

Budapest, 04/07/2019

**CALL FOR PROPOSALS FOR GRANT AGREEMENTS**  
**FOR THE IMPLEMENTATION OF CEPOL RESIDENTIAL TRAINING ACTIVITIES 2020**  
**RESTRICTED TO FRAMEWORK PARTNERS**

## 1. INTRODUCTION - LEGAL BACKGROUND

CEPOL implements residential activities in close cooperation with Framework Partners.

In line with the Decision of the Governing Board 25/2011/GB<sup>1</sup> and the Director's Decision No. 23/2019/DIR, the Executive Director of the European Union Agency for Law Enforcement Training (CEPOL), invites the CEPOL Framework Partners to send applications for the implementation of CEPOL's residential training activities (hereafter referred to as 'activities' or 'training activities') in the year 2020.

The present Call for Proposals (hereinafter referred to as "the Call") is procedurally governed by:

- TITLE VIII GRANTS of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012<sup>2</sup>

The present Call is based on CEPOL's Preliminary Work Programme 2020 as presented in the Single Programming Document YEAR 2020 –YEAR 2022<sup>3</sup>, available on CEPOL's website, and the List of Activities 2020 approved by the Management Board via Written Procedure<sup>4</sup>.

**Every Framework Partner is expected to submit at least one application** in the framework of the present Call for Proposals either individually or as a part of consortium.

<sup>1</sup> Decision 25/2011/GB of the Governing Board of the European Police College enacting the mandate the Director to establish and implement the grant application procedure and to conclude CEPOL Framework Partnership and Grant Agreements and repealing Governing Board Decision 26/2010/GB.

<sup>2</sup> OJ L 193, 30.07.2018, p.1

<sup>3</sup> Management Board Decision 33/2018/MB on the CEPOL Single Programming Document 2020-2022 adopted by the Management Board on 20/11/2018

<sup>4</sup> Voting on the "Proposed CEPOL Residential Activities in 2020", distributed during the 6th MB meeting under Agenda Item 7.2 on Portfolio Planning for 2020 approved on 26 June.

## 2. OBJECTIVES

The present Call aims to contribute to the European law enforcement cooperation through learning that meets the highest level of international excellence. This will be achieved via the implementation of a series of training activities (courses, seminars, conferences). The topics were approved by the CEPOL Management Board on the 6<sup>th</sup> CEPOL Management Board Meeting 21-22 May 2019 in Bucharest, Romania. The activities offered for grant applications are listed in the CEPOL Training Catalogue 2020 (Annex 3).

As defined in the Training Catalogue, residential training activities are available for applications in two forms:

- Single activities.
- Sets of activities. Activities within a set are not available for application as single activities.

The implementation of training activities consists of the following elements:

- Organising all logistical aspects of the activities except the international travel for the participants. The international travel for the participants will be organised by CEPOL.
- Carrying out the activities in line with the 'Integrated Guidance Note for CEPOL Residential Training Activities'.
- Implementing activities in a suitable, secure training environment and providing adequate accommodation facilities meeting international standards.
- Planning and implementing the activities at high quality covering all educational aspects (programme, learning outcomes/objectives, delivery methodology, trainers/lecturers, use of LMS, Common Curricula, online learning modules, research findings).
- Delivering final reports in accordance with the requirements set in the 'Integrated Guidance Note for CEPOL Residential Training Activities'.
- Liaising with CEPOL on the budgetary implementation of the activity for the purpose of early identification of savings/underspending.

## 3. TIMELINE

- Publication of the Call on **04 July 2019**.
- Questions in relation to the grant application clarifications are to be received in writing no later than **27 September 2019**. Any questions received after the deadline will not be accepted. Responses to the questions will be communicated to all Framework Partners.
- **Grant applications are to be dispatched or delivered in hand by 18 October 2019.** **Hand delivery** to CEPOL premises shall occur no later than **18 October 2019; 14:00 (GMT+1)**, directly or by a representative of the applicant.
- The evaluation will be conducted in **01 November - 05 December 2019**<sup>5</sup>.
- Grants will be awarded by **20 December 2019**<sup>6</sup>.

Delays in budgetary procedures at the European level may impact the awarding of grants.

<sup>5</sup> indicative

<sup>6</sup> indicative

#### 4. EVALUATION OF APPLICATIONS

The assessment of the eligibility of the submitted applications will be performed by an independent Opening Committee, while the evaluation of the applications will be carried out by an independent Evaluation Committee, appointed by the Executive Director of CEPOL. The Evaluation Committee will be assisted by a member of CEPOL staff providing purely administrative support and having no voting rights. No observers will be admitted during the assessment of eligibility and evaluation process.

##### Opening Committee:

The Opening Committee shall examine the eligibility of the applications in comparison with the set criteria (see below under point 6-9).

##### Evaluation Committee:

The Evaluation Committee shall screen the applications in comparison with the awarding criteria (see below under point 10).

**During the application stage**, contact may be initiated by applicants for clarifications concerning the terms and conditions or the form of submission. All such queries shall be sent in writing to CEPOL mailbox [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) no later than **27 September 2019**. Questions received after the deadline will not be considered. All queries and replies to such queries will be communicated to all Framework Partners using the DL.FP e-mail distribution list, and the record of the questions and given replies will form the integral part of the Evaluation Report made by the Evaluation Committee. Requested clarifications will not affect the further evaluation process and its results.

Further contact concerning the grant application procedure between members of the Evaluation Committee/Executive Director and the applicants are **not** allowed and cannot serve for exchanging information on the evaluation of individual cases.

At the initiative of the members of the Evaluation Committee or the Executive Director, contact is allowed to clarify issues concerning the application which the Evaluation Committee or the Executive Director is not in a position to assess properly, as long as this contact is in line with the principle of equal treatment and does not give rise to legitimate expectations on the part of the applicants contacted. Such contact will be recorded in writing and included in the Evaluation Report.

**After the awarding decision**, contact is allowed in order to clarify if any changes could affect the implementation of the original proposal. Additionally, negotiations may be held between CEPOL and the successful candidate in order to achieve a realistic budget for the activity. Contact between CEPOL and the candidates must be in compliance with the principle of equal treatment. Any changes shall not call into question the initial awarding decision.

## 5. BUDGET AVAILABLE AND FORM OF FINANCING

The **total maximum budget** earmarked for the financing of projects financed under the present Call is **EUR 1,707,880.00** (one million seven hundred and seven thousand eight hundred and eighty Euros). CEPOL will finance no more than 95% of the total eligible costs of an activity.

As the final CEPOL budget is not known at the time of the drafting of the Call for Proposals, further adjustment of the list of activities may be required at a later stage.

In addition to the 59 activities, 6 residential activities are also offered for grant applications as reserve activities with the total value of EUR **175,440.00** (one hundred and seventy-five thousand four hundred and forty Euros). These reserve activities will be implemented via grants only if financial resources are available in 2020.

## 6. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the forms annexed to the present call
- drafted in English

Failure to comply with those requirements will lead to rejection of the application. For more guidance related to submission practicalities, you may consult section 16 `Procedure for the submission of proposals` of the present call.

## 7. ELIGIBILITY CRITERIA

### 7.1 Eligible applicants

**Participation in the Call is restricted to the Framework Partners of CEPOL<sup>7</sup>** for the period 2017-2020. Framework Partners may apply either individually or in a consortium of Framework Partners. It is noted that consortia are encouraged to apply for implementing the sets of activities.

In the event of an individual submission, the submission of the application and all the other required documents is to be performed by the Framework Partner or a mandated supervisory entity as long as the latter is indicated in the Framework Partnership Agreement signed in the Call for Framework Partners.

In the event that an application is submitted by a consortium, dully filled and signed Partnership Forms (see Annex 6) are required<sup>8</sup>. The leader of the consortium shall be responsible for the submission of the application and all the other required documents. Partners cannot withdraw their participation from a consortium from the moment the grant is awarded to the consortium and the grant agreement has been signed. Withdrawal is possible at any other stage prior to the signature of the grant agreement.

### 7.2 Eligible activities

The type of activities eligible under this Call refers to the activities as described in the Training Catalogue 2020 (see Annex 3).

<sup>7</sup> See list of Partners on the website of CEPOL on the basis of the Decision of the Director of CEPOL on the "Call for Framework Partners to implement CEPOL training activities and learning products in 2017-2020" (02/2016/DIR) adopted on 22 January 2016.

<sup>8</sup> At the time of application scanned copies are acceptable, but original Partnership Forms must be received by the Agency before a grant agreement is signed.

## 8.1 EXCLUSION CRITERIA

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
  - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;



- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
  - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
  - (iv) information transmitted by Member States implementing Union funds;
  - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
  - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## 8.2 Remedial measures<sup>9</sup>

If an applicant declares one of the situations of exclusion listed above (see section 8.1), they must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating their reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrences, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 8.1.

<sup>9</sup>

Article 136(7) FR

### 8.3 Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 8.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

### 8.4 Supporting documents

The Applicant must provide a declaration on honour in its name and on behalf of all consortium members, certifying that they are not in one of the situations referred to above in section 8.1, by filling in the relevant form annexed to the present call for proposals (see Annex 8).

## 9.1 SELECTION CRITERIA

The selection criteria assess the applicant's ability to complete the proposed action or work programme. In this respect, applicants have to submit a declaration on honour (see Annex 8).

### 9.2 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

### 9.3 Operational capacity

Applicants must have the professional competencies as well as the appropriate qualifications necessary to complete the proposed action.

## 10. AWARDING CRITERIA

The awarding criteria allow the evaluation of the quality of the proposals in relation to the objectives of the call. Received applications will be assessed on the basis of the following criteria:

- |                         |                         |            |
|-------------------------|-------------------------|------------|
| 1. Activity concept     | – maximum points        | 20         |
| 2. Content details      | – maximum points        | 40         |
| 3. European dimension   | – maximum points        | 10         |
| 4. Learning environment | – maximum points        | 20         |
| 5. Cost effectiveness   | – maximum points        | 10         |
| <b>Total</b>            | <b>– maximum points</b> | <b>100</b> |

The evaluation will be in two stages: firstly, the Evaluation Committee will evaluate the first four criteria listed under the awarding criteria.

Only applications that reach the threshold of 70 points (out of 90) will be then evaluated for cost effectiveness. In the context of assessing the cost effectiveness, applications below the threshold of at least 5 (out of 10) points shall be rejected.

Budget flexibility clause: An application may be considered valid with a financial bid of maximum 10 % higher than the indicated maximum budget of the activity if the extra costs above the maximum budget are exclusively attributable to the introduction of an innovative educational element that could not be covered within the regular budget of the activity. The budget flexibility clause is established in order to ensure that applicants with innovative but costly improvement ideas are not excluded from the grant application mechanism. Please note that this budget flexibility component cannot be used to cover regular costs (e.g. accommodation, meals, networking event). In case of the use of budget flexibility clause the applicant must attach a note to the financial proposal providing a detailed explanation about the nature of the innovative educational element and its costs estimate. Applications with this budget flexibility element – if the required explanation is provided in sufficient detail – will be awarded 5 points for the financial bid and will not be disqualified.

The points for the financial bid are awarded as follows:

- 5 points: 0%-5% less than the maximum budget available or flexibility clause (see above) ;
- 7 points: 5%-15% less than the maximum budget available;
- 10 points: more than 15% less than the maximum budget available.

For sets of activities, the above-mentioned two-stage evaluation is to be done by taking into account the average result for all activities within the set and the total budget for all activities respectively.

An application can be proposed for a grant by the Evaluation Committee provided the application:

- has reached the threshold of at least 75 points **and**
- has the highest rating within a group of applicants for the specific activity/ies.

The decision to award the grant shall be made by the Executive Director in his role of Authorising Officer on the basis of the recommendations made by the Evaluation Committee. This decision shall bear the form of an award decision, which will then be communicated to the applicant.

The Authorising Officer may depart from the recommendations made by the Evaluation Committee, if he feels this is appropriate and justified, e.g. in accordance with certain strategic priorities, while observing the compliance with submission criteria, the selection criteria and the award criteria laid down in this Call for Proposals.

## 11. LEGAL COMMITMENTS

When CEPOL awards a grant, a grant agreement drawn up in Euros detailing the conditions and level of funding will be sent to the grant beneficiary. Both the grant beneficiary and CEPOL must sign two copies of the original agreement. The implementation of the action may begin only after both parties have signed the agreement and it has entered into force.



## 12. FINANCIAL PROVISIONS

### 12.1 Co-financing, rules on eligible costs

The grant per training activity is limited to a maximum co-financing rate of 95% of eligible costs. Details on the rules covering the reimbursement of eligible costs incurred can be found in the Integrated Guidance Note (see Annex 2).

### 12.2 Non-cumulative award

An action may only receive one grant from the European Union budget. Under no circumstances shall the same costs be financed twice by the Union budget or any other funds. To ensure this, applicants must indicate the sources and amounts of Union funding applied for or received for the same action or part of the action or for its functioning during the same financial year, as well as any other funding applied for or received for the same action.

### 12.3. Non-retroactivity

No grant may be awarded retrospectively for actions already completed or for actions carried out before the grant agreement was signed.

### 12.4 Sub-contracting

Where the implementation of the action requires sub-contracting (e.g. the purchase of some services and/or goods, equipment, etc.), the following criteria must be satisfied:

- the grant beneficiary must award the contract to the bid offering the best value for money or the lowest price (as appropriate) and which avoids conflicts of interest;
- the beneficiary must retain the documentation in case of an audit;
- sub-contracting may only cover the implementation of a limited part of the action;
- it must be justified with regard to the nature of the action and what is necessary for its implementation; and
- it must be clearly stated in the application.

## 13. PUBLICITY

### 13.1 By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of CEPOL on all their publications, posters, programmes and other products realised under the co-financed project.

### 13.2 By CEPOL

All information relating to grants awarded in the course of a financial year shall be published on CEPOL's website no later than the 30 June of the year following the financial year in which the grants were awarded.

CEPOL will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person,
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries

### 14. FURTHER INFORMATION

Submission of a grant application implies acceptance of all the terms and conditions set out in this Call. It is binding on the applicant to whom the grant is awarded for the duration of the grant agreement.

This invitation to apply for a grant is in no way binding on CEPOL. CEPOL's contractual obligation commences only upon signature of the grant agreement with the successful applicant. Up to the point of signature, CEPOL may either abandon the grant application procedure or cancel the award procedure, without the candidates or applicants being entitled to claim any compensation. This decision must be substantiated and the candidates or applicants duly notified.

CEPOL retains ownership of all applications received under this call for grant applications. Consequently the applications cannot be returned to the applicants. CEPOL will not disseminate received grant applications to other applicants.

All cost incurred in preparing and submitting grant applications are borne by the applicants and cannot be reimbursed. All applicants will be informed whether or not their application has been successful.

### 15. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) No.2018/1725<sup>10</sup> 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. Any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal and will be processed solely for that purpose by Head of Training Unit in CEPOL. Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the grant beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046. For more information see the Privacy Statement on: [https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en)

<sup>10</sup> OJ L 295, 21.11.2018, p. 39

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Applicants are expected to gain permission for processing the personal data of any individual whose data is included in the application in line with the respective applicable national law.

## 16. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

In order to qualify for a grant for the implementation of training activities, the following forms must be completed, signed and submitted:

- Application Form (Annex 4: one for each activity/each set of activities).
- Partnership Form for each consortium partner, duly filled and signed (Annex 6: one for each consortium partner). At the time of application scanned copies are accepted, however, originals must be received by the Agency before signature of a grant agreement.
- Financial Proposal (Annex 7).
- Declaration on honour (Annex 8).

All the forms must be:

- signed by a person authorised to sign legally binding commitments on behalf of the applicant,
- filled in by computer so that there can be no doubt as to words and figures;
- drawn up using solely the forms annexed to the present Call.

More specifically:

Each activity application must be submitted in its own sealed individual envelope with the activity number/reference numbers of set of activities indicated on the envelope. This individual activity envelope must contain the following items:

- 1) **1 Application form (Annex 4) in one original and two copies**, duly completed, and dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant.
- 2) **Declaration on honour (Annex 8) in one original** duly completed, and dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant.
- 3) **One set of either originals or copies of Partnership Forms (Annex 6) for each of the Consortium Member** duly filled and signed if the application is submitted by a consortium. This set of forms shall be attached to the original application form. Copies of the forms are accepted at a time of submission, but originals must be received by the Agency before signature a grant agreement in case a grant is awarded.

**And**

- 4) **a separate envelope containing the Financial Proposal form (Annex 7 sheet "Budget estimate" and sheet "Trainers cost" as well) in one original**, duly completed, and dated and signed by the person authorised to enter into legally binding commitments on behalf of the

applicant. The envelope containing the financial bid shall be clearly marked in order to be distinguished from the content application form. If applicant intends to benefit from the budget flexibility clause (see awarding criteria) then the applicant the applicant must attach a note to the financial proposal providing a detailed explanation about the nature of the innovative educational element and its costs estimate.

If you are interested in this Call, you should submit the application documents as described above.

**Please submit the documents to the following address (regular or registered post):**

**Attn: Training Unit – Grants  
European Union Agency for Law Enforcement Training (CEPOL)  
1903 Budapest  
Pf. 314  
Hungary**

**CEPOL physical address for courier services:**

**European Union Agency for Law Enforcement Training (CEPOL)  
Ó utca 27  
Budapest  
1066  
HUNGARY**

**CEPOL reception telephone: +36-1803 8030**

Please note that application documents may not be submitted by electronic mail or by fax. Any application submitted in such a way will be immediately eliminated from the procedure.

Application documents can be submitted in the following way:

- Either by **registered post or by courier service**, dispatched no later than **18 October 2019** in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip.
- **Or by hand delivery** to CEPOL premises no later than **18 October 2019; 14:00 (GMT+1)**, directly or by a representative of the applicant. In this case, a receipt must be obtained as proof of submission, signed and dated by CEPOL Reception taking the delivery. Please note that mail can be received from 09:30 to 16:00 Monday to Thursday, and from 09:30 to 14:00 on Fridays. It is closed on Saturdays, Sundays and CEPOL Public Holidays. In order to ensure punctual hand delivery, the applicants are strongly advised to take into account the time needed for security checks when entering the CEPOL premises and for the actual handover of its application procedure to the CEPOL official in charge of taking delivery. CEPOL may not be held liable for any delays incurred by the applicants when in CEPOL's premises; the applicant alone is responsible for ensuring that its application procedure is delivered on time.

Both the **outer and the inner envelopes** must carry the following information:

<b>Grant Application Procedure for CEPOL Residential Training Activities 2020</b>	
<b>Attn: Training Unit – Grants</b>	
<b>Activity Number(s):</b>	
<b>GRANT APPLICATION - NOT TO BE OPENED</b>	
Name of the Applicant:	-----
Address of the Applicant:	-----
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If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Yours sincerely,



Dr.h.c. Detlef Schröder  
Executive Director

Annexes:

- Integrated Guidance Note for CEPOL Residential Training Activities
- CEPOL Training Catalogue 2020
- Application Form
- Application Guide
- Partnership Form for Consortia (only for consortia)
- Financial Proposal Form
- Declaration on honour
- Curriculum for 55-56/2020: European Police Leadership
- Curriculum for 77/2020: Disaster Victim Identification - management and joint operations



