



EUROPEAN COMMISSION
ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL
Directorate E Promotion of SMEs' competitiveness
Unit E.3 Crafts, small businesses, cooperatives and mutuals

Call for Proposals
ENT/CIP/09/B/N10S00
Satellite Accounts for Cooperatives and
Mutuals
Grant Programme 2009

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1. CONTEXT

The operation is undertaken in the framework of the Competitiveness and Innovation Framework Programme (CIP) (2007-2013), Entrepreneurship and Innovation Operational Programme (EIP) (Decision No 1639/2006/EC of the European Parliament and of the Council of 24 October 2006 (OJ L 310/15, 09.11.2006)), Implementing Measure No ENT/CIP/09/B/N10S002 - Follow-up of the implementation of the European Statute for cooperatives. The CIP related objective is: (b) Creation of an environment favourable to SME co-operation, particularly in the field of cross-border co-operation.

In Europe nowadays there is no sufficient information concerning the role and economic importance of cooperatives and mutuals. As far as cooperatives are concerned there are at least 246 000 entities in the EU, owned by 144 million EU citizens (one out of every three EU citizens is a member of a cooperative); they employ almost 4.8 million. As far as mutuals are concerned it is to be mentioned that in Europe around 120 million people are covered by a health mutual, while in many MS the mutuals hold a very significant share of the life and non life insurance market (25% of the European insurance market and almost 70% of the total number of insurance companies in Europe).

One of the most important problems that the cooperatives and mutuals face in the EU is the lack of institutional visibility. This is due to the peculiarities of national accounting systems which do not take into account their specific characteristics (different from those of the traditional capital companies).

Satellite accounts are increasingly regarded as a tool needed to complement classical statistics for the provision of information. Satellite accounts analyse in detail overall demand for goods and services which might be associated with a given group of enterprises (like cooperatives and similar entities), observe the operational interface with the supply of goods and services within the same economy of reference (like agriculture, housing, banking etc), and describe how this supply interacts with other economic activities. They measure the scope of a sector or of a given form of business and its performance within the economy, the value of the goods and services produced and the employment generated. They evaluate the sector in terms of its contribution to GDP, jobs, capital investment and tax revenues, and its role in the balance of payment. Through this, they permit the development of informed policies and strategies, and comparison across national borders.

For this reason the Commission has developed a “Manual for drawing up the satellite accounts of companies in the social economy: cooperatives and mutual societies”¹(the Manual) for use by statistical offices.

¹ See:
http://ec.europa.eu/enterprise/entrepreneurship/craft/social_economy/doc/study_satellite_accounts_en.pdf

2. OBJECTIVE OF THE CALL

2.1. General Objectives

The objective of the activities funded by this call for proposals is to contribute to the availability of reliable statistics on the cooperatives and mutuals at national and European levels. The development of such satellite accounts is the responsibility of the States (national statistical offices). Co-financed by Community grants, national statistical offices will improve methods and data available, exchange experience and good practice, and/or adapt and update already existing satellite accounts.

The aim is to provide policy-makers and relevant stakeholders for credible, comparable and systematic information and indicators on the role of the cooperatives and mutuals in national economies and to offer usable and practical information to stakeholders for their decision making. Therefore the Commission wishes to encourage national statistical offices in Member States and in other eligible countries under the Competitiveness and Innovation Programme (CIP)² to collect this information.

The action has to be conducted to the extent possible on the basis of the methodological recommendations in the Manual developed by the Commission.

2.2. Description of the work

The Commission will co-finance the actions carried out by statistical offices and partner organisations in eligible countries for the implementation of satellite accounts on the basis of the Manual, such as:

1. First establishment of satellite accounts, via adapting and improving methods and data availability (development of indicators, creation of basic satellite accounts tables, etc.);
2. Updating, improving and/or adapting already existing satellite accounts;
3. Development of transnational co-operation and exchange of experience and good practices (joint projects, dissemination of results: publications, seminars).

2.3. Results

The expected results of the above-mentioned measures include the progress towards the implementation of satellite accounts like establishment, adaptation and update of satellite accounts, improvement of methods and data, exchange of experience and good practices.

3. TIMETABLE

Scheduled start-up date for the action: January 2010.

Maximum duration of actions is: 12 months. **Projects co-financed under this call for proposals must be carried out by no later than December 2010.**

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals

² See point 5.1.

The intention is to inform applicants of the outcome of the award procedure no later than the month of December, 2009.

The period of eligibility of costs will start on the day the contract is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

4. FINANCING

The **maximum budget** allocated for the operation is: 200 000 €

The **maximum amount by project** is: 70 000 €

Indicative number of projects/average size (if pertinent): a maximum of 5 projects (maximum one project concerning the national statistics of each eligible country)

Community co-financing rate of eligible costs: up to 95 %

Community co-financing ceiling: 66 500 €per project.

- Please note that one action may give rise to the award of only one grant from the Community budget to any one beneficiary.
- The Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested.
- The publication (on the Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.
- The Commission grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

4.1. Co-financing and joint and several responsibility

The beneficiaries shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties, or in kind. The Commission may accept co-financing in kind, if considered necessary or appropriate.

The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation (signed form C).

They shall agree upon appropriate arrangements between themselves for the proper performance of the action. In particular shall they agree on joint and several responsibility for any amount due to the Commission by anyone of them; an optional article of special conditions (Article I.10 of the Grant Agreement for an action with multiple beneficiaries) may limit their level of responsibility but its use is subject to an assessment of the financial risks to be carried out by the Commission.

The grant agreement shall be signed by each participating co-beneficiary unless a power of attorney is conferred to the appointed co-ordinator (Form A/4 of the submission set).

4.2. Subcontracting

Only a limited part of the project may be subcontracted, up to 30 % of the eligible costs.

Subcontracting does not limit the responsibilities of beneficiaries

Please refer to the guide for submission (page 10) for further details on subcontracting.

4.3. Payment arrangements

The draft grant agreements attached to the “Submission set” (**form E**) specify the payment arrangements.

5. ELIGIBILITY

Applicants may act individually or in consortium with partner organisations. The applicant will be the Lead Organisation and, in case of selection, the contracting party (the “beneficiary”).

5.1. Geographical eligibility

Applications from legal entities established in one of the following countries are eligible:

- EU Member States;
- EEA countries: Iceland, Liechtenstein and Norway;
- Accession countries, candidate countries and other countries participating to the CIP: Albania, Croatia, Former Yugoslav Republic of Macedonia, Israel, Montenegro, Serbia and Turkey.

The Commission may select proposals from applicants in above mentioned countries, provided that, on the date of selection, agreements have been signed setting out the arrangements for the participation of those countries in the Competitiveness and Innovation Framework Programme.

5.2. Legal status eligibility

Applications must be submitted by a legal person. Corporate bodies must be registered under the law of, and have their seat and central administration in, one of the eligible countries.

Applicants may be national statistical offices or services responsible for national accounting, national organisations of cooperatives and/or mutuals, as well as educational and research centres, or non-for-profit organisations or private companies that are involved in the collection of statistical data.

The national statistical offices or the services responsible for national accounting must be involved in all projects, either as individual applicant or as coordinator with other partners or as partner in a consortium coordinated by another organisation.

5.3. Exclusion criteria

By using the “Exclusion Criteria Form” (form D attached to the Submission Set) applicants shall declare on their honour that they are not in one of the situations referred to in Articles 93 and 94 of the Financial Regulation. In completing this form the applicant:

- states whether or not he/she/the company is in one or more of the situations described in the form; and
- undertakes to submit to the Commission any additional document relating to the exclusion criteria that the Commission may see fit to request.

Where there are partners involved, each of them must provide the “Exclusion Criteria Form”.

Please note that, according to article 96 and 114 of the Financial Regulation applicable to the general budget of the European Communities and according to article 134b of the Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) n° 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to h) of the form in question.

5.4. Eligible proposals

Applications must comply with the following conditions in order to be eligible for a grant:

- Application must be signed, dated and complete, using the standard Submission Set;
- Application must be submitted before the closing date mentioned below;
- Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.
- Any project directly or indirectly contrary to EU policy or against public health, human rights, citizen’s security, freedom of expression will be rejected.

6. SELECTION

6.1. Applicants’ financial capacity to complete the proposed action

Applicants must show they have stable and sufficient sources of funding to ensure the continuity of their organisation throughout the project and, if necessary, to play a part in financing it.

To this end applicants must fill in and sign form A/3 for the lead organisation, and form A/4 for partner organisations, if applicable. The legal entity form and financial identification form are also to be duly filled in and signed and annexed to the aforementioned forms.

For ease of reference, the applicants are further requested to fill in the financial statement form A/5 of the submission set. This form only applies to private organisations. Public organisations are only requested to indicate their annual revenue/resources in forms A/3 and A/4.

Applicants must (if relevant) include in their grant application form their annual accounts (i.e. profit and loss account; balance sheet) for the last financial year.

Alternatively, a guarantee equivalent to all or part of the grant being sought may be provided in order to show the financial capacity.

The verification of financial capacity shall not apply to natural persons in receipt of scholarships nor to public bodies, nor to the international organisations referred to in Article 43 of the Commission Regulation (EC, Euratom) n° 2342/2002.

6.2. External audit reports

Not applicable.

6.3. Applicants' technical capacity to complete the proposed action

Applicants must show they have the operational (technical and management) capacity to complete the operation to be supported and must demonstrate their capacity to manage scale activity corresponding to the size of the project for which the grant is requested. In particular, the team responsible for the project/operation must have adequate professional qualifications and experience.

The applicants must include with their grant application form a curriculum vitae of the staff that will actually be performing the work involved and professional references and details of past similar projects. For ease of reference, the curriculum vitae should preferably be submitted in the Europass format which can be found on the following page:

http://europass.cedefop.europa.eu/europass/preview.action?locale_id=1

Applicants must be directly responsible for the preparation and management of the project, not acting as an intermediary.

7. AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the following award criteria:

1. Relevance	10
2. Visibility	5
3. Impact	30
4. Quality	35
5. Budget and Cost-effectiveness	20
Maximum total score	/100

If a total score lower than 55 points or a score lower than 50% for any of the above five criteria is obtained, the proposal will not be evaluated further.

The complete selection and evaluation procedure is described in point III of the guide for submission appended to the standard Submission set.

Please note that, in case of award, the beneficiary authorises the Commission, to publish the following information in any form and medium, including via the Internet:

- the beneficiary's name and the address,
- the subject and purpose of the grant,
- the amount granted and the proportion of the action's total cost covered by the funding.

8. SUBMISSION OF PROPOSALS

8.1. Preparing the proposal

The proposal must be drafted in one of the official languages of the European Union, using the specific submission set available for this call. Please refer also to the **guide for submission** for explanatory details.

The submission set can be:

- Downloaded from Europa web site:
<http://ec.europa.eu/enterprise/newsroom/cf/newsbytheme.cfm?displayType=fo&fosubType=p&lang=en>
- Or obtained at the following address:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2009 –
**‘Call for proposals No ENT/CIP/09/B/N10S00 - Satellite Accounts for
cooperatives and mutuels**
Contact: Mr Nikolov
Office address: **BREY** 05/216
B-1049 Brussels – BELGIUM
Fax: (+32-2)-29.98.110 – e-mail: ENTR-SATELLITE-CALL-
2009@ec.europa.eu

The proposal must be submitted, **in triplicate and placed** inside **two** sealed envelopes. Both envelopes should be addressed to the department indicated above. It should bear the following description: **‘Call for proposals No ENT/CIP/09/B/N10S00 – Satellite Accounts for cooperatives and mutuels** and the following note: **‘Not to be opened by the internal mail department’**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

8.2. Sending the proposal

Please note that electronic submissions are not allowed for this call.

Proposals must be submitted, on paper

- a) Either **by registered mail**, postmarked no later than **04/09/2009**, to the address indicated above.
- b) or **by courier services**, no later than **04/09/2009**, to the address indicated above,
- c) or **delivered by hand**, i.e. by delivery in person or by an authorised representative no later than 4 p.m. on **04/09/2009**, *to the following address*:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2009 – Call for proposals n° **No ENT/CIP/09/B/N10S00**
Title: **Satellite Accounts for cooperatives and mutuals**
Promotion of SMEs' Competitiveness Directorate E,
Unit E 3 Crafts, small businesses, cooperatives and mutuals
BREY 05/216
Service central de réception du courrier
Avenue de Bourget, 1
B-1140 Bruxelles, Belgique

How to reach rue de Bourget 3:
http://ec.europa.eu/enterprise/calls/hand_delivery.html

Please note, that for security reasons, hand deliveries (including private courier services) are not accepted in other Commission's buildings. An acknowledgement of receipt shall be delivered by the "Service central de réception du courrier".

Evidence of timely submission by post or courier service will be constituted by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-delivery, the signed and dated receipt will serve as evidence.

Applicants shall observe precisely the above indications in order that proposals can reach their precise destination in due time.

9. EQUAL OPPORTUNITY

The European Community has the task to promote equality between women and men and shall aim in all its activities to eliminate gender inequalities (articles 2 and 3 of the EC Treaty). In this context, women are particularly encouraged to be involved in proposal submission.

10. PERSONAL DATA

Your grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of

individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.³

Your replies to the questions in the submission set are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the application must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

11. ANNEX 1 SUBMISSION SET

12. ANNEX 2 GUIDE FOR SUBMISSION

³ Official Journal L 8, 12.1.2001.