



EUROPEAN COMMISSION
ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL
New Approach Industries, Tourism and CSR
I1 - Tourism

Call for Proposals

***Networks for the competitiveness and
sustainability of European tourism***

ENT/CIP/08/B/N05S00

Grant Programme 2008

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1. CONTEXT

1.1. European policy framework

The Commission has identified sustainability as a fundamental aspect for the quality and competitiveness of European Tourism ([COM\(2003\)716](#)¹, [COM\(2006\)134](#)²). At the end of 2007, the Commission presented a Communication on an “Agenda for a sustainable and competitive European Tourism” ([COM\(2007\)621](#)³), where it acknowledged that several stakeholders have already recognised the importance of the sustainability challenge and are working to improve their performance. In order to achieve more significant results, the Commission invited existing – and future – initiatives to unite their efforts and act together, in a more visible and synergic way.

The Commission highlighted also the indispensable role played by small and micro enterprises in European tourism and their possible difficulties –due to their size- in integrating sustainable development aspects and in marketing them as part of their business. It called therefore the relevant intermediaries to convey the core messages of the Agenda to these enterprises and to facilitate their contribution to its implementation.

It is one of the European Commission’s aims to achieve a better visibility and recognition of good practices by the EU citizens and society and to strengthen the knowledge and understanding of practices that link sustainability and competitiveness in a mutually reinforcing way.

Among the initiatives for mobilising actors to produce and share knowledge, the Commission announced its intentions to further drive the attention of those actors who create knowledge (e.g. universities, research institutes, public and private observatories) towards the challenges for the sustainability of European tourism, to support the strengthening or the creation of platforms –also by using new technologies – where lessons drawn by good and bad practices can be exchanged, etc.⁴.

2. OBJECTIVE OF THE CALL

The **overall objective** of this call for proposals is to provide added value in improving the sustainability performance of European tourism, through the creation of an environment favourable to tourism small and micro enterprises and to their cooperation on sustainability issues.

The **specific objectives** are:

- to identify and promote practices and tools that can help small and micro enterprises to be sustainable and competitive;

¹ <http://europa.eu.int/eur-lex/lex/LexUriServ/LexUriServ.do?uri=CELEX:52003DC0716:EN:NOT>

² <http://europa.eu.int/eur-lex/lex/LexUriServ/LexUriServ.do?uri=CELEX:52006DC0134:EN:NOT>

³ <http://eur-lex.europa.eu/COMDay.do?year=2007&month=10&day=19>

⁴ See COM(2007)621: 3.2.1. *Mobilising actors to produce and share knowledge.*

- to support joint actions between stakeholders that address challenges proper to the tourism sector and that can promote the creation of an environment favourable to small and micro enterprises and to their co-operation on sustainability issues, in view of the setting up of an European tourism knowledge network;
- to promote the involvement of the actors who create knowledge (e.g. universities, research institutes, public and private observatories) in the integration of sustainability principles in existing or new practices / tools that can help small and micro enterprises to be competitive.

This call for proposals will co-finance initiatives of public and private bodies, or their existing networks, aiming to demonstrate to small and micro companies that adopting sustainable practices is an important aspect of competitiveness, especially in the long term.

The proposed action will need to fulfil the following characteristics.

- The proposed action must be carried out through partnerships between:
 - a minimum of three organisations,
 - at least one of the partners must be an academic/educational establishment or a permanent⁵ research entity,
 - at least one of the partners must be a business organisation / trade association / chamber of commerce covering tourism businesses or a tourism-related public authorities' association.
- The partnerships must be trans-European, meaning that the project partners are established in at least 3 of the countries listed under point 5.1 and that the leading partner is established in the European Union.
- The proposed action should take full account of the needs of and constraints faced by tourism small and micro enterprises.
- The proposed action can cover the following types of activities:
 - *knowledge gathering and sharing* (e.g. on business perceptions of the sustainability agenda, the barriers they face in adapting to it, and the drivers for change to which they may respond) and *research* (i.e. on market trends and perceptions, on the financial gains that can be made from sustainable management);
 - *awareness raising* (e.g. amongst tourism businesses, business support services, through and amongst existing trade associations at all levels) in order to stimulate peer pressure and lead by example, promoting practical success stories;
 - *education and capacity building* (e.g. through delivery of targeted advice and training⁶).

⁵ At least 5 years of activity in the field of tourism-related research.

⁶ For examples, see 4.3 *Sustainable businesses* of the TSG final report (see note 6).

- The project activities should focus on at least one of the following key challenges⁷: conserving and giving value to natural and cultural resources; minimising resource use and production of waste; managing change in the interests of the well being of the community; reducing the seasonality of demand; improving the quality of tourism jobs; addressing the impact of tourism transport; making holidays available to all.
- The project should aim at integrating sustainability principles in existing or new practices / tools (e.g. training programmes / education curricula, classification schemes, quality management schemes, competitiveness and sustainability indexes, fiscal and/or financial incentives, spatial planning procedures, marketing techniques, supply chain requirements, etc.) in order to help small and micro enterprises to be competitive.
- The project should aim at the creation of a partnership / initiative which continues after the end of the project period; to this end, the description of the proposal should envisage how the action could be further developed after the end of the project period, both technically and financially (without EU funding).

3. TIMETABLE

Scheduled start-up date for the action: December 2008

Interim report: after 8 months from the start-up date

Maximum duration of actions is 18 months

Final report: 3 months after the end of the action

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

However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 3 additional months will be granted, if requested before the deadline specified in the agreement. The maximum duration will then be 21 months.

The intention is to inform applicants of the outcome of the award procedure no later than the month of November 2008.

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.

⁷ A more detailed description of these challenges can be found in the final report of the Tourism Sustainability Group entitled "[Action for more sustainable European tourism](http://ec.europa.eu/enterprise/services/tourism/tourism_sustainability_group.htm)", February 2007, available here: http://ec.europa.eu/enterprise/services/tourism/tourism_sustainability_group.htm.

4. FINANCING

The **maximum budget** allocated for the operation is: 300.000,00 €

Indicative number of projects: 3-5

Community co-financing rate of eligible costs: up to 50%

Community co-financing ceiling: up to 100.000,00 €

- 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 beneficiary 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. In such cases the value of such contributions cannot cover all the necessary co-financing.

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.

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

4.2. Subcontracting

Only a limited part of the project may be subcontracted, up to 25% 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 agreement attached to the “Submission set” (**form E**) specifies the payment arrangements.

Attention is drawn to the fact that the final payment will be executed only after having approved the final report.

5. ELIGIBILITY

Applicants should act in partnership or consortium with partner organisations.

Partners of applicants must satisfy the same eligibility criteria as those for applicants; the applicant will be the lead organisation (or co-ordinator) and, in case of selection, the contracting party (the “Beneficiary”).

The transnational nature of the project must be demonstrated by submitting form A/4 to the submission set duly filled in and signed from the partner organisations in order to confirm their participation (original signatures required).

5.1. Geographical eligibility

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

- EU Member States
- Croatia, FYROM, Iceland, Israel, Liechtenstein, Montenegro, Norway, Turkey

The Commission may select proposals from applicants in EFTA/EEA countries, candidate countries, Israel or Montenegro, provided that agreements, setting out the arrangements for the participation of those countries in the programme established by the Decision referred to under point 1 of this call, have entered into force before the award decision is taken by the Commission (estimated November 2008).

The participation of partners from other countries is allowed, but it will not be considered as concurring to the eligible costs.

The leading organisation (co-ordinator) must be established in the European Union.

5.2. Legal status eligibility

Applications must be submitted by a legal person.

Lead applicants and partner organisations must correspond to the definition of one of the following target organisations:

- Academic, training or education establishments
- Research institutes
- Public or private observatories
- Business organisations or trade associations covering tourism enterprises
- Chambers of commerce
- Trade unions

- Non-governmental organisations
- Employers' organisations
- Public authorities and their associations
- Destination management organisations
- Non-profit making tourism organisations, networks or think-tanks
- International organisations
- Consumer organisations

The participation of public or private enterprises is allowed, but it will not be considered as concurring to the eligible costs.

Corporate bodies must be properly constituted and registered under the law.

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 the proposal is submitted by more than one applicant, each applicant must provide the form.

Please note that, according to articles 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 2002⁸ 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 Communities⁹, 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;

⁸ As amended by Commission Regulation 1261/2005 of 20 July 2005, Commission Regulation 1248/2006 of 7 August 2006 and Commission Regulation 478/2007 of 23 April 2007

⁹ As amended by Council Regulation 1995/2006 of 13 December 2006

- 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.
- The proposed action must be carried out through partnerships between:
 - a minimum of three organisations,
 - at least one of the partners must be an academic/educational establishment or a permanent¹⁰ research entity,
 - at least one of the partners must be a business organisation / trade association / chamber of commerce covering tourism businesses or a tourism-related public authorities' association.
- The partnerships must be trans-European, meaning that the project partners are established in at least 3 of the countries listed under point 5.1 and that the leading partner is established in the European Union.

Any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or 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 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.

¹⁰ At least 5 years of activity in the field of tourism-related research.

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. 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	20
2. Visibility	5
3. Impact	25
4. Quality	30
5. Budget and Cost-effectiveness	20
Maximum total score	/100

If a total score lower than **60** 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 II.3I 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/funding/index.htm>
- Or obtained at the following address:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2008 –
‘Call for proposals No ENT/CIP/08/B/N05S00’ - Networks for the
sustainability and competitiveness of European tourism
Contact: Mrs **Lafranconi M.**
Office address: **B100 4/009**
B-1049 Brussels – BELGIUM
Fax: +32 (0)2 299 8034 - e mail: entr-tourism@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/08/B/N05S00’** 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 **31/07/2008**, *to the address indicated above.*
- b) or **delivered by hand**, i.e. by delivery in person or by an authorised representative (including private courier services) no later than 4 p.m. on **31/07/2008**, *to the following address:*

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2008 – Call for proposals n° ENT/CIP/08/B/N05S00' -
Networks for the sustainability and competitiveness of European tourism
Directorate I, Unit I1 - Tourism
B100 4/009
Service central de réception du courrier
Avenue de Bourget, 1
B-1140 Bruxelles, Belgique

How to reach rue de Bourget :
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.¹¹

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 Official Journal L 8, 12.1.2001.

11. ANNEX 1 GUIDE FOR SUBMISSION

12. ANNEX 2 SUBMISSION SET