



EU-LAC Foundation  
Fundación EU-LAC

## Annual Call

for co-financing events on topics relevant to the bi-  
regional partnership between the European Union and  
Latin America and the Caribbean

2019

*Information for Applicants*

## 1. Introduction

The partnership between the European Union, Latin America and the Caribbean is based on close historical, cultural ties and shared values and aspirations, such as commitment to democracy, human rights and the rule of law, the search for sustainable development for a prosperous, inclusive society committed to respecting the environment and fighting climate change. Over the years, the two parties have progressively built a relationship based on mutual respect and open dialogue. In 1999 a bi-regional strategic partnership was established, which provides a consensual and dynamically evolving framework for political dialogue and cooperation in specific areas of mutual interest.

The EU-LAC Foundation was created by decision of the Heads of State and Government in 2010 as an instrument to promote the bi-regional partnership, and is made up of the 61 countries of the European Union, Latin America and the Caribbean, as well as the European Union itself, for a total of 62 members. It has been established since 2011 in Hamburg, where it has its sole headquarters, and it is in the process of being transformed into an international organisation. The process of ratifying an agreement that establishes it in this new status is currently underway.

The purpose of the Foundation is:

- a. contributing to the strengthening of the bi-regional partnership process between the European Union, Latin America and the Caribbean, involving participation and inputs from civil society and other social actors;
- b. promoting mutual knowledge, and improving the mutual visibility of the bi-regional association.

Taking into account the mandate of the Foundation and the priorities of the bi-regional dialogue between the European Union, Latin America and the Caribbean, the Foundation opens this public call to co-finance debate and exchange events on global and / or sectoral issues related to the bi-regional association. The funding is provided with the support of a grant from the European Union and the Ministry of Foreign Affairs of Germany.

## 2. Objectives of the Call

The main purpose of this activity is to receive proposals for events on issues of relevance to the bi-regional association, especially those aimed at contributing to the fulfillment of the Foundation's mandate, in particular in the following priority areas:



- Higher Education and Knowledge Management;
- Science, Technology and Innovation;
- Small and Medium-sized Enterprises, Employment and Competitiveness;
- Sustainable Development and Climate Change;
- Culture;
- Gender and Youth;

The eligible events are: seminars, colloquiums, conferences, panels, round tables, in which experts, academics, officials, decision makers, civil society actors and other interested parties from the EU and LAC regions discuss relevant issues for the bi-regional association. Events that aim to strengthen or promote bi-regional networks on priority issues will be considered as well.

### 3. Planned activities

- The Foundation is launching this call for proposals for the co-financing of up to six dialogue and debate events, which should be held in 2019, and which should address the issues under point 2.
- The Foundation will receive proposals for events until January 25, 2019.
- A proposal selection committee will be formed internally, which will assign a score according to its relationship with the eligibility criteria. Up to six proposals can be selected. In case of not filling the maximum of six eligible proposals, another call could be made in the course of the year to select the missing events to reach the maximum of 6 in 2019.
- The results of the selection will be communicated on February 15 only for the contestants whose proposals have been selected. Unselected contestants will not receive any notification.

### 4. Eligibility criteria

The eligibility criteria are:

- The event has to focus on one or more of the priority areas established in point 2;
- It must aim to strengthen bi-regional ties and improve mutual knowledge;
- It must be co-organised by entities such as academic institutions, study centres, civil society organisations, business and worker associations, and related networks based in a Member State of the Foundation. International



public bodies may not be applicants, although they may be associated with the proposals;

- The event must be held in the period between February 15 and December 31, 2019.

## 5. Call Dates

The deadline for submission of applications for the Annual Call is January 25, 2019. Each organisation may submit a single application as an applicant or associate. All full proposals received within this period that meet the requirements will be considered for co-financing.

The proposals are to be sent to [call@eulacfoundation.org](mailto:call@eulacfoundation.org).

The EU-LAC Foundation foresees a response time of around two weeks to announce the decision. Please refrain from contacting the Foundation regarding your application within this time frame.

## 6. Required qualifications

To participate in the Annual Call, the applicant must:

- Legally represent a public or private entity of the EU or LAC.
- Present the application in association with at least one organisation from the other region, depending on their region of membership, EU or LAC, demonstrating the co-responsibility in the organisation of the event and the distribution of tasks.
- Demonstrate that you have your own funds or other institutions for the realisation of the event since the Foundation can only provide a contribution to the realisation of it.
- Include in the proposal the ways in which the bi-regional relationship will be made visible before, during and after the event, including visibility to the EU-LAC Foundation and its funding.
- Have experience in carrying out similar events.

## 7. Rules for exclusion

Excluded from participation in a contract will be applicants who:

- a. are in a situation of bankruptcy, liquidation, judicial intervention or insolvency, cessation of activity or in any other similar situation resulting



from a procedure of the same nature in force in national legislations and regulations;

- b. have been convicted by a final judgment for a crime that affects their professional honesty;
- c. have committed a serious professional fault verified by any means that the beneficiary can justify;
- d. are not up to date in the payment of social security contributions or in the payment of taxes in accordance with the legal provisions of the country in which they are established, of the country of the beneficiary or of the country where the contract is to be executed;
- e. have been convicted by a final judgment for fraud, corruption, participation in a criminal organisation or any other illegal activity that is detrimental to the financial interests of the communities;
- f. are currently subject to an administrative sanction referred to in the section of the Practical Guide to contract procedures for EC external actions (July 2015 version);
- g. are in a conflict of interest situation;
- h. have made false statements when providing the information required by the contracting authority to participate in the contract or have not provided such information.

Applicants must prove that they are not in any of the situations mentioned above at the time of the submission of the signed version of the contract.

## 8. Application material

Applications must be submitted in English or Spanish and must not exceed ten pages.

The documentation to be delivered consists of:

- a. Conceptual note of the event that includes:
  - Justification and approach (include previous experience)
  - Objectives
  - Products or deliverables
  - Participants and selection criteria
  - Proposed agenda or programme
  - Organisational and logistics arrangements
- b. Budget form



- c. Description of the convening entities
- d. Contact person for communication with the EU-LAC Foundation.

Please provide the documentation in PDF or MS Word / Excel format.

The EU-LAC Foundation will keep all personal data strictly confidential.

## 9. Financing

The Call will select **up to six events to be co-financed**.

The maximum amount of financing that may be requested is € 7,000 in total, taxes included. The expenses must be included and highlighted as part of the global budget of the event. The amount awarded is not negotiable.

The financing will be made in two transactions: 60% at the signing of the contract and a second payment after the approval of the final report including the corresponding financial justifications presented to the Foundation.

If the selected event has a co-financing budget of less than € 7,000 the remaining funds will be returned to the budget of the EU-LAC Foundation.

### *Eligible costs*

Funding may be granted for the following expenses (Eligible Costs):

- Travel expenses
- Accommodation and food expenses for participants
- Purchase of promotional materials
- Contracting of communication and interpretation services
- Contracting of premises and refreshments
- Contracting of facilitation services and report preparation

The financing will not cover indirect expenses (overheads) or salary expenses.

## 10. Successful requests

### 10.1. Notification

The approved applications will be notified once the Selection Committee has made its decision. The decision of the Committee is final and binding. The EU-LAC Foundation foresees a response time of around two weeks after the deadline for the Open Call.



## 10.2. Contract/agreement

Once the application has been approved, the EU-LAC Foundation will proceed to sign a contract or agreement with the selected entity, defining the exact amount of the funding granted, the payment schedule, the justification requirements, and the schedule of the realisation of the event.

## 10.3. Content responsibility

The points of view and the contents of the debates and results published in the framework of the Open Call are the responsibility of the authors and will not reflect the views of the EU-LAC Foundation, the European Union, or any of the Member States of the Foundation.

