



# CERV-2024-CITIZENS-TOWN-NT

## Networks of Towns

### CERV Programme

## Online Info Session

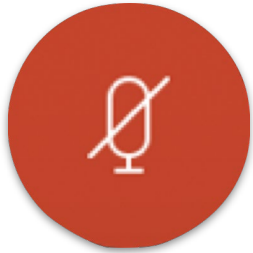
*European Education and Culture  
Executive Agency*

**13 February 2024**

Stanciulescu Luminita & Varzan Simona

# Get Webex ready...

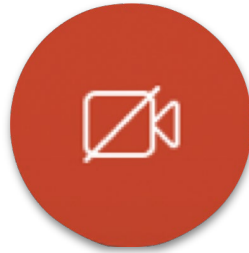
Microphone



OFF

Stay muted

Camera



OFF

Please keep your camera off

**slido**

**#5160505**



Join us on  
[www.slido.com](https://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!!**

# Live Poll (1)

Which country are you joining us from?

**slido**

**#5160505**



# Live Poll (2)

Which emoji best represents how you feel at the moment?

slido

#5160505



# Live Poll (3)

How familiar are you with the Call  
Networks of Towns?

slido

#5160505



# Agenda

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9:15-9:30	<b>Connection of participants &amp; speakers to Webex</b>	SLIDO
9:30-9:40	<b>Welcome and opening remarks</b>	EACEA.B3 Head of Unit DUTRIEUX Godelieve
9:40-09:55	<b>PART I Political priorities</b> Information on policy priorities, areas of intervention, budget available, expected activities and results	DG JUST H3.003 SHARP Christopher
09:55-10:55	<b>PART I Application procedure</b> Admissibility, eligibility and award criteria Horizontal aspects: EU values, gender mainstreaming and child protection policy Lump – sum type I financing system Submission process	EACEA.B3.01
10:55-11:10	<b>PART I Questions &amp; Answers</b>	
11:10-11:25	<b>Break</b>	

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# Agenda

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11:25-12:10	<b>PART II</b> <b>Best practice testimony</b> <b>Communication obligations</b> <b>Tips &amp; tricks of a good application</b>	EACEA.B3 .01
12:10-12:25	<b>Part II</b> <b>Question &amp; Answers</b>	
12:25-12:40	<b>National Contact Points</b> and their role in assisting the applicants ( <b>NCPs</b> )	NCP representative ZURZE Vilma
12:40-12:45	<b>Feedback from the meeting</b>	SLIDO
12:45-13:00	<b>Closing remarks</b>	EACEA.B3.01 Programme Manager PEDONE Elena

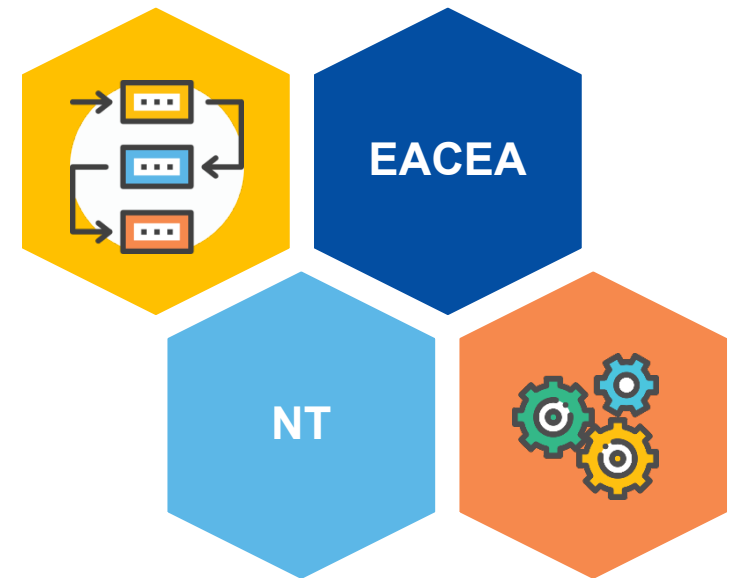
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# Welcome and opening remarks

DUTRIEUX Godelieve, Head of Unit EACEA B.3.

- European Education and Culture Executive Agency  
EACEA
- Citizens' engagement and participation &  
Citizens, Equality, Rights and Values
- eGrants



# 1) Citizens, Equality, Rights and Values Programme

EU FUNDING OPPORTUNITIES

Christopher Sharp DG JUST H3



# 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

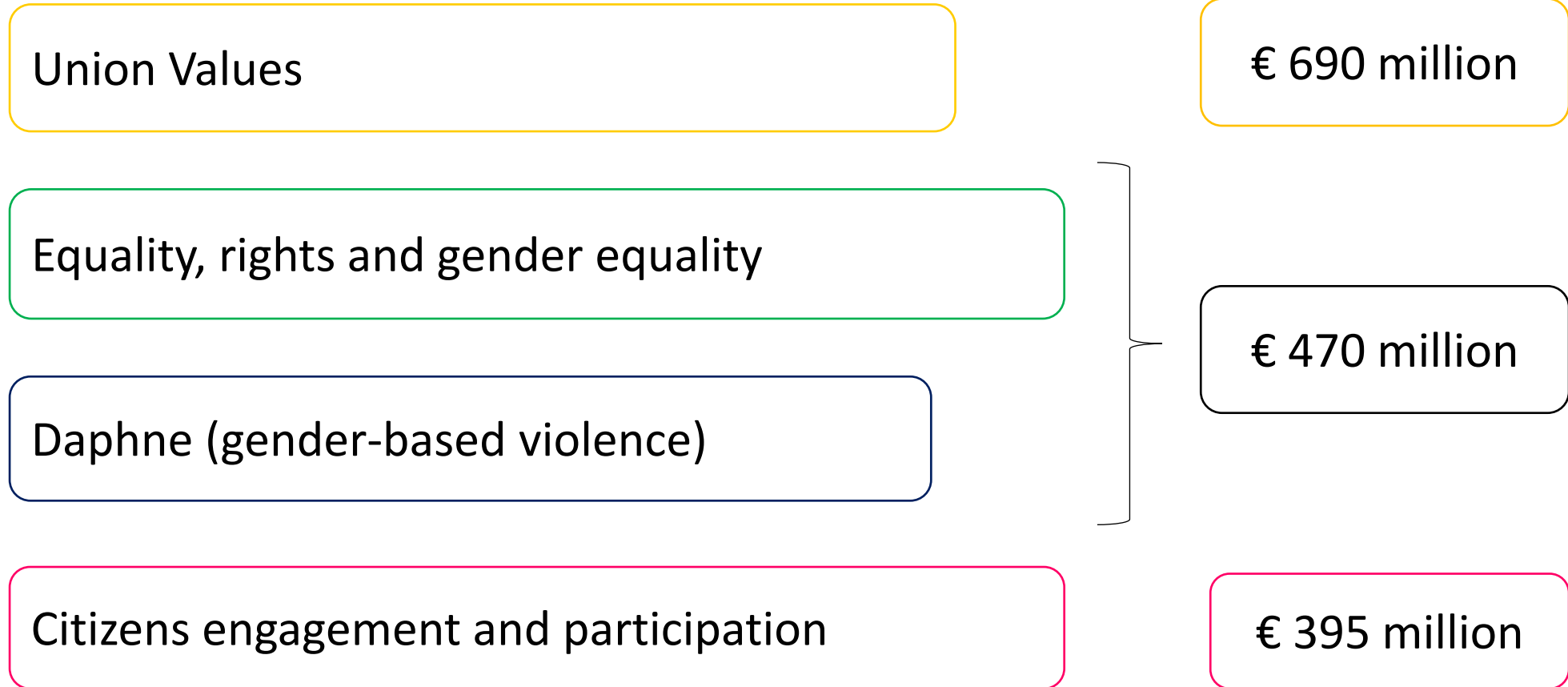
**Union values strand**

**Equality, Rights and Gender Equality strand**

**Citizens' engagement and participation strand**

**Daphne strand**

# Budget: 1.55 billion euro for 2021- 2027



# General objectives Networks of Towns 2024

To promote exchanges between citizens of different countries, to reinforce mutual understanding and tolerance and give them the opportunity to broaden their perspective and develop a sense of European belonging and identity

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

To enable towns to engage citizens and communities in discussions and actions on the climate and the environment, including energy-related issues, and on solidarity and migration. To give citizens the opportunity to discover the cultural diversity of the European Union and to make them aware that European values and cultural heritage constitute the foundation for a common future

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

# Specific policy Priorities Networks of Towns 2024 (I)

- Promoting awareness and building knowledge of the role of minorities, such as people with a minority and racial or ethnic background (for instance Roma and migrants), in European society and their contribution to Europe's cultural development;
- Identifying ways to further strengthen the European dimension and democratic legitimacy of the EU decision-making process and fostering free, open and healthy democratic governance in an era of low turnout in elections, populism, disinformation and challenges facing civil society, by supporting citizens' active involvement in European political life and the exercise of their electoral rights;
- Bringing citizens together to discuss actions on the climate and the environment, including energy-related issues, solidarity and sharing best practices, and thus contributing to increasing citizens' engagement in society and ultimately their active involvement in the democratic life of the Union.



# 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**

- **Lasting links** with partner organisations
- Greater awareness of the **benefits of diversity, gender equality** and the **tackling of discrimination and racism**
- Increase in and encouragement of **mutual understanding and acceptance of European minorities, such as Roma**

- Better information on **the rights conferred by EU citizenship** and their improved implementation in Member States



# 2) Timetable, main aspects, evaluation criteria

**CERV-2024-CITIZENS-TOWN-NT**

Luminita Stanciulescu Call Coordinator EACEA B3

# Timetable *(section 4 in Call Document)*

<b>Deadline for submission</b>	<b>Evaluation</b>	<b>Information on evaluation results</b>	<b>Grant signature</b>
<b>18 April 2024 17:00:00 CET (Brussels)</b>	<b>May – July 2024</b>	<b>October 2024</b>	<b>December 2024 January 2025</b>

# Networks of Towns - Eligibility

- Organizations must be **legal entities** (public or private non profit bodies)
- Be established in one of the **eligible countries, updated list here:** [list-3rd-country-participation\\_cerv\\_en.pdf \(europa.eu\)](#)
- 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: it is not a percentage as for budget-based projects (the lump sum does not cover all the costs of the project)**

# Networks of Towns - Eligibility

- Under the Call CERV-2024-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). The event **is linked to a meeting**, an interaction with a dedicated public
- 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 FRT themselves, see also FRT members).

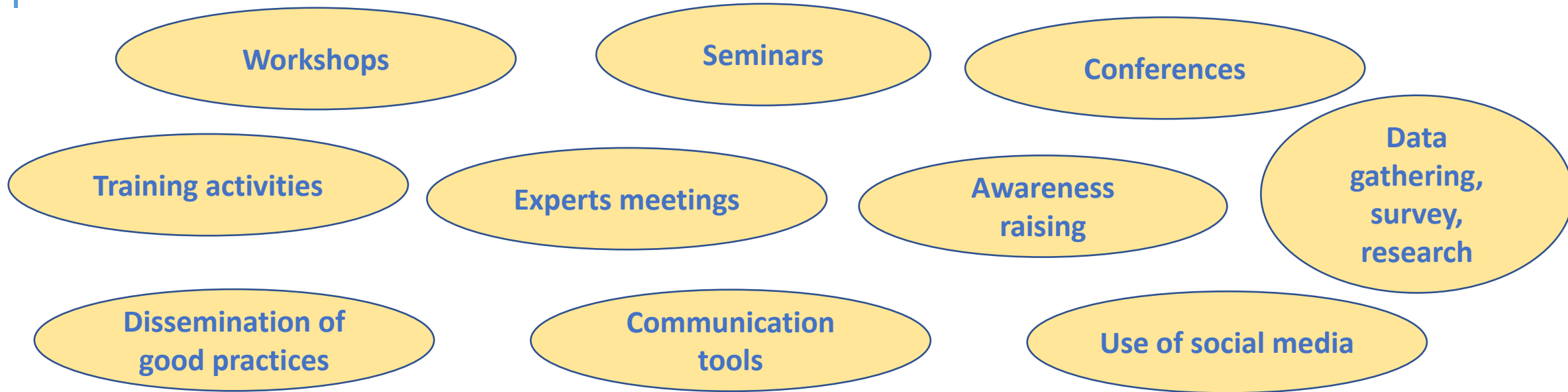
### Subcontractors vs suppliers of goods, works and services

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 <b>Subcontracting</b> 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



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



# EU Values, Gender mainstreaming & Child Protection Policy

Inmaculada Perez Rocha, EACEA.B3



# Adherence to EU values

Eligibility criteria

Ethics and EU values (5.1 section of Part B)

## **Article 21 of the EU Charter of Fundamental Rights**

*...Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. ...Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.*

## **Article 2 of the Treaty on the European Union**

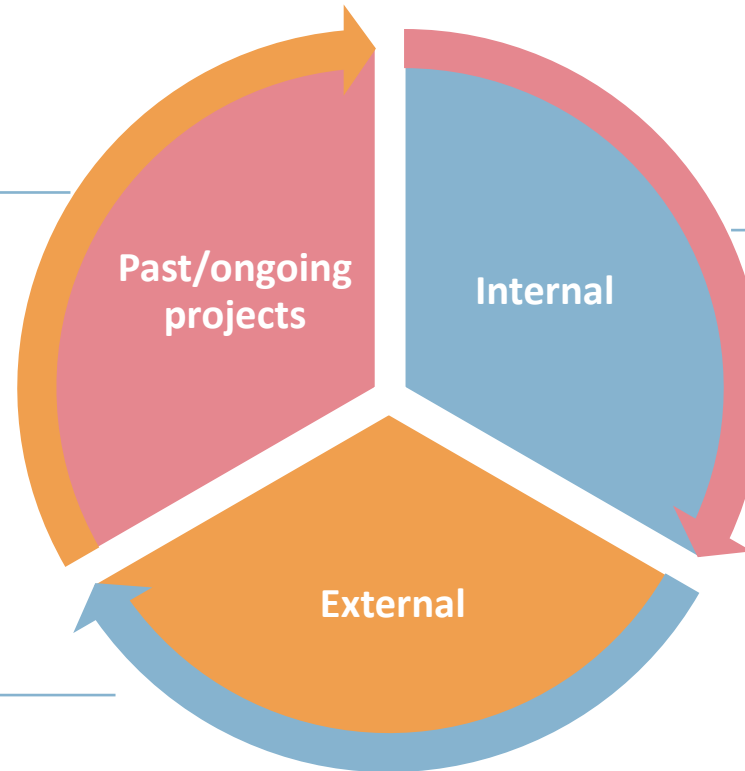
*...The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities...*



# How can you show adherence to EU values

What **projects** have you carried out to promote non-discrimination and EU values? Have these projects advanced EU values particularly Non-discrimination?

**External** - What kind of advocacy actions have you done in favour of EU values esp. non-discrimination?



**Internal policies** - What have you done to promote non-discrimination in your own organisations?

# Integrating a gender perspective into projects

[Introduction to Gender Mainstr...](#)

[Gender analysis | EIGE \(europa.eu\)](#)

## Needs assessment

- Are project objectives designed, based on a robust analysis and aligned to strategic gender needs?
- Are women's needs in the area of your project the same as those of men?
- Have men and women been consulted to identify needs and opportunities?

## Monitoring & Evaluation

- Are people from all gender involved in the monitoring and evaluation?
- Are indicators to measure project progress and goals gender sensitive?
- Does your data collection and interpretation approach allow to capture gender differences?

## Implementation & Dissemination

- Are any gender specific factors (location, mobility, care work) limiting participation in the project?
- Are there specific changes introduced by the project and would they impact women and men?
- Is the project using gender sensitive language?

# 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?

# Resources for your consideration

Please visit the EIGE Website

[Gender Mainstreaming Toolkit](#)

[Gender statistics and indicators | EIGE \(europa.eu\)](#)

[Gender evaluation | EIGE \(europa.eu\)](#)

[Gender monitoring | EIGE \(europa.eu\)](#)

[Gender analysis | EIGE \(europa.eu\)](#)

[Gender awareness-raising | EIGE \(europa.eu\)](#)

# Child Protection supporting documents

- **For municipalities:** If an activity that you want to organise will involve **children**, a declaration on the respect of the child protection requirements must be provided in the proposal
- **For NGOs applying on behalf of a municipality:** Participants with activities involving children must moreover have a child protection policy covering the four areas described in the Keeping [Children Safe Child Safeguarding Standards](#)

# International Child Safeguarding Standards

## International Child standards ...

Relevant for organisations which work which work with, impact on, or come into contact with children (children are persons under 18 years old)

Represents a commitment to ensure that your organisation will “do no harm” and that you meet the responsibilities set out in the UN Convention on the Rights of the Child

The policy must be published online and transparent to everyone

It will include information on staff recruitment, vetting, procedures and rules for staff such as reporting and training

## Child Protection Policy (CPP)

### Areas

POLICY

PEOPLE

Procedures

Accountability

# Evaluation criteria

## Admissibility

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

## Eligibility

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

## Exclusion

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

## Selection

Operational capacity  
Financial capacity (if selected for funding)

## Award

- Relevance
- Quality
- Impact



Please refer to the [call-fiche\\_cerv-2024-citizens-town-nt\\_en.pdf \(europa.eu\)](#) 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**



# 3) How to apply?

Simona Varzan Call Coordinator EACEA B3

# 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



**BEFORE CREATING  
YOUR PROPOSAL**

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

# Step 1: Find the call

Call ID: **CERV-2024-CITIZENS-TOWN-NT**

The screenshot shows the top navigation bar of the SEDIA website with the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. Below the navigation bar is a search bar with the text 'Networks of Towns' and a 'Search' button. Underneath the search bar is a section titled 'EU Programmes' with a grid of program categories. The 'Citizens, Equality, Rights and Values Programme (CERV)' is circled in red. An orange arrow points from the search bar to the right.

The screenshot shows the search results page for 'Networks of Towns' (CERV-2024-CITIZENS-TOWN-NT). The search bar is circled in orange. The results show the call title, topic, and internal navigation. The 'Citizens, Equality, Rights and Values Programme (CERV)' is highlighted in the internal navigation. The call details are as follows:

<b>Call</b> Call for proposals for Networks of Towns (CERV-2024-CITIZENS-TOWN-NT)	
<b>Type of action</b> CERV-LS CERV Lump Sum Grants	<b>Type of MGA</b> CERV Lump Sum Grant [CERV-AG-LS]
<b>Deadline model</b> single-stage	<b>Opening date</b> 14 December 2023

# Step 1: Find the call documents

General information
Topic updates
Topic description
<b>Conditions and documents</b>
Partner search announcements
Submission service
Topic related FAQ
Get support
Call information
Call updates

## Topic conditions and documents

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



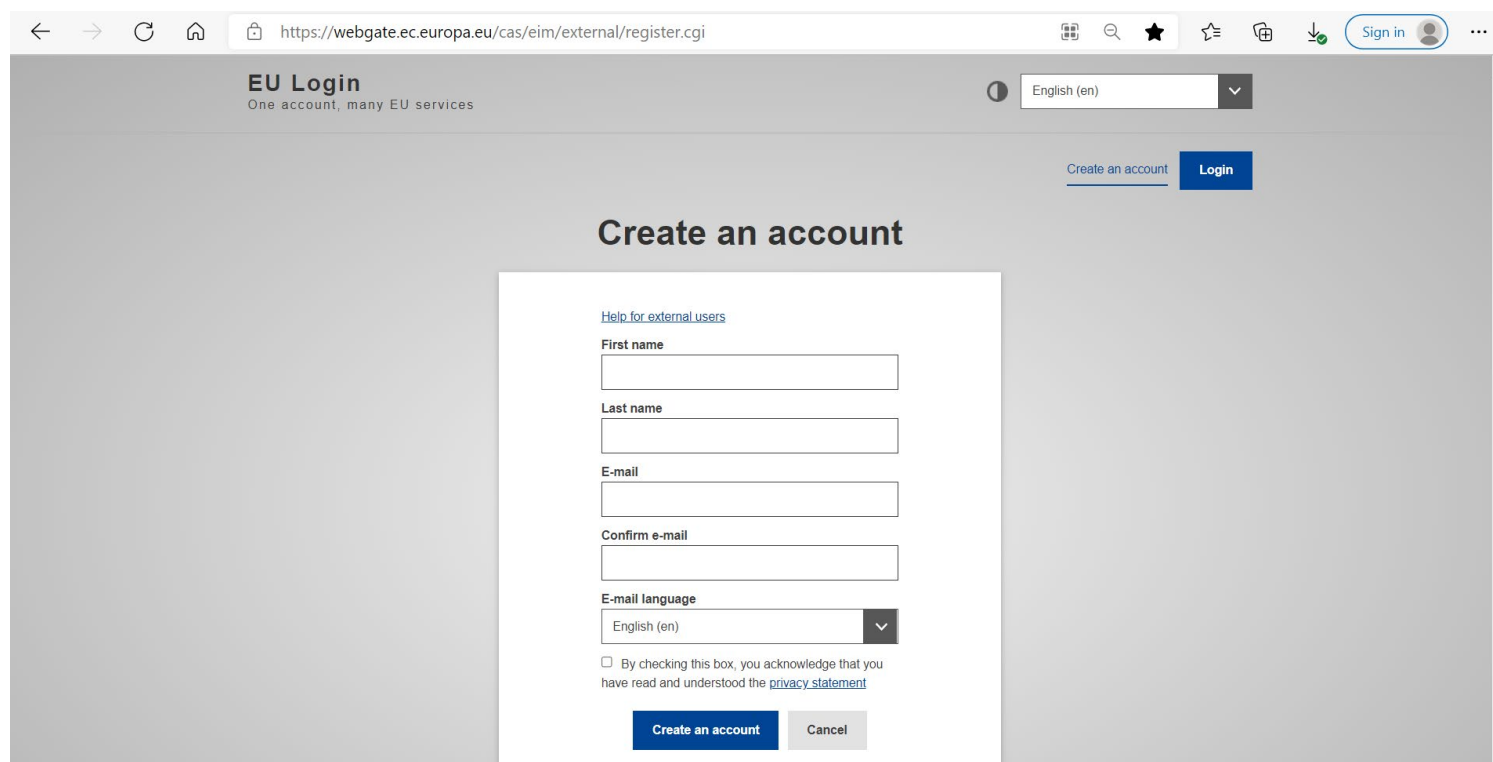
## USEFUL TIPS:

- ❖ 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

The screenshot displays the 'Partner Search' page on the European Commission's Funding & tender opportunities portal. The page is titled 'Partner Search' and includes a search bar with the text 'Type your Keywords'. Below the search bar, there are sections for 'Topic' and 'Call'. The 'Programme' section is set to 'Select a Programme...'. The 'Search by Organisation details' section includes fields for 'Organisation name' and 'Organisation type'. The 'HOW TO PARTICIPATE' menu is highlighted, and the 'Partner search' option is selected. The search results show 0 records found. The page also includes a warning message about the use of the portal for commercial purposes and a list of instructions for finding partners.

# 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



The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. The page header includes the "EU Login" logo with the tagline "One account, many EU services" and a language dropdown menu set to "English (en)". Navigation links for "Create an account" and "Login" are visible in the top right. The main heading is "Create an account".

Below the heading is a registration form with the following fields:

- [Help for external users](#)
- First name:
- Last name:
- E-mail:
- Confirm e-mail:
- E-mail language:

At the bottom of the form, there is a checkbox with the text: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)".

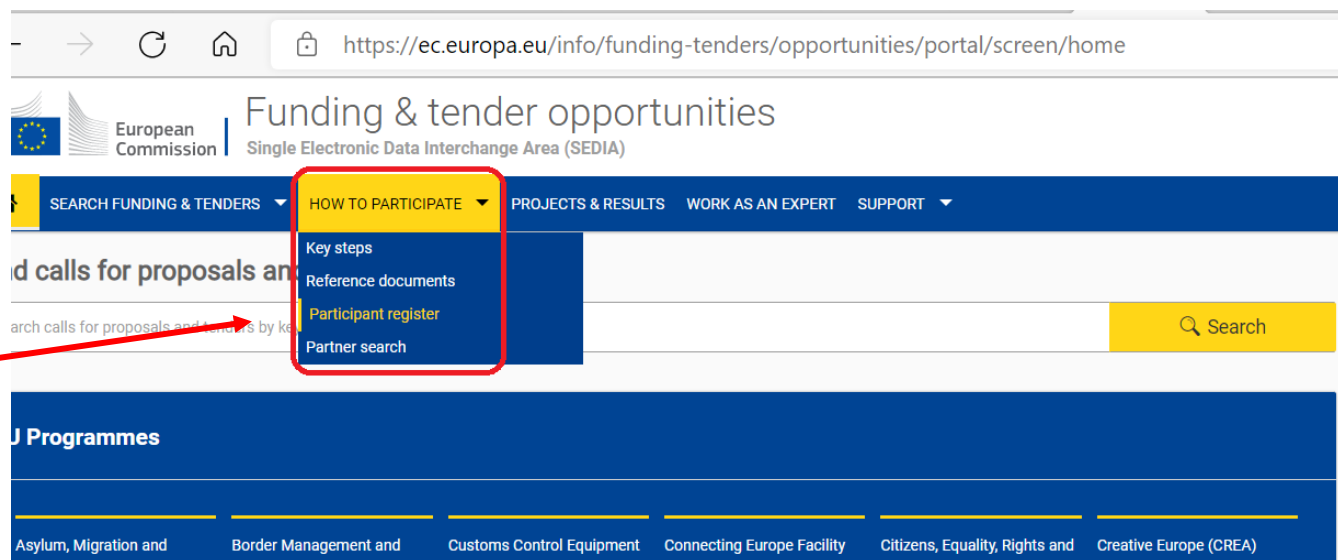
Two buttons are located at the bottom of the form: "Create an account" (in blue) and "Cancel" (in grey).

# 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]

[Other options]

## 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

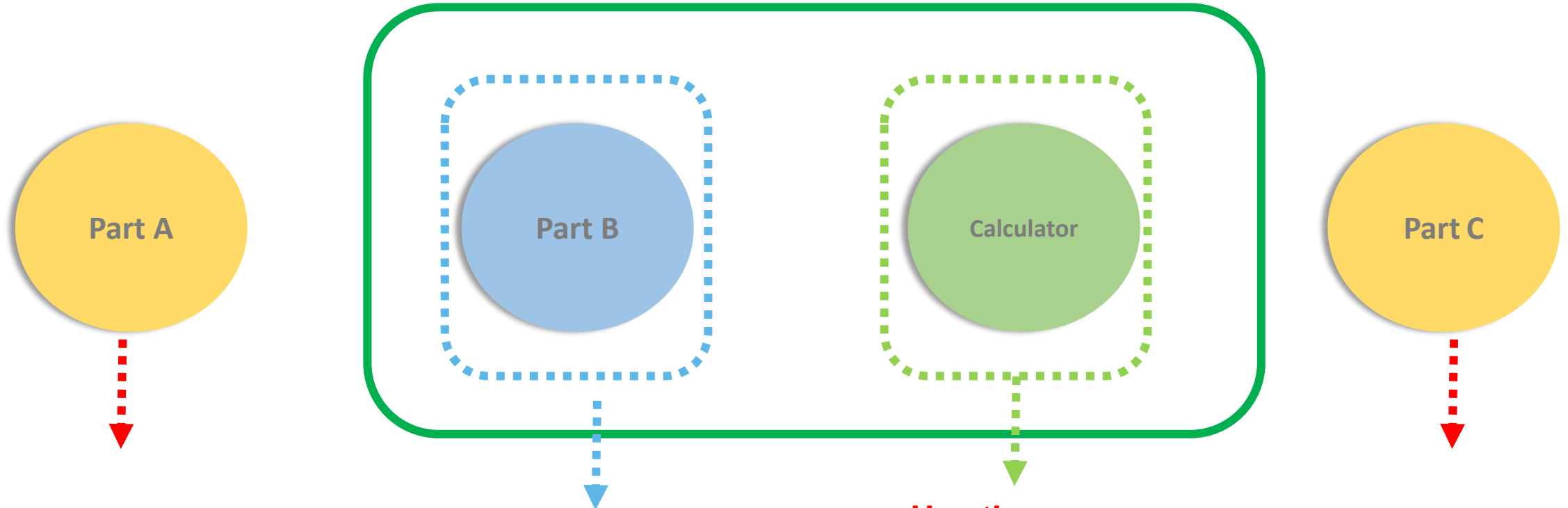
- **Indicators**
- Data on participants reached. At submission and grant preparation stage, the data will be on your planned indicators.
- pdf will be generated

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

**Ex: same budget in all docs Part A and calculator**

# Proposal structure

To be downloaded



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"

### Create proposal

**Deadline**  
18 April 2024 17:00:00 Brussels Local Time

72 days left until closure

**Call data**

Call: **CERV-2024-CITIZENS-TOWN-NT**  
Topic: **CERV-2024-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](#) [IT How To](#)

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 \***  Short name **i \***

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

<p><b>PIC: 952853893</b> JANITOM Tomasz Janisz ul. Ogarna 111/112/6 Gdansk, PL</p>	<p><b>PIC: 892863661</b> SME Test Rue ABC, 3 Brussels, BE</p>	<p><b>PIC: 913842918</b> Test Camelia-Valeria place Rogier Brussels, BE</p>
<p><b>PIC: 956444445</b> Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle, BE</p>		

# 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  
Change organisation Contact organisation

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 (only if activities involving children are foreseen)
- Upload the letter of support signed by your Municipality (only if a "Non for profit organisation representing a local authority" is involved in the project)

Administrative forms (Part A)

Edit forms Edit Part C View history Print preview ?

Part B and Annexes

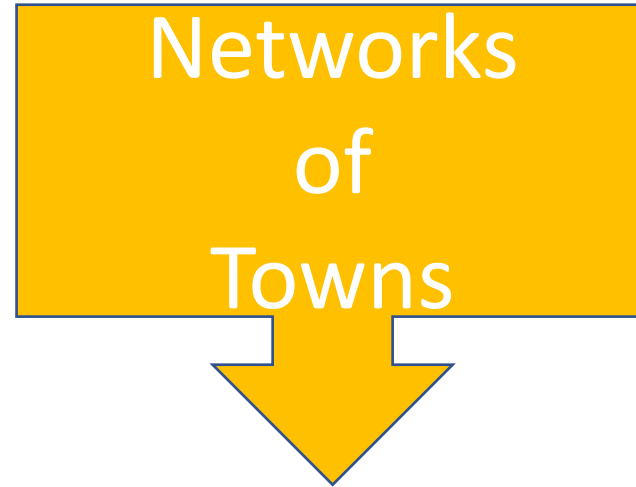
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

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



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:	M <del>X</del> - M <del>X</del>	Lead Beneficiary:
Objectives <i>List the specific objectives to which this work package is linked.</i>		
▪		
Activities (what, how, where) and division of work <i>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 Partners (AP). Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>		
<b>Note:</b> <i>In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinators should indicate the in-kind contributions. If there is subcontracting, please also complete the table below.</i>		
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 2024 Call Document: Activities that can be funded, p.7

# 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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# 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



An **event** is one or a series of activities, not necessarily performed on the same day 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

# 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). Must be the same total amount**
- Private for profit among partners
- Insufficient number of partners (for 2024 must be 4 different partners)
- The eligible countries are the Member States, Serbia, Bosnia, Kosovo (others to follow shortly)

# 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

# Reference documents & Online Guidance



## Funding & tender opportunities

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Support overview  
Guidance & Manuals  
FAQ  
Helpdesk & Support Services

Due to a current database failure, you could experience some instability in SyGMA, "My Expert Area", GMS (Grant Management System) Morning. We apologise for any inconvenience caused.

## Guidance & Manuals

[Online Manual](#)

[Reference documents](#)

Work Programme and [call document](#)

[IT How to](#)

[Helpdesk](#) and Support Services

**Call document  
available in 24  
EU languages**



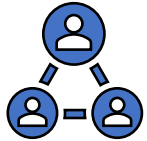
## Watch info sessions

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



DG Justice and Consumers [newsletter](#)



[EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu)



Best practices : Example of [funded projects](#) under previous [CERV call](#) and under the previous programme [Europe for Citizens](#)

# *Questions*

*Coffee Break – See you in 15 minutes!*



# Project experiences from Network of Towns Communication, Dissemination and Visibility

Inmaculada Perez Rocha, EACEA.B3  
Stella Mancini, EACEA.B3



# Project experiences

## CERV-2021-CITIZENS-TOWN- NT

- **MEET: Municipalities for an equitable transformation in Europe** (18 months)

Main coordinator: **Município de Vila Nova de Famalicão** (Portugal)

Start date: 01/05/2022

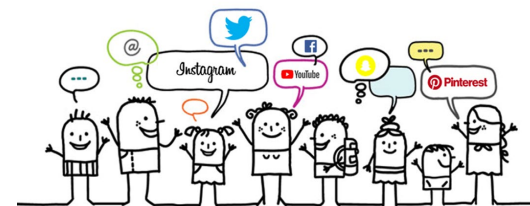
- **4IncludE: For an inclusive and democratic Europe** (12 months)

Main coordinator: **Development Immigration Cooperation Association** (Italy)

Start date: 03/10/2022

# 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 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://ec.europa.eu/info/sites/default/files/cerv\\_contact\\_points\\_16may2022\\_1.pdf](https://ec.europa.eu/info/sites/default/files/cerv_contact_points_16may2022_1.pdf)
- EU representation in their countries: [https://ec.europa.eu/info/about-european-commission/contact/representations-member-states\\_en](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](https://european-union.europa.eu/contact-eu/meet-us_en)
- Liaise with other projects: [https://european-union.europa.eu/contact-eu/meet-us\\_en](https://european-union.europa.eu/contact-eu/meet-us_en)

# Tips and tricks



- **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 **horizontal** aspects: in the proposal the gender mainstreaming and/or the child protection perspective if the activities involve minors
- Set realistic **realistic** objectives and results
- Set a good collaboration among **partners/ identify** clearly the activities to be done in advance
- **Clear** writing the application form
- **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

# *Questions*

13 February 2024



Citizens, Equality, Rights  
and Values Programme

# NATIONAL CONTACT POINTS

@CITIZENS-TOWN-NT Info Session

LINK TO PRESENTATION:

<https://qrco.de/CERV-NCP-Pres>







# Citizens, Equality, Rights and Values Programme



National Contact Points  
LINK

<https://qrco.de/cervNCPs>





## OUR MISSION

### INFORMATION

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

### ADVICE

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

### SUPPORT

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

### DISSEMINATION

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

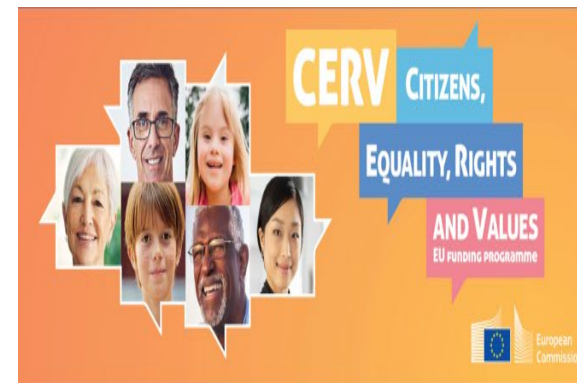




## CERV Project Partner Search

This **partner search** is offered by the **National Contact Points** of the **CERV programme**. Here you can share your proposals in the making, project ideas, or interests in view of the **upcoming funding calls**, so that other (potential) participants & partners from around the EU can find or contact you! You can be either a prospective project leader wishing to find more partners, or a prospective project partner looking to find projects in which to participate. You could also state your wish to act as an advisor in certain fields of the programme.

**HERE**  
you can find  
the current entries.



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**HERE**  
you can find  
the current entries.

NCP CERV Partner Search



[https://qrco.de/  
CERVps](https://qrco.de/CERVps)



Search Filter: CITIZENS-T... leader

Search in All Submissions All time

Advanced Filters Funding Call(s) includes CITIZENS-TOWN-TT Preferred Role in the ... includes leader Apply Filter

9	☆	Jun 7, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Marilia Charalambide	info@citizens-act.org
10	☆	Jun 7, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Athos Charalambides	info@emphasyscentre.
11	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Lucia Merlino	lucia.merlino@comunit
12	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Lucia Merlino	lucia.merlino@comunit
13	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Vasilis Christofi	vasilis@cing.ac.cy
14	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	José Martínez MARín	proyectospolicia@ayto
15	☆	Jun 2, 2023	EQUAL		Leader, Partner	Madelaine YOUNG	contact@onepeople.in
Total		141					

...	Organisation / Entity	Country...	City ...	T
	IASIS	Greece	Athens	Youth
pl	Centre for Promotion and D...	Polska	Łódź	social
bav...	Panevėžys County Gabrielė...	Lithuania	Panevėžys	SSea
rg	OTI Group	Cyprus	Latsia	resear
/	Materia Group - AgeCare (...)	Cyprus	Nicosia	ageis
/	Youth Empowerment Found...	Cyprus	Nicosia	Socia
	TRAMES Onlus	Italy	Firenze	Envir
at	Ayuntamiento de Ascó	Spain	Asco	Cultu
	Citizens ACT	Cyprus	Nicosia	Hum

NCP CERV Partner Search



<https://qrco.de/CERVps>

# JOINT EVENTS



## CERV Citizens' Forum

Your place to find projects & partners for CERV calls!

- Learn more about [current CERV calls](#)
- Receive [direct support](#) from the CERV national contact points
- [Present your project idea or topic](#) and moderate a break-out room (or [participate](#) in break-out rooms initiated by other participants)
- Create [new projects or join projects](#) in the making
- Expand your project team and create [synergies](#)



# NEXT EVENTS

22 Feb CERV CITIZENS' FORUM  
10AM - 12PM Call: Networks of Towns

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28 Feb CERV CITIZENS' FORUM  
10.30 AM - Transversal Topic:  
12.30 PM Gender Mainstreaming

---

more dates will be announced on the registration  
form



## NCP Event Registration



[https://qrco.de/  
CERV-forum](https://qrco.de/CERV-forum)



[www.facebook.com/  
CERVprogramme](https://www.facebook.com/CERVprogramme)







# Q&A

slido

# 5160505



Questions or comments?

# Closing remarks

Elena Pedone

Programme Manager



# Q&A session March 25th

Link will be sent in due course



# Thank you and keep in touch!

**NT Team**  
EACEA-CERV@ec.europa.eu



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