa.eu/solidarity_en

Erasmus+ in Sweden: <https://erasmus-plus.ec.europa.eu/resources-and-tools/factsheets-statistics-evaluations/programme-and-country-factsheets/country-factsheets-2021/erasmus-in-sweden-in-2021>

Skolambassadör för EU: https://sweden.representation.ec.europa.eu/bo-arbeta-studera/studier-och-praktikplatser/skolambassadorer-eu_sv

Experience Europe exhibition:
<https://www.europarl.europa.eu/sweden/sv/aktueellt/aktiviteter/aktiviteter2023/uppleveuropa.html>

3 TIMETABLE

Steps and dates particularly relevant for the applicants.

	Steps	Date and time or indicative period
(a)	Publication of the call	<i>14 September 2023</i>
(b)	Q&A deadline	<i>5 October 2023</i>
(c)	Deadline for submitting applications	<i>12 October 2023</i>
(d)	Evaluation period	<i>October-December 2023</i>
(e)	Information to applicants	<i>January 2024</i>
(f)	Signature of grant agreement(s)	<i>February 2024</i>

Please note that an info session was organised by the European Commission Representation in Sweden on 6 September 2023. This session has been recorded and is available for post-viewing on the Representation's website:

https://sweden.representation.ec.europa.eu/foretag-och-finansiering/finansiering-och-bidrag/bidrag-till-kommunikationsprojekt-0_sv

4 BUDGET AVAILABLE

The total indicative budget earmarked for the co-financing of projects under this call for proposals is 150.000 EUR.

The amount available per action grant ranges from a minimum of 10.000 to a maximum of 50.000 EUR.

The Commission reserves the right not to distribute all the funds available.

The Commission furthermore reserves the right to draw up a reserve list. Applicants are placed on the reserve list due to a lack of budget. If additional budgetary appropriations become available, those applicants may be contacted in the order of their ranking as specified under section 9 within 6 months of the final date for the submission of complete proposals.

5 ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must:

- be sent no later than the deadline for submitting applications referred to in section 3;
- be submitted (see section 14 below) using the application form available at https://sweden.representation.ec.europa.eu/index_sv
- be drafted in Swedish or English;

- be printed single-sided on white A4 paper, without paper clips or staples and not bound, and
- be duly signed and dated at the end of the application form.

An applicant may only submit one single application and the application must be explicitly linked to at least one of the communication priorities specified in sections 2.1-2.3.

Failure to comply with these requirements will lead to the application being rejected.

6 ELIGIBILITY CRITERIA

6.1 Eligible applicants

Proposals may be submitted by any of the following applicants:

- civil society groups
- non-profit organisations (private or public);
- public authorities (national, regional, local);
- associations and foundations;
- educational institutions;
- research centres;
- SMEs¹;
- natural persons are not eligible, except self-employed persons or equivalent (i.e. sole traders) where the company does not possess legal personality separate from that of the natural person.

Affiliated entities

Entities affiliated² to the applicants are not eligible to receive funding under this Call for proposals and may not participate in the implementation of the action.

Country of establishment

Only applications from legal entities established in the EU Member States are eligible.

Supporting documents

¹ EU recommendation 2003/361 Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises: https://ec.europa.eu/growth/smes/sme-definition_sv

² In accordance with Article 187 FR, entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Articles 136(1) and 141(1) FR and that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, will be considered as entities affiliated to the applicant.

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity;
- **natural persons:** photocopy of identity card and/or passport; certificate of liability to VAT, if applicable (e.g. some self-employed persons);
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

At any moment during the grant procedure, the Representation may contact the participant and ask for supporting documents on legal existence and status. The participant's e-mail address is used to send requests. It is the participant's responsibility to provide a valid e-mail address and to check it regularly. A request for supporting documents in no way implies that the applicant has been successful.

6.2 Eligible activities

The activities eligible for funding under this call for proposals shall meet the following four criteria:

- a. Focus on a **clearly defined target group**
- b. Mobilise **dialogue and engagement** on one or several of the topics listed under section 2,
- c. Include the production of **content** adapted to the preferences of the chosen target audience, for example in the form of cultural performances, social media material, audio-visual content including video, podcasts, educational material, games or printed publications, as appropriate.
- d. Include the organisation of **outreach activities** that enable effective engagement with the chosen target audience, for example cultural performances, conferences, debates, dialogues/round table discussions, and lectures. The events shall reach at least 250 people participating in person, either in one large event or a cumulative attendance in a series of events over time.

and/or

include the **dissemination of the communication content** through podcasts, social media and/or AV channels. These channels must have an already established outreach in the chosen target group of at least 1,000 followers/regular users except social media channels where at least 5,000 followers is required.

6.3 Implementation period

Activities may not start before signature of the grant agreement. Preliminary date for this is February 2024. See timetable in section 3. The implementation of the project must be finalised no later than 31 December 2024.

7 EXCLUSION CRITERIA

7.1 Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

- (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
 - (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 - (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
 - (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
 - (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2 Remedial measures

If an applicant declares (see section 7.4) one of the situations of exclusion listed above, it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3 Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4 Supporting documents

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form (Annex A) attached to the application form accompanying the call for proposals.

This obligation may be fulfilled in the following way: the applicant fills in and signs a declaration (Annex A) in its name.

8 SELECTION CRITERIA

8.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of a declaration on their honour (Annex A).

The Commission reserves the right to request further information. The Commission also reserves the right to decide not to give pre-financing, if it finds that the financial capacity is weak based on the information and documentation gathered.

If the Commission considers that the financial capacity is insufficient, it will reject the application.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. In this respect, applicants have to submit a declaration on honour (Annex A).

Applicants may be asked to provide the following documents at a later stage:

- Description (max. 1 page) of relevant past and current performance in public communication or a field that relates to the call for proposal's objectives over the last 2 years (including outcomes, timeline, objectives, key audiences, messages, channels and resources).

The Commission Representation may invite the applicant to provide additional information and/or extra proof.

9 AWARD CRITERIA

Eligible applications will be assessed on the basis of the following criteria:

Criteria 1: Relevance of the proposed activities (40 points):

- 1.1 Relevance of the proposed action in relation to the EU theme(s) listed in section 2 (10 points)
- 1.2 Definition of the target group in the Swedish society that the action intends to reach (10 points)
- 1.3 Relevance of the proposed action, including degree of creativity in the proposed format, in relation to the target group (20 points)

Criteria 2: Quality of the project management (30 points):

- 2.1 Comprehensiveness of the timetable and feasibility of the implementation of proposed action (10 points)
- 2.2 Efficiency and effectiveness of the use of human resources (10 points)
- 2.3 Efficiency and effectiveness of the proposed measures for quality and budget control (10 points)

Criteria 3: Quantitative and qualitative results (30 points):

- 3.1 Impact of the proposed action in terms of quantitative and qualitative results, including potential outreach within the chosen target group (20 points)
- 3.2 Efficiency and effectiveness of the estimated budget in relation to the quantitative and qualitative results (10 points)

To enable an assessment of the award criteria, the applicants are requested to submit a detailed description of the action, which includes all the information necessary to allow the assessment of award criteria. This information is further detailed in the application form.

Applications will be ranked in order of merit, i.e. according to the number of points received (maximum of 100 points). The best proposals will be chosen, i.e. the proposal with the highest number of points will be ranked first, the one with the second highest number of points will be ranked second, and so on. Proposals will be listed in descending order of merit.

The proposals that score enough to be considered, but for which there is not enough budget, will be placed on a reserve list. If additional budgetary appropriations become available, those applicants may be contacted in the order of their ranking within 6 months of the final date for the submission of proposals.

Applications with a score below 60 % for any of the above three award criteria will not be considered for award.

10 LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary and returned to the Commission immediately. The Commission will sign it last.

11 FINANCIAL PROVISIONS

11.1 Form of the grant

11.1.1 Reimbursement of costs actually incurred

Not applicable.

11.1.2 Reimbursement of eligible costs declared on the basis of lump sums

Not applicable.

11.1.3 Reimbursement of eligible costs declared on the basis of lump sums based on the usual cost accounting practices of the beneficiaries

Not applicable.

11.1.4 Lump sum contributions

The grant shall take the form of a lump-sum contribution of EUR 10.000 – 50.000, representing a co-financing rate calculated a priori of a maximum of 80% of the eligible costs of the action.

The lump sum contribution will cover the activities mentioned above (section 6.2) and the following categories of costs:

- direct personnel costs;
- travel and subsistence costs;

- equipment depreciation and technical means;
- venue/location rental and equipment rental;
- production and distribution of materials (stands, banners, gadgets, publications, posters, audio-visual material, games, etc.);
- promotion and advertising costs;
- other eligible costs related directly to the action. (If included, applicant should explain what kind of eligible costs are covered here.)

The lump sum contribution will be paid provided the activities concerned were properly implemented.

11.1.5 Financing not linked to costs

Not applicable.

11.1.6 Payment conditions, checks and audits for lump sums

- Contributions based on lump sums will be paid in full provided the action is implemented properly (with the required quality, fully and on time). If the action is not properly implemented, the amount of the grant will be reduced proportionately.

The fulfilment of the above conditions and/or results triggering the payment of the lump sum as specified in section 11.1.4, including where required the achievement of outputs and/or results, will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex- post controls.

For this purpose, in case of verifications, checks or audits, the beneficiary will be required to provide supporting documents proving the proper implementation of the action.

- Where the grant takes the form specified in section 11.1.4, the beneficiary will not be required to report on the costs actually incurred for the implementation.
- The amount of lump sums as specified in section 11.1.4 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.
- Payment of the grant on the basis of lump sums as specified in section 11.1.4 does not affect the right of access to the statutory records of the beneficiaries for the purposes of:
 - reviewing them for future grants, or
 - protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

11.2 Eligible costs

Not applicable.

11.3 Ineligible costs

The following items are **not** considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) currency exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4 Eligible costs that may be covered by the single lump sum

Not applicable.

11.5 Balanced budget

The estimated budget of the action (included in the application form under section IV and Annex B Estimated budget of the action), must have revenue and expenditure in balance. The budget should consist of the categories listed above in section 11.1.4 and only eligible costs should be included.

The budget must be drawn up in euros.

The applicant must ensure that the resources necessary to carry out the action are not entirely provided by the EU grant and provide at least 20% of the total costs from other sources.

Co-financing of the action may take the form of:

- the beneficiary's own resources;
- income generated by the action;
- financial contributions from third parties.

11.6 Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Addition of the lump sum contributions

The Commission applies the lump sum contribution amount specified in section 11.1.4 if the corresponding tasks or the action were deemed to be implemented properly.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented at all or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.7 Reporting and payment arrangements

11.7.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents mentioned below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 70% of the maximum grant amount.	Signed grant agreement.
Payment of the balance (30% of the grant amount) The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.6 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) Final technical report (b) Final financial statement

In case of a weak financial capacity, section 8.1 above applies.

11.8 Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (or the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action, which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU³ or contracting entities within the meaning of Directive 2014/25/EU⁴ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;

³ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

⁴ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget, if applicable;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment;
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

12 PUBLICITY

12.1 By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at https://european-union.europa.eu/principles-countries-history/symbols/european-flag_sv and https://european-union.europa.eu/legal-notice_sv.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2 By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13 PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions and bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision N. 1247/2002/EC. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the Head of the European Commission Representation in Sweden.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046⁶. For more information see the Privacy Statement on: https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/data-protection-public-procurement-procedures_sv

14 PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical errors, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Application forms are available at the following website:
<https://sweden.representation.ec.europa.eu>

⁵ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

⁶ <https://eur-lex.europa.eu/legal-content/SV/TXT/HTML/?uri=CELEX:32018R1046&from=EN>

Applications must be submitted using the correct form, duly completed and dated. They must be submitted in 3 copies (one original clearly identified as such, plus 2 copies without paper clips or staples and not bound) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications (see section 5 above) must be sent to the following address:

EU-kommissionen i Sverige
Ref.: COMM/STO/GRANTS/2023
Box 7323
103 90 Stockholm

- by post (evidence will be constituted by the postmark),
- by hand-delivery to the visiting address Regeringsgatan 65, plan 6, Stockholm (evidence will be constituted by the acknowledgement of receipt), or
- by courier service (evidence will be constituted by the acknowledgement of receipt).

Applications sent by fax or e-mail will not be accepted.

Contacts

Applicants must read all the documents related to the call for proposals, including the Questions & Answers document to be published on the Representation's website: <https://sweden.representation.ec.europa.eu>

For any further questions, applicants should send an e-mail to:

COMM-REP-STO-GRANTS@ec.europa.eu

Questions can be accepted **in writing only** to the e-mail address stated above, the latest by **5 October 2023**. Please note that no questions will be answered via telephone to ensure the equal treatment of all potential applicants. Answers to all questions will be published on the same page as the call for proposals

Annexes

To apply for this grant please use the following documents:

Grant application form and its annexes:

- Annex A Declaration on honour
- Annex B Estimated budget of the action
- Annex C Checklist for applicants

When an applicant has successfully passed the application process, the following documents will be used:

Grant agreement and its annexes:

- Annex 1 Description of the action (Part A and B of the grant application form)
- Annex 2 Estimated budget for the action
- Annex 3 Accession forms (if applicable)
- Annex 4 Model for the financial statements
- Annex 5 Specific rules
- Annex 6 Model for the final technical report