



GUIDE FOR APPLICANTS

**Annex to the
Call for Proposals
ENT-CIP-09-E-N08S00**

Specific Action

**EU Network of Female
Entrepreneurship Ambassadors**

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I. Introduction

The present Guide for Applicants contains the information needed to guide applicants in preparing a proposal to the call for proposals on the specific action "**EU Network of Female Entrepreneurship Ambassadors**". The Guide describes in detail the requirements for applicants and contains all necessary forms to be used and included in the proposal. It contains references to other documents, reports and forms that are of assistance in the preparation of the proposal.

The Competitiveness and Innovation Framework Programme (CIP)¹ is the legal base for this call. The present call for proposals is based on Article 21.4 of the CIP Decision. The Work Programme 2009 of the EIP (Entrepreneurship and Innovation Programme) one of the components of the CIP includes 5 specific actions to be managed via restricted call for proposals reserved to the Enterprise Europe Network. This is one of the Specific Actions which aim at the creation of a European Network of Female Entrepreneurship Ambassadors.

The EIP aims at supporting, improving, encouraging and promoting (a) access to finance for the start-up and growth of SMEs and investment in innovation activities; (b) the creation of an environment favourable to SME cooperation, particularly in the field of cross-border cooperation; (c) all forms of innovation in enterprises; (d) eco-innovation; (e) entrepreneurship and innovation culture; (f) enterprise and innovation-related economic and administrative reform. Before preparing a proposal, applicants should consult the CIP Decision.

The call is in full compliance with the Financial Regulations and its Implementing Rules². Applicants should also pay particular attention to the model grant agreement. It specifies the contractual terms and conditions to which applicants will be expected to agree if their proposal is awarded a grant.

Please note that this Guide for Applicants does not supersede the rules and conditions laid out, in particular, in the Parliament and Council Decisions that are relevant to the CIP and the work programme of the EIP.

II. Specific information for the call

II.1 Context

Europe has too few entrepreneurs, or at least too few who actually take the decisive steps to launch their own business. There is a need to create a more favourable climate in society for entrepreneurship. Education can contribute to addressing this challenge successfully.

Entrepreneurs – people willing to take the risks and make significant commitments to get a new business off the ground or build on an existing one – are not common enough in Europe. For many

¹ Decision No 1639/2006/EC of 24/10/2006 of the European Parliament and of the Council establishing the CIP, available at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:310:0015:0040:EN:PDF>

² Please consult them, with particular attention to Title VI describing the rules and conditions applicable for grants. Council Regulation (EC, Euratom) No. 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities as last amended by Council Regulation (EC) No 1525/2007 of 17 December 2007 (OJ L 343 of 27.12.2007). See also Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, as last amended by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111 of 28.04.2007).

reasons, not enough Europeans see running a small business as sufficiently more attractive than working as an employee of a firm, large or small, or in a public organisation. These reasons apply as much to women as to men, but there are certain additional factors which make entrepreneurship an even less attractive or viable option for women (in addition to those factors which count against women in all sections of the labour market).

Although there has been an encouraging upturn in women running businesses in the past decade or so, much more needs to be done to overcome the specific factors which discourage women in particular from starting or taking over small firms. And even more importantly, we have to create an environment in which those women who do run a small business can more easily grow their firms. Hence the Commission is seeking to promote female entrepreneurship and create a business environment that facilitates the creation and development of women-led companies.

The Enterprise Europe Network is the largest network of contact points providing information and advice to EU companies on EU matters, in particular small and medium enterprises (SMEs).

Launched in 2008 by the European Commission, the Enterprise Europe Network is unique both in terms of its wide geographic reach and of the wide range of integrated services it provides to SMEs and other business actors. This is made possible thanks to the coordinated action of nearly 600 local partner organisations, employing around 3 000 experienced staff working to support the competitiveness of EU businesses. The new integrated Network offers a “one-stop shop” to meet all the information needs of SMEs and companies in Europe.

Based in the objective of to exchange best practices to boost competitiveness and regional excellence, the Enterprise Europe Network offers easy access and proximity to local services for SMEs, thus creating regional business gateways. Business actors are encouraged to share, define and disseminate best practices in fields such as innovation, expansion to new markets, enlargement of the client base, but also in the promotion of Entrepreneurship. As a result, the Enterprise Europe Network helps SMEs realise their potential in terms of growth and regional job creation.

On the basis of the expertise and knowledge of the Enterprise Europe Network an EU Network of Female Entrepreneurship Ambassadors will be created. The Enterprise Europe Network partners' participants will be responsible to select the ambassadors and to run the network.

II.2 Objectives

This Call aims at boosting the rate of female entrepreneurial activity across the EU. The Network of Ambassadors aims to have successful entrepreneurs campaigning on the ground to inspire women - including women in active life as well as students- to set-up their own businesses and become entrepreneurs. It should also help to raise their ability to create a vision as well as their self-confidence in setting up and creating a successful business and create role models.

This Network will inspire women to become entrepreneurs and to set up their own businesses. The ambassadors will help to raise confidence in setting up and creating successful businesses. They will also be role models to inspire other women to become entrepreneurs by ‘telling their story’.

The call is addressed to Enterprise Europe Network (EEN) partner organisations which will set up a Network to bring together successful entrepreneurs across Europe that will work locally and nationally to inspire and encourage women to recognise that entrepreneurial could be a career path for them.

In particular the Enterprise Europe Network partners participants in this Call should: identify the ambassadors, the target groups (prospective women entrepreneurs) for each participating country, those activities of the target groups on which the ambassadors should focus when promoting female entrepreneurship, prepare and run the scheme and report back to EACI regularly.

In order to follow up the performance of the Network, some indicators have been established to measure the activities at national and European level. Methodology and output from these indicators should be explained by the applicants in their proposal.

These indicators are (among others):

- number of Ambassadors selected in each network;
- number of female would be entrepreneurs reached;
- degree of satisfaction expressed by the target group;
- degree and perceived usefulness of exchange of good practices;
- level of publicity of the Network;
- number of national events to be organised.

II.3 Applicant organisations and ambassadors

Configuration of a specific consortium

Projects will be run by specific consortia made up of partner organisations of the Enterprise Europe Network for the purpose of this Call. The specific consortia must conform to one of the following configurations:

- A national consortium made up of Enterprise Europe Network partner organisations from different existing Enterprise Europe Network consortia from the country, or from one existing Enterprise Europe Network consortium.
- A transnational consortium. This can be accepted if the applicant explains the reason. For example : a) a partner organisation of a small country to join a consortium made up of Enterprise Europe Network partner organisations from a bigger neighbouring country, such as Cyprus/Greece, Malta/Italy, etc.; b) Enterprise Europe Network partner organisations from neighbouring small countries

Enterprise Europe Network Partners participating in this Call

The Enterprise Europe Network partner organisations being part of a specific consortium selected under this Call will be responsible to collect and examine proposals from any relevant source regarding ambassadors originating from their country, identify and select the ambassadors based on well-defined criteria (as mentioned below), and after consulting the European Network to promote Women Entrepreneurship (WES) and other related stakeholders. All relevant stakeholders should be given the possibility to propose ambassadors for the Network.

The Enterprise Europe Network partner organisations should also coordinate the activities foreseen in the specifications, report to EACI and moderate the forum of ambassadors nationally. Moreover, they should ensure that target groups and events are matched with the relevant profile of the ambassadors. They also will be responsible for achieving sufficient media coverage of the events that the ambassadors will attend as well as visibility of the actions to the media.

Criteria for selecting entrepreneurs as female entrepreneurship ambassadors

A female entrepreneurship ambassador is an individual- female or male- who has already made her/his mark in the entrepreneurship sector and can use this experience to inspire female entrepreneurship and encourage women to turn their ideas into reality. It is recognised that in particular successful female role models act as an inspiration for many women considering starting a business. Successful entrepreneurs also highlight the importance of having peer group contact, access to networks and high quality pre-start up support. The female entrepreneurship ambassadors will help build the vision, self-confidence among women including women in active life as well as students to believe they can successfully start and run a business.

The entrepreneurs to be selected as female entrepreneurship ambassadors should have a proactive approach, be good communicators and able to inspire and encourage women into enterprise. They should also possess the following features:

- be already successful entrepreneurs in their business field
- have realised 'an idea'
- have a positive outlook and a belief in their ideas
- be the managing owners of their company

II.4 Activities to be undertaken by the selected projects

The structure of a Work Plan of a project should be as follows:

Phase 1 - Establishment and starting of the national networks:

Based on the description of the action contained in the submitted proposal each consortium selected under this call is expected to undertake the following tasks during the first months of the action:

Define precisely the target group of the project (prospective women entrepreneurs) and the activities aimed at this group

1. Identify the target group: prospective women entrepreneurs in each country.
2. Define the activities for this group.
3. Select the type of promotional activities to be carried out.

Select female entrepreneurship ambassadors

1. "Call for interest" to be launched (per country with further specifications regarding business sectors, characteristics of successful entrepreneurs etc.).
2. Establishment of the selection panel.
3. Selection of an average of 10 ambassadors per country.

Define the additional activities to be carried out at national level and set up a national network

1. Necessary training and coaching of the future female entrepreneurship ambassadors (including reserve list).
2. Planning of national kick-off events that will ensure promotion and publicity of the Network.
3. Planning of and provisions for any further activities that should be carried out at national level to promote the Network.

2nd Phase - Mode of operation of the Network at European level:

The European Commission will organise an inauguration and induction event of the European Network of Female Entrepreneurship Ambassadors, beginning October 2009 in Sweden. The consortia that have been awarded a grant under this call, will select the female entrepreneurship ambassadors that will participate in this meeting. The European Commission will cover their related expenses (travel, accommodation and meals).

Afterwards, the consortia that have been awarded a grant under this call will need to ensure:

1. *The execution of activities identified in phase 1* to be carried out at national level (see above).
2. *The participation of the consortium and the selected female entrepreneurship ambassadors in the e-conference cyberspace* established for all female entrepreneurship ambassadors. The e-conference cyberspace to be set up should use the Intranet of the Enterprise Europe Network.
3. *The participation of the consortium and the selected female entrepreneurship ambassadors in EU campaigns and Enterprise Europe Network activities* annual conferences and other relevant events as well as the creation of sector groups, etc. according to the ideas proposed in the description of the action contained in the submitted proposal.
4. Periodic reporting to the EACI.

III. Requirements for applicants

III.1 Geographical eligibility

Applicants eligible to submit proposals **are partners' organisations members of the Enterprise Europe Network** from:

- Member States of the EU.

The EU Member States are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

- The following non-member countries, members also of the Enterprise Europe Network:

EEA Countries: Norway and Iceland.- Accession countries, candidate countries and other countries participating in the CIP: Croatia, the Former Yugoslav Republic of Macedonia, Montenegro, Albania, Serbia, Turkey and Israel. Organisations based in these countries are eligible on the same conditions as those from EU Member States to apply in a consortium.³

Partner organisations participating in the Enterprise Europe Network under Art. 21(5) of the CIP Decision (non eligible to receive funding from CIP) **are excluded**. At present this provision concerns partner organisations from: Armenia, Chile, China, Egypt, Lebanon, Russia, Switzerland, Syria and the USA.

IV. Evaluation and award procedure

IV.1 Overview

The evaluation of proposals will be based on the principles of transparency and of equal treatment. It will be carried out by EACI with the possible assistance of independent experts. Three sets of criteria (eligibility, selection and award) will be applied to evaluate the submitted proposals. The three sets of criteria are described below.

Only proposals meeting the requirements of the eligibility criteria will be further evaluated. Each of the eligible proposals will be individually assessed in accordance with the selection and award criteria.

Proposals that have scored greater than or equal to the threshold specified below will be ranked. These rankings will determine the order of priority for funding resulting from the evaluation phase.

The selection panel will produce a list including those proposals to be invited for refinement, a reserve list of proposals should budget become available, and a list of proposals that are to be rejected either for lack of budget or lack of quality (e.g. failure to meet one or more of the award criteria thresholds).

The coordinators of all the submitted proposals are informed in writing about the outcome of the evaluation for their proposal.

Selection criteria are initially applied on the basis of the information supplied in the proposal. If weaknesses (e.g. in terms of their financial capacity) are identified, compensating actions such as financial guarantees or other mitigating measures may be considered. Proposals called to refinements will be the subject of a final formal legal and financial validation as a requirement to the issuing of a grant agreement.

The EACI may appoint independent experts to assist with the evaluation of proposals and with the review of project results as well as for other purposes, where specific expertise might be required for the implementation of the Programme. The experts would be identified on the basis of a call for independent experts, leading to the establishment of a list of experts appropriate to the requirements of the Programme.

³ For the latest information on participation of non-member countries in the EIP, please consult the CIP website (http://ec.europa.eu/enterprise/international_relations/competitiveness_innovation/index_en.htm). Grants can only be awarded to organisations from those countries where the agreement on the participation of the country in the EIP has come into force.

IV.2 Eligibility phase

Applicants and applications must comply with the following conditions in order to be eligible:

- Applicants must be legal entities established in an eligible country as defined in chapter III of this Guide for Applicants;
- Corporate bodies must be properly constituted and registered under the law;
- Applications must be signed, dated and complete, using the submission requirements;
- Applications must be received on **the date indicated**.
- Only applications for projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.

Moreover, according to Article 93 of the Financial Regulation (Council regulation N°1605/2002) mentioned below, candidates shall be excluded from participation in a grant procedure if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. they have 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 they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they have 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;
- f. are currently subject to an administrative penalty as referred to in Article 96 (1) of the Financial Regulations.

By using the “Exclusion Form” (in annex to this “Guide for Applicants”), applicants shall declare on their honour that they are not in one of the situations listed above. The authorising officer responsible may however request the evidence described in the “Exclusion Form” above mentioned. In such case, applicants shall be bound to supply such proof, unless there is a material impossibility recognised by the authorising officer responsible.

In addition and according to Article 94 of the Financial Regulation mentioned below, grants may not be awarded to candidates who, during the award procedure:

- g. are subject to a conflict of interest;

- h. are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information
- i. find themselves in one of the situations of exclusion referred to in point a to f for this call for proposals

Please note that, according to Article 96 of the Council Regulation (EC, Euratom) n° 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities and according to Article 133 of the Commission Regulation (EC, Euratom) n° 2342/2002 of 23 December 2002 – as last modified by Regulation 478/2007 of 23 April 2007, laying down detailed rules for the implementation of the Financial Regulation, administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to h) above mentioned.

Applicants may act in consortium with partner organisations. All partners must satisfy the same eligibility criteria as those for applicants.

All proposals that fulfil the eligibility criteria will be evaluated in the selection phase in order to determine their financial and technical capacity.

IV.3 Selection phase

The selection will be based on the applicants' financial and technical capacity to complete the proposed action.

IV.3.1 Financial capacity

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 the project coordinator is requested to fill in the financial statement form B.2. This form only applies to private organisations.

Applicants must include in its grant application its annual accounts (i.e. profit and loss account; balance sheet) for the two last financial years. Alternatively, a guarantee equivalent to all or part of the grant being sought may be provided in order to show the financial capacity.

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

IV.3.2 Professional and technical capacity

Applicants must show that they have the **professional and technical capacity** to complete the operation and must demonstrate their capacity to manage a large-scale activity corresponding with the size of the action for which a grant is requested.

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.

IV.4 Award phase

Proposals that have passed the eligibility phase and the selection phase will be further evaluated as to their quality in the award phase based on the criteria below. Each criterion has a maximum number of points, which add up to a total score of 100. The criteria and their respective maximum score are:

- **Relevance to the objectives**, maximum score of 20
Reflects to what extent the proposal fulfils the objectives of the call, includes the expected activities and provides a European dimension to the action.
- **Geographical coverage**, maximum score of 20
Reflects to what extent the proposed network will cover as much as geographical coverage as possible.
- **Visibility and impact**, maximum score of 15
Reflect the expected visibility of the action and its activities to relevant stakeholders and related national and European actions. This criterion also reflects the expected impact of the proposed activities on the target group both in the short and long terms (exit strategy).
- **Quality**, maximum score of 15
Reflects how well the proposed activities have been defined, are build on existing good practices and will be carried out as integrated packages. The quality of the overall management of the action will also be assessed under this criterion.
- **Sustainability of the Network**, maximum score of 15
Reflects the expected permanence of the Network and provides a European dimension to the action.
- **Budget and cost-effectiveness**, maximum score of 15
Reflect the adequacy of the proposed budget and the cost-efficiency of the action.

Proposals will be ranked according to their total score. In order to be considered for funding proposals will need to have passed an overall threshold of 60% in terms of total score. In addition, thresholds of 50% will be applied to each of the individual award criteria described above in order to ensure a consistent minimum quality for all award criteria.

The evaluation committee will draw up the final ranking list based on the total points received, in priority order of all the proposals evaluated and which passed the required thresholds.

IV.5 Decision of the Authorising Officer

On the basis of the merit list drawn up by the evaluation committee, the Authorising Officer adopts the final list and allocates the grants. All the applicants will be informed in writing of the decision concerning their application.

Please note that a decision to reject an application or not to award a grant may be based 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 applicants are ineligible;
- the technical capacity is considered insufficient;
- the financial capacity is considered insufficient;
- the proposal has not reached the minimum score of 50% for one or several of the evaluation criteria or 60% of the total;
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award;
- the proposal includes essential activities which receive already financing under other Community programmes.

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

IV.6 Refinement phase

The overall purpose of refinements is to finalise the details of the work to be carried out under the Grant Agreement within the earmarked associated budget, as well as to collect/assess further legal and financial information needed to establish the Grant Agreement. The refinement phase comprises two main aspects:

- (i) Technical refinements
- (ii) Financial and legal refinements.

The aim of the technical refinements is to agree on the final content of Annex I to the Grant Agreement (Description of the Action, i.e. the form Part B "Description of Work"). To this purpose, following the positive evaluation of a proposal and the EACI's definition of a maximum Community financial contribution for the work, the proposal coordinator is invited to commence discussions on refinements with the EACI for a Grant Agreement. The invitation to refining provides details on the results of the evaluation, any aspects to be reviewed and the refinement mandate. The invitation would be accompanied by the independent experts' advice to the EACI in the form of the Evaluation Summary Report, in case independent experts were used by the EACI.

The refinement mandate will indicate requests for streamlining, clarifications, improved consistency and open questions regarding the proposed project that will need to be addressed together with the maximum Community contribution available for the project and the suggested duration of the project.

The aim of the financial and legal refinements is to clarify a number of detailed aspects of legal and financial nature, including possible issues related to sub-contracting. A detailed verification by the EACI of legal status and existence of beneficiaries is one of the prerequisites for signing a Grant Agreement.

For the coordinator and any of the partners requesting more than € 25,000 of Community contribution per project the financial viability has to be checked. If weaknesses (e.g. in terms of financial capacity) are identified, compensating actions such as financial guarantees or other mitigating measures may be considered and requested at this stage.

Once all the technical, legal and financial issues are agreed upon, a grant agreement is drafted and sent to the coordinator for signature.

If a proposed project is found – at any stage of the process prior to the signature by EACI of the grant agreement – to receive funding for parts of the activities proposed from other Community programmes, EACI will request modifications to the concerned activities, even by reopening an already closed refinement phase, or may reject awarding a grant to the proposal, notably if changes necessary to avoid duplicate funding would entail unequal treatment vis-à-vis unsuccessful applicants.

V. Formal requirements for submission

V.1 Content of the grant application

The grant application must be drafted following the instructions detailed below and using the specific administrative forms available for this call. All template administrative forms can be found on the Intranet of the Enterprise Europe Network Intranet:

http://www.enterprise-europe-network.ec.europa.eu/index_en.htm

Summary of the forms:

Proposal PART A - to be **completed on-line** - includes the following documents:

1. FORM A.1 AND FORM A.2: PROPOSAL SUBMISSION FORMS
2. FORM A.3.1 AND FORM A.3.2: FORWARD BUDGET FORMS

Proposal PART B – to be **uploaded** - includes the following documents:

1. DESCRIPTION OF WORK
2. FINANCIAL DATA

ANNEXES:

- ANNEX 1: CO-FINANCING STATEMENT FORM
- ANNEX 2: EXCLUSION FORM
- ANNEX 3: FINANCIAL IDENTIFICATION FORM
- ANNEX 4: LEGAL ENTITY FORM
- ANNEX 5: MODEL OF GRANT AGREEMENT

ALL DOCUMENTS ARE MANDATORY.

Part A: Proposal administrative forms

Part A of the grant application will be made up of the following compulsory administrative forms *to be completed on-line*:

- Proposal submission forms (Form A.1 and Form A.2)
 - Forward budget forms (Form A.3.1 and Form A.3.2)
- Form A.3.1 and Form A.3.2 “Forward budget forms” will become an integral part of the grant agreement as Annex 2 in case the proposal is selected. All amounts must be in Euro.

Part B: Full Proposal description

Part B of the grant application will be made up of the following compulsory administrative forms *to be uploaded*:

- Description of work
 - Financial data
- The form "Description of work" shall include a detailed timetable of the operation. It shall also provide justification of the professional and technical capacity to complete the operation and information demonstrating the partners capacity to manage a large-scale activity corresponding with the size of the project for which a grant is requested. The form "Description of work" will become an integral part of the grant agreement as Annex 1 in case the proposal is selected.
- In the form "Financial data", the project coordinator and the partners shall provide information on the annual accounts (i.e. profit and loss accounts; balance sheet) for the two last financial years. The form must be filled in by private organisations only.

Annexes

- Co-financing form
 - Exclusion form
 - Financial Identification form
 - Legal entity form
 - Model of Grant Agreement
- The form "Co-financing" shall be filled in by each co-financing third party.
- The form "Exclusion form" shall be filled in by all partners.
- The "Financial Identification form" shall be filled by the project coordinator.
- The "Legal entity form" shall be filled by all partners.

V.2 Proposal language

Proposals may be submitted in any official language of the European Union. In order to facilitate the evaluation process, the submission of the proposals in **English** is preferred. If your proposal is not in English, an English translation of the abstract must be included in Part B of the proposal.

V.3 Modalities of submission

The closing date for submission is 31 March 2009 16:00 (Brussels local time). Applications submitted after the closing date **will not be taken into consideration.**

Proposals must be submitted electronically, using the Commission's on-line submission system: Electronic Proposal Submission Service (EPSS). Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated. The link to the on-line submission system will be published in the Intranet of the Enterprise Europe Network as soon as the application will be available. Applicants are therefore advised to check this web site.

Full instructions will be found in the "EPSS preparation and submission guide" – also available on the call Web site when the application will be ready. The most important point is that the EPSS will be closed for this call at call deadline. After this moment, access to the EPSS for this call will be impossible.

Reminder: Late submission will lead to the applicant being excluded from the award procedure.

V.4 Time table for submission, evaluation and award.

Closing date for submission of proposals	31 March 2009, 16.00, Brussels local time
Estimated date of completion of the evaluation of proposals	April – May 2009
Estimated date for the notification to the applicants	June 2009
Estimated date for signature of Grant Agreement	July 2009

VI. Indicative Checklist for applicants

Please verify the following list of questions before submitting your proposal:

1. Have you completed Part A, Part B and the Annexes?
2. Is the full proposal and description of the project, including costs justification included?
3. Did you respect the requirements in terms of minimum and/or maximum number of participant organisations?
4. Do you have the authorisation of each member of the consortium to submit this proposal on their behalf?

VII. Support to applicants

All the necessary information to prepare a proposal is available on the Enterprise Europe Network Intranet: http://www.enterprise-europe-network.ec.europa.eu/index_en.htm

Any question regarding this call for proposals should be sent to the specific 1ST Class Conference: "Network Female Ent Ambassadors".

All further information and answers to questions from potential applicants will be published on the Enterprise Europe Network Intranet without prior information notice. Applicants should periodically check the Enterprise Europe Network Intranet for latest information

VIII. Annexes

- Proposal PART A
- Proposal PART B
- Co-financing form
- Exclusion form
- Financial Identification form
- Legal entity form
- Model of Grant Agreement