

Announcement

Call for proposals to grant subsidies in 2010 to UCLG member cities and local governments from Africa, Latin America and the Mediterranean for international cooperation projects in the framework of Agenda 21 for culture.

In compliance with the Mayor's Office Decree of 18 March 2010 on calls for public tender to submit applications for subsidies for 2010 according to the criteria and conditions set out in the following and in accordance with the public tender rules published in full as attached:

1. CREDIT BY MODALITY

A total amount of €675,000.00 is allocated for public tender from the 2010 budget item no. 48903.23270.0801, being distributed by modalities as follows:

- | | |
|--|-------------|
| - Projects with integrated objectives: | €405,000.00 |
| - Single objective projects: | €270,000.00 |

▪ BODY RESPONSIBLE FOR THE PROCEDURE

The body responsible for the procedure of this call for proposals is the Managing Board of the Solidarity and International Cooperation Programme, of the Department for Education, Culture and Welfare.

➤ The **AMOUNT** with which projects can be funded ordinarily is:

- Projects with integrated objectives: €80,000 maximum
- Single objective projects: €80,000 maximum

b) COMPATIBILITY OF MODALITIES

Each applicant can only submit one project to the call for proposals, explicitly opting for one of the two modalities.

Activities for all projects need to start in 2010.

▪ The **MAXIMUM DURATION** of projects is:

- Projects with integrated objectives: 18 months maximum
- Single objective projects: 18 months maximum

▪ SUBMISSION PERIOD:

The submission period for applications will start the day after publication of this call for proposals in the Barcelona Province Official Journal and will end on 22 June 2010, both included.

Bidding applications for this call for proposals need to be submitted by means of a standardised application form available at the Managing Board of the Solidarity and International Cooperation programme, located at Passeig de Sant Joan 75, from Monday to Friday, 9am to 3pm. It can also be downloaded from the websites www.bcn.cat and www.bcn.cat/cooperacio.

▪ **SUBMISSION OF PROPOSALS:**

Those interested, notwithstanding what is stipulated in Article 38 of Law 30/1992, of 26th November, of the Legal System and Joint Administrative Procedure, must submit their proposal to any office of the General Register of the Council. Those interested can also submit the proposal to the General Register of the Spanish Agency for International Development Cooperation (Avda. Reyes Católicos 4, 28040 Madrid), or the Registers of the diplomatic representations or consular offices of Spain.

1. The same day the proposal is submitted, those interested must send:
 - a) A fax to the Managing Board of the Solidarity and International Cooperation Programme of the Council, fax (+34) 93 256 46 21, attaching the first page of the project template.
 - b) An e-mail to agenda21culture@bcn.cat and cooperaciointernacional@bcn.cat with the project template attached

Analysis of proposals and decisions will be made according to the rules of this call for proposals.

RULES OF THE CALL FOR PROPOSALS FOR CITIES AND LOCAL GOVERNMENTS WHICH ARE UCLG MEMBERS IN AFRICA, LATIN AMERICA AND THE MEDITERRANEAN, FOR INTERNATIONAL CULTURAL COOPERATION PROJECTS IN THE FRAMEWORK OF AGENDA 21 FOR CULTURE

RULES

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1. Object and aim of the call for proposals

- a) The object of the present Rules is the regulation of the granting of subsidies to cities and local governments in Africa, Latin America and the Mediterranean, which are direct or Local Government Association members of *United Cities and Local Governments* (hereafter UCLG) to carry out international cultural cooperation projects in the framework of Agenda 21 for culture.
- b) Each project will be led by a city or local government. The close participation in the project of a non-profit organisation or an education institution of the corresponding city or country will be valued.
- c) The Rules respond to what is stipulated in the current “International Cooperation and Solidarity Master Plan 2009-2012” (hereafter Master Plan) of Barcelona City Council (hereafter the Council). (http://www.bcn.cat/cooperacio/cat/pla_director/pla-director-09-12.html)
- d) The Rules follow the Spanish Cooperation Master Plan 2009-2012 (http://www.aecid.es/web/es/publicaciones/Documentos/Plan_director) and the UCLG Strategic Priorities 2007-2010. (<http://www.cities-localgovernments.org/uclg/>)
- e) These Rules regulate the subsidies processed by the Education, Culture and Welfare Department through public call for tender, in accordance with Art. 4.1 of the General Subsidy Regulations (NGRS), approved by the Municipal Council

Plenary Session on 4th February 2005, published in the Official Newsletter of the Province of Barcelona (BOPB) no. 31, 5th February 2005, within the limits of the credits provided for in the Master Plan and approved in the municipal budgets.

- f) The purpose of these subsidies is to contribute the resources necessary to foster these objectives:
- Objective 1. Governance of culture at a local level. Fostering municipal institutional capacities, democracy and participation.
 - Objective 2: Training and capacity-building. Fostering understanding and improving skills for municipal cultural management, and for international cultural cooperation.
 - Objective 3: International cultural cooperation projects in the field of arts and heritage.
- g) **With a transversal approach**, the projects will incorporate the perspective of gender and the search for equality between women and men.
- h) **With a holistic approach**, the projects will strengthen the role of culture as a fourth pillar of sustainable development.
- i) Those cities or local governments that are direct members of UCLG or members of an Association of Local Governments belonging to UCLG at the moment of publication of the call for proposals, and that belong to one of the countries of Africa, Latin America or the Mediterranean (see annex 1) can submit a project.

2. Characteristics of the objectives

The **content** of each of these objectives is detailed below:

Objective 1: Governance of culture at a local level. Fostering municipal institutional capacities, democracy and participation.

This objective is aimed at the cities and local governments that wish to use Agenda 21 for culture as a starting point for their local cultural policies. Proposals that have as specific objectives:

- a) Strengthening the capacities of the municipalities to design and implement public policies in the field of culture through local culture plans, holistic cultural strategies or assessment of the cultural impact of the development of the city.
- b) Supporting the processes that actively link the municipal institutions and local civil society, such as local culture boards / councils or charters of cultural rights and responsibilities.
- c) Strengthening the association fabric and the participation of the citizenry in the management of public affairs, for example through platforms or federations of local civil society and NGOs for culture.
- d) Strengthening the exchange of good practices in the field of local cultural management, for example through peer-review assessment projects.

Objective 2: Training and capacity-building. Fostering knowledge and improving competences for municipal cultural management.

This objective is aimed at the cities and local governments that wish to use Agenda 21 for culture to renew the competences and skills of the cultural managers of their cities. The active participation in the project of organisations with wide experience in the field of training will be considered essential. Proposals that have as specific objectives:

- a) Holding training courses on cultural policies and management, with a local, national or regional scope.

Objective 3: Projects to strengthen the capacity of action in the international cultural cooperation of cultural organisations.

This objective is aimed at the cities and local governments that wish to use Agenda 21 for culture to strengthen the capacity of action of the cultural organisations in their city, especially in the international field. Proposals which have as specific objectives:

- a) Strengthening local training, creation and production structures in the field of culture through international cultural cooperation projects.
- b) Favouring participation of the citizenry in processes of cultural creation and production through international cultural cooperation projects.
- c) Undertaking actions linked to the relationship between culture and sustainable development through international cultural cooperation projects.
- d) Undertaking actions linked to the use of public spaces for local cultural creation and production processes with links to international cultural cooperation projects.

3. Modalities

- a) Modality: "Project with integrated objectives". The programme will allocate 60% of its endowment to projects that coherently and integrally group actions in two or three of the objectives.
- b) Modality: "Single objective project". The programme will allocate 40% of its endowment to projects focusing on a single objective. In this case, the project will specify which of the three objectives it falls into.
- c) If the number of projects in a modality does not achieve the established fund percentage, the allocated budget will be used to fund projects of another modality.
- d) Each applicant can only submit one project to the call for proposals, explicitly opting for one of the two modalities.

4. Subsidy grant procedure

1. The subsidy grant procedure set out in these Rules will be that of competitive public tender, through public competition, in accordance with what is stipulated in Art. 22 of the General Subsidy Law 38/2003, of 17th November, and Art. 5.2.b of the NGRS.
2. For this purpose and annually, the call for proposals corresponding to the granting of subsidies in accordance with the provisions of the Rules will be approved. The call for proposals will establish the period for submission, the maximum credit for each modality, within the corresponding budgetary items and will appoint the body responsible for the procedure, in accordance with what is stipulated in Art. 4.2 of the NGRS.
3. The Council will make public this call for proposals through the publication of the BOPB, the municipal announcement board, a reference included in the Municipal Gazette, and through other means to be considered. Any other means deemed opportune to guarantee maximum dissemination can be used.

5. Requisites and conditions for the beneficiaries

1. In accordance with Article 3.4 of the General Subsidy Regulations (NGRS), cities or local governments that are direct members of UCLG or members of a Local Government Association belonging to UCLG at the moment of publication of the

- call for proposals, and which belong to one of the countries of Africa, Latin America or the Mediterranean, can be subsidy beneficiaries. Annex 1 lists these countries.
2. The requisites that can be demanded of applicants, and which must be duly accredited in the proposal in the manner specified in Rule Seven, point 10, are the following:
 - a) That they are cities or local governments which are members of UCLG (direct or through a Local Government Association) at the moment of the publication of the call for proposals.
 - b) That they have adequately justified any previous subsidy granted by the Council, except in those cases where the corresponding period of justification has not yet elapsed.
 - c) That they have not made false declarations when facilitating the information demanded in order to participate in the call for proposals.
 - d) Declaration asserting that the applying city or local government specifically includes among its objectives and/or lines of work the field of international cooperation and development actions.

6. Funding and subsidisable expenses

1. The subsidy granted through this call for proposals will not exceed 75% of the total cost of each project.
2. The remaining funding can come from other participants or financial backers, whether public or private. The amount of the subsidies granted in each case cannot be of such an amount that, coinciding with other subsidies or aid, it exceeds the cost of the activity that the city or local government, beneficiary of the subsidy, wishes to develop.
3. As local contributions, cost estimations will be accepted as long as they are adequately accredited and intrinsically linked, exclusively or proportionally, to the intervention to be developed. These cost estimations will be subject to the same control as the other contributions. The cost estimations will amount to a maximum of 50% of local contributions.
4. The amount of the subsidy granted will be established in accordance with the budget and the documentation provided by the applicant and in accordance with the available budgets of the call for proposals. The Council will be able to request all the clarifications it deems necessary.
5. Only definitive costs will be taken into consideration for the subsidy as "*subsidisable expenses*" as described in these Rules. The subsidisable expenses must be real expenses and cannot take the form of an estimated amount, except in the cases of travel expenses, food and indirect costs.
6. The financial profits generated by the funds granted to the beneficiaries of the subsidy must be accredited through bank certification and will be applied in order to exclusively defray direct costs (defined in section 10 of these Rules) linked to the intervention. The beneficiary of the subsidy will account for the items to which these profits have been attributed in the monitoring report or corresponding assessment.
7. To qualify for subsidy for the purposes of the call for proposals, the expenses/costs must be:
 - a) Necessary for the execution of the action, be stipulated in the description of the applicable costs in each budgetary item and observe the principles of good financial management, in particular of profitability and efficiency (in accordance with section 11 of these Rules).
 - b) Be clearly linked to the activities set out in the project.

- c) Be paid during the period of execution of the project funded in this call for proposals. In the case of the costs of formulation, they must fulfil the requisites established in section 10 of these Rules.
8. The subsidy can cover indirect and direct costs provided the limits of Article 31 of the General Subsidy Law 38/2003, of 17th November, and Article 11 of the General Subsidy Regulations, both regulating the assumption of subsidisable expenses, are respected.
 9. Indirect costs are those inherent to the regular operation of the city/local government and the organisations participating in the project, and must be attributed during the period of execution of the project. The attribution of the indirect costs cannot exceed 4% of the total of the subsidy granted in this call for proposals.
 10. Direct costs are those directly linked to the execution of the project and which make possible the achievement of the objectives and the aims which support the granting of the subsidy. The following are considered direct costs:
 - a) Staff. Only the expenses of the staff that form part of the operation plan without which the project could not be developed will be admitted. The subsidisable staff expenses can include salaries and social insurances. The imputation can be total or partial, depending on the time devoted.
 - c) Technical and professional services required for the development of capacity-building sessions, seminars, diagnoses, reports, publications, management control and other needs envisaged in the formulation of the intervention.
 - d) Travel and accommodation expenses: including expenses related to the mobility of the staff and the agents involved necessary for the execution of the project.
 - e) Equipment and supplies. The purchase or renting of equipment necessary for the execution, as well as its transport (if necessary) to the place where the action is developed, can be included in the budget. This expense can never exceed 5% of the amount subsidised in this call for proposals.
 - f) Evaluation activities of the project. All projects granted a subsidy over 50,000 euros will obligatorily include an external evaluation (with a minimum of 5% of the budget). It is advisable that all projects include external evaluation activities.
 - g) Others. The aim of the amounts established in this section must be defined and justified on the form.
 11. If the beneficiaries of the subsidy have to employ staff for the execution of the project, the contract must be granted to the bid with the best quality/price relation, in accordance with the principles of transparency and equality of treatment of the potential contractors, and avoiding conflicts of interest. Specifically, the beneficiary of the subsidy must request a minimum of 3 bids from different suppliers (prior to the contraction or commitment to the supplying of the service or good) for the expenses subsidised in this call for proposals which exceed the amount of 12,000 euros, in the case of equipment, supply or service provided by consulting or technical assistance companies.

The fulfilment of the previous procedure can only be exempted in the special cases in which, due to the characteristics of the expense and/or country, the free market does not provide enough suppliers or companies adequately providing the service. In this case, it must be justified in the corresponding monitoring or evaluation report.

12. Despite fulfilling the requisites of the previous section of these Rules, this call for proposals will not subsidise expenses directly linked to or attributable to the following types of activities:
- a) Activities giving support to political parties.
 - b) Individual grants.
 - c) Voluntary activities.
 - d) Activities aimed at the collection/purchase of equipment and supplies in the North and their later transport/shipping to southern countries.
13. In no case will the following be subsidisable expenses:
- a) Purchase of land, properties or buildings.
 - b) Constructions and/or reform of properties and infrastructures.
 - c) Provisions for possible losses or debts.
 - d) Expenses from judicial procedures.
 - e) Interests, extra charges and administrative and penal sanctions.
 - f) Losses due to currency exchange.
 - g) Expenses funded by another financial backer.

7. Proposals

2. Each applicant will submit a single project in accordance with Rule 3.
3. Those interested, notwithstanding what is stipulated in Article 38 of Law 30/1992, of 26th November, of the Legal System and Joint Administrative Procedure, must submit their proposal to any office of the General Register of the Council. Those interested can also submit the proposals to the General Register of the Spanish Agency for International Development Cooperation (Avda. Reyes Católicos 4, 28040 Madrid), or the Registers of the diplomatic representations or consular offices of Spain.
4. The same day the proposal is submitted, those interested must send:
 - c) A fax to the Managing Board of the Solidarity and International Cooperation Programme of the Council, fax (+34) 93 256 46 21, attaching the first page of the project template.
 - d) An e-mail to agenda21culture@bcn.cat and cooperaciointernacional@bcn.cat with the project template attached.
5. Each proposal must be fully completed. Applicants must strictly respect the format of the project template, completing all the sections following the instructions set out and the page numbering order. Any proposal which does not include the specific projects for which the subsidy is required can be excluded, notwithstanding what is stipulated by Article 71 of Law 30/1992, of 26th November, of the Legal System of Public Administrations and the Joint Administration Procedure in order to complete undeveloped projects. If at the moment of submitting the proposal some of the documents requested in point 11 of these Rules have not been provided, they can be submitted until the application submission period ends, except if these are already present in the municipal archives. However, once this period has expired, a maximum and non-extendable period of 10 working days will be granted in order to amend the documentation required. Once the application submission period has expired, no document will be admitted. Once the period for the amendment of the documentation has expired without this taking place, the denial of the request will be announced.

6. Any submitted documentation not accompanied by the corresponding **application form** will not be taken into account, unless it is to annex an already existing procedure (which must be clearly identified).
7. The photocopies of the official documents must be duly attested or validated by a civil servant or certifying public officer.
8. The proposals can be submitted in Catalan or Spanish. If the project is initially drafted in another language, its complete translation into one of the two official languages of the city of Barcelona will be necessary.
9. The proposal must be accompanied by the following documentation:
 - BLOCK A. Administrative documentation.
 - BLOCK B. Technical documentation. The project template. This block must be submitted in duplicate.If the applicant submits the project together with a non-profit organisation or education institution of the corresponding city or country, the proposal must be accompanied by the following documentation:
 - BLOCK C. Documentation related to the actors involved, which must be submitted in duplicate.
10. Blocks A and B will be submitted unbound in envelopes or parcels: one copy for Block A and two copies for Block B. If appropriate, two copies will be submitted for Block C.
11. The administrative documentation for **BLOCK A** will be the following:
 - a) Declaration stating that the city or local government is a member of UCLG. Later, the Council will validate this declaration with UCLG. If UCLG does not validate the membership of the city or local government, the proposal will be automatically excluded.
 - b) Attested photocopy of the passport of the representative (the person signing the proposal) and accreditation of the representation by any means admitted in law. In any case, it is possible to use the model established for this purpose, in which the secretary of the local government certifies the proposal and grants powers to the representative to do so (according to the model proposed).
 - c) Record of Treasury bank details to make possible the transfer of funds to the beneficiary if the subsidy is granted. This transfer application must be signed by a representative of the local government and processed by the bank entity, according to the model established to this end (according to the model proposed).
 - d) Declaration of the subsidies received from international cooperation programmes from other authorities or public or private bodies during the last three years, according to the model established to this end (according to the model proposed).
 - e) Declaration stating that the applying city or local government has among its objectives and/or work lines the field of international cooperation and development actions (according to the model proposed).
12. The technical documentation referred to in **BLOCK B** is the project template (according to the model proposed).
13. **BLOCK C** is compulsory in the case of projects submitted together with a non-profit organisation or an education institution of the corresponding city or country

and will include all the information allowing the assessment of the relation between the city/local government and the partner organisation (or organisations). Only those aspects which are documentarily accredited will be taken into consideration. The documentation will be the following:

- a) Cooperation agreements with (at least) a non-profit organisation or education institution from its city or country for the implementation of the project. This cooperation agreement will indicate
 - The type of association.
 - The main sectors where it develops its action.
 - The action that each of the associations will develop during the implementation of the project.
- b) Copy of the standing rules of the non-profit organisation and/or education institution of the project.
- c) All the documentation that the applicant deems necessary to accredit the capacity for operative, administrative and technical management of the agents participating in the project.

8. Admission and evaluation of proposals

1. Once the period for the submission of proposals has expired, all the projects proposed by the applicants will be revised in order to determine their admissibility.
2. The proposals admitted will be object of evaluation in order to determine the quality, including the budget, in accordance with the evaluation criteria established in the table below.

EVALUATION TABLE	Maximum evaluation possible
1. Pertinence.	20
1.1. Is the proposal pertinent in terms of some of the three strategic objectives of these Rules? <i>This criterion will be eliminatory. If the project complies with this condition the project will be marked with 10 points, otherwise the project will be marked with 0 points, without weighting.</i>	10
1.2. Are the participants in the project (organisers, final beneficiaries, target groups) clearly defined and is their selection and participation pertinent from the strategic point of view?	5
1.3. Does it consider the proposal of added value crossover elements, such as the promotion of equality between men and women and equality of opportunities?	5
2. Operative capacity of the participating agents.	20
2.1. Does the applicant have the appropriate experience and capacity for administrative project management? (In particular, the capacity to manage	5

administrative monitoring, mainly budget)	
2.2. Does the applicant have the appropriate experience in operative management of cultural cooperation projects? (In particular, the capacity to manage the coordination of the different actions of the projects)	5
2.3. Does the applicant have the appropriate technical experience? (Does he/she demonstrate awareness of local cultural policies, cultural management, cultural governance and cultural cooperation?)	5
2.4. Is there a close participation in the project of a partner organisation (non-profit organisation or education institution) of the corresponding city or country? Has an agreement between the applicant and the partner organisation been formalised?	5
3. Methodology.	30
3.1. Is the project based on a coherent, solid, clear and correctly produced structure? <ul style="list-style-type: none"> • Duly completed project template. • Ordered from general to specific with clearly structured links in the planning matrix. • General objectives, specific objectives and results conceptually well-defined. • Activities clearly described. • Indicators clearly described. • Human, material and technical resources duly described. 	10
3.2. Is the action plan clear and feasible (description of the activities, description of the schedule, etc.)?	5
3.3. Does it envisage the appropriate monitoring and evaluation elements? (In particular, the appropriateness of the indicators, sources of verification and monitoring and evaluation activities will be valued).	5
3.4. Is the level of commitment and involvement of the partner organisation (non-profit organisation or education institution) satisfactory? <ul style="list-style-type: none"> • There is adequate documentation. • There is an economic contribution. • Human resources are sufficiently exploited. • Material resources are sufficiently exploited. • Economic resources are sufficiently exploited. 	5
3.5. Is the level of commitment and involvement of the final beneficiaries of the project satisfactory? <ul style="list-style-type: none"> • There is adequate documentation. • Beneficiaries are included in the project. • Beneficiaries participate in the production and execution of the project. 	5
4. Sustainability and feasibility.	15

4.1. Is the action feasible, bearing in mind the following? <ul style="list-style-type: none"> • Existence of a favourable institutional and legislative context allowing the development of the actions. • Existence of a social context favourable to the support of the initiative. • The competence framework and institutional capacities are considered. • Documented institutional support. • Organisation system proposed. 	5
4.2. Are the results of the project sustainable, from the following points of view? <ul style="list-style-type: none"> • Financial. Are there plans to continue the activities when this funding ends? • Organisational. Is the organisation system for managing the project results appropriate? • Institutional. Is it based on or does it involve the already existing institutions, ensuring their continuity? • Technical. At a technical level, will the future maintenance of the project be possible? • Does the project form part of the framework of an institutional development strategy for the area? 	10
5. Characteristics of the budget	15
5.1. Is a complete, clear and correctly produced budget submitted? (Specifically, the budget must be submitted detailing items and activities, in accordance with the instructions of the project template).	5
5.2. Has the budget been established in relation to the needs of the planned activities?	10
TOTAL	100

3. The Technical Selection and Evaluation Commission will be formed by two representatives of the Council, two representatives of AECID (Spanish Agency for International Development Cooperation) and two representatives of UCLG (United Cities and Local Governments). The function of this Commission will be to technically evaluate the content of the projects submitted and will issue a proposal for projects to be funded to the partner body which will produce the compulsory report for the allocation of subsidies.
4. The Council can contact the applicants in order to request any clarification in relation to the proposal submitted.
5. If the total budget of the proposals which pass this phase (50 points) exceeds the total budget available in each of the modalities of the call for proposals, the Council will discriminate between all the applicants by order of points from highest to lowest.

6. Determinants of the evaluations:
 - If the evaluation of section 1 (“pertinence”) is lower than 15 points there will be no further evaluation of the project.
 - If the evaluation of section 2 (“operative capacity of the participating agents”) is lower than 10 points there will be no further evaluation of the project.
 - If the evaluation obtained is lower than 50 points, the project will not be funded.

9. Decision

1. The Mayor or his delegate will decide on the applications to be disregarded and the granting or denial of the subsidies considered opportune in accordance with the evaluation criteria contained in these Rules. The decision will be announced within the maximum period of (3) months from the end of the period for the submission of applications.
2. In addition to notification to interested parties, the Council will publish the subsidies granted in the BOPB and through the display of the list on the announcements board in the Citizens Advice Bureau (Oficina d’Atenció al Ciutadà, Plaça Sant Miquel, 4, ground floor) and in the Municipal Gazette. Moreover, it will be included on the Council website, as well as in other media deemed opportune.
3. The partner body must prepare a mandatory subsidy grants report, and will be made up by:
 - The Coordinating Councillor of the Department of Welfare and Territorial Cohesion (which he/she chairs).
 - The Culture Delegate.
 - The Education, Culture and Welfare Officer.
 - The Commissioner for Cooperation, Solidarity and Peace of Barcelona City Council.
 - The Head of the Institute of Culture.
 - The Director of International Cooperation and Immigration Services.
 - The Director of the International Solidarity and Cooperation Programme.

The Secretary General of the Corporation or his delegate will act as Secretary General (without full voting rights).

4. If, once the call for proposals has been decided, unapplied credit remains, during the procedure, in the corresponding budgetary item, applications that have not been subsidised can be considered, as long as these proposals have been submitted in the periods of the call for proposals, and that they satisfy all the criteria, requisites, procedures and other aspects of these Rules.
5. If the decision period expires without express announcement and notification of the decision to interested parties, their proposal will be regarded as rejected through administrative silence.
6. The non-admission, rejection or denial of a subsidy application will be based on one of the following reasons:
 - a) Application submitted outside the period established.
 - b) Non-fulfilment of some of the requisites set out in the Rules of the present call for proposals.
 - c) Not achieving the minimum evaluation necessary for the grant.

10. Obligations of subsidy beneficiaries

1. Once subsidies have been granted, beneficiaries have the following obligations:
 - a) Fulfil the conditions established in the subsidy grant decision.
 - b) Notify the project start date in writing in the maximum period of one month from the receipt of notification of the subsidy grant.
 - c) Accredite the implementation of the activity on which the granting of the subsidy is based and fulfil, in its case, the requisites and conditions determining the grant. The subsidy can only be used for the purpose for which it has been granted.
 - d) The cities and local governments subsidised must keep exact and systematic records, as well as separate and transparent accounts of the execution of the project.
 - e) Justify the expenses incurred based on the application of the subsidy received, as determined by Rule Fourteen.
 - f) Submit to the monitoring procedures and financial control deemed necessary.
 - g) Provide all the information required by the verification bodies of the public accounts.
 - h) Include in the promotional and advertising materials of the activity the phrase "*With the support of Barcelona City Council, AECID (Spanish Agency for International Development Cooperation) and UCLG (United Cities and Local Governments), within the framework of Agenda 21 for culture*". It will also be necessary to provide Barcelona City Council with a minimum of two copies of the most important materials published in the framework of the subsidised activities.
 - i) Each subsidy beneficiary will notify the Managing Board of the International Solidarity and Cooperation Programme of Barcelona City Council, with all relevant documentary accreditation, obtaining of other subsidies, aid or resources that fund the subsidised activities, before the end of the justification period.
 - j) Proceed to the reimbursement of the funds received following the provisions established in these Rules and in the application regulations.
 - k) The amendments related to the project, whether because the whole of the expected funds are not achieved or for other objective reasons, must be addressed to the managing board of the International Solidarity and Cooperation Programme of Barcelona City Council, in order to propose the reworking of the project or its suspension, and in the latter case the subsidy will be denied or reimbursed, if it has been received.
2. Non-fulfilment of these obligations can lead to the cancellation of the subsidy according to what is stipulated in Article 13.1 of the NGRS.

11. Form and periods of payment

1. The form of payment will be by transfer to the bank account that the local government specifies in the proposal (according to section 10.c) of point seven of the Rule.
2. The periods of payment will be those established in current municipal regulations.

3. A single payment will be made corresponding to the total amount of the subsidy approved.

12. Monitoring and fulfilment of the objectives

1. The beneficiaries of the subsidy are obliged to submit a final report, with technical and economic information.
2. This report must be drafted in accordance with the form for the drafting of the final report and the established instructions (according to the model proposed).
3. Barcelona City Council can request additional information on the subsidy granted at any moment of its execution.
4. Subsidy beneficiaries can be asked to participate in actions of checking, monitoring or evaluation. These actions will be carried out by Barcelona City Council, or by external bodies and contracted auditors.

13. Amendments

1. Amendments related to the local government subsidy beneficiary, such as change of address, statutory modifications or bank account changes, will be object of a written notification to the body responsible for the procedure.
2. Each beneficiary of the subsidy must carry out the subsidised activities in accordance with the project submitted, and the decision on granting of the subsidy. Any change must be notified to the managing board of the International Solidarity and Cooperation Programme of Barcelona City Council, by the submission of a written report, as soon as it occurs, in which the causes are justified.
3. The amounts of the budgetary items can vary in terms of original estimations, as long as the following conditions are fulfilled:
 - a) They do not affect the general objective of the project.
 - b) The financial impact is limited to a transfer between budgetary items involving a variation lower than 15% of the original amount of each budgetary item affected. The financial impacts between items cannot affect indirect costs.

In this case, the subsidy beneficiary can apply the modification as long as it is notified to the managing board of the International Solidarity and Cooperation Programme of Barcelona City Council.

4. Substantial amendments. For this purpose, the following are considered substantial modifications:
 - a) Changes in the general and/or specific objectives.
 - b) Amendments greater than 15% of the approved budgetary items.
 - c) Subsidies obtained later than those allocated in the subsidy application.
 - d) Change of local partner, beneficiaries or project location.
 - e) Changes that affect the execution of the schedule by more than 6 months.

The subsidy beneficiaries will request prior and express authorisation in writing, addressed to the body responsible for the procedure, to make any substantial amendment to the subsidised activity.

5. Applications for substantial amendments must be justified and submitted at the moment the circumstances originating them emerge, and the budgetary and schedule repercussions involved must be specified.
6. The body competent to authorise or deny the possible substantial amendments will be the Mayor or his delegate.
7. In the case of non-substantial amendments, the body competent to authorise or deny these amendments will be the Commissioner of Cooperation, Solidarity and Peace of Barcelona City Council.

14. Completion of projects and justification of subsidies

1. Report: once the project is completed, the subsidised local government must submit a final report, through an established model.
2. Documentary justification: in accordance with Art. 10.4 of the NGRS, the subsidised local government must submit to the body responsible for the procedure original invoices or other documents of equivalent evidential value for the amount of the subsidy received, with the same terms and conditions. The Council will invalidate them stating "This document has served to justify a subsidy granted by Barcelona City Council, in the framework of the international cultural cooperation programme with Agenda 21 for culture," and will return the original invalidated documents to the subsidy beneficiaries and substitute them with attested photocopies.
3. When, for specific circumstances of the country where the action is developed, it is extremely difficult to obtain the originals of the invoices, authenticated photocopies of them will be admitted; and if this authentication is impossible because of excessive difficulty or cost, certification from the local government guaranteeing the authenticity of the copies submitted will be accepted.

These exceptions will not be admitted other than by express agreement between the subsidised local government and the managing board of the International Solidarity and Cooperation Programme of Barcelona City Council, and only under the following circumstances:

- That this point is expressly justified in a detailed report, explaining the objective circumstances making it impossible to submit original documents.
 - That a statement of responsibility is provided, both by the local government beneficiary and the local counterpart, stating that the latter possesses them, that they only and exclusively refer to the subsidy of the Council object of justification, and that they will not be used to justify another contribution of any type or source.
4. The certifying invoices and other documents of equivalent evidential value of the subsidised activity must fulfil the requisites legally established for these types of documents and must be in the name of the beneficiary/ies or local counterpart. The receipts must comply with the requisites established in the General Subsidy Regulations and in point Fifteen of these regulatory Rules.
 5. Periods for the submission of reports and justification of the subsidy. The maximum period for submission of the monitoring and documentary justification

expenses report will be 6 months from the completion of the project. Receipts received before the date of the notification of the subsidy grant decision will not be accepted.

6. Barcelona City Council will, at any time, be able to check the investment of the amount granted, having at all times the power to examine the accounts of the beneficiary organisation and undertake a strict monitoring of the action project or of the activities object of the subsidy.

15. Extensions

1. If the actual project completion date is delayed by **less than six months** from the date initially estimated, the organisation must notify and justify this in writing to the managing board of the International Solidarity and Cooperation Programme.
2. If the actual project completion date is delayed by **six months or more** from the date initially estimated, the organisation must submit in writing an “application to extend the completion date” to the General Register of the Council, for a decision by the Commissioner of Cooperation, Solidarity and Peace of Barcelona City Council. The length of the extensions that can be requested will be a maximum of half the length of the project.
3. The application to extend the completion date must be accompanied by a report justifying the causes. The organisations must notify the need for an extension as soon as possible.
4. Acceptance of the extension is subject to the assessment made by the Council of the justification submitted, as well as the periods requested.
5. After three months following the completion date initially estimated, the Council will not accept any application to extend the completion date and will consider the project as completed. In this case, the organisation must submit the corresponding final report and economic justification in the periods established in the Specific Rules of each modality. The amount of the non executed subsidy will be at the disposal of the Council and, if it has been given to the organisation, this must be returned.

16. Subsidy reimbursement

1. The beneficiary will voluntarily be able to refuse the subsidy, reimbursing the amount if this has been received, under the conditions established in the General Subsidy Regulations. This refusal, however, will not be allowed once the period of justification has finalised. In this case it will be cancelled for non-fulfilment, under the terms of Art. 13 of the NGRS, by allocating the appropriate responsibilities.
2. If the aforementioned cancellation is applicable, this will be notified to the interested party who will be required, within the period of one (1) month following the notification, to pay the amount of the subsidy plus interests accrued accredited from the payment date, with the warning that, after this period, measures will be taken to compel payment.

17. Penalty system

The beneficiaries of the subsidies will be liable for the responsibilities and penalty system on administrative infractions in the matters established by the General Budgetary Law.

1. Administrative infractions. The following are administrative infractions in matters of public subsidies and aid:
 - a) Obtaining a subsidy or aid by falsifying the conditions required for them to be granted and concealing those that would have impeded or limited them.
 - b) The non-application of the amounts received for the purposes for which the subsidy was granted, unless these have been returned without prior requirement.
 - c) Non-fulfilment, for reasons attributable to the beneficiary, of the obligations accepted as a consequence of the granting of the subsidy.
 - d) Failure to justify the allocation of the funds received.
2. Penalties. The infractions will be penalised through fines of up to three times the amount illegally obtained, applied and unjustified.

Moreover, the imposition of the following penalties can be agreed:

- a) Loss, during a period of up to five years, of the possibility of competing for a public subsidy grant.
- b) Prohibition, for a period of up to five years, of holding contracts with the Council, prior to the corresponding procedure.

The pecuniary fine will be independent of the obligation of reimbursement included in the previous Rule.

3. The force majeure causes not attributable to the subsidy beneficiary (natural disasters, lack of staff safety, political changes affecting the execution and other similar causes) will allow the suspension of the project without penalties, as long as:
 - 1) this circumstance is reliably justified following the criteria of the municipal officers;
 - 2) the subsidies not applied to the project are reimbursed; and
 - 3) the amounts already applied are justified.

18. Final provisions

1. The subsidies are of a voluntary and temporary nature, subject to budgetary limitation and do not imply any right of continuity in the allocation of funding to the payee for successive financial years; and can be freely revoked and reduced in the conditions set out in the subsidy regulations and in the present regulatory Rules.
2. Barcelona City Council will be exempt from any responsibility, whether civil, mercantile, labour or any other kind, derived from the actions which the beneficiaries of subsidies granted are obliged to undertake.
3. Anything not included in these Rules will be subject to the application of the General Subsidy Regulations, approved by the Plenary Session of the Municipal

Council on 4th February 2005, and published in the Official Newsletter of the Province of Barcelona, no. 31, of 5th February 2005.

4. These Rules will be applicable from the date of their publication.

Barcelona, xx xx 2010

ANNEX 1. List of countries of Africa, Latin America and the Mediterranean

LATIN AMERICA

Argentina
Bolivia
Brazil
Colombia
Costa Rica
Cuba
Dominican Republic
El Salvador
Equator
Guatemala
Haiti
Honduras
Mexico
Nicaragua
Panama
Paraguay
Peru
Uruguay
Venezuela

AFRICA

Angola
Cameroon
Cape Verde
Democratic Republic of the Congo
Equatorial Guinea
Ethiopia
Gabon
Gambia
Ghana
Guinea-Bissau
Guinea-Conakry
Ivory Coast
Kenya
Mali
Mauritania
Mozambique
Namibia

Niger
Nigeria
Sahrawi People
São Tomé e Príncipe
Senegal
South Africa
Sudan
Tanzania
Zimbabwe

MEDITERRANEAN

Algeria
Egypt
Jordan
Lebanon
Morocco
Palestinian Territories
Syria
Tunisia

NOTE: The countries that belong to both Africa and the Mediterranean will be included in the Mediterranean.