CERV-2023-CITIZENS-TOWN-NT
Networks of Towns
CERV Programme

Online Info Session

European Education and Culture Executive Agency

14 March 2023

Get Webex ready…

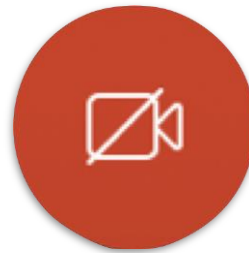## Microphone

OFF

Stay muted

Camera

OFF

Please keep your camera off

slido

#4227090

Join us on
www.slido.com for
questions & live polls

We remind you…

- When entering the meeting **please do not put your name** but write your organisation and your country, e.g. 'Municipality of Brussels, BE.'

- This info session will be **recorded** using WebEx, for dissemination and publication purposes (on EACEA website for 1 year).

- If you **do not wish to appear** in the recording, keep your camera and microphone off.

- **No personal data will be collected from participants** (no list of participants/emails of participants).

- Please refer to the **Data Protection Notice** of the event for more information.

No personal data will be collected!!

European Commission

Live Poll (1)

Which country are you joining us from?

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Live Poll (1)

Which emoji best represents how you feel at the moment?

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European Commission

Live Poll (2)

How familiar are you with the Call
Networks of Towns?

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Agenda

Info Session on the CERV-2023-CITIZENS-NT Call

14th of March 2023 9:30 am – 13:00 pm
Online (Webex)

9:15-9:30	**Connection of participants & speakers to Webex**	SLIDO
9:30-9:45	Welcome and opening remarks	Gilles PELAYO, EACEA.B3, Head of Unit "Citizens and EU Values"
9:45-10:00	**PART I** **Political priorities** Information on policy priorities, areas of intervention, budget available, expected activities and results	DG JUST - Christopher SHARP
10:00-10:15	**National Contact Point (NCPs)** and their role in assisting the applicants	Asta Kulbačiauskienė - NCP Lithuania Manuela MARSANO - NCP Italy
10:15-10:30	**PART I** **Questions & Answers**	

Agenda

|		
10:30-10:45	Break	
10:45-11:45	**PART II** **Application procedure** Admissibility, eligibility and award criteria Horizontal aspects: EU values, gender mainstreaming and child protection policy Lump - sum financing system Submission process Communication obligations	EACEA.B3 - Luminita STANCIULESCU Simona-Gabriela VARZAN Maria-Inmaculada PEREZ-ROCHA Stella MANCINI
11:45-12:15	**Question & Answers**	
12:15-12:35	**Best practice testimony (ICEI-NetIDEA)** **Tips and tricks**	EACEA.B3 – Michela BEATI EACEA.B3 - Elena PEDONE
12:35-12:40	**Feedback from the meeting (Slido)**	EACEA. B3
12:40-13:00	**Closing remarks**	Katerina XETHALI, Head of Sector EACEA.B3

Welcome and opening remarks

- European Education and Culture Executive Agency EACEA

- Citizens' engagement and participation & Citizens, Equality, Rights and Values

- eGrants
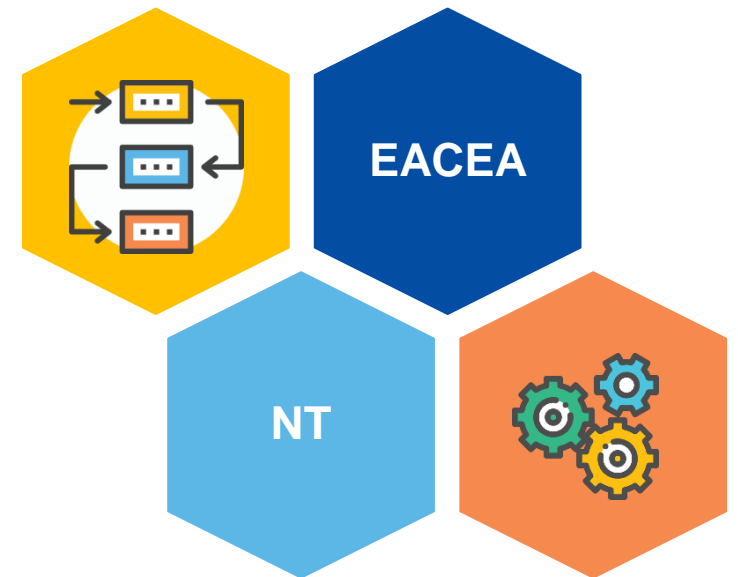
EACEA

NT

What are the Programme's objectives?

To protect and promote rights and values as enshrined in the EU **Treaties and the EU Charter**

by **supporting civil society organisations** and other stakeholders active at local, regional, national and transnational level,

by encouraging civic and democratic participation, in order to sustain and further develop open, rights-based, democratic, equal and inclusive societies based on the rule of law
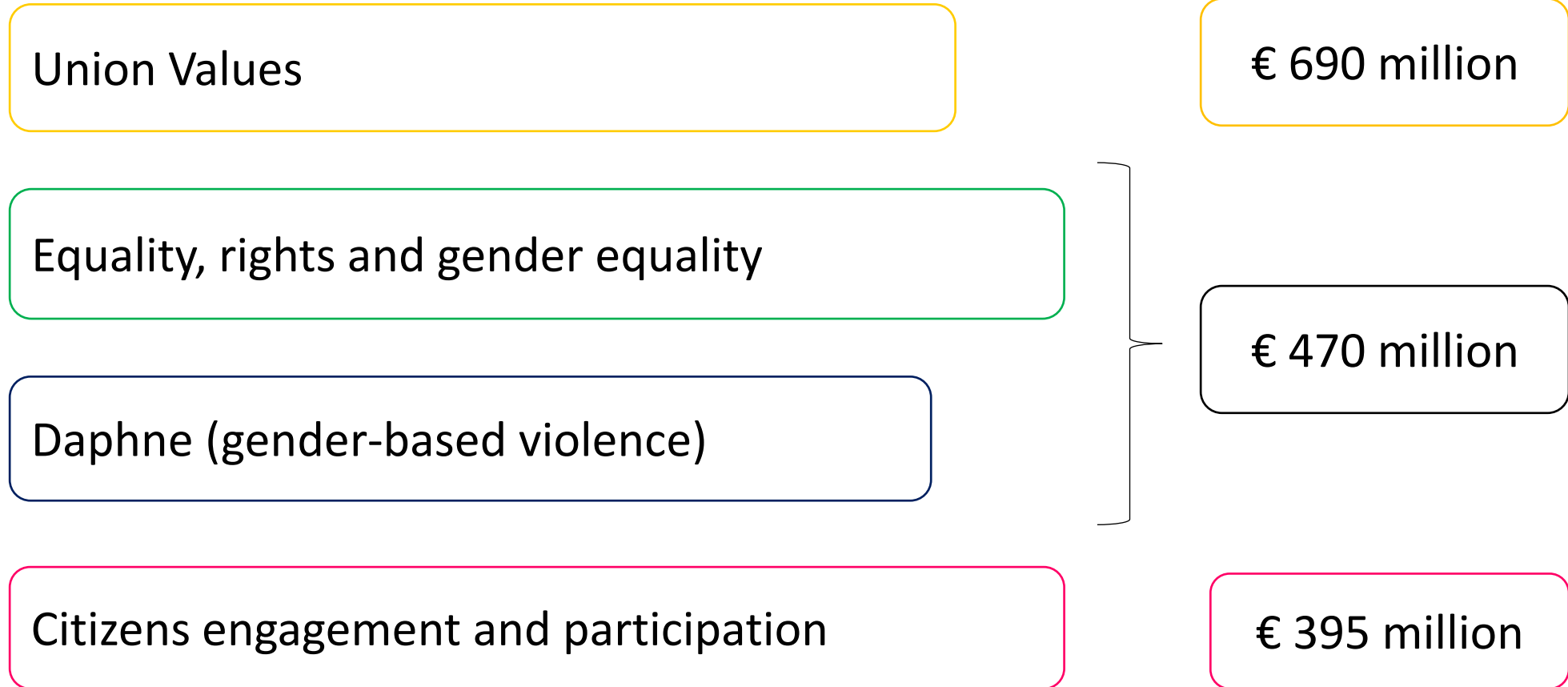
Union values strand

Equality, Rights and Gender Equality strand

Citizens' engagement and participation strand

Daphne strand

European Commission

Budget: 1.55 billion euro for 2021- 2027

| Union Values | € 690 million |

| Equality, rights and gender equality | € 470 million |
| Daphne (gender-based violence) | |

| Citizens engagement and participation | € 395 million |

General objectives Networks of Towns 2023

To promote **exchanges between citizens of different countries**

To discover **the cultural diversity of the European Union**

To guarantee **peaceful relations between Europeans**

To reinforce **mutual understanding and friendship**

To encourage **cooperation between municipalities and the exchange of best practices**

To support **good local governance** and **reinforce the role of local and regional authorities in the European integration process**

Specific policy Priorities Networks of Towns 2023 (I)

➢ Promoting awareness and building **knowledge of EU citizenship rights** and **associated European common values** and **common democratic standards**, ensuring the provision of information to **mobile** EU citizens

➢ Promoting awareness and building knowledge of the **30th anniversary of the entry into force of the Maastricht Treaty** (1 November 2023)

➢ Promoting awareness, building knowledge and sharing best practice on the **benefits of diversity, gender equality** as well as effective measures on how to **tackle discrimination and racism at local level**

Specific policy Priorities Networks of Towns 2023 (II)

➢Bringing citizens together to discuss local actions on **the climate and the environment**, including **energy-related issues**, **solidarity** and sharing best practices, and thus helping to increase citizens' engagement in society and ultimately their active involvement in the democratic life of the Union

➢Networks of Towns projects may also more generally, but not exclusively, reflect on any impact the **COVID-19 pandemic**

➢ Projects may also draw inspiration from or be related to the **New European Bauhaus initiative** (About the initiative (europa.eu))

Horizontal: The **gender equality perspective** should be taken into account when designing the 'format' of the activities

Networks of Towns - Expected impact

- To develop **larger-scale projects** to increase projects' impact and sustainability
- To allow **thematic and policy-related projects** and forge lasting links with partner organisations
- To increase **citizens' engagement in society** and ultimately their **active involvement in the democratic life of the Union**

- To raise awareness of the **benefits of diversity** and to tackle **discrimination and racism**
- To encourage **mutual understanding** towards European minorities, such as Roma

- To raise awareness on the **30th anniversary of the entry into force of the Maastricht Treaty** and the adoption of the electoral directives
- To inform on **the rights conferred by EU citizenship** *and improve their implementation in Member States*, **with a focus on mobile EU citizens**

Citizens, Equality, Rights and Values Programme

National Contact Points LINK

https://qrco.de/cervNCPs

Citizens, Equality, Rights and Values Programme

OUR
MISSION

INFORMATION

- providing information about the Programme & its FUNDING OPPORTUNITIES and about the policy initiatives in the areas covered by the Programme.

SUPPORT

- facilitating the MATCH-MAKING between potential partner entities on a transnational level;
- supporting applicants during the APPLICATION PROCESS.

ADVICE

- facilitating the participation of stakeholders and giving advice to applicants;
- increasing the CAPACITY of stakeholders to take part in the Programme.

DISSEMINATION

- dissemination of BEST PRACTICE projects;
- increasing knowledge and awareness of Programme results.

Citizens, Equality, Rights and Values Programme

JOINT EVENTS

THU 16/03   CERV CITIZENS' FORUM
10 am-12 PM   Call: CITIZENS-TOWN-NT & TT

TUE 21/03   CERV CITIZENS' FORUM
10 am-12 PM   Calls: CHAR-LITI & EQUAL

MON 27/03   CERV CITIZENS' FORUM
12 PM-14 PM   Calls: CHAR-LITI & EQUAL

NCP CERV Partner Search

https://qrco.de/CERVps

NCP Event Registration

https://qrco.de/CERV-forum

www.facebook.com/CERVprogramme

2) Timetable, main aspects, evaluation criteria

Luminita Stanciulescu, project officer

Timetable *(section 4 in Call Document)*

Deadline for submission	Evaluation	Information on evaluation results	Grant signature
20 April 2022-3 17:00:00 CET (Brussels)	**May– July 2023**	**September-October 2023**	**November– December 2023**

Networks of Towns - Eligibility

- Organizations must be **legal entities** (public or private non profit bodies)

- Be established in one of the **eligible countries**

- Public bodies or non-profit organisations: *towns*/municipalities and/or other levels of local authorities or *their twinning committees* or non-profit organisations representing local authorities (support letter)

- Organisations from at least 4 different eligible countries of which at least 2 are EU Member States (**Consortium**); it is a multi-beneficiary action

- Activities must take place in at least 2 different eligible programme countries

Duration: 12 - 24 M
Budget: no limit
Grant: lump sum

Overall budget for this topic 6.000.000 EUR
Co-financing principle (the lump sum does not cover all the costs of the project)

Networks of Towns - Eligibility

- Under the Call CERV-2023-CITIZENS-TOWN-NT the grants are lump sums.

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

- All participants are taken into account for the calculation of the lump sum not only the international ones (all direct participants from eligible countries local and travelling).

- Lump sum amounts and other requirements to be consulted here: ls-decision_cerv_en.pdf (europa.eu)

- For in-situ events, the lump sum amount is intended to cover staff costs, travel and subsistence, room rental/interpretation/translation/technical resources, communication/dissemination costs, costs for research and IT tools, and coordination costs.

- For online events, costs for travel and subsistence costs have been excluded.

Networks of Towns

- Subcontracting is allowed but it should be limited and observe certain criteria (for lump sums subcontracting is not applicable in the Part B - it does not have to be explained)

9.3 Subcontractors

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

like the provisions of the HGA themselves, see also HGA Preamble).

Subcontractors vs suppliers of goods, works and services

The core criterium for distinguishing between **subcontracts** and contracts/purchases is whether it concerns an action task as set out in the description of the action (Annex 1 of the Grant Agreement).

Subcontracts	Contracts/Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).
The price for the subcontracts will be declared as 'Subcontracting costs' in the financial statement.	The price for these contracts will be declared in one of the 'Purchase costs' columns in the financial statement.

**Example (subcontracts):** Subcontract to organise a conference that is set as part of the tasks in the description of the action.

Types of activities

Workshops

Seminars

Conferences

Training activities

Experts meetings

Awareness raising

Data gathering

Dissemination of good practices

Communication tools

Use of social media

- **Gender equality** to be mainstreamed
- If activities involving **children**: - declaration on **child protection requirements** to be provided

Why you should pay specific attention to gender mainstreaming in your proposal

- Attention to gender mainstreaming has an impact on the score you receive in the evaluation.

- Integrating a gender perspective in the design and implementation of your project increases the quality of your proposal

- For more information on gender mainstreaming please visit: https://eige.europa.eu/gender-mainstreaming

How to make sure you integrate a gender perspective?

When you draft your proposal, please consider the questions below

Basic
- Did I conduct a **gender equality analysis** to assess my project's design, implementation and impact?

Basic
- Did I take into account **gender aspects in my needs assessment**?

Basic
- Will the data and indicators I collect and create be **disaggregated by sex?**

Basic
- Did I include in my proposal **a commitment to advance gender equality?**

Basic
- Did I include in my proposal a **commitment** to **monitor and report on the gender equality results achieved** by the project in the evaluation phase?

Advanced
- Do I plan to create **gender-specific indicators** to measure the project's gender equality objectives?

Evaluation criteria

Admissibility
- Respect the deadline
- Electronic submission
- Part A+B+C+Annexes

Selection
Operational capacity
Financial capacity (if selected for funding)

Eligibility
- Legal entities (public or private) from eligible countries
- Activities in eligible countries
- Min. 4 organisations
- Minimim participation for in situ and online (see lump sum decision)

Award
- Relevance
- Quality
- Impact

Exclusion
Bankrupt, fraudulent organisations, in breach of laws and contracts (Article 136, 141 EU Financial Regulation 2018/1046)

Please refer to the Call Document for complete set of requirements

Focus on Award criteria

1. Relevance (40 points)

- Minimum pass score: 25 points

2. Quality (40 points)

- Minimum pass score: n/a

3. Impact (20 points)

- Minimum pass score: n/a

MAX SCORE 100 POINTS

MIN PASS SCORE 70 points

Coffee Break – See you in 10 minutes!

European Commission

3) How to apply?

Simona Varzan, project advisor

Toolbox for a successful application

1. Preliminary steps before creating your proposal

2. Mind the proposal structure

3. Create proposal, required data

4. Structure of work packages and Deliverables

5. Reference documents and Online guidance

Preliminary steps

Go to the **Funding & tender opportunities portal**

STEP 1 - Find the Networks of Towns call and documents

STEP 2 - Find your project partners

STEP 3 - Create your EU login account

STEP 4 - Register your organisation and get your PIC

STEP 5 – Create a draft proposal

BEFORE CREATING YOUR PROPOSAL

Step 1: Find the call

Call ID: **CERV-2023-CITIZENS-TOWN-NT**

Step 1: Find the call documents

Topic conditions and documents

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

1. **Eligible countries**: as described in the **Call Document**.

Please add the hyperlink of the call document (as embedded link).

Please send all the call documents by filling in the Publication webform . You will receive the hyperlinks to be added. Delete all the green texts before publication as these are only guidance for call coordinators.

2. **Eligibility and admissibility conditions**: as described in the **Call Document**.

3. Proposal page limits and layout: Please refer to Part B of the standard proposal template.

4. **Evaluation**

Evaluation criteria, scoring, threshold and process are described in the **Call Document.**

5. **Indicative timetable for evaluation and grant agreement**: as described in the **Call Document**

Publication of the call:	15/12/2022
Deadline for submitting applications:	April 20th,2023 17:00 (Brussels Time)
Evaluation period:	May - July 2023
Information to applicants:	October 2023
Signature of grant agreement:	December 2023

Read carefully the **Call document** before preparing your project

Call document available in 24 EU languages

Step 2: Find project partners

Launch your query
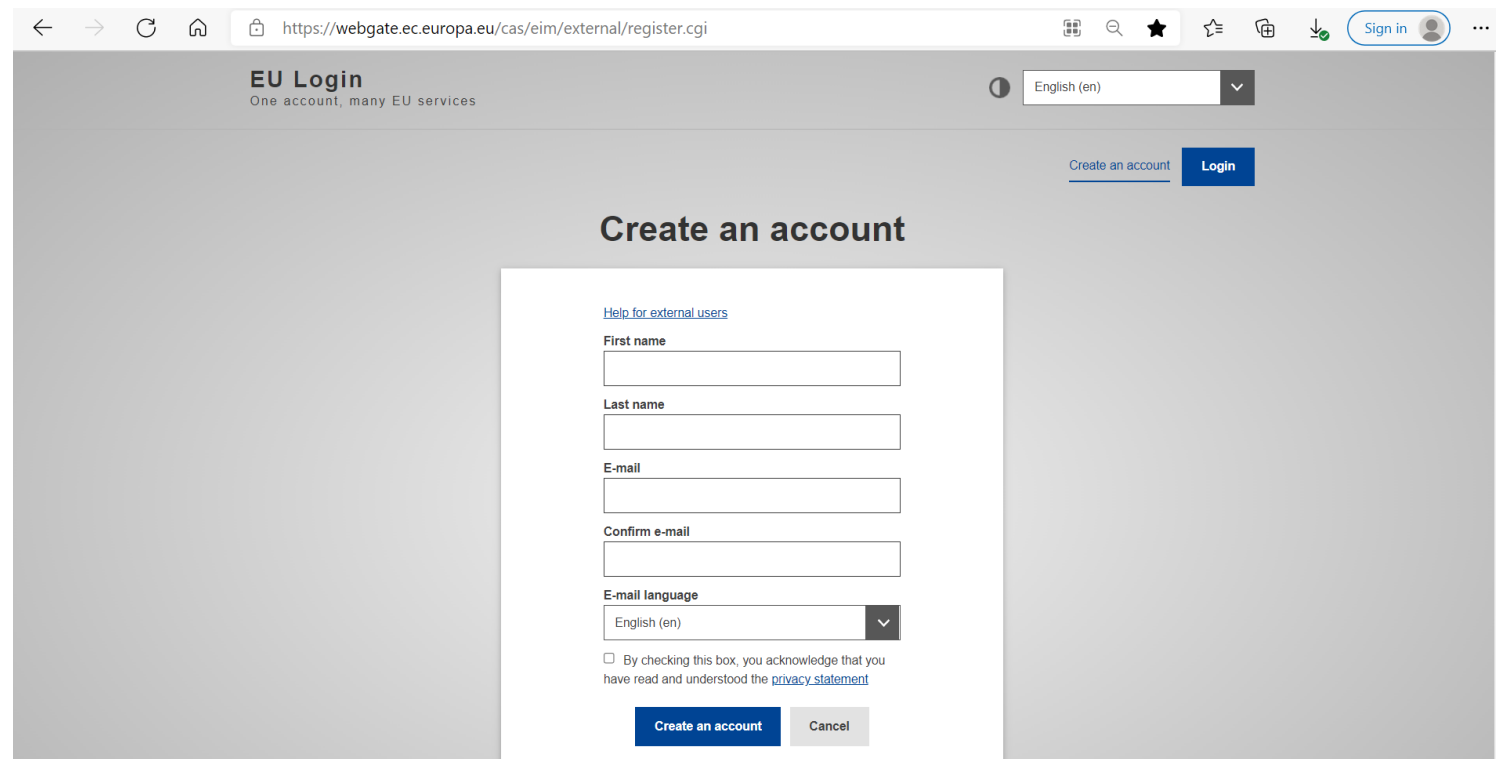by selecting the criteria of
your interest

USEFUL TIPS:

❖ Refine your partner
search via the tutorial
available on the FTP
portal: Find partners - IT
How To - Funding Tenders
Opportunities (europa.eu)

❖ Contact the CERV contact
points

Step 3: Create your EU login account

Go to the page https://webgate.ec.europa.eu/cas/login and click on the "**Create an account**" link

Step 4: Register your organisation and get your PIC

Upon registration, you will receive your **Participant Identification Code (PIC) to be used in your online application form** and further correspondence with the EU services

For new applicants only

For former applicants
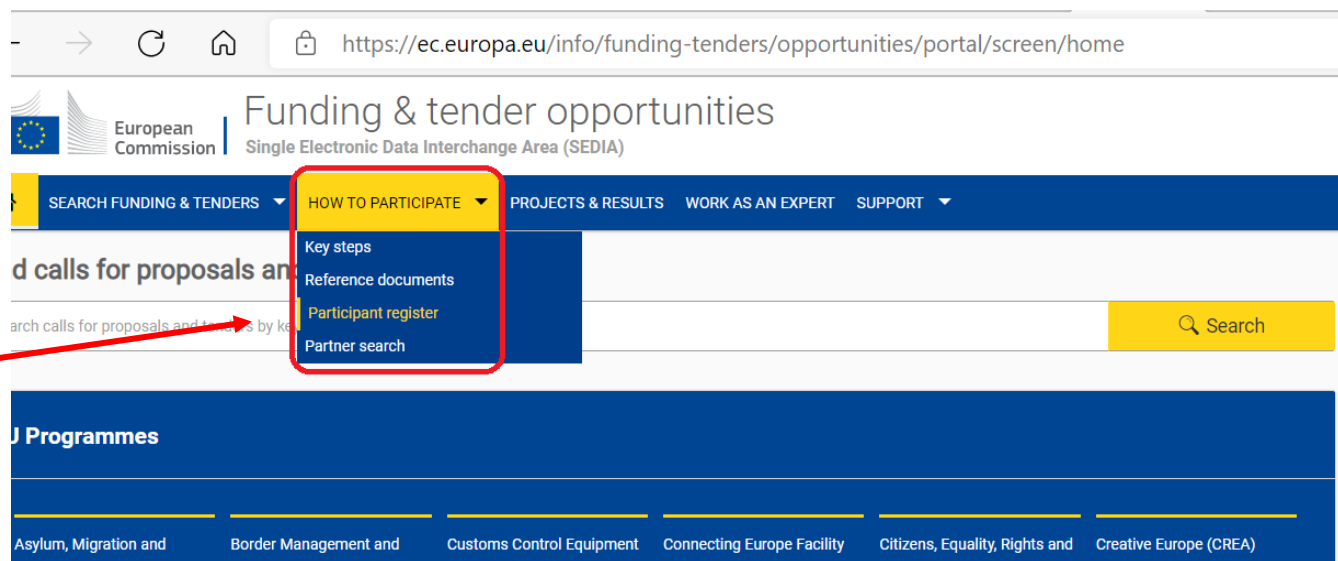
❖ Check that your organisation has a PIC

❖ No need to register your organisation again

❖ Use your existing PIC

Step 5: Start submission

1. Launch Submission wizard

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

○ CERV Lump Sum Grants [CERV-LS], CERV Lump Sum Grant [CERV-AG-LS]

[Start submission]

[⊕ Need help?]

2. Create a draft proposal by clicking on "Start submission"

Proposal structure

Part A

- **Administrative info**

- Data on project partners
- Information about contact persons
- pdf will be generated

Part B

- **Technical description**

- Data on needs analysis, methodology, activities & results …

Calculator

- **Budget calculator**

- Data on the amount requested for the action

Part C

- **Indicators**

- Data on types of organisations, list of events, direct participants
- pdf will be generated

! **Consistency should be ensured in the data provided across all parts of the proposal**

Ex: same budget in all docs

Proposal structure

To be downloaded

Part A

Part B

Calculator

Part C
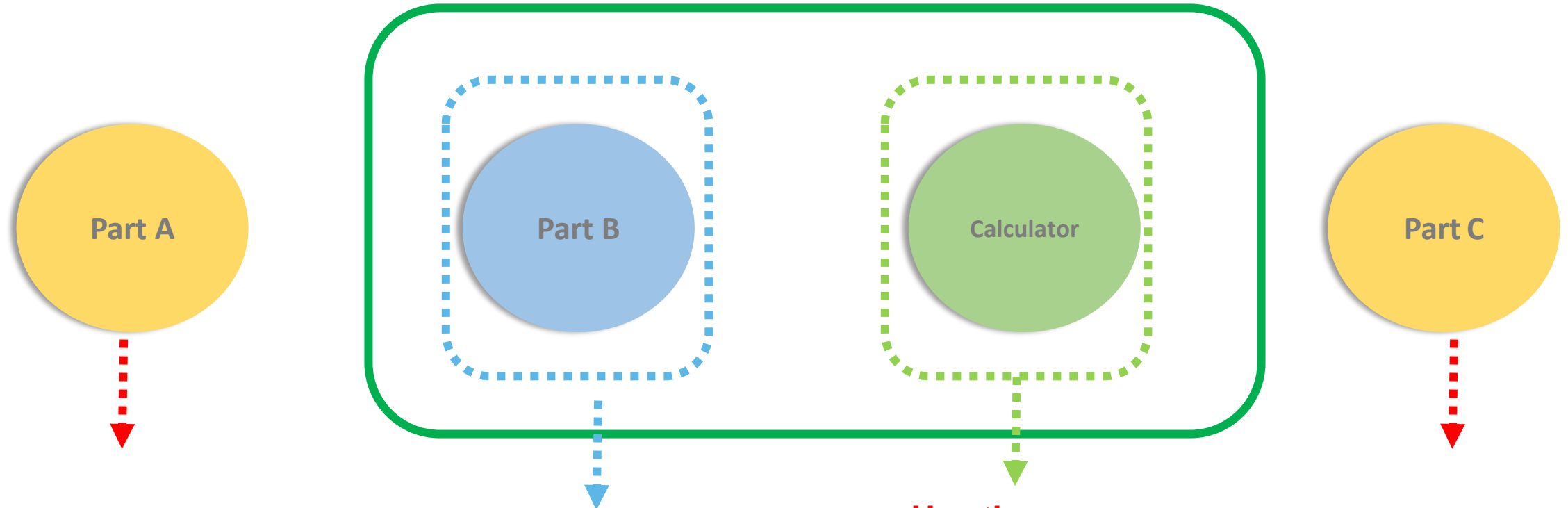
To be filled in directly online

- Download template
- Fill in into Word
- **Convert into PDF**
- **Upload PDF**

- **Use the right templates (one for NT)**
- Download template, fill in & **upload**

To be filled in directly online

Create proposal Step 1

In case of technical issues, contact the Helpdesk

Encode your PIC number

Indicate your role

Download Part B templates and keep them aside

Fill in the "acronym" and the "short summary" sections

Fill in information and "Save and go to next step"

Deadline
20 April 2023 17:00:00 Brussels Local Time

56 days left until closure

Call data

Call: CERV-2023-CITIZENS-TOWN-NT
Topic: CERV-2023-CITIZENS-TOWN-NT
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

⚠ Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

| 🖥 Online Manual | ℹ IT How To |
| ✉ IT Helpdesk | ❓ FAQ |

Service Desk:
✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
📱 +32 2 29 92222

⚠ Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one. ✕

Find your organisation

PIC ℹ * [   ] 9   Short name ℹ * [   ] 250   [Search]

Organisations you have been previously associated with. (Click to select)

| PIC: 892863661 SME Test Rue ABC, 3 Brussels,BE | PIC: 913842918 Test Camelia-Valeria place Rogier Brussels,BE | PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle,BE |

Your role

Please indicate your role in this proposal *
◉ Main contact
○ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym *   [Enter value   ] 20

Short Summary *   [Enter value   ] 2000

[SAVE AND GO TO NEXT STEP]

Create a proposal
Step 2 - Networks of Towns

Number of | Human Rights Call

Human Rights Call
Brasov, RO
PIC: 458694715

1 ✏   Aero LTD   [Add Affiliated Entity +]   Contacts: ❓   [Add contact +]

Aero LTD - test company
Almere, US
PIC: 923131832

Natalia MEREANU - Main contact ✏ →

[Change organisation]   [Contact organisation]

1 → [Add Partner +]   [Add Associated partner +]

MANDATORY:
- Add "partner" (=each participant involved in the project)
- Click Edit Forms (=part A) and fill in
- Click Edit Part C and fill in
- Upload the filled version of 'Part B templates', which include :
  - **Part B**
  - **Calculator**
- Upload the Child Protection Policy applicable in
your organisation/declaration (<u>only if activities involving children are
foreseen</u>)
- Upload the letter of support signed by your Municipality
(<u>only if a "Non for profit organisation representing a local authority" is
involved in the project</u>)

Administrative forms (Part A)

[Edit forms ✏]   [Edit Part C]   [View history]   [Print preview]   ❓

2   **3**

Part B and Annexes

4

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

Part B	❓	[Upload ☁]
Calculator	❓	[Upload ☁]
List of previous projects	❓	[Upload ☁]
Child protection policy	❓	[Upload ☁]
Other annexes	❓	[Upload ☁]
Letter of support	❓	[Upload ☁]

[< BACK TO PARTICIPANTS LIST]   [VALIDATE]   [SUBMIT]

**To check if errors/ missing
information**

Structure of work packages

Networks of Towns
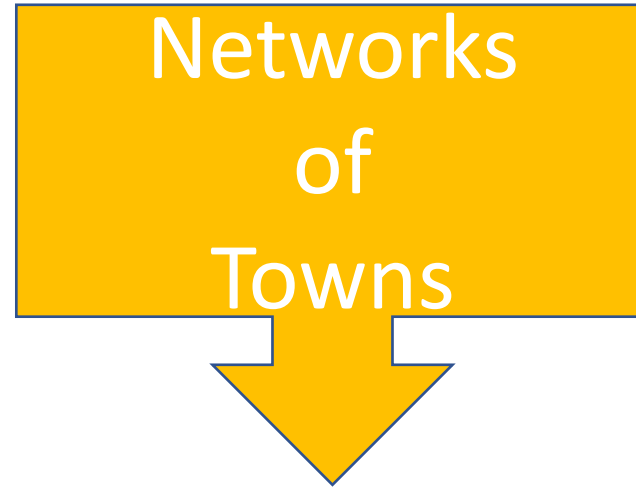
1 WP = 1 event = one or more activities = 1 lump sum

Work packages - Events

Work Package 1: [Name, e.g. Project management and coordination]

| Duration: | MX - MX | Lead Beneficiary: | 1-Shor... |

Objectives

List the specific objectives to which this work package is linked.

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.
Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partne...
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the i...
The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordin...

If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	
T1.1			
T1.2			

Insert a relevant name for your event, e.g. NT Event / Seminar on ... / ...

WP dedicated to management and coordination is NOT applicable for NT

Describe objectives

List activities, e.g. Conference, workshop, publication of articles, publication on social media....

1 WP = 1 event
1 event = one or more activities

Ref. NT 2023 Call Document: Activities that can be funded, p.8

Deliverables

Insert a relevant name
e.g. publication, data collection, video, website, White Paper, training material…

At least one DLV per WP (event)

Describe the DLV (type, **estimated number** of participants, countries…)

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings,	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C]		

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D1.1		1		*[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]*	*[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]*		
D1.2		1		*[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings,*	*[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C]*		

Budget & Work packages

Budget calculator
"Tpl_Calculator (CERV LS, NETWORKS NT).xls"

Event (Work Package) Number	Event type: in situ OR online *(manual input)*	Number of countries *(manual input)*	Number of participants *(manual input)*	Lump sums (EUR) *(automatic)*
1	Online	7-9	201-300	EUR 20.925
2				EUR 0
3				EUR 0
4				EUR 0
5				EUR 0

Online

In Situ

Countries of residence of participants

Direct participants counted once

An **event** happens within a defined timeframe and can include different types of **activities** (conferences, workshops, trainings, seminars, debates, webinars, exhibitions, film screenings/ making, campaigns, publications, surveys, research, flashmobs, etc).

Lump sum (based on n. of direct participants). It co-finances staff costs, travel and overnight stay costs, rental of rooms, communication/ dissemination costs, research and IT tools costs, indirect costs

European Commission

ISSUES FROM FORMER SELECTIONS (I)

- Annexes missing such as Child Protection Policy/declaration on honour, letters of support

- Incorrect budget calculator used (not the one for Networks of Towns)

- Inconsistencies in budget between Part A and the budget calculator (total)

- Private for profit among partners

- Insufficient number of partners (for 2023 must be 4 different partners)

- For the moment, the eligible countries are the Member States

European Commission

ISSUES FROM FORMER SELECTIONS (II)

- Partners are full beneficiaries, they are not to be encoded under associated unless from a country not eligible in CERV

- Carefully choose your partners not to have them withdraw at a later stage (in case the application is successful)

- The partners should be validated as much as possible or have all documents uploaded in the Portal to save time at grant agreement signature level

- Repetition in the topic, activities, same partners from year to year (duplication); more innovation and diversity is expected

European Commission

Reference documents & Online Guidance

Funding & tender opportunities

Guidance & Manuals

Call document available in 24 EU languages

Online Manual

Reference documents
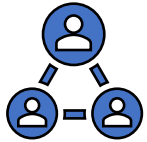Work Programme and call document

IT How to

Helpdesk and Support Services

Watch info sessions
on How to find and apply for calls for proposals
How to find partners
and How to get your Participant Identification Code (PIC)

Contacts and useful links

CERV Contact Points in most EU countries (constantly updated)

DG Justice and Consumers newsletter

EACEA-CERV@ec.europa.eu

Best practices : Example of funded projects **under previous** CERV call
and under the previous programme Europe for Citizens

Communication, dissemination and visibility

➢ Communication and dissemination activities are part of your project proposal (impact on the score you receive in the evaluation)

➢ Issues to consider:
- Are the activities contributing to the promotion of gender equality and non-discrimination?
- What are the communication channels identified? Are they accessible to the general audience, in particular to people from marginalized groups?
- Is the action likely to produce a positive multiplier effect?
- Is the visibility of EU funding will be ensured?
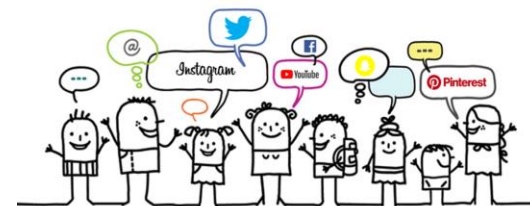
Help beneficiaries to communicate their project

➢ **DG JUST/EACEA newsletter: https://ec.europa.eu/newsroom/just/user-subscriptions/1148/create**

➢ **National Contact Points: https://commission.europa.eu/system/files/2023-02/CERV%20Contact%20Points%2015%20Feb%202023b_0.pdf**

➢ **EU representation in their countries: https://ec.europa.eu/info/about-european-commission/contact/representations-member-states_en**

➢ **EU Direct: https://european-union.europa.eu/contact-eu/meet-us_en**

➢ **Liaise with other projects: https://european-union.europa.eu/contact-eu/meet-us_en**

European Commission

Best practice

- The original concept for NetIdea - NT

- The participatory process to formulate and implement the NT

- Most relevant challenges during the implementation phase

- Suggestions for potential beneficiaries

- Future activities in the NT action

Tips and tricks

20 April 2023

- Read carefully the Call!

- Focus on eligibility criteria and mandatory documentation (e.g. eligible countries, letter of support, calculation etc)

- Projects in scope: choose at least one specific priority

- Integrate in the proposal the gender mainstreaming and/or the child protection perspective if the activities involve minors

- Set realistic realistic objectives ; clear writing of the application form

- Set a good collaboration among partners/ identify clearly the activities to be done in advance

- Set concrete targets and results

- Communicate! And don't forget the impact of your projects' results

- Don't wait until last moment to submit

- If something is not clear, contact the NT team and check the FAQ section in the portal

Q&A

slido

4227090

Questions or comments?

Closing remarks

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Thank you and keep in touch!

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European Commission