



Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

Call for proposals on protecting and promoting Union values
(CERV-2022-CITIZENS-VALUES)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B - Creativity, Citizenship and Joint Operations
EACEA.B.3 - Europe for Citizens

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of Union values 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 [2021/692](#)¹).

The call is launched in accordance with the 2021-2022 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

- **CERV-2022-CITIZENS-VALUES**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated 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)
 - 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:

¹ Regulation (EU) 2021/692 of the European Parliament and of the Council of 28 April 2021 establishing the Citizens, Equality, Rights and Values Programme (OJ L 156, 5.5.2021, p. 1).

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](#)

- 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](#), [REC Programme results webpage](#) and the [Daphne Toolkit](#) to consult the list of projects funded previously.

1. Background

The EU's aim is to promote peace and the well-being of its people. The EU is founded on the values of respect for human dignity, freedom, democracy, equality, including gender equality, the rule of law and respect for human rights, including the rights of people belonging to minorities³. Protecting EU values implies a whole society approach. Civil society has a key role to play in upholding the common values on which the EU is founded: the rule of law, fundamental rights and democracy. Civil society organisations act as promoter of EU values and as watchdogs to monitor the upholding of democratic values in the EU and contribute to checks and balances, together with independent courts, media and other stakeholders. The EU aims to create a supportive environment for civil society organisations that are engaged in the promotion and protection of EU values across the Member States, in full compliance with the values and rights enshrined in the Treaties and in the EU Charter of Fundamental Rights ('the Charter').

Many civil society organisations find it difficult to get the funds they need to develop and perform their activities independently and effectively. The COVID-19 crisis made the situation worse impacting some traditional sources of revenues. While the most vulnerable groups, such as , children, older people, ethnic minorities, in particular Roma, LGBTIQ people, people with disabilities and others, as well as women in general were hit the hardest by the COVID-19 pandemic, many could still rely on the support of civil society organisations⁴. At the same time, the respect for EU values and fundamental rights in the EU Member States cannot be taken for granted.

The Commission monitors the respect of the rule of law, including the framework for Civil Society, in its annual Rule of Law report⁵ and reports every year on the application of the Charter⁶ and uses the possibilities provided for by the Treaty to ensure the respect of EU law in the area of fundamental rights and the rule of law. The 2020 Citizenship report⁷ focuses, among others, on the strengthening of democratic participation, citizens' engagement and inclusion of citizens in the EU through several actions including through funding projects on independent election observation. The European democracy action plan⁸ sets out measures to strengthen the resilience of European democracies, including measures on protecting journalists and Civil Society from lawsuits against public participation (SLAPP). The Commission Action Plan on Integration and Inclusion 2021-2027⁹ sets out measures to build more cohesive and inclusive societies for all. The EU Disability Strategy 2021-2030¹⁰ sets out further measures to improve the life of persons with disabilities including by supporting inclusive democratic participation. The Commission also issued in

³ Article 2 TEU

⁴ [Products | European Union Agency for Fundamental Rights \(europa.eu\)](#)

⁵ Rule of law mechanism | European Commission (europa.eu)

⁶ 2021 annual report on the application of the Charter of fundamental rights | European Commission (europa.eu)

⁷ https://ec.europa.eu/info/sites/default/files/eu_citizenship_report_2020_-_empowering_citizens_and_protecting_their_rights_en.pdf

⁸ EUR-Lex - 52020DC0790 - EN - EUR-Lex (europa.eu)

⁹ EUR-Lex - 52020DC0758 - EN - EUR-Lex (europa.eu)

¹⁰ <https://ec.europa.eu/social/main.jsp?catId=738&langId=en&pubId=8376&furtherPubs=yes>

November 2021 a package of measures on protecting elections integrity and promoting inclusive democratic participation and open democratic debate. Moreover, for some Member States, the Council has recommended, in the context of the European semester¹¹, to strengthen judicial independence or the anti-corruption framework, or to improve access to public information and ensure effective public consultations.

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

Objectives

The overall aim of this call for proposals is to protect, promote and raise awareness of EU fundamental rights and values by supporting local, regional and/or national civil society organisations and increasing their capacity thereby also strengthening the effective application of the Charter and the respect of the rule of law and of democracy in the EU.

The purpose of this call for proposals is to select and support a limited number of intermediaries in the greatest number of Member States, capable of building the capacities of a large number of civil society organisations (CSOs) active at local, regional and/or national level in the fields covered by the CERV programme, including through providing them with financial support.

Reach out to grassroots small, remote and rural based CSOs: intermediaries should give priority to grass-root small, remote and rural based organisations which tend to have more limited capacity and funding sources.

A **civil society organisation** (CSO) is to be understood as an organisational structure whose members serve the general interest through a democratic process, and which plays the role of mediator between state authorities and citizens¹². The EU considers CSOs to include all non-State, not-for-profit structures, who are non-partisan and non-violent, that promote and protect the fundamental rights and values on which the EU is founded¹³.

Themes and priorities (scope)

The priorities of this call are:

- to raise awareness on rights and values through support to civil society organisations;
- to strengthen the protection and promotion of Union values including the respect of the rule of law;
- to contribute to democratic values including by supporting dialogue, transparency and good governance, including in cases of shrinking space for civil society.

Applications must foresee the provision of financial support to civil society organisations active at local, regional and national level and which promote and protect fundamental rights and EU's values, and carry out activities in the fields covered by the CERV programme.

¹¹ https://ec.europa.eu/info/business-economy-euro/economic-and-fiscal-policy-coordination/eu-economic-governance-monitoring-prevention-correction/european-semester_en

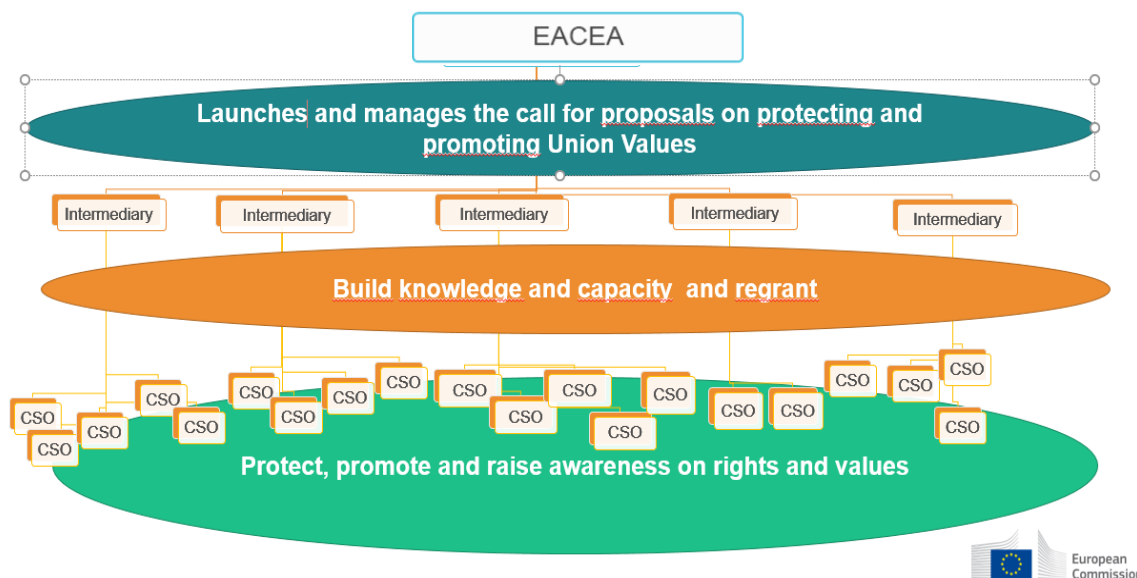
¹² Civil Society Organisation as referred to in the EUR-Lex we portal https://eur-lex.europa.eu/summary/glossary/civil_society_organisation.html

¹³ Commission Communication COM(2012) 492 "The roots of democracy and sustainable development".

EU funding should contribute to support, empower and build the capacity of independent civil society organisations active in the promotion and protection of EU values and fundamental rights, whose activities help the strategic enforcement of rights under EU law and the Charter.

Proposals should be based on and include a thorough assessment of the CSOs landscape (in the country(ies) covered), the challenges they face and their needs.

Below is an indicative presentation of the granting scheme.



Activities that can be funded (scope)

Activities funded must comply with and promote the principles of the rule of law, fundamental rights and democracy. Proposals must include both categories of activities:

- **Financial support to third parties (CSOs)** by intermediaries
- **Capacity building for CSOs**

Other relevant and innovative activities may be considered.

a) Financial support to third parties (CSOs) by intermediaries

Financial support to third parties is considered essential to achieve the objective of this Call for proposals and must be reflected appropriately in the budget distribution.

In compliance with the present call for proposals and notably any conditions or restrictions in this section, applicants to this call shall define and describe in the proposal:

- (i) the objectives and the results that the third parties should achieve with the financial support, and which must be in line with the objectives and priorities of this call for proposals;
- (ii) the maximum amount which may be given and the criteria for determining the exact amount of financial support for each third party;
- (iii) the types of organisations which may receive financial support;
- (iv) the different types of activities eligible for financial support on the basis of a fixed list;

- (v) the procedure for evaluating these third parties and for giving the financial support, the selection and award criteria;
- (vi) the communication tools and channels through which they will ensure outreach to potential third parties.

The mandatory conditions for giving financial support (see above points (i) to (vi)) will be strictly defined in the grant agreement between the intermediary and the Commission.

Selection of third parties for financial support: Award criteria and evaluation procedure

The applicant is expected to describe the procedure and the criteria used to make sure they select the appropriate organisations in particular as regards the respect of EU values.

When launching calls for proposals for the award of financial support, intermediaries may use their own procedures provided these procedures comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination. They should also aim at reducing administrative burden for third parties, while at the same time ensuring sound financial management

Intermediaries must ensure transparency with adequate publication of calls for proposals and prevent conflict of interests throughout the entire award procedure. They will have to clearly demonstrate this in their application and report on it throughout the project.

Calls for proposals should be published in EU languages relevant to the local context, and must remain open for at least two months. Open-ended calls under which CSOs can apply at any time are also possible.

Applicants for financial support to third parties should be able to submit applications in the language of the call for proposals.

The application forms and procedures should be tailor-made to the technical and managerial capacities of local organisations of the respective countries. Intermediaries could foresee a two-stage selection process in order for CSOs with less capacity to receive assistance and better develop their ideas into fully-fledged projects.

Intermediaries should provide support to applicants in the process of preparing applications (pre-application information sessions, helpdesk etc) respecting principles of equal treatment and absence of conflict of interest. They should use a uniform evaluation procedure and ensure that the proposals are evaluated in the same manner, independently from which partner in the intermediary consortium¹⁴ is organising the Call for Proposals.

Intermediaries must publish the outcome of the call(s) on their websites, including a description of the selected projects, award dates, project durations, final recipients' legal names and countries of establishment. The indicative timeline for this publication is within two months after the submission deadline of the call the proposal or equivalent date for open-end calls.

Financial support to third parties: Budget, duration and location

- The maximum amount of financial support per third party is EUR 60 000.

¹⁴ The intermediary may be a consortium of several organisations, see section 6 Eligibility

Applicants for financial support to third parties should be able to use simplified cost options and in particular lump sums.

- Activities carried out by third parties must take place in EU Member States (including overseas countries and territories (OCTs) and during the grant implementation period. Only cost incurred during that period can be considered eligible.¹⁵

Types of organisations/third parties that may receive financial support:

In order to be eligible for financial support, the **third party** must:

- be established in a Member State of the European Union (including overseas countries and territories (OCTs));
- be non-profit-making and be a civil society organisation;
- respect the fundamental rights and values on which the EU is founded.

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).

The third parties are neither affiliated entity(ies) (of the intermediary) nor associates nor contractors.

Activities implemented by the third parties

The following list of activities is not exhaustive; other relevant and innovative activities may be considered:

- **awareness raising and outreach of rights and values under the EU Treaties and the Charter** among the general public and key actors such as policy and law makers, legal professionals and the judiciary; communication and public information through social media;
- organisation of **civic platforms and civic dialogues** linked to EU rights and values themes;
- **coalitions and partnerships among CSOs**; coordination and strategic cooperation between CSOs and other stakeholders, public or private sector entities;
- Provision of **free advice, watchdog and monitoring activities** on EU policies and rights and values under the EU Treaties and the Charter;
- **promotion of the implementation of adopted laws**, regulations and Court cases;
- **lobbying/advocacy** to influence policy and decision making processes, including revision/adopting/adoption of policies and legislation;
- **research and analysis** aimed at informing policy-making at EU and national level, development of tools and standards to support EU values;
- **provision of support services** to the target group, such as victims support, training etc...

Activities on strategic litigation can be supported limited to capacity building, awareness raising activities, training, mutual learning and exchange of good practices and analytical activities.

b) Capacity building for CSOs (by intermediaries) through :

¹⁵ A typical duration of a third party project could be around six to twelve months, with the third party having one month after the end of the project to submit their report to the intermediary.

- **technical and methodological support** for the preparation and implementation of activities of CSOs (for instance helpdesk during their application phase, support on monitoring and reporting, etc);
- **training and building the capacity and sustainability** of CSOs (for instance with coaching aimed at strengthening strategic thinking and managerial capacities of CSOs, fundraising training sessions, training on watchdog and advocacy methods, seminars on communication including through social media and video-making, or strengthening policy research and analysis);
- **thematic training for CSOs** on EU law and policies and on rights and values as enshrined in the EU Treaties, the Charter and in the applicable international human rights conventions; this category of activity is mandatory.
- **awareness-raising for CSOs** on the rule of law and fundamental right's culture in the EU and its Member States;
- **fostering and facilitating networking** among CSOs and with relevant stakeholders with a view to promoting and protecting fundamental rights and values in the EU.

Capacity building should be adopted as a concept that goes beyond the conventional perception of training. Capacity building should be carried out as a continuous exercise and linked to the concept of learning organisations. The learning concept involves constant changes and experiments by using feedback of processes and results, transforming individual and organisational practices and values and adjustment of structures to cope with changes. Therefore, the capacity building actions to be proposed should show the added value or cumulative effect of the action to be undertaken. They should be based on knowledge sharing of partner organisations through mentoring, coaching and on-the-job training. The capacity building actions need to be results oriented and sustainable, and aimed at strengthening organisational ability to make more effective decisions, become more active players and to take full responsibility for the consequences of decisions. The assessment of the capacity building needs should include a gender equality analysis. Findings from this gender analysis should inform the design and implementation of the project's activities. Activities should be accessible to women and men on equal terms¹⁶. Likewise, when designing the activities' content, the applicant shall take into account, as relevant, the differences in situations and conditions for women and men (or girls and boys).

Management and control system

The applicant should put in place and describe in their grant application form a solid management and control system to ensure respect of the principles of economy, efficiency and effectiveness. It shall cover in particular:

- **project management** and control set-up;
- the intermediary's **procedures for the selection of third party CSOs** and procedures for granting funds;
- the intermediary's **system for preventing, detecting, mitigating, reporting** on and remedying suspected or actual cases of conflict of interests in the selection procedures;

¹⁶ For the format, the applicant shall take into account the social roles of women and men in the society, in order to make the training course easily accessible for everyone. For example, as in the society women are often attributed a role of the principal children caregiver, a training course lasting until 18.30 or the one lasting 5 days in a row outside of the place where they live, may render it more difficult for women to participate.

- the intermediary's system for preventing, mitigating, detecting, reporting on and remedying suspected or actual **cases of irregularities** and frauds, and other cases such as those described in art 136 of the EU Financial Regulation¹⁷
- the intermediary's system for preventing, mitigating, detecting, reporting on and remedying **risks to the effective implementation** of the project and the achievement of its expected outcomes;
- the intermediary's system for preventing, mitigating, detecting, reporting on and remedying **reputational risks**.

As regards reputational risks linked to the non-respect of EU values by the CSOs/third parties, the intermediary must demonstrate in the grant application form how they plan to ensure that their grantees have not:

- breached Union values
- promoted values contradictory to Union values
- engaged into activities contradictory to Union values

In addition, the intermediary may include in their calls for proposals a requirement that the beneficiary signs a Declaration of Honour to this effect. The Declaration should state that breaches will make the (potential) beneficiary liable to exclusion, administrative sanctions or cancellation of funding.

Intermediaries must carry out a due diligence process whenever they have reason to doubt that an organisation does/will not comply with its stated objectives¹⁸. The intermediary should explain how their evaluation procedures will incorporate the expertise necessary to ensure that only organisations defending EU values will qualify for grants.

Reporting

The applicant should put in place and describe in their grant application form a reporting mechanism in order to meet the following reporting requirements:

- report back to the European Commission on the **achievement of outputs and outcomes** of the project and of the projects by the third party CSOs;
- submit **standardised information** related to each third party CSO project (see section 10 Milestones & deliverables);
- collect and review **third party CSO project implementation** and completion reports;
- respond to ad **hoc requests for information** from the European Commission.

The applicant should explain in the grant application form, in which way and how frequently they propose to monitor third parties projects, e.g. visit projects 'in the field' and offer advice and support, or phone or video calls, and whether they will use financial, risk or other criteria for intensity of monitoring, and what standard thresholds will be for more intensive monitoring.

Expected impact

(a) strengthened capacity of CSOs that aim to protect and promote EU rights and values;

¹⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32018R1046>

¹⁸ This could be carried before or after the selection process, but before signing the grant agreement. It needs to be made clear in the call for proposals at which point this may occur and that eventual signature of a grant agreement may be subject to this due diligence process, including requests for additional information to facilitate transparency. The process could include a review of CSOs' online presence, including its social media channels and social media channels of its key personnel and trustees/board members, and verification of other sources available in their Member State, including annual reports, state registers, etc., as well as engaging on a dialogue with the concerned organisation

- (b) a more supportive environment for CSOs;
- (c) more effective, accountable and sustainable CSOs;
- (d) a better developed advocacy and watchdog role for CSOs;
- (e) increased public participation in civic activities;
- (f) increased involvement of CSOs in policy and decision-making processes with local, regional, and national governments;
- (g) increased public awareness of EU rights and values;
- (h) empowerment of vulnerable groups;
- (i) strengthened regional cooperation within Civil Society.

3. Available budget

The available call budget is **EUR 51 000 000**.

We reserve the right not to award all available funds depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	16 December 2021
<u>Deadline for submission:</u>	<u>29 March 2022 – 17:00:00 CET</u> (Brussels)
Evaluation:	April-June 2022
Information on evaluation results:	June 2022
GA signature:	June-September 2022

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
- CVs (standard) of core project team
- activity reports of last year
- list of previous projects (key projects for the last 4 years) (*template available in Part B*)
- for participants with activities involving children: their child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#)



Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.

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,

- a) 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))
 - be non-profit-making;
 - be independent from government, public authorities, political, religious or commercial interests; and
 - be a civil society organisation;
- b) the applicant or at least one partner, if any, must fulfil all of the following:
 - have recent proven experience of at least 3 years in implementing CSO capacity building activities;
 - have recent proven experience in awarding and managing grants to CSOs;
- c) the EU grant applied for cannot be lower than EUR 2 500 000 or higher than EUR 4 000 000.

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 not 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 persons¹⁹.

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'²⁰.  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).

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).²¹

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)*²² and entities covered by Commission Guidelines No [2013/C 205/05](#)²³). 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).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

Proposals must be submitted by a consortium of at least 1 applicant (beneficiaries; not affiliated entities).

¹⁹ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

²⁰ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

²¹ Not applicable for this Call for proposals.

²² 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 Map](#).

²³ Commission guidelines No [2013/C 205/05](#) 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).

Eligible activities

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

The following activities are **not** considered eligible for funding under this call:

- activities that may be contradictory with the interest of the EU;
- activities that would be against EU fundamental values;
- activities which include proselytising activities;
- activities supporting directly political parties.

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

Financial support to third parties is allowed for grants under the conditions set under section 2.

Under this Call, financial support to third parties is considered essential to achieve the objective of the action

The project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

Geographic location (target countries)

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

Duration

Projects should normally last 36 months (extensions are possible, if duly justified and through an amendment).

Project budget

Project budgets (maximum grant amount) are expected to range between EUR 2 500 000 and EUR 4 000 000 per project.

Ethics and EU values

Projects must comply with:

- highest ethical standards and
- 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*

[Non-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 individuals²⁴. 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 values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Organisations with activities directly 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.

²⁴ [Non-discrimination mainstreaming- instruments, case studies and way forwards](#)



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 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
- applicants' activity reports of last year
- 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 participate²⁵:

- 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 misconduct²⁶ (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

²⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

²⁶ 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 IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

(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)
- 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 that²⁷:

- 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 external 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.

 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

²⁷ See Article 141 EU Financial Regulation [2018/1046](#).

considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

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

– **Relevance:**

Extent to which the **applicant's regular activities and mission:**

- match the objectives and priorities of EU support towards increased capacity development of CSOs in the EU;
- are relevant to the particular needs and constraints of the target country(ies), region(s) in one or more EU Member States;
- show the capacity of the applicant to reach out to the most remote regions and marginalised or vulnerable groups.

Extent to which the **proposal:**

- matches the priorities and objectives of the call;
- presents a high quality overview and analysis of the CSOs sector in the target country(ies), region(s), including the identification of key challenges clearly defined needs and robust needs assessment;
- is relevant to the particular needs and constraints of the target country(ies), region(s) (including synergy with other development initiatives, avoidance of duplication with existing EU capacity development support);
- clearly defines target groups, with gender perspective being appropriately taken into account;

Extent to which the **planned measures** in particular, **capacity building and financial support to third parties:**

- are balanced, well-proportioned and well-structured and relevant to address the needs;
- contribute to the EU strategic and legislative context.(40 points)

– **Quality:**

- clarity and consistency of project;
- logical links between the identified problems, needs and solutions proposed (logical frame concept);
- strategy to reach out to a large number of grass-root, small CSOs and CSOs in rural and remote areas;
- approach to evaluation and selection of third party CSOs to be funded (including how to ensure absence of conflict of interest and that only organisations defending EU values will qualify for grants);
- approach to reduce administrative burden on CSOs/ third parties and facilitate implementation of CSOs/third parties projects;
- methodology for implementing the project with gender perspective being appropriately take into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners);
- risk control & risk management, monitoring and evaluation;
- strategy to ensure that ethical issues are addressed;
- feasibility of the project within the proposed time frame;
- financial feasibility (sufficient/appropriate budget for proper implementation);

- cost-effectiveness (best value for money). (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 and at the maximum within 6 months after the grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: normally 36 months (extensions are possible, if duly justified 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.

The project activities must be organised in the following work packages:

- WP 1 – Project management, including risk management (mandatory)
- WP 2 – Support to third parties (mandatory)
- WP 3 – Capacity building (mandatory)
- WP 4 – Project webpage (mandatory)

Additional work packages may be added.

The following deliverables will be mandatory for all projects:

- For **Support to third parties**, beneficiaries will have to provide as a deliverable a webpage compiling identity fiches of all third party projects. Those fiches should include at least the name of the third party funded, the title of the project, the budget received, a short summary of the project funded and the target group reached qualitative results and quantitative results as appropriate including as a minimum :
 - number of publications,
 - number of awareness raising actions / campaign carried out,
 - number of people engaged in the CSO activities,
 - number of national policies or laws influenced,
 - number of beneficiaries of service provided (hotline, counselling services, informal education...)

The information contained in this webpage should also be provided to the Commission in the form of an excel sheet with, as a minimum, the following entries:

Name of the third party	
Title of the project	
Budget received from the intermediary	
Target group reached	
Summary of the project	
Qualitative results	
number of publications,	
number of awareness raising actions / campaign carried out,	
number of people engaged in the CSO activities,	
number of national policies or laws influenced,	
number of beneficiaries of service provided (hotline, legal advice, counselling services, informal education...)	
Other quantitative results	

- For **Capacity building activities** organised by the intermediary, the beneficiaries (intermediaries) 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 weblink to the survey, to be forwarded to the attendees. They will have access to the survey

results for 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): are expected to range between EUR 2 500 000 and EUR 4 000 000 per project. The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

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*).

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*).


Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost: No

- volunteers unit cost²⁸: Yes (without indirect costs)
- travel and subsistence unit cost²⁹: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000, unless a higher amount is required because the objective of the action would otherwise be impossible or overly difficult to achieve and this is duly justified in the Application Form
 - indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
 - VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
 - other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

 Volunteers costs — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a prefixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA — Annotated Grant Agreement, art 6.2.A.5](#).

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 **40%** 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.


There will be one or more interim payments (with cost reporting through the use of resources report).

²⁸ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

²⁹ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

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 be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us – in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

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 and 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 – Annotated Grant Agreement](#).

11. 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 EU Login user account](#).

Once you have an EU Login 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 4 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
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

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 webform](#), 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.

12. 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; not applicable for actions by invitation)
- [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 can reattribute 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 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 [AGA – Annotated 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.

BUT: 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 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 & Tenders Portal Privacy Statement](#).