



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EXTERNAL RELATIONS

Establishment of European Union Centres in

AUSTRALIA
NEW ZEALAND

2009

Guidelines for Applicants

**These Guidelines have been prepared by the European Commission, Directorate –General for External Relations, for the general guidance of applicants. Nothing herein supersedes the legal documents regulating the award and implementation of grants from the European Commission. The legal principles can be found in the Financial Regulation (Council Regulation 1605/2002 amended by Council Regulation 1995/2006) and its Implementing Rules (Commission Regulation 2342/2002 amended by Commission regulation 478/2007).*

Budget line 19.05.01

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This document provides technical guidelines and advice to organisations interested in applying for a European Commission grant in the framework of EU-Australia and EU-New Zealand relations. It covers issues related to eligibility of candidates, activities and costs; it also describes the application procedure and outlines how proposals will be selected for funding.

This document should be read in conjunction with the text of the Call for Proposals, the Grant Application Form and the Model Grant Agreement.

- 1. ELIGIBILITY OF APPLICATIONS

The eligibility criteria determine the basic requirements concerning the applications that are eligible for financial support from the European Commission. However, **not** all the projects satisfying the eligibility criteria will receive a grant as calls for proposals are often over-subscribed and only the best quality proposals can be financially supported.

There are four sets of eligibility criteria, relating to:

- **Organisations** which may request a grant;
- **Countries/regions** in which the eligible organisation must be established;
- **Activities** for which the grant may be awarded;
- **Submission of eligible proposals**

1.1 Eligibility of applicants: who may apply?

The Call for Proposals lists the kinds of organizations which are invited to submit a project proposal and you should only apply if you fall into of the categories listed (Section 5.1.1 of the Call for proposals).

In order to qualify for a European Commission grant, applicants must also meet the following criteria:

1) In order to be eligible for a grant, the applicant **must**:

- be a university or other institution of higher education established in Australia or in New Zealand);
- demonstrate status as a legal person in Australia or in New Zealand, to be documented by Articles of Incorporation or other proof of legal status;
- submit a properly completed application and all required supporting documentation as requested above.

2) Grounds for exclusion - potential applicants may not participate in Calls for Proposals or be awarded grants if they don't fulfil the exclusion criteria set out in section 5.2 of the Call.

1.2 Countries/regions in which the eligible organisation must be established

Applications from eligible organisations established in Australia or in New Zealand.

In the case of an application by a consortium, partnership or network, the project partners participating financially and/or in kind to the action must all be established in in Australia, or in New Zealand, or in the European Union.

1.3 Eligible activities

The activities must contribute to the specific objectives listed in section 3 of the call for proposals.

The duration of the project should be **54 months**.

1.4 Submission of eligible proposals

The eligibility of proposals is described in section 5.1.4 of the call for proposals.

2. ELIGIBILITY OF COSTS, AND CO-FINANCING

When preparing an application package, it is important to be aware of a number of rules and principles which apply to projects financed by the European Commission. Applying these principles when preparing your application will increase your chances of being selected for a grant.

A project may include any costs, which are relevant to and necessary for its implementation. However, only “eligible costs” can be taken into account when calculating the value of a grant. There are costs which the Commission does not consider as eligible and which therefore cannot be taken into account when calculating the value of a grant. Eligible and non-eligible costs are specified in detail below.

Eligible costs must be itemised costs and not lump sums. For instance, when calculating travel budgets, the costs must be based on the expected number of passengers and the costs of travel to a specific location (e.g. three round-trip flights Aus/NZ-EU at €2000 each). Only overhead costs (or “indirect costs”) can be accounted for as a lump sum – see below.

Before awarding a grant, the European Commission reviews the budget proposed in the application. This can lead to a revision of the budget and sometimes to a reduction of the maximum eligible costs of a project. You might therefore not necessarily be awarded the full amount you have requested in your application.

Under this program, it is compulsory to provide a level of co-financing to match the grant awarded by the European Commission. The maximum rate of financing provided by the European Commission (and, consequently, the minimum level of co-financing required from the applicant) is stipulated in the Call for Proposals.

If you are successful, the total eligible costs and the co-financing ratios will be specified in the Grant Agreement and will be binding once the Agreement is signed.

It is in the interest of the applicant to submit a realistic and cost-effective budget in order to obtain the requested grant. In addition, the quality and the clarity of the budget proposed are taken into account when evaluating the applications during the selection process.

2.1 Financial procedure

1. Budget proposal in the application form

The budget proposal must be submitted in a structure that includes the following main categories of

1. Activity costs (including Network and Outreach Coordination costs)
2. Staff costs
3. Travel costs
4. Equipment costs
5. Cost of consumables and supplies
6. Any other direct costs
7. Indirect costs - Overheads

2. Financial analysis of proposals

The *budget proposed* by the applicant is analysed by the Commission in order to:

- a) assess whether it is consistent with the proposed project and decide whether the budget is sufficiently detailed to consider funding the project

- b) assess whether the proposed budget matches the concrete objectives / expected results of the project
- c) eliminate any item of expenditure or operational cost which cannot be accepted according to the rules on eligible expenditure
- d) if necessary, propose a downward revision of the budget in relation to some items of expenditure considered as being excessive compared to the nature of the project and/or to the volume of work that has to be implemented in order to achieve the planned results.

That analysis is made in accordance with the rules on eligible expenditure described in these notes.

At the end of that analysis, an *approved budget* for the project is drawn up by the Commission. If the proposed budget is realistic and acceptable in relation to Community rules, the proposed budget and the approved budget will be identical, and the Community grant may correspond to the contractor's application. In some cases, however, the analysis will result in reductions consequent. In such cases, the proposed budget will be the subject of a downward revision so that an approved budget is obtained based solely on eligible costs and eligible or reasonable levels of expenditure compared to project objectives.

3. Determination of Community funding

Once the approved budget has been defined, funding is calculated according to:

- the application: the total amount of funding may in no way be greater than the amount applied for by the applicant;
- the specified co-financing: the total amount of funding may not normally exceed 75% of the approved budget. In most cases, it is likely to be fixed at an appreciably lower level
- the policy for awarding grants, the maximum contribution will not exceed the amount mentioned in section 4.1 of the call for proposals.
- the available EC budget.

4. Payments in Euro

Please note that payments shall be made by the Commission in Euro. Conversion of actual costs into Euro shall be made using the average, during the reporting period concerned, of the monthly official rates published by the European Commission on its InforEuro website (<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&SearchField=&Period=2003-9&Delim=,&Language=en>).

2.2 Rules of Eligibility

1. General Principles

The beneficiary must ensure that:

- all costs presented in the proposed Budget are necessary for the performance of the project and are not unnecessarily high
- no applicant organisations and no consortium/partnership/network may derive a profit from financial assistance awarded by the European Community
- each item of expenditure is only included under one heading of the proposed Budget.

All costs must be actual expenses, except for lump sums allowed under these rules (overheads). At the end of the project, expenditure, except for items based on lump sums, shall be justified by receipted invoices or accounting documents for an equivalent value.

Value Added Tax may be included as an item of expenditure if it represents a final cost and is not recoverable under the national VAT system. This must be proven by the way of a signed statement by the national Taxation Offices.

2. Eligible costs

Eligible costs are costs incurred by applicant organisations and, where applicable, by the consortium/partnership/network if they are:

- directly related to the implementation of approved activities, according to the project work plan and must be provided for in the agreed estimated budget
- reasonable and justified and in accordance with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness
- generated during the life time of the action
- actually incurred by the beneficiary and recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation
- they must be identifiable and verifiable,

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

3. Non-eligible costs

Some costs are considered to be ineligible by the European Commission. This does not mean that these costs cannot be incurred. It means that they cannot be taken into account when establishing the total eligible costs of any given project and, consequently, cannot be co-financed by the grant. Such costs cannot be financed by the Commission's contribution and will not be considered in the calculation of co-financing provided by the applicant.

The following items of costs shall not be eligible and should therefore not be included under any headings in the Budget:

- entertainment or representation expenses
- expenses for travel to countries other than EU Member States and Australia/New Zealand, unless explicit prior authorisation is granted by the Commission
- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it according to the applicable national legislation;
- costs declared by the beneficiary and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure

4. Contributions in kind

It is possible that a project includes costs of a non-monetary nature. For instance, an applicant might make use of premises free of charge for the organisation of events, or there might be voluntary workers involved in a project (**please note that staff costs for personnel involved in the implementation of the project are not considered as in-kind contribution and are therefore eligible costs**). Even though these costs are part of the project value, they are not considered by the European Commission as eligible costs, nor may they be treated either as co-financing of the project by the applicant or its partners.

1. Personnel costs

Staff assigned to the action is understood to mean permanent or temporary staff employed by the beneficiary. If they are service providers, the corresponding costs must be presented under the heading of implementing contracts or subcontracting.

The cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;

2. Travel, accommodation and subsistence costs

Only travel directly related to the project and concerning precise activities, which must be clearly identifiable, shall be funded.

Travel and insurance costs are based on the actual costs incurred. The most economical fares must be used.

Rail travel (first class if the participant prefers and if allowed by its institution) must be used for journeys of up to 400 kilometres, except in an emergency or where a sea crossing is involved.

For journeys of more than 400 kilometres (or less where a sea crossing is involved or in an emergency), air travel may be used. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class fare are not allowed.

In the case of travel by car, these costs shall be eligible but shall be calculated according to the following conditions:

- a) in the case of a private car or taxi: the amount to be considered eligible shall be limited to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car)
- b) in the case of a hired car (class A except where more than two persons are travelling, in which case maximum class B may be used), the actual costs shall be applied. However, a hired car may only be used if no other suitable transport is available.

Travel insurance cost shall be eligible.

Accommodation and subsistence costs shall be eligible provided:

- they are indispensable and reasonable taking into consideration the place of the stay
- they are calculated in accordance with the internal regulations of the institutions concerned
- they do not exceed the maximum amounts per person detailed in the table below:

Provided these limits are respected, the reimbursement of subsistence expenses may be made on an actual or fixed cost basis. However, when the internal regulations of the institution of the person making the journey impose a lower limit than those amounts detailed in the table below, these must be used as a basis of calculation.

Destinations	Daily allowance in Euro	Maximum hotel price in Euro
Germany	93	115
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Spain	87	125
Estonia	71	110
Finland	104	140
France	95	150
Greece	82	140
Hungary	72	150
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxemburg	92	145
Malta	90	115
The Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Sweden	97	160
United Kingdom	101	175
Australia	75	135
New Zealand	60	125

The amounts specified in this table include the costs associated with the stay (subsistence + accommodation) in the country concerned.

Calculation rules:

Subsistence allowances shall be calculated in accordance with the following rules:

Missions of 24 hours or less:

- Six hours or less: reimbursement of actual expenses up to a quarter of the daily subsistence allowance,
- 12 hours or less, but more than six hours: half the daily subsistence allowance,
- 24 hours or less, but more than 12 hours: a whole day's subsistence allowance

Missions of more than 24 hours:

- For each period of 24 hours: a whole day's subsistence allowance,
- For any further period of six hours or less: no subsistence allowance,
- For any further period of 12 hours or less, but more than six hours: half the daily subsistence allowance,
- For any further period of more than 12 hours: a whole day's subsistence allowance.

Where the person on mission has a meal or accommodation provided for or reimbursed by one of the institutions of the Communities or by a national or international administration or organisation, he/she shall declare it.

The daily subsistence allowance is paid as a flat-rate amount and is considered to cover breakfast and two main meals, local travel, the cost of telecommunications, including fax and Internet, and all other sundries. Staff must declare all meals or accommodation provided by or reimbursed by any of the EU Institutions or by another administration or third party. The corresponding deductions will be applied.

The daily allowance is to be reduced by 30% for each meal provided by others. The reduction for breakfast is 15%. The remaining 25% is considered to cover all other expenses.

The allowances will be reduced with 34% for each day's accommodation provided. Where the person on mission has all his/her meals and accommodation provided or reimbursed by one of the institutions of the Communities or by a national or international administration or organisation, he/she shall receive, in place of the daily subsistence allowance for missions provided for above, an allowance of 25% of the amounts provided for above.

3. Costs related to the purchase, leasing or rental of hardware and equipment

The purchase cost of equipment (new or second-hand) is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission;

Therefore, the costs relating to the acquisition of hardware and equipment, whether by purchase, leasing or rental, shall only be eligible if such acquisition is strictly necessary for the performance of the project.

Whether it is decided to opt for leasing, rental or purchasing of hardware or equipment, that choice must be based on the least expensive method. Member organisations of the partnership must contact several suppliers in order to obtain the most economic terms.

If it is decided to opt for rental or leasing, the cost of any buy-out option at the end of the lease or rental period shall not be eligible.

Where the purchase of hardware and equipment is allowed, installation, maintenance and insurance costs may also be included, limited to the proportional use of the equipment for the project. Only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purpose of the action may be taken into account by the Commission.

4. Cost of subcontracting

Any amount paid to an outside body, **which is not part of a member organisation of the partnership** and which carries out **specific and limited work** for the project are to be regarded as "subcontracting cost". Work such as translation, interpretation and printing, for instance, carried out by bodies outside the partnership organisations, is considered as subcontracting costs.

The only subcontracting expenditure allowed concerns costs in accordance with the provisions of the Agreement. If a member of the partnership is required to conclude a subcontracting contract, that member will draft an agreement which assures that the subcontractor will comply with the main Agreement concluded with the Commission.

Subcontracting agreements must contain at least the following information:

- subject of the subcontracting
- dates of start and end of subcontracting
- amount to be paid
- detailed description of costs
- work schedule or phases
- payment procedures (one or more instalments, staggered payment, etc.)
- penalty clause(s) in the event of non-fulfilment of the agreement or delays in the performance of work.

None of the basic activities of the project may be subcontracted, in order not to denature the partnership concept. That is why the beneficiary may not subcontract the management and general administration of the project and no member organisation of the partnership may subcontract the whole or the greater part of the activities which were assigned to it.

If the subcontracting agreement exceeds 5,000 EUR, the beneficiary must issue an invitation to tender and the partnership has to indicate its agreement on the concluding of the subcontracting agreement. Where implementation of the actions requires the award of procurement contracts, the contract must be awarded to the tender offering best value for money, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest.

The total amount devoted to subcontracting may not exceed **25% of the total cost** of the project.

Procurement

Applicants are reminded that the purchase of equipment and external services using the Grant is subject to public procurement legislation in force in the EU. Applicants are advised to read Article II.9 of the Grant Agreement – General Conditions carefully before completing the application form.

In practical terms, this means that any purchase with a value between €5,000 and €25,000 must be made on the basis of an open and fair negotiation with at least three candidates. Purchases of a value between €25,000 and €60,000 must be made with adequate publication whereby at least 5 candidates must be consulted.

This process can have an impact on the timetable for the implementation of certain activities (i.e. purchases need to be planned well in advance of when the product is needed). Bear them in mind when preparing your application.

5. Other costs

Other costs, not covered by those indicated above, may be allowed, provided they are:

- necessary for the performance of the project
- reasonable in amount
- fully documented and clearly itemised in the application
- not indicated under another category or item of expenditure
- as cost, recorded in the beneficiary's or partner institution's accounts or tax documents and be identifiable and controllable.

Specific expenditure eligible under this category include:

- bank charges relating to the opening or maintaining of an account established especially for the project, as well as bank transfer and exchange costs relating to receipts and payments for eligible expenditure under the project. However, charges relating to establishing or maintaining lines of credit, overdraft or guarantee facilities are not eligible;
- the hiring of conference halls or training premises, provided that it is necessary for achieving the objectives of the project;
- Scholarships and other types of research and study bursaries;
- costs incurred in producing, translating and publishing documents, when those activities are performed by one of the member organisations of the partnership;
- communication costs (e.g. connection to the Internet) in duly justified cases for projects where activities require very intensive use of communications.

6. Overheads

Overheads (or general costs) are all administrative costs directly related to project management:

- communication costs (postage, fax, telephone, mailing, etc.)
- office maintenance
- office supplies
- photocopies.

The item "General costs" may in no way cover personnel costs or any other costs already declared for another item. Furthermore, rent costs, heating, electricity, water and other rental charges usually borne by the partnership organisations together with costs relating to the purchase of office equipment are not accepted in any way.

General administrative costs shall be calculated on the basis of an estimate of the actual costs borne by the beneficiary (all the member organisations of the partnership) as a fixed percentage of the total cost of the budget. This fixed percentage may not exceed a maximum of **7% of the total cost** of the project.

3. HOW TO APPLY, AND THE PROCEDURES TO FOLLOW

3.1 Required documentation

All applicants should provide an original and four copies of the following:

- Grant application form, dated and duly signed;
- Narrative Proposal Form, together with the required supporting documents indicated in Part D to the Grant Application Form (a.o. completed, signed and stamped Legal Entity Form, completed, signed and stamped Financial ID form...);
- List of principal related projects undertaken in the last three years (Section A.4 of the Grant Application form);

You may check if your application is complete by using the checklist provided in the Grant Application Form (Part E).

Applicants are strongly advised to complete all the necessary documents carefully and as clearly as possible so that the European Commission can assess their application properly. Applicants should be precise and provide sufficient detail to ensure that the application is clear, particularly as to how the aims of the project will be achieved, the benefit that will flow from it and how it is relevant to the program's objectives.

3.2 Where and how to send the applications

Applications must be submitted in a sealed envelope to the address indicated below. The application and its annexes must be typed. Hand-written applications will not be accepted.

All application documents must be submitted in English. Applicants should send one original of their completed application package and four (4) copies, by registered mail, or by courier service to:

European Commission
Directorate General for External Relations
Directorate C, Unit for Relations with Japan, Korea, Australia and New Zealand
For the attention of Ms Laura Fiore (Office: CHAR 14/153)
Ref: EU Centers in Australia and New Zealand
c/o Central mail service
Avenue du Bourget, 1
B-1140 Brussels (Evere)
Belgium

In the case of hand delivery, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The central mail service is open from 08:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

In addition, applicants to EU Centres in **Australia and New Zealand** must submit an electronic copy of their application at the following address :

RELEX-EUCentres2009@ec.europa.eu

However, applications sent by e-mail will be accepted only if they are backed up by an original (signed) application submitted before the deadline.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

3.3 Deadline for receipt of applications

Applications should be submitted at the earliest date possible, but must be received no later than **26 June 2009** at 16:00 Brussels Time (GMT + 1) for EU Centres in **Australia and New Zealand**.

Any application received at a later date will be automatically rejected even if the delay is due to third party error. Applicants are responsible for tracking the mailing of their proposals.

3.4 Further Information

Questions may be sent by e-mail only by 5 June 2009 at the latest to the contact details below, indicating clearly the reference of the Call for Proposals "Establishment of European Union Centres in **Australia and New Zealand**":

At Headquarters in Brussels: RELEX-EUCentres2009@ec.europa.eu

At the Delegation of the European Commission in Canberra: Lynne.Hunter@ec.europa.eu

At the Delegation of the European Commission in Wellington: George.Cunningham@ec.europa.eu

4. NOTIFICATION OF THE EUROPEAN COMMISSION'S DECISION

Applications will be examined and evaluated by an Evaluation Committee established by the European Commission. All project proposals submitted by applicants will be assessed using the criteria set out in Section 5 of the Call for proposal.

All applicants will be informed in writing of the European Commission's decision concerning their application.

A decision to reject an application or not to award a grant can be based inter-alia on the following grounds:

- The application was received after the closing date;
- The application is incomplete or otherwise non-compliant with the stated administrative conditions;
- The applicant or one or more of its partners was not eligible;
- The project was ineligible (e.g. the proposal exceeds the maximum duration allowed, the requested EC contribution is higher than the maximum allowed, the co-financing rate is insufficient, etc);
- The financial and operational capacity of the applicant or its partners was not sufficient;
- The proposal was considered technically inferior to the proposals selected.

The European Commission's decision to reject an application or not to award a grant is final.

The European Commission may contact successful applicants asking them to revise the budget proposed in the application. There may be a period of negotiation during which the applicant is requested to revise its proposals. Upon completion of these negotiations, successful applicants will receive a Grant Agreement for them to sign. It is important to note that costs may not be incurred before the Grant Agreement has become effective.

The date on which the European Commission plans to announce the decision following the completion of the award procedure is October 2009 – this date is indicative only.

5. CONTRACTUAL ASPECTS OF PROJECT IMPLEMENTATION

Following the decision to award a grant, a Grant Agreement (form of contract) will be proposed to the Beneficiary according to the European Commission's standard text. Applicants are advised to read the standard Grant Agreement carefully and to familiarise themselves with the rights and obligations of grant beneficiaries.

5.1 Final amount of the grant

The maximum amount of the grant will be stipulated in the Grant Agreement. This amount represents a maximum amount and has to be considered as an estimate. At the end of the project, final accounts must be presented to the European Commission and the final amount of eligible costs will be determined at that stage (cf. articles I.4 of the Specific Conditions and II.15.4 of the General Conditions of the Grant Agreement).

To qualify as "eligible costs" in the context of the project, costs must:

- Be provided for in the Grant Agreement signed with the European Commission and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- Have actually been incurred by the beneficiaries or their partners during the implementing period for the project as defined in Article I.2 of the Grant Agreement;
- Be recorded in the Beneficiary's accounts or tax documents, and be identifiable and verifiable as evidenced by receipts to be provided, if required by the European Commission.

5.2 Failure to meet the objectives

If the Beneficiary fails to implement the project as undertaken and agreed in the Grant Agreement, the European Commission reserves the right to suspend payments, and/or to terminate the Grant Agreement (cf. article II.11 of the General Conditions). The European Commission's contribution may be reduced, and/or the European Commission may demand full or partial repayment of the sums already paid, if the beneficiary does not fulfil the terms of the Grant Agreement (see article II.11 of the General Conditions).

5.3 Amendments to the Grant Agreement and variations within the budget

All amendments to the Grant Agreement must be set out in a written agreement (Article II.13 of the General Conditions).

Variations within the budget

Budget items may vary from the original figures provided that the following conditions are met:

- (1) the variation does not affect the basic purpose of the project; and
- (2) the financial impact is limited to a transfer within a single budget heading or to a transfer between budget headings involving a variation of less than 10% of the original amount of the budget heading.

In such instances, the Beneficiary may make alterations to the budget, and shall inform the European Commission.

In all other cases, a written request **must** be made in advance to the European Commission and a written agreement must be reached.

5.4 Reporting

Interim Reports, consisting of a narrative activity report and a detailed financial report, will be yearly submitted to the European Commission at the time stipulated in the Grant agreement. Reports will be prepared in English and where provided, will follow templates foreseen by the European Commission. The Networking and Outreach Coordinator will have to report also on the additional activities for the hosting, maintenance and expansion of the Network intranet, arrangements for hosting the annual meeting of Center Directors, dissemination of information regarding EU Centres in Australia and related outreach activities, particularly in sharing “best practices”. The Coordinator will have to provide an evaluation of the Network and Outreach Coordination’s performance.

A Final Report, consisting of an activity report and a detailed financial report, will be submitted to the European Commission at the time stipulated in the Grant Agreement. Reports will be prepared in English, and where provided, will follow the templates foreseen by the European Commission.

5.5 Payments

Following signature of the Grant Agreement, upon request the European Commission will make a pre-financing payment to the beneficiary. If a beneficiary wishes to receive a pre-financing payment, it is preferable that they open a separate bank account or a sub-account of their existing bank account. This is because interest accrued as a result of the receipt of a pre-financing payment remains the property of the European Commission. It is therefore important to be able to establish the exact amount of interest generated at the end of the project. This interest must be recorded in the final financial report as revenue and will be offset against the final balance due to the beneficiary. Interests shall not be due to the European Commission if the pre-financing does not represent a significant amount, as determined in the Implementing Rules.

After approval of the technical and financial reports, interim payments and final payment will be made, based on eligible project expenditures.

After reviewing the interim and final reports, the Commission will establish the amount of total eligible costs and that the balance due will be a percentage of these eligible costs as defined in the Grant Agreement. The final payment will be made only after the approval of the final report by the Commission.

5.6 Records and accounts of the Operation

The Beneficiary must keep accurate and regular records as well as separate and transparent accounts of the implementation of the project (cf. article II.19 of the General Conditions).

The Beneficiary must also keep all receipts and supporting documents serving as proof of project expenses which the Commission reserves the right to request at any time during or after the project. The records and receipts must be kept for five years after the payment of the final balance.

5.7 Audit and inspections

The Grant Agreement permits the Commission, the European Anti-Fraud Office and the European Court of Auditors to carry out both record-based and on-the spot inspections of the project (see Article II.19 of the General Conditions).

5.8 Publicity

The European Commission grant must be given appropriate visibility and credit, for example, in reports and publications arising from the project or during public events associated with the project (cf. Article II.5 of the General Conditions).

Any documents (reports, research, articles, website items, newsletters, presentations, etc) produced using the financial support provided by the European Commission **must visibly acknowledge the support of the EU**. It is particularly important that events organised with the financial support of the EU clearly acknowledge such support in all communication with guests, participants and the media.

Specific guidelines on visibility and publicity, as well as electronic access to logos can be downloaded from http://ec.europa.eu/europeaid/work/visibility/index_en.htm.