

CONCORSO ISTRUTTORE DIRETTIVO ESPERTO IN PROGETTAZIONE EUROPEA

Prova scritta

BUSTA 3

PROVA A

Massimo 15 righe

Il candidato/la candidata, sulla base dell'analisi del bando allegato "European Remembrance" pubblicato nell'ambito del programma Citizens, Equality, Rights and Values (pag. 5-10), risponda alle seguenti domande:

- 1) Che tipo di attività finanzia la call e qual è lo scopo?
- 2) Quali sono gli impatti attesi?
- 3) Qual è la dimensione attesa del partenariato?
- 4) Qual è il budget disponibile per la call?

PROVA B

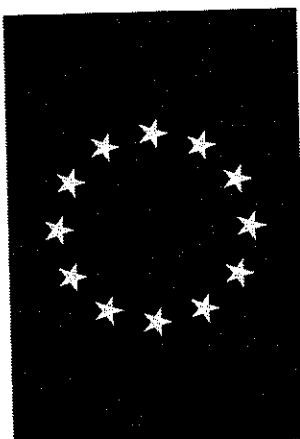
Massimo 30 righe, comprensive dell'abstract

Il candidato elabori una proposta di progetto per il territorio della Bassa Romagna, nell'ambito dei finanziamenti europei, sul tema dell'innovazione digitale, specificando in maniera sintetica i contenuti delle diverse fasi:

- Fase 1 Individuazione del tipo di finanziamento
- Fase 2 Elaborazione dell'idea progettuale (obiettivi e attività previste)
- Fase 3 Creazione del partenariato (tipologia di soggetti, paesi ecc)
- Fase 4 Ipotesi di budget
- Fase 5 Risultati attesi

La proposta progettuale dovrà essere accompagnata da un abstract di presentazione in lingua inglese (max 5 righe)





HISTORY OF CHANGES		
Version	Publication Date	Change
1.0	19.04.2021	Initial version (new MFF)

Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

[European Remembrance]
(CERV-2021-CITIZENS-REM)

Version 1.0
19 April 2021





EUROPEAN COMMISSION
DG JUSTICE AND CONSUMERS

JUST-04 – Programme and financial management

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU action grants in the field of European Remembrance under the **Citizens, Equality, Rights and Value Programme (CERV)**. The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 (EU Financial Regulation)
- the basic act (CERV Regulation YYYY2021/NN1).
- The call is launched in accordance with the 2021-2022 Work Programme² and will be managed by the **European Education and Culture Executive Agency (FACEA)** (Agency).

Please note that this call is subject to the final adoption of the CERV Programme Regulation by the legislative authority. In case there are substantial changes, we may have to modify the call (or even cancel it). The call covers the following topic:

CERV-2021-CITIZENS-REM – European Remembrance

Each project application under the call must address only one of these topics. Applicants wishing to apply for more than one topic, must submit a separate proposal under each topic.

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the **EU Funding & Tenders Portal Online Manual** and the **EU Grants AGA – ANSWERS Grant Agreement**.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the **Call Document** outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)

¹ Proposal for a Regulation COM(2021) 383 final – pending adoption by the European Parliament and the Council.
² Commission Implementing Decision C(2021) 2583 final of 19/04/2021 on the financing of the Citizens, Equality, Rights and Values programme and the adoption of the multiannual work programme for 2021-2022

- timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the Online Manual outlines the:
- procedures to register and submit proposals online via the EU Funding & Tenders Portal (Portal)
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc).

You are also encouraged to visit the Europe for Citizens Programme Project Results website to consult the list of projects funded previously.

1. Background

The Citizens, Equality, Rights and Values programme provides funding for citizens engagement, equality for all and the implementation of rights and EU values. The Citizens, Equality, Rights and Values programme (hereafter 'the programme') brings together the former Rights, Equality and Citizenship programme³ and the former Europe for Citizens programme⁴.

The programme aims to foster a common culture of remembrance and mutual understanding between citizens from different countries. This is done notably by supporting projects that reflect on historical turning points and changes in regimes in Europe's 20th century and on their continuous importance for today's Europe, and projects that promote the role of Europe's cultural heritage as a pivotal element of cultural diversity, and intercultural dialogue and local heritage linked to European memory.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

Objectives

³ Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014 to 2020 (OJ L 354, 28.12.2013, p. 62)

⁴ Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the 'Europe for Citizens' programme for the period 2014-2020 (OJ L 115, 17.4.2014, p.5)

The objective of this call for proposals is to support projects aimed at commemorating defining events in modern European history, including the causes and consequences of authoritarian and totalitarian regimes, and at raising awareness among European citizens of their common history, culture, cultural heritage and values, thereby enhancing their understanding of the Union, its origins, purpose, diversity and achievements and of the importance of mutual understanding and tolerance

Themes and priorities (scope)

The EU policy initiatives supported under this call are:

- EU Strategy on combating antisemitism,
- EU anti-racism action plan 2020-2025⁷,
- EU Roma strategic framework on equality, inclusion and participation⁸.

In this respect, projects must address one (or both) of the policy priorities set for 2021:

1. Commemoration of and research and education about crimes committed under totalitarian regimes

Crimes committed under totalitarian and authoritarian regimes impacted Europeans fundamentally during the 20th century and shaped Europe's responsibility to never let these crimes happen again. Holocaust Remembrance Day (27 January) and the Day of Remembrance for the victims of the EU commitment to keep the memory alive. August) have been expressions of the EU commitment to keep the memory alive. Commemorating and teaching about these crimes, such as the Holocaust, genocide and crimes against humanity, as well as cultivating the memory of the survivors are key to shaping a common European future. Any attempt to preserve this memory must consist of thorough research, both national and transnational, and continuous education to inspire and guide new generations of Europeans in particular policymakers, opinion makers and other multipliers in defending fundamental rights, the rule of law and democracy

Holocaust remembrance, research and education will be a priority of the call. The rising trend of Holocaust denial and distortion, which appears increasingly online, is a critical threat to Holocaust memory and preventing such crimes in the future. Recent developments and events, have demonstrated how historical distortion and denial is used to steer up division and hatred in societies. Holocaust distortion attacks the established understanding of history and fuels conspiracy theories, extremism, Holocaust denial, and racism and antisemitism. More than half of Europeans perceive Holocaust denial as a problem in their country.⁹

76 years after the liberation of Auschwitz-Birkenau and the Nazi death camps, public knowledge about the Holocaust is steadily declining. According to a recent study, a third of Europeans know "just a little or nothing at all" about the Holocaust, while one third of Europeans know "just a little or nothing at all" about the Holocaust. The decreasing number of European eyewitnesses makes it essential to find new ways of remembering and educating about the Holocaust to harness society against resurging threats of hatred,

⁵ EU Anti-racism Action Plan 2020 - 2025

⁶ EU Roma strategic framework on equality, inclusion and participation

⁷ Special Eurobarometer 484: Perceptions of antisemitism Report

⁸ A shadow over Europe: CNN poll on antisemitism, 2018

discrimination and all forms of antisemitism. Two-thirds of Europeans are convinced that commemorating the Holocaust helps ensure that such atrocities will never happen again.

Projects under this priority should:

- consider the European and transnational dimension of the Holocaust; its root causes and consequences;
- and/or transform research, memorial sites and testimonies into practical educational tools for all parts of society in particular multipliers such as policymakers, state officials and societal leaders;
- and/or pay particular attention to tackle the challenge of Holocaust denial and distortion.

In line with the EU Roma strategic framework on equality, inclusion and participation, projects should also pay attention to the specificities of the Roma victims of the Holocaust and their struggle for recognition.

In the end of 2021, the European Commission will present an EU strategy on combating antisemitism which should be considered by projects during their implementation.

In the context of Holocaust remembrance, the European Union has acquired permanent international partner status with the International Holocaust Remembrance Alliance and implemented activities that can serve as guidance such as the campaign #ProtectTheFacts, which pushes back against Holocaust distortion. Applicants are invited to make use of International Holocaust Remembrance Alliance resources on countering distortion and denial.⁹

2. Resistance, democratic transition and democratic consolidation in the EU

Resistance played a key role in fighting occupation, overthrowing totalitarian regimes, and paving the way for democratic transitions in Europe. The violations of fundamental freedoms under totalitarian or other regimes have been repeatedly challenged by different parts of society. It remains crucial to celebrate and educate about these instances, actors and groups as examples for today and the future to defend fundamental freedoms.

Projects under this priority should:

- analyse and highlight resistance and/or organised opposition
- and/or highlight the democratic transition including attempts providing justice for victims;
- and/or focus on how the EU accession influenced democratic standards and practices of the new democracies throughout the accession process.

While taking stock of the enlargements accomplished in the last decades, the projects could also offer the opportunity to discuss future enlargements or other kinds of partnerships with countries of the EU neighbourhood based on common European history. (subject to agreements to be signed).

⁹ <https://www.2021.internationalremembrancealliance.eu/>

Projects addressing any of the two priorities listed above are encouraged to pay attention to:

- (a) the role, representation and perspective of women in these important historical events and developments to allow a more gender-balanced understanding of history;
- (b) small-scale historical events on local and community level to enable to create a link between global and local histories;
- (c) historical events that are generally unknown and/or have not been previously a focus of research, however, with important contribution to the historical developments related to the two priorities above.

Activities that can be funded (scope)

Projects are expected to:

- include different types of organisations (public authorities, civil society organisations, research and archival institutes, universities, cultural organisations, memorial and learning sites ... etc.) and aim to establish lasting collaboration between these actors, in particular between research, memory institutions and public authorities;
- develop different types of activities (training activities, publications, online tools, research, including provenance research, non-formal education, public debates, exhibitions, collection and digitisation of testimonies, innovative and creative actions, etc.) and ensure these activities are accessible to women and men, girls and boys, in all their diversity, in planning and execution;
- involve citizens from different target groups and ensure their balanced representation (in terms of age, cultural and social backgrounds, etc.) with a focus on multipliers (policymakers, state official, opinion leaders, ... etc.);
- preferably be implemented on a transnational level (involving the creation and operation of transnational partnerships and networks);
- share and promote the memory and legacy of the crimes committed by totalitarian regimes as well as research to curb distortion;
- foster a common culture of remembrance and mutual understanding between citizens from different countries.

Expected impact

To raise enhanced awareness of European historical memory and remembrance, including through the development of activities linking remembrance with civic education, participation and democracy in the broadest sense.

- In the area of projects relating to the Holocaust, to allow for an exchange crossing national boundaries and promoting a European approach to history as well as digitalise testimonies of survivors to preserve the memory.
- To add a European dimension to relevant debates on important historical events and moments of recent European history.
- To contribute to create lasting changes in participants' attitudes towards Europe's history, its values and its culture.
- To counter Holocaust denial and distortion.
- To identify, safeguard and make available (including online), archival material, testimonies and authentic sites for education purposes, commemoration and research.
- To anchor a common culture of respecting fundamental rights and EU values in the target audience.

3. Available budget

The available call budget is **EUR 4 515 000**. This budget might be increased by maximum 20%.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	29 April 2021
Deadline for submissions:	22 June 2021 – 17:00:00 CET (Brussels)
Evaluation:	June-September 2021
Information on evaluation results:	September-October 2021
CA signature:	November-December 2021

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable* section 4).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the Search Funding & Tenders section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (NOT the documents available on the Topic page – they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A – contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B – contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C (to be filled in directly online) containing additional project data including mandatory indicators
- **mandatory annexes and supporting documents (to be uploaded):**
 - detailed budget table: not applicable
 - activity reports of last year: not applicable
 - list of previous projects (key projects for the last 4 years)

- for participants with activities involving children: their child protection policy covering the four areas described in the Keeping Children Safe Child Safeguarding Standards
- fund sum calculator

The child protection policies must be available online and transparent to everyone who comes in contact with the organisation. They must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). They must also include clear procedures and rules to staff, including reporting rules, and continuous training.

⚠ At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

📄 For more information about the submission process (including IT aspects), consult the Online Manual.

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies) be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - listed EEA countries and countries associated to the CERV Programme (associated countries) or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature
 - be public local/regional authorities, or non-profit organisations, including civil society organisations, survivors' associations, and cultural, youth, educational and research organisations.

Beneficiaries and affiliated entities must register in the Participant Register – before submitting the proposal – and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (see section 13).

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons¹⁰.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹¹. Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Programme Contact Points — Are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)
- allocation of the costs in a way that leads to a fair, objective and realistic result.

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (see above) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (e.g. entities subject to *EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹² and entities covered by *Commission Guidelines No 2013/C 205/02*¹³). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

¹⁰ See Article 197(2)(c) EU Financial Regulation 2018/1045.

¹¹ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1045.

¹² Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the *EU Sanctions List*.

¹³ Commission guidelines No 2013/C 205/02 on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

For more information, see [Rules for Legal Entity Verification, EAR Appointment and Ethical Capacity Assessment](#).

Consortium composition

Proposals must be submitted by a consortium of at least 2 applicants (beneficiaries; not affiliated entities), which complies with the conditions explained; preference is given to transnational projects.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (such as environment, social, security, industrial and trade policy, etc).

- Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (see above).

Duration

Projects should normally range between 12 and 24 months (extensions are possible, if duly justified and through an amendment).

Ethics and EU values

Projects must comply with:

- ethical principles
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law (including the General Data Protection Regulation 2016/679).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the *Gender Mainstreaming Toolkit*. Project activities should contribute to the equal empowerment of women and men in all their diversity, ensuring that they achieve their full potential and enjoy the same rights (see *Anti-discrimination mainstreaming instruments, case studies and ways forward*). They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals¹⁴. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex (*sex-disaggregated data*), disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU

¹⁴ [Non-discrimination mainstreaming instruments, case studies and ways forward](#)

values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Participants with activities involving children must moreover have a child protection policy covering the four areas described in the Keeping Children Safe Child Safeguarding Standards. This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the Participant Register during grant preparation (e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- If the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (see below, section 10)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (see below, section 10) or
- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

¹⁵ For more information, see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment.

Operational capacity

Applicants must have the **know-how, qualifications and resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the quality award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
 - description of the consortium participants
 - list of previous projects (key projects for the last 4 years)
- Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

¹⁵ See Articles 136 and 141 of EU Financial Regulation 2018/0406.

¹⁶ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IP, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

– created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁷:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, see sections 5 and 6). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (see sections 7 and 9) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'. All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

¹⁷ No commitment for funding – Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also *Finaling & Request Portal Terms and Conditions*). Please also be aware that for complaints submitted electronically, there may be character limitations.

¹⁷ See Article 141 EU Financial Regulation 2018/1046.

9. Award criteria

The **award criteria** for this call are as follows:

– **Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation (40 points)

– **Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks; between partners, risks & risk management, monitoring and evaluation); ethical issues are addressed; feasibility of the project within the proposed time frame (40 points)

– **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points)

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality – Project design and implementation	n/a	40
Impact	n/a	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding – within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons – but never earlier than the proposal submission date.

Project duration: between 12 and 24 months (extensions will be possible only exceptionally, for duly justified reasons and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a link to the survey, to be forwarded to the attendees. They will then have access to the results of the survey linked to their project and can use it for their project evaluation. The granting authority will aggregate the results of all the projects financed under the CERV programme.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): no limit. The grant awarded may be lower than the amount requested.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. *improper implementation, breach of obligations, etc*). The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the variable amounts it has prefixed and the estimates indicated by the beneficiaries in their project budget

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the variable amounts. It has prefixed and the estimates indicated by the beneficiaries in their project budget.

Budget categories for this call:

– Lump sum contributions¹⁸

The lump sum calculation is based on two parameters: number of direct participants and number of eligible countries per event (in situ or online).

An event happens within a defined timeframe and can include different types of activities (conferences, workshops, trainings, seminars, debates, webinars,

¹⁸ Decision of 12/03/2021 authorising the use of lump sum contributions for actions under the Citizens Equality Rights and Values Programme (2021-2027).

exhibitions, film screenings/making, campaigns, publications, surveys, research, flashmobs, etc.).

One event corresponds to one work-package in the application form.

1 work package = 1 event = one or several activities

Specific cost eligibility rules for this call: n/a

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally 60% of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) – whichever is the latest.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

Please note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country, you would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the grant agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (Data Sheet point 4.4 and art 22).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings – *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability – *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility – *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: see Model Grant Agreement (art 16 and Annex 5):

- rights of use on results: Yes

Communication, dissemination and visibility of funding: see Model Grant Agreement (art 17 and Annex 5):

- additional communication and dissemination activities: Yes

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, see AGA – Associated Grant Agreement.

1.1. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a 2-step process:

- a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an ELUGin user account.

Once you have an ELUGin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

- b) **submit the proposal**

Access the Electronic Submission System via the **Topic page** in the Search Funding & Tenders section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (see section 5). Upload them as PDF file (single or multiple depending on the slots; the budget table can be uploaded as Excel file).

The proposal must keep to the **page limits** (see section 5); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see section 4). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk WEBSITE, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

1.2. Help

As far as possible, **please try to find the answers you need yourself**. In this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual
- FAQs on the Topic page (for call-specific questions in open calls)
- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk. Non-IT related questions should be sent to the following email address: EACEA-CERV@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (see cover page).

13. Important

IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (e.g. congestion, etc) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult the Portal Topic page regularly**. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the **Portal Terms & Conditions**.
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the **Participant Register**. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems. The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries or affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (e.g. *own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible. If the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see *AGSA — Amended Model Grant Agreement, Art. 6.2.E*).
- **Multiple proposals** — Applicants may submit more than one proposal for different projects under the same call (and be awarded a funding for them). Organisations may participate in several proposals.
- **Rejection** — If there are several proposals for very similar projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 12).

- **Transparency** – In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the [EUropa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** – The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tender Portal Privacy Statement](#).