



EUROPEAN COMMISSION
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY
Directorate B
Unit B/4: Financial solidarity for asylum, immigration and borders

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**EUROPEAN FUND
FOR THE INTEGRATION
OF THIRD-COUNTRY NATIONALS
2007-2013**

COMMUNITY ACTIONS

CALL FOR PROPOSALS 2007

1. INTRODUCTION

The European Commission is providing through the Community Actions of the European Fund for Integration for third-country nationals financial support for actions promoting the integration in the EU Member States of people who are not citizens of the EU.

The purpose of this notice is to invite proposals for Community Actions covered by the Integration Fund Work Programme 2007, which was adopted on 23 November 2007.

This call for proposals will be open to national, regional and local authorities registered in any of the 26 Member States participating in the European Fund for the Integration of Third-Country Nationals (Belgium, Bulgaria, Cyprus, Czech Republic, Estonia, Germany, Greece, Spain, France, Hungary, Ireland, Italy, Luxembourg, Netherlands, Latvia, Lithuania, Malta, Austria, Portugal, Poland, Romania, Slovakia, Slovenia, Finland, Sweden and the United Kingdom), Non Governmental Organisations, public or private bodies (including university departments, research centres), as well as international organisations, working on a strictly non-profit basis, with proven experience and expertise in the fields covered, taking into account their respective competences

Actions may include partners and participants from **Denmark and third countries**, but the costs for their participation may not be covered by the Community contribution and must be financed entirely by non-Community resources.

Since these actions are trans-national, they must include partners from at least **FIVE different Member States**. Projects must be submitted by a legal person, i.e. the co-ordinator, who carries out the project with at least **FOUR other distinct and unrelated legal persons** established in different Member States.

The amount of grant per project cannot exceed **80,00%** of the total eligible costs. Community funding per project will not exceed **500.000 €** nor be less than **80.000 €**

The Community actions should:

- Have a clear transnational objective.
- Enhance mutual learning.
- Ensure that activities are designed, developed and implemented in co-operation with different integration stakeholders, such as Member states administrations, regional and/or municipal authorities, private actors, social partners, civil society, academics (including study centres, research networks, etc.).
- Ensure relevant participation of immigrants.
- Ensure EU visibility.

2. POLICY CONTEXT

As a response to the request of The Hague Programme strengthening freedom, security and justice in the European Union¹, the Council of 19 November 2004 adopted **Common Basic Principles for Immigrant Integration Policy in the European Union (CBPs)**². In September 2005, the Commission put forward 'A Common Agenda for Integration' which constitutes a framework for developing a European approach to integration of third-country nationals in the European Union³.

The **Council Conclusions** on a Common Agenda for Integration of December 2005 underlined the need to further enhance a common approach to integration policies and measures⁴.

The **Second Annual Report on Migration and Integration**⁵, published in June 2006 analyses changes and describes actions taken on admission and integration of third-country nationals at national and EU level and provides an overview of policy developments. A Summary Report on Integration Policies and Recent Developments in the EU-25 was attached as an annex to this report. The Third Annual Report on Migration and Integration will be put forward by the Commission in the coming months.

In addition, in the **Council Conclusions on a Comprehensive Migration Policy**, of December 2006⁶, the link between legal migration policies and integration strategies and the need for further measures to strengthen this approach were underlined.

In May 2007, an **Informal Meeting of EU Ministers Responsible for Integration** took place in Potsdam, Germany. The following **Council conclusions on the strengthening of integration policies in the European Union by promoting unity in diversity** of June 2007⁷ stress the need to promote a global and coherent approach to integration policies, migrant flow management and co-operation with the countries of origin, as well as the complementary linkage between migration and integration.

The idea that integration is a dynamic two-way process involving both immigrants and the host society and the need to continue to strengthen the managing of diverse society were also emphasised. In this respect, the role of local stakeholders, including in particular local governments and cities in designing and implementing integration programmes, was underlined.

Within this context, in order to reflect the integration strategies agreed in these policy instruments, and taking into consideration discussions within the framework of the network of **National Contact Points on Integration**, the 2007 work programme identifies a number of priorities and objectives to be pursued through Community actions.

¹ Annex I to the Presidency Conclusions, European Council, 4/5 November 2004

² Council Document 14615/04 of 19 November 2004

³ COM(2005) 389 final

⁴ Council Document 14390/05 of 1/2 December 2005

⁵ SEC(2006) 892

⁶ Council Document 16879/1/06 of 14-15 December 2006

⁷ Council Document 10504/07 of 7 June 2007

Recommendations for successful policy initiatives, resulting from the two editions of the **Handbooks on Integration for Policy-Makers and Practitioners**⁸, have also been taken into account.

3. OBJECTIVES.

The Decision of the Council N° 2007/435/EC of 25 of June 2007⁹ establishes the European Fund for the Integration of third-country nationals for the period 2007 to 2013 as part of the General programme "Solidarity and Management of Migration Flows" (hereafter 'the Decision').

The general objective of the Fund is to support the efforts made by the Member States in enabling third-country nationals of different economic, social, cultural, religious, linguistic and ethnic backgrounds to fulfil the conditions of residence and to facilitate their integration into European societies.

The Fund shall contribute to the development and implementation of national integration strategies for third-country nationals in all aspects of society in particular taking into account the principle that integration is a two-way dynamic process of mutual accommodation by both immigrants and citizens of Member States.

According to Article 3 of the Decision, the Fund shall contribute to the following specific objectives:

1. Facilitation of the development and implementation of admission procedures relevant to and supportive of the integration process of third-country nationals;
2. Development and implementation of the integration process of newly-arrived third-country nationals in Member States;
3. Increasing of the capacity of Member States to develop, implement, monitor and evaluate policies and measures for the integration of third-country nationals;
4. Exchange of information, best practices and cooperation in and between Member States in developing, implementing, monitoring and evaluating policies and measures for the integration of third-country nationals.

In addition, in accordance with Article 5 of the Decision, at the Commission's initiative, up to 7 % of the Fund's available resources may be used to finance transnational actions of interest to the Community as a whole ("Community actions") concerning immigration and integration policies.

In particular, Community actions shall:

- further Community cooperation in implementing Community law and good practices in the field of immigration and implementing good practices in the field of integration;
- support the setting-up of transnational cooperation networks and pilot projects based on transnational partnerships between bodies located in two or more Member States, designed to stimulate innovation, facilitate exchanges of experience and good practice, and improve the quality of integration policies;
- support transnational awareness-raising campaigns;

⁸ ec.europa.eu/justice_home/doc_centre/immigration/integration/doc_immigration_integration_en.htm

⁹ OJ L 168 of 28.06.2007, p. 18.

- support studies, dissemination and exchange of information on best practices and all other aspects of immigration and integration policies, including for the use of state-of-the-art technology;
- support pilot projects and studies exploring the possibility of new forms of Community cooperation in the field of immigration and integration and Community law in the field of immigration;
- support the development and application by Member States of common statistical tools, methods and indicators for measuring policy developments in the fields of immigration and integration.

The annual work programme shall lay down the priorities for these actions. It is building on past experiences, in particular the pilot projects and preparatory actions for the integration of third-country nationals (INTI).

The budget available for these "Community actions" in 2007 is 4.543.000 € with the following indicative distribution:

- Grants (call for proposals): 4.243.000 €
- Procurement (call for tenders): 300.000 €

4. PRIORITIES, SPECIFIC OBJECTIVES AND ELIGIBLE ACTIONS FOR 2007

On the basis of the policy context and general objectives described above, the following **three priorities** and relative **specific objectives** will be pursued in 2007.

Priority 1. *Enhance interaction between third-country nationals and Member State citizens and promote integration measures and best practices targeted at society as a whole*

Specific objectives:

- Implementing integration as a dynamic, two-way process of mutual accommodation by all immigrants and citizens of Member States, actively and directly involving local authorities and civil society organisations.
- Fostering the participation of third-country nationals, in particular in the formulation of integration policies and measures, especially at the local and regional level.

Eligible actions:

- Comparative research and studies exploring various ideas of participation, as well as elaborating recommendations to Member States on how to improve existing measures to promote the participation of immigrants in civic and political life.
- Transnational projects developing comparative learning in order to analyse measures in place in different Member States, fostering the exchange and diffusion of best practices and discussion of innovative policies targeted at the society as a whole; and which will elaborate recommendations and models on how to improve the involvement of third-country nationals in the integration processes.
- Campaigns to raise awareness on immigration issues and to enhance the capacity of public institutions and the media to adequately reflect and manage migration-related diversity in society.
- Shared fora of dialogue and platforms for an active and direct involvement of immigrants in all aspects of local life, in which different stakeholders, local and regional authorities,

immigrants' associations and civil society organisations participate, inter alia with respect to exchange on intercultural issues.

Priority 2. *Promote integration strategies and measures targeted at different immigrant groups*

Specific objectives:

- Promoting flexible integration measures targeted at different immigrant groups, taking into consideration circular migration phenomena, specific geographic and regional contexts, immigrants' diverse migratory projects, immigrants' skills, immigrants' youth, as well as the specific needs of children and of migrant women.
- Improving the quality of services and structures in order to recognize and respond to the different needs of immigrants' groups, finding the right balance between targeted and general measures at different levels of government.

Eligible actions:

- Comparative research and studies to analyse how far existing integration policies are flexible and targeted in order to adapt to the different needs of immigrant groups and in which recommendations on how to implement more flexible and focused integration measures are elaborated.
- Comparative research and studies to analyse the socioeconomic, organisational and policy-related impacts of immigration and integration within particular regional settings or in relation to specific constraints (e.g. high influx of newly-arrived immigrants) in order to define targeted approaches and measures, adapted to the specific needs of immigrants.
- Transnational cooperation networks and pilot projects based on transnational partnerships to stimulate innovation and facilitate the exchange of experiences and good integration practices reflecting specific needs of immigrant groups.
- Campaigns to raise awareness on situation and specific needs of disadvantaged migrant groups, in particular, women, youth and children, the elderly, illiterate persons and persons with disabilities.
- Information campaigns to inform all immigrants' groups about their rights and access to targeted services.
- Information and courses providing the knowledge of the host society's language, history, culture, values, institutions, health care systems, etc.
- Pilot projects involving NGOs and cultural mediators as intermediaries to help improve perceptions that service providers and users have of each other, and to train staff members in service providing institutions, that have to adapt their working practices to accommodate diversity.

Priority 3. *Reinforce the complementary linkage between migration and integration policies*

Specific objectives:

- Analysing Member States immigration policies and of their legal frameworks on admission in view of its impact on integration of immigrants.
- Evaluating introductory programmes targeted at newly-arrived third-country nationals and identifying innovative models in order to diffuse and promote them in other contexts or to

adjust existing programmes in order to better facilitate the integration of third-country nationals into the host society.

- Addressing difficulties associated with formal recognition of qualifications, developing more flexible ways of assessing and validating skills and preventing brain waste.

Eligible Actions:

- Studies to map and evaluate introductory programmes targeted at newly-arrived third-country nationals, aiming at identifying strengths and weaknesses of such measures, as well as analysis assessing the impact of compulsory elements in national integration policies.

- Transnational working groups established to gather and exchange information on the different systems of assessing criteria that migrants have to fulfil in order to have access to Member States labour markets and of recognition of third-country nationals' qualification and skills, in order to elaborate common recommendations on facilitating their economic integration.

- Pilot projects for the training of officials and staff working in agencies responsible for giving information and assessing third-country nationals qualifications, in order to promote capacity building and intercultural training, as well as elaborating recommendations and promoting common models.

5. EXPECTED RESULTS

The expected results must be consistent with the objectives and priorities set.

Selected proposals must have foreseen and described expected results that could fall within one of the following categories:

- Integration of third-country nationals as a dynamic, two-way process of mutual accommodation by all immigrants and citizens of Member States is enhanced.
- Frequent interaction between immigrants and Member States' citizens is promoted.
- Number and groups of immigrants involved in the formulation of integration policies and in consultative bodies or fora of participation in the local life are increased.
- Comparative research and studies are carried out (including at regional and local level where relevant).
- Transnational fora of exchange are established.
- Awareness on immigration issues is raised.
- The number of innovative pilot projects implemented is increased.
- Increased number of good practices are identified and shared.
- New integration models are identified, developed and diffused.
- Trans-national networks and dialogue platforms involving immigrants and stakeholders are supported.
- The empowerment of immigrants is promoted.
- Multi-stakeholder co-operation, such as between governmental and civil society actors is promoted.
- Knowledge on integration policy issues is improved and integration mechanisms and policy progress are assessed.
- Understanding of immigration and integration issues across the EU is increased.

6. TARGET GROUP

Third-country nationals legally residing in the EU Member States.

Third-country nationals who are on the territory of a third country and who are complying with specific pre-departure measures and/or conditions set out in national law including those relating to the ability to integrate in the society of this Member State fall also within the scope of the Decision establishing the European Fund for the Integration of third-country nationals.

Refugees and beneficiaries of subsidiary protection **are not covered** by the Integration Fund as they fall under the European Refugee Fund.

7. ACHIEVING COMPLEMENTARY

To ensure the consistency of the Community's response to the integration of third-country nationals, actions financed under the Fund should be specific and complementary to actions financed under the European Refugee Fund and the structural funds, in particular the European Social Fund.

8. AVAILABLE BUDGET AND FINANCIAL PROVISION

The indicative total amount available for grants for "Community Actions" in 2007 is 4.243.000 €

Amount of the grant

The amount of grant per project cannot exceed **80,00%** of the total eligible costs. Community funding per project will not exceed **500.000 €** nor be less than **80.000 €**

The Commission will determine the amounts of financial assistance to be awarded, based on the available budget. If the amount awarded by the Commission is less than the amount requested by the applicant, it is up to the latter to find the additional amount or to reduce the total cost of the project without reducing the objectives or the content.

The necessary co-financing by the applicant, by potential partners and/or by other third parties must be secured at the date of the application.

Should the project be selected for support, a grant agreement will be signed between the selected beneficiary and the European Commission. The partners will have to sign a mandate to the applicant considered as co-coordinator. This agreement is a standard agreement, and its terms and conditions may not be altered or subject to negotiation.

The amount granted will be proportional to the estimated eligible cost of the project and will be reduced proportionally when the actual eligible costs are less than the total estimated costs. This will be confirmed in the Grant Agreement.

Payment conditions are detailed in article I.5 of the Grant Agreement (accessible on the DG JLS website)

http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm

Checks and audits

Checks and audits will be carried out in accordance with Article II.20 of the Grant Agreement (accessible on the DG JLS website).

Recipients are required to make available to the Commission all original documents, including accounting and tax documents, or, in duly substantiated exceptional cases, certified copies of original documents relating to the agreements for a period of five years from the date of payment of the balance of amounts payable under Article I.4 of the agreement.

The European Court of Auditors and the European Anti-fraud Office (OLAF) will have the same audit powers, and in particular the same rights of access, as the Commission.

9. PROJECT DURATION AND START DATES

Maximum project duration is **18 months**.

A grant may be awarded for an action which has already started only where the applicant can demonstrate the need to start the action before the Grant Agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant request, following publication of the call.

The indicative starting date of the projects should be before 31 December 2008.

10. EXCLUSION CRITERIA

The applicant organisation and the partners involved in the project must not be in one of the situations listed in article 93 and 94 of Council Regulation n°1605/2002 of 25 June 2002¹⁰ on the Financial Regulation applicable to the budget of the European Union as last amended by Council Regulation No 1995/2006 of 1 December 2006¹¹.

Effective, proportionate and dissuasive administrative and financial penalties may be applied in the event of incorrect statements.

The Commission will exclude a proposal from the eligibility, selection and award procedure if the applicant organisation or one of the partners involved in the project:

- (a) is bankrupt or is being wound up, is having its affairs administered by the court;
- (b) has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters or is in an analogous situation arising from a similar procedure provided for in national legislation or regulation;
- (c) has been convicted of an offence concerning his/her professional conduct by a judgement which has the force of *res judicata*;
- (d) has been guilty of grave professional misconduct proven by any means which the Commission can justify;

¹⁰ OJ L248, 16.09.2002, p. 1.

¹¹ OJ L 390/2006, 30.12.2006, p. 1.

- (e) has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (f) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (g) is currently subject to an administrative penalty;
- (h) has been declared in serious breach of contract for failure to comply with its contractual obligations within the framework of other grants agreements, procurement contracts or loans awarded by the European Community;
- (i) is subject to a conflict of interest;
- (j) is guilty of serious misrepresentation in supplying the information required by the authorising department as a condition of participation in the contract procedure or fails to supply this information;
- (k) has received another grant for the same project from a European institution. The applicant undertakes not to receive another one in the future. Total recovery of the grant will be made in the event of double financing for the same project.

11. ELIGIBILITY CRITERIA

In order to be eligible, proposals must meet **all** the following requirements:

- a) The grant application must have been submitted by the deadline set for the call;
- b) Be presented by national, regional and local authorities registered in any of the 26 Member States participating in the European Fund for the Integration of Third-Country Nationals, Non Governmental Organisations, public or private bodies (including university departments, research centres), as well as international organisations, working on a strictly non-profit basis, with proven experience and expertise in the fields covered, taking into account their respective competences. Actions may include partners and participants from Denmark, candidate countries and other non EU countries, but the cost for their participation may not be covered by the Community contribution and must be financed entirely by non-Community resources;
- c) They must clearly relate to the objectives and priorities of the Integration Fund Community Actions as defined in sections 3 and 4 above. The applicant must specify in the application form which priority the project relates to (maximum 1 priority);
- d) Proposals must include active partnership in at least **FIVE Member States** involved in the Integration Fund (the Member State where the applicant is registered counts for the compliance with the minimum number of Member States involved);

- e) Proposals must be submitted by a legal person, i.e. the coordinator, who carries out the project with at least **FOUR other distinct and unrelated legal persons** established in different participating Member States;
- f) Have a clear transnational dimension, i.e. not replace action that could be financed under the national programmes implemented by the Member States;
- g) The objectives of the project and its intended impact must be clearly indicated, and a detailed description must be given of the activities envisaged, the results anticipated, and the approach, working methods and timetable to be followed;
- h) Respect the ceiling on percentage (80.00%) and maximum and minimum grant amount set out in section 8 above;
- i) Respect the starting date and maximum project duration (18 months) set out in section 9 above;
- j) The grant application must have been submitted on the forms supplied by the European Commission;
- k) The application documents (application form, forward budget estimate form, financial identification form, staff costs analysis and financial capacity evaluation sheet) must be initialled on each page and signed by an authorised signatory in the applicant organisation;
- l) Contain **all** the elements and documents defined in the application form (including annexes and documents requested by the checklist attached to the form). If a document appearing on the checklist is either unavailable or not relevant, please say so and give the reason why;
- m) Include sufficient information on staff assigned to the project. CVs for project staff, specifying their role and function in the project must be attached. Where CVs are not available, a job profile or job description must be submitted;
- n) Include an explicit written undertaking from each partner (co-beneficiary) that they will participate in the project and in case of co-financing that they will provide the amount of funding stated in the grant application. The co-financing of partners shall be consistent with the income declared in the budget estimate. The partners must declare on their honour that they are not in any of the situations listed in Articles 93 and 94 of Council Regulation No 1605/2002¹² of 25 June 2002 on the Financial Regulation as last amended by Council Regulation No 1995/2006 of 13 December 2006¹³. They shall grant power of attorney to the applicant organisation to act in their name and in their behalf in signing the possible Grant Agreement and its possible subsequent riders with the European Commission (if applicable);
- o) Include an explicit written undertaking from each co-financing third party stipulating that they will provide the amount of funding stated in the grant application. The co-financing declaration by third parties shall be consistent with the income declared in the budget estimate (if applicable);

¹² OJ L 248, 16/09/2002, p. 1.

¹³ OJ L 390, 30/12/2006, p. 1.

- p) Secure co-financing of at least 20% of the total eligible cost of the project (as shown in the signed budget form, the Partner Declaration(s) and Co-financing Declaration(s)).

Proposals will be declared ineligible if they do not respect one of the above criteria. Proposals that meet the eligibility and the selection criteria will be further evaluated using the award criteria

12. SELECTION CRITERIA

1. Applicant must have the capacity to finance the proposed activities properly. The annual accounts for the last financial year will be provided by the applicant together with the duly completed "financial capacity evaluation sheet".
2. Applicant together with its partners must have the operational (technical and management) capacity to complete the action to be supported. In particular the team responsible for the action must have adequate professional qualifications and must have proven and documented experience in the field of immigration and integration (attach CVs and particulars of involvement in operations/actions that took place in the last three years).

Proposals that meet the eligibility and the selection criteria will be further evaluated using the award criteria

13. AWARD CRITERIA

Among the projects which fulfil the exclusion, eligibility and selection criteria, the Commission will select the proposals achieving the highest score following evaluation according to the award criteria set out below, taking into account the funds available.

1. The extent to which the proposed action is relevant to the priorities for 2007 defined in section 3 and 4 above (max 10 points);
2. The number of Member States covered by the project (max 10 points);
3. The novel nature of the action and its relevance for European policy and added value (max 10 points);
4. The clarity and pertinence of the project's objectives (max 10 points);
5. The thoroughness, appropriateness and feasibility of the approach, methodology, activities, timeframe and organisation (max 15 points);
6. The usefulness of the expected results (max 10 points);
7. The dissemination of results, lessons learned, acquired know-how (max 10 points);
8. The sustainability of the project and/or its results after termination of the grant (where relevant) or measures proposed to ensure adequate follow-up of project outputs. Follow-up may not consist only in conferences and/or website dissemination (max 10 points);

9. The adequacy of the forecast budget: value for money and sources of financing other than the European Commission (max 15 points).

To qualify for award, the proposed action must obtain at least 60 points out of a possible maximum of 100 points
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14. FURTHER INFORMATION.

Potential applicants are invited to read:

- The Integration Fund Council Decision 2007/435/EC;
- The Integration Fund Community Actions Work Programme for the year 2007;
- The lists and descriptions of INTI Preparatory Actions financed in 2003, 2004 and 2005 and 2006;
- Communication from the Commission "A Common Agenda for Integration: Framework for the Integration of Third-Country Nationals in the European Union" (COM(2005) 389 final);
- The Common Basic Principles;
- Handbook on Integration for policy-makers and practitioners;
- Report on INTI projects;
- The Guide for applicants;
- The standard Grant Agreement for an action.

These documents can be found on the following web-sites:

http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm
http://ec.europa.eu/justice_home/funding/2004_2007/inti/funding_inti_en.htm

Contact at the European Commission

The Commission service responsible for implementing the Integration Fund is Unit B-4 of Directorate General JLS – Justice, Freedom and Security.

European Commission
DG Justice, Freedom and Security
DG JLS /B4 – Integration Fund Community Actions
LX 46 2/144,
BE-1049 Brussels.
Fax (32.2)298 03 06
E-mail: JLS-INTEGRATION-FUND@ec.europa.eu

All applicants will be informed of the Commission's decision concerning their grant application as soon as possible. It is envisaged that the Commission will complete its selection procedures in June 2008.

15. SUBMISSION OF PROPOSALS.

Each proposal must contain three paper copies (one original and two copies) of the following documents:

- a printout of duly initialled, completed and signed Application form;
- the "Detailed forward budget estimate" form duly initialled, completed and signed;

- the "Staff costs analysis" form duly initialled, completed and signed;
- the "Timetable for implementation of the project" form duly completed and signed;
- the "financial capacity evaluation sheet" duly initialled, completed and signed,
- the "Financial identification" form duly filled and signed (both by the applicant organisation and the bank in which the bank account is held);
- the "Legal entities forms" for the applicant and for each of the partners duly signed and dated;
- All the additional documentation defined in the “checklist” enclosed in the application form (cf. section 11 “Eligibility criteria” above).

Each proposal must also contain a CD-ROM, readable and not corrupted, containing an electronic version of the following documents:

- the grant application form “Integration Fund – Community Actions 2007” duly filled in;
- the "Detailed forward budget estimate" form duly completed;
- the "Staff costs analysis" form duly completed;
- the "Financial capacity evaluation sheet" duly completed.

The applicant must ensure that:

- files copied on the CD-ROM can be read by the Commission;
- these documents are not corrupt, by entering data strictly in the proper fields and by never unprotect fields or electronic formats. If really necessary, you may add a paper sheet if you feel there is not enough space for all the information on the grant application form. If any of the files is corrupt, the application will be rejected.

These forms are available and can be downloaded from the DG JLS website at:

http://ec.europa.eu/justice_home/funding/integration/funding_integration_en.htm

Applicants must apply in one of the official EU languages. When possible, English or French should be used.

The Commission will publish the names and addresses of beneficiaries and the amount, rate of grant and purpose of each grant on its website.

16. DATA PROTECTION.

The grant applications 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 data¹⁴. Your replies to the questions in this form 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 form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

¹⁴ *Official Journal L 8, 12.1.2001.*

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994.

Proposals must be sent by registered mail or by express courier, posted no later than **31 January 2008** (date as on postmark), to the address mentioned below:

Address:

**EUROPEAN COMMISSION
DG Justice, Freedom and Security
DG JLS/B4 – INTEGRATION FUND Community Actions
LX46 – 2/144
BE – 1049 BRUXELLES/BRUSSELS
BELGIUM**

Applications sent by any other means (e.g. by fax or e-mail) or delivered at other addresses will be rejected.

The envelope must be marked:

“INTEGRATION FUND Community Actions – CALL 2007 – NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE”