



# Online Info Session: Call for proposals European Remembrance (CERV-2022-CITIZENS-REM)

This info session takes place in the context of CERV Civil Dialogue.

# Timetable, evaluation and practical advice

Peter Fabian-Hajek



# Indicative timetable and submission deadline

*(Call Document section 4)*

Deadline for submission	Evaluation	Information on evaluation results	Grant signature
<b>24 March 2022</b> 17:00:00 CET (Brussels time)	March – June 2022	June - July 2022	August - October 2022



# Main features

**Total call budget**  
EUR 8 million

**Project duration**  
12 to 24 months

**EU Grant**

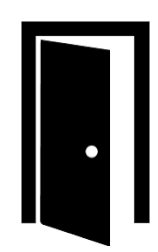
No maximum

**Applicants/Beneficiaries**  
LE,  
public local/regional or non-  
profit

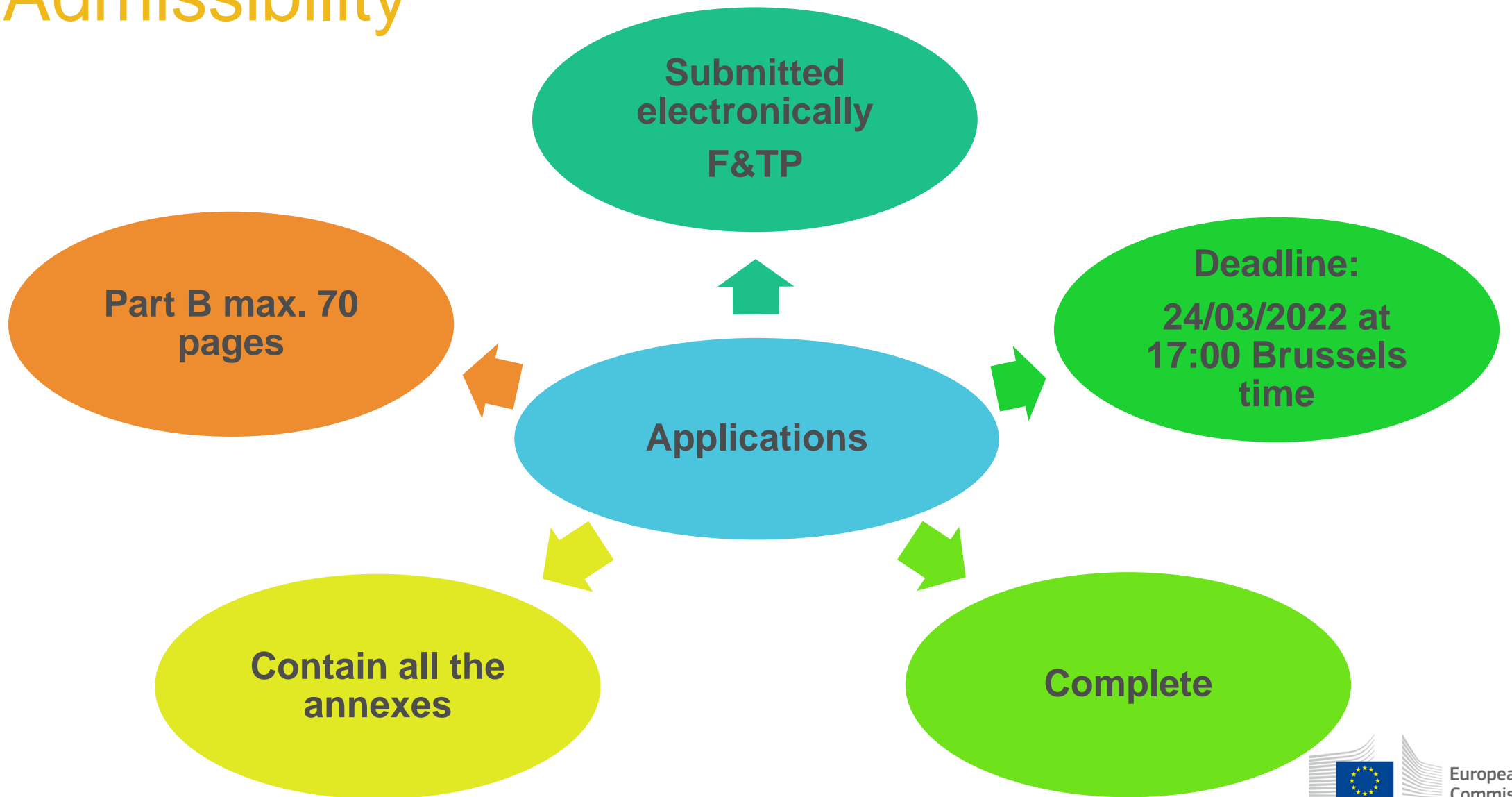
**Consortium**

Minimum 2 beneficiaries

**Eligible countries**  
EU Member States  
Association  
agreement

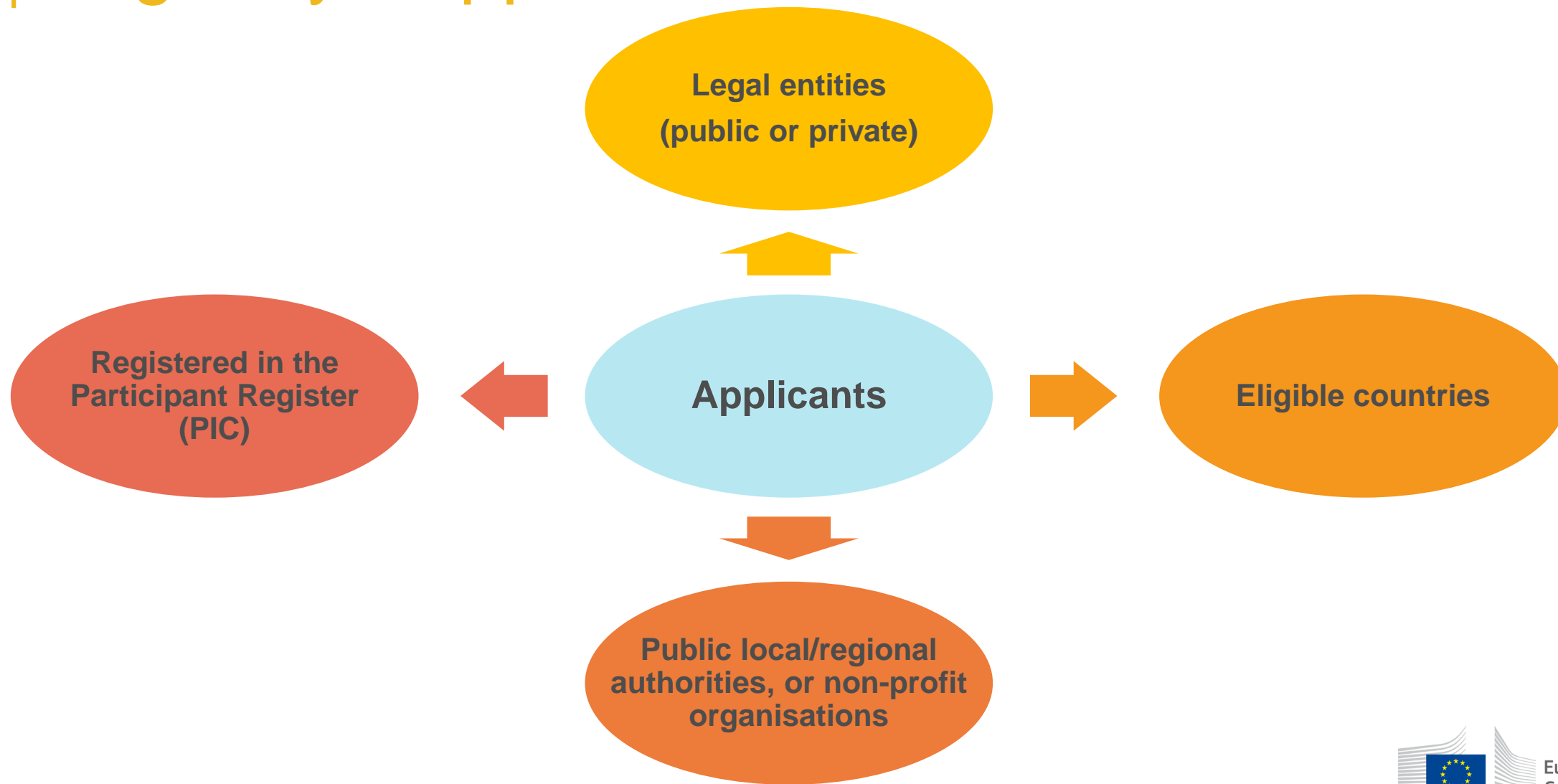


# Admissibility



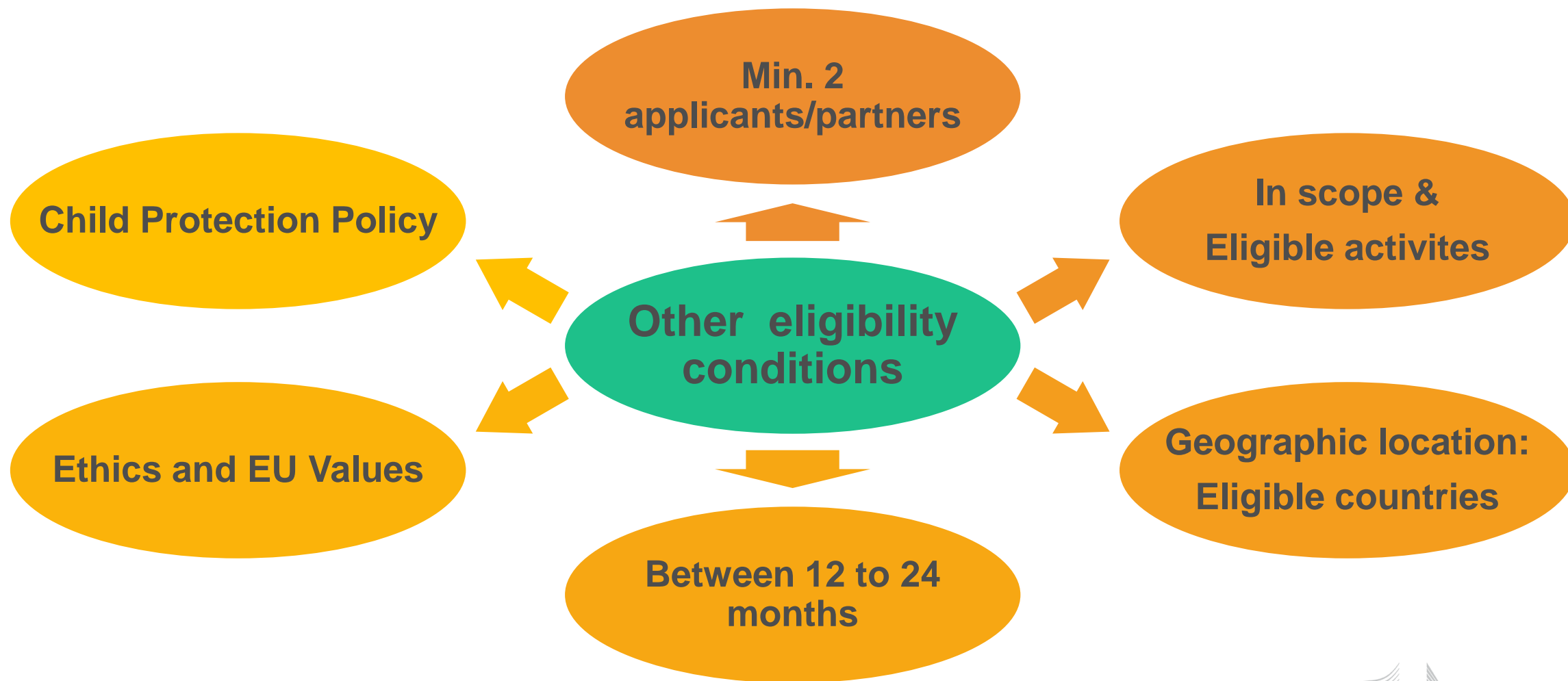


# Eligibility - Applicants





# Eligibility - Other conditions





# Selection criteria

## Operational capacity

capacity and know-how to  
implement the activities

Under award criterion  
« Quality »

## Financial capacity

stable and sufficient  
resources

check will be performed in  
Participant Register

Private organisations  
Grant above EUR 60.000



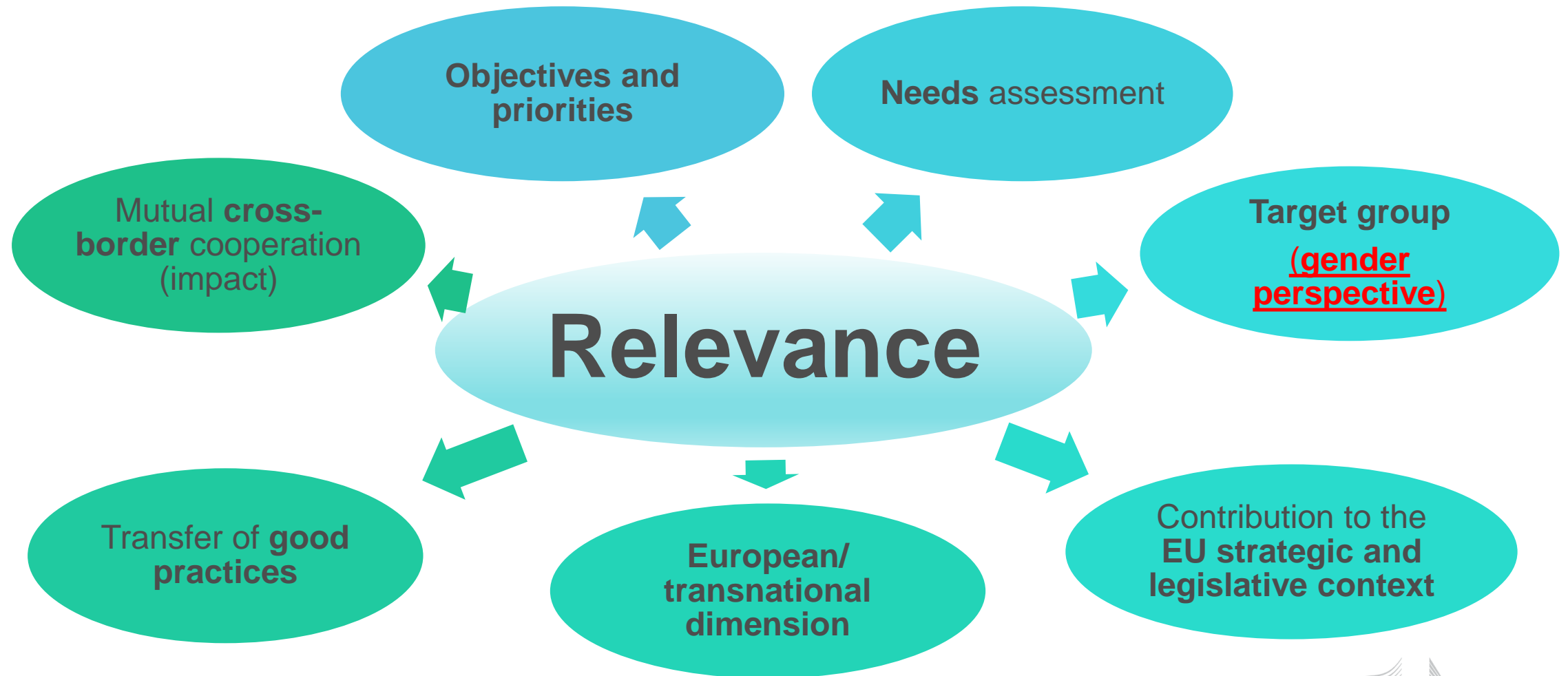


# Award criteria

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality	n/a	40
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

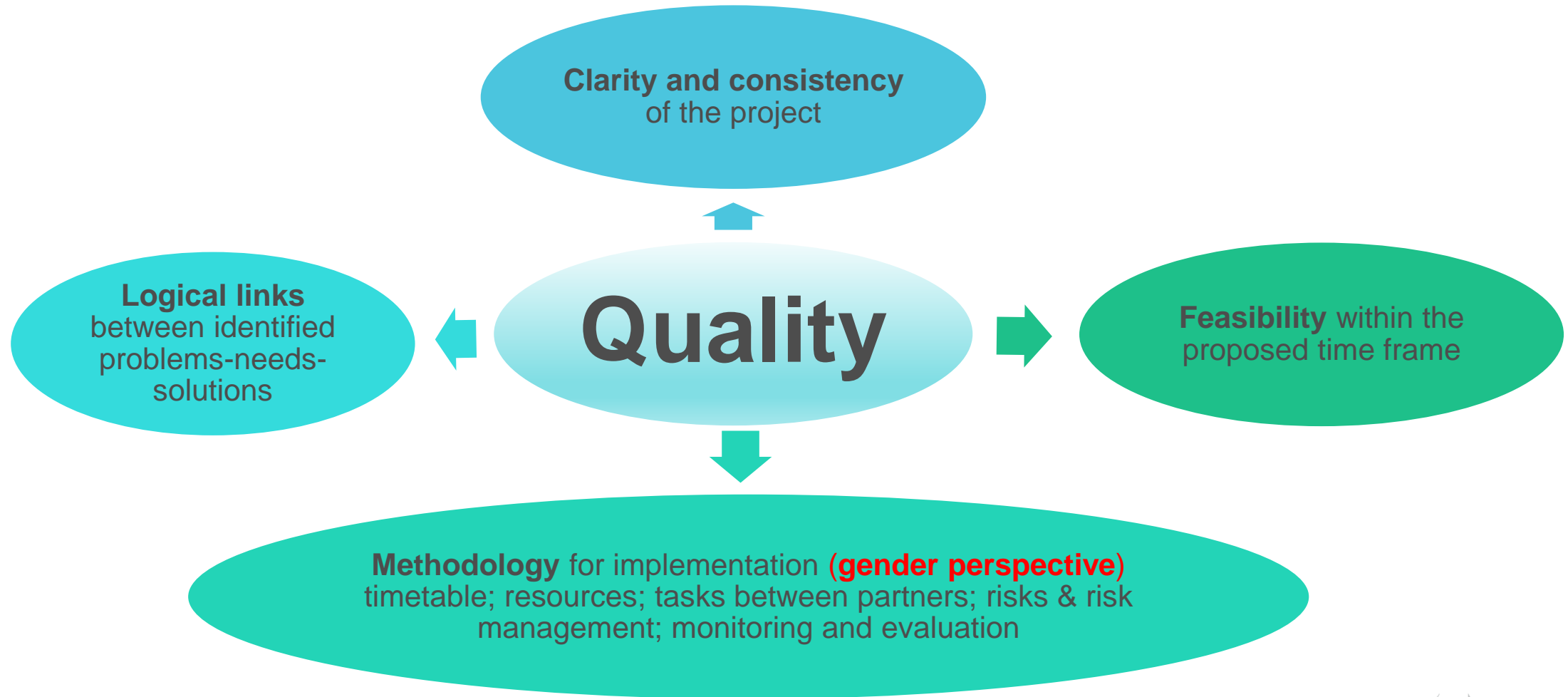


# Award criteria - Relevance (40 points – min 25)



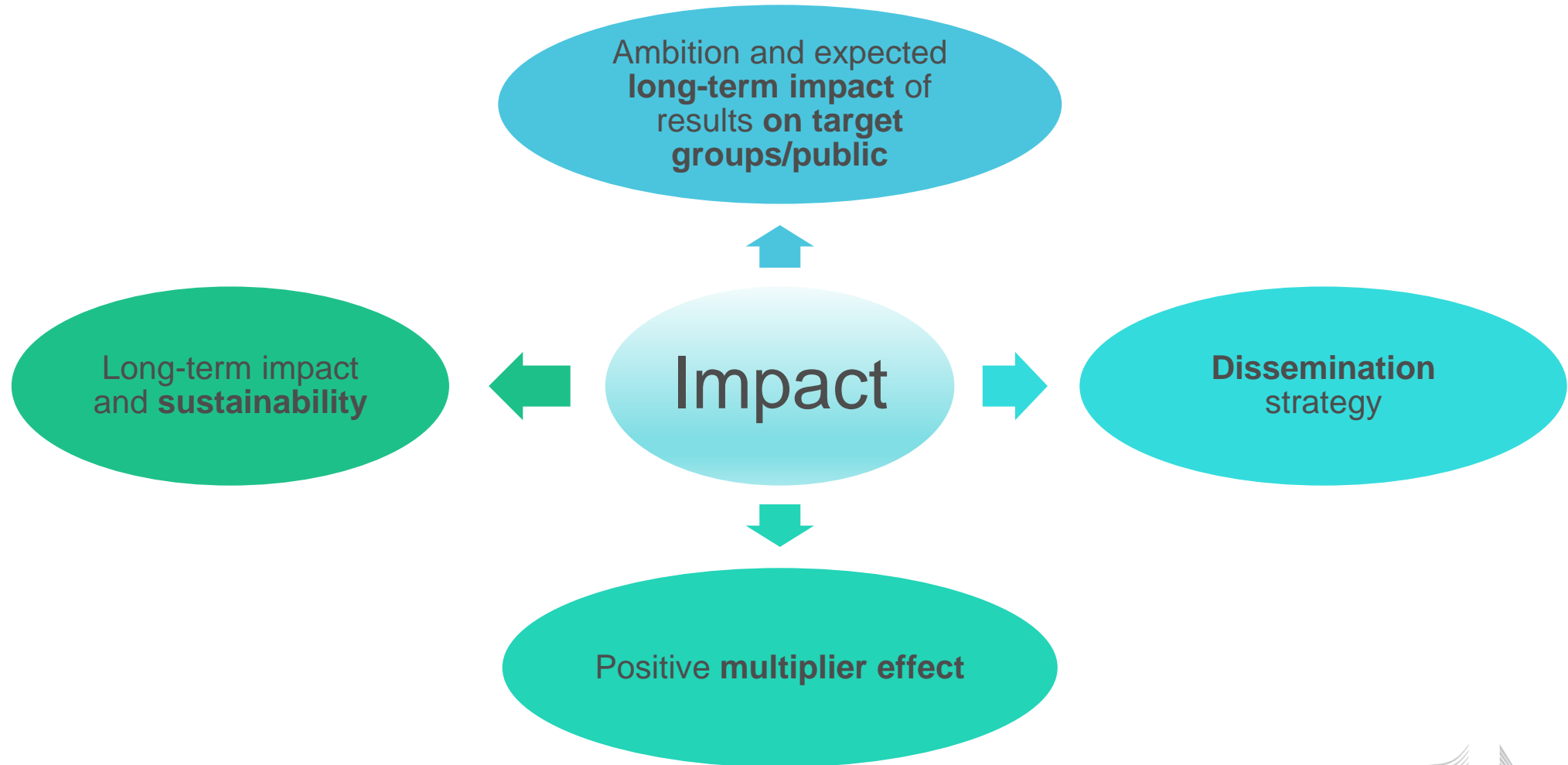


# Award criteria - Quality (40 points)



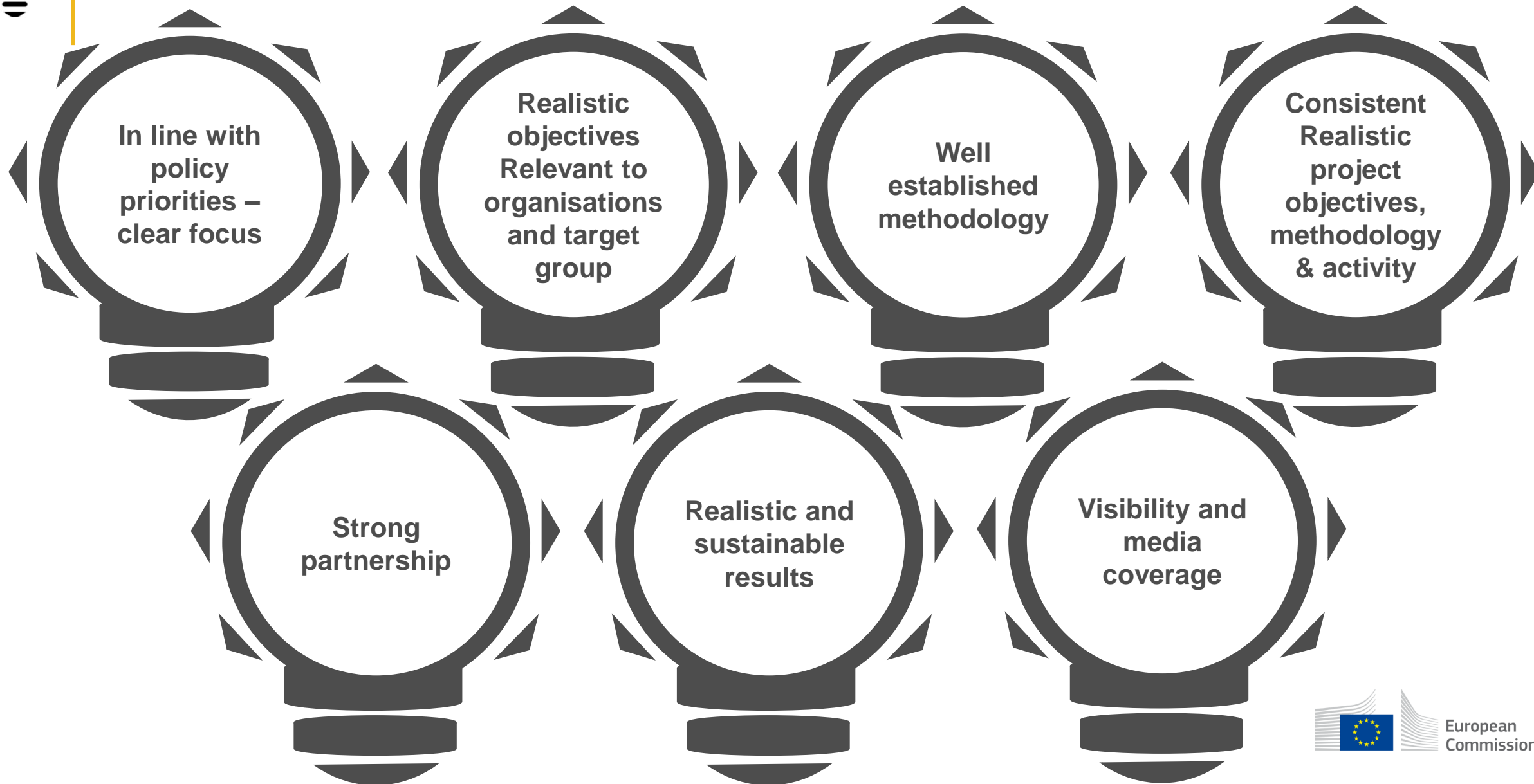


# Award criteria – Impact (20 points)





# Tips - Content





# Tips - Drafting

**Have a firm  
project idea  
before  
starting**

**Be sure that  
your project  
fits the call's  
objectives  
and priorities**

**Take time to  
understand  
the structure**

**Partners are  
fully  
involved**

**Time to draft,  
review and  
re-draft**



# Tips - Partnership

**Familiar with  
the partners'  
profile**

**Quality input in  
drafting = Quality  
implementation**

**Partners  
should be  
ready to  
implement  
the project**

**Adequate  
project team**

**Consortium  
agreement**



**Where to find the Call?**  
**How to create your application?**  
**Proposal structure**

Peter Fabian-Hajek



# Where to find the Call

Find calls for proposals in Citizens, Equality, Rights and Values programme



Search calls for proposals by keywords, programme parts, ...

View (21)

... in the Participant Register Services and in "My Expert Area". Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service X

## Funding and tenders (2)

Need help?



Sort by:

Submission status



### European Remembrance

CERV-2022-CITIZENS-REM

Call for proposal

Grant

**Programme** Citizens, Equality, Rights and Values Programme (CERV)

**Status** Open for submission

**Type of action** CERV Lump Sum Grants

**Deadline model** single-stage

**Opening date** 30 November 2021

**Deadline date** 24 March 2022 17:00:00 Brussels time

### European Remembrance

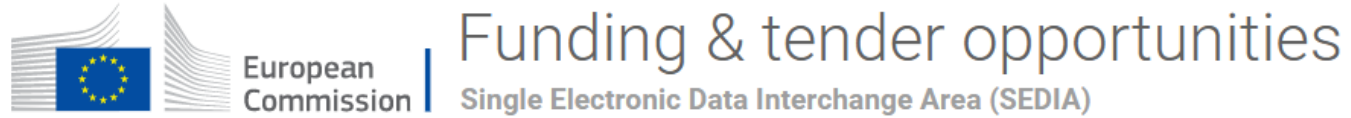
CERV-2021-CITIZENS-REM

Call for proposal

Grant

# Where to find the Call

- Go to the [Funding & tenders opportunities portal](#)



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

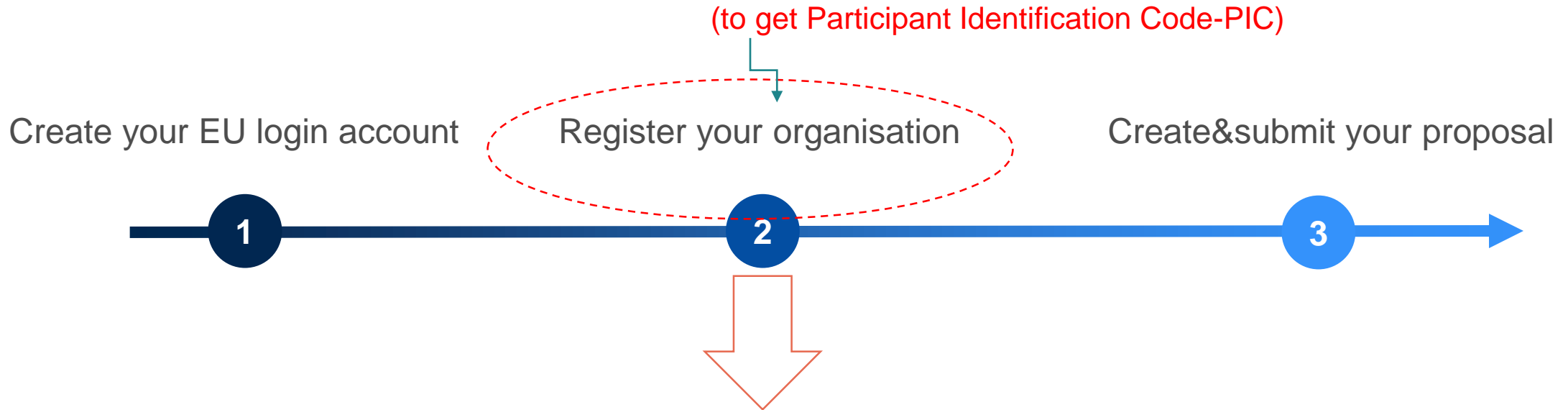
## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	<b>Citizens, Equality, Rights and Values Programme (CERV)</b>	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EU Anti-fraud Programme (EUAF)

# How to create your application



Browser address bar: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>

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

English EN

Register Login

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

# How to create your application

Read the **Call document** carefully before starting your application

## General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back to search results

## Topic conditions and documents

### 1. Eligible countries:

The eligible countries are described in the [Call document](#) in the part "6. Eligibility - Eligible participants (eligible c

### 2. Eligibility and admissibility conditions.

The eligibility and admissibility conditions are described in the [Call document](#) in the parts "5. Admissibility and c

### 3. Proposal page limits and layout:

show more...

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the t changed in the submission system. Upon confirmation, you will be linked to the correct entry poi

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal an

When you are ready, click on **'Start submission'**

Please select the type of your submission:

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

Start submission



Need help?

# How to create your application

Enter the PIC of your organisation

Enter the project acronym and short summary

The screenshot shows a web application form with several sections. A red circle highlights the PIC input field in the 'Find your organisation' section, which contains the value '956444445'. A red line connects this circle to the text 'Enter the PIC of your organisation'. Another red circle highlights the 'Acronym' and 'Short Summary' input fields in the 'Your proposal' section. A red line connects this circle to the text 'Enter the project acronym and short summary'. The 'Your proposal' section also contains a 'SAVE AND GO TO NEXT STEP' button.

Call: CERV-2022-CITIZENS-REM  
Topic: CERV-2022-CITIZENS-REM  
Type of action: CERV-LS  
Type of MGA: CERV-AG-LS

Warning: 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  
IT Helpdesk  
FAQ

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

**Find your organisation**  
PIC: 956444445 Short name: Baird Consulting SCS Search  
Organisations you have been previously associated with. (Click to select)  
PIC: 956444445 Baird Consulting SCS, Vieille rue du Moulin-Rouge 20 Uccle, BE  
PIC: 911571663 Test\_BE, Rue Test 1 Ville Test, BE  
PIC: 911571469 Test\_FR, Rue Test 2 Ville Test, FR

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

**Your proposal**  
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.  
Acronym: Enter value (20)  
Short Summary: Enter value (2000)  
SAVE AND GO TO NEXT STEP

# How to create your application

## Participants

**Deadline**  
24 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: **CERV-2022-CITIZENS-REM**  
Topic: **CERV-2022-CITIZENS-REM**  
Type of action: **CERV-LS**  
Type of MGA: **CERV-AG-LS**

**Proposal data:**  
Acronym: **asdfasdf**  
Draft ID: **SEP-210832028**

**Download Part B templates**

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

### Coordinator

1 Baird Consulting SCS **Add Affiliated Entity +** **Contacts: 0** **Add contact +**

Baird Consulting SCS  
BE  
PIC: 956444445

**Peter FABIAN-HAJEK - Main contact**

**Change organisation** **Contact organisation**

**Add Partner +** **Add Associated partner +**

**SAVE** **SAVE AND GO TO NEXT STEP** **NEXT**

# How to create your application

## Roles in the consortium

### Coordinator

Takes care of the project management

### Partners

help you reach objectives and solve problems

Consortium agreement

NB: All the entities involved need to be registered with a PIC.

For full consortium composition read the Call document

# Proposal structure

## Part A – online form

- General Information, abstract (only in EN), participants and contacts, budget per participants – Total budget = the total budget lump sum calculator.

## Part B – to be downloaded and then re-uploaded (max. 70 pages)

- Description of the project and applicant organisation, work packages and activities

## Annex 1 – Budget calculator template

- Total in template = total budget in part A

## Annex 2 – List of key previous projects for the last 4 years

- If any

## Annex 3 – Child protection policy

- For any beneficiary - if activities with children (under 18 years old)

## Part C – online form

- EU priorities, data and indicators



# Proposal structure

Part A

Part C

**Deadline**  
24 March 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: CERV-2022-CITIZENS-REM  
Topic: CERV-2022-CITIZENS-REM  
Type of action: CERV-LS  
Type of MGA: CERV-AG-LS

**Proposal data:**  
Acronym: asdfasdf  
Draft ID: SEP-210832028

**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
TpL_Calculator (CERV REM, CIV and NETW)		Upload
List of previous projects		Upload
Child protection policy		Upload
Other annexes		Upload

**Annexes**

Download Part B templates  
Download part B templates

← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Part B

# Proposal structure – Part A

## *Administrative form*

### Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

# Proposal structure – Part B

## *Technical description*

### Relevance:

general objectives, needs analysis and specific objectives, EU added value

### Quality:

concept and methodology, consortium, project team, consortium management, project management, monitoring and evaluation strategy, cost-effectiveness and financial management, risk management

### Impact:

impact and ambition, communication, dissemination and sustainability

### Work plan:

work packages and activities, timetable

### Other:

Ethics and EU values

### Declarations

# Proposal structure – Part B

## Exceptions for Lump Sum grants

### 2.6 Cost effectiveness and financial management

Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective manner.

### 4.2 Work packages and activities

#### WORK PACKAGES

This section concerns a detailed description of the project activities.

Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For Lump Sum Grants, each event should be one work package.

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for Lump Sum Grants).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

#### Estimated budget — Resources

For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#))

#### Overview of Work Packages (n/a for Lump Sum Grants)

##### Staff effort per work package

Fill in the summary on work package information and effort per work package from each work package (if applicable). There is no automatic recalculation.

#### LIST OF ANNEXES

##### Standard

Detailed budget table/Calculator (annex 1 to Part B) — mandatory for Lump Sum Grants (see [Portal Reference Documents](#))

# Proposal structure – Part B

CERV Programme - Citizens engagement and participation strand:  
European remembrance, Citizens participation, Networks of Towns

## Estimated EU contribution

**ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order! 1 EVENT = 1 WORK-PACKAGE**

Project title:				
Event (Work Package) Number	Event type: in situ OR online ( <i>manual input</i> )	Number of countries ( <i>manual input</i> )	Number of participants ( <i>manual input</i> )	Lump sums (EUR) ( <i>automatic</i> )
1				EUR 0
2				EUR 0
3				EUR 0
4				EUR 0
...				EUR 0
24				EUR 0
25				EUR 0
			<b>Total Amount</b>	<b>EUR 0</b>

# Proposal structure

## - Part C

List of organisations

- Type of organisation

Priorities

- Select one or both

List of events  
(same numbering as in part B and  
budget table)

- Type, Country, City, Number of direct participants

Total number of indirect participants

- Number

Gender balance in direct participants

- Total here = total participants in list of events

# Drafts

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | 467

My Person Profile  
My Organisation(s)  
Grants  
**My Proposal(s)**  
My Formal Notification(s)  
My Expert Area

Proposals Evaluation Services may not be available on Monday 31st of January from 17:15 to 17:30 (CET), while system maintenance is being performed. We apologize for the inconvenience caused.

Documents are currently unavailable in the Grants and Audits Management Services, in the Participant Register Services and in "My Expert Area". Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

Best practices to submit your proposal: check this [FAQ](#) to find out some best practices to prepare the forms for your proposal and submit it.

### My Proposal(s)

Results: 1

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
CERV	CERV-2022-CITIZENS-REM	CERV-LS	SEP-210832028	asdfasdf	Draft	52	24/03/2022 17:00:00	Actions

# Results

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | 467

My Person Profile  
 My Organisation(s)  
 Grants  
 My Proposal(s)  
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## My Formal Notification(s) [Need help?](#)

Results: 0

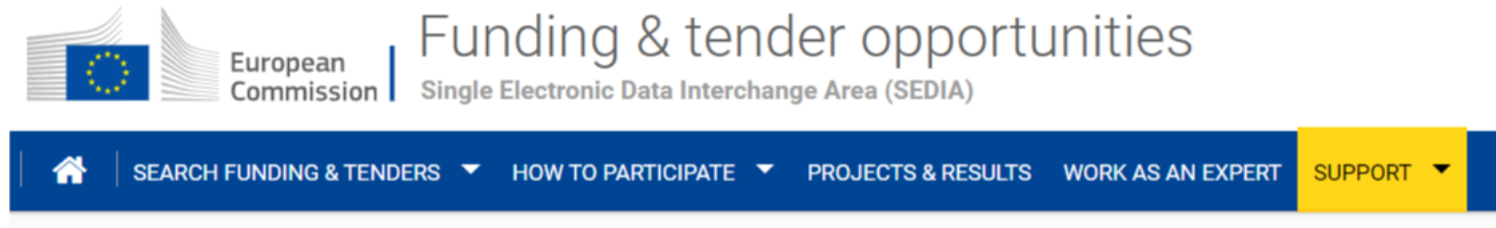
SENT	SUBJECT	EC REFERENCE	STATUS	ACKNOL. BY ME
No records found				

1 10

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# Help



- [Online manual](#)
- [Portal FAQ](#)
- Questions: [EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu)

# Reference documents

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

- CERV Regulation
- Work Programme
- Standard application form (in pdf)
- Model grant agreement and contract
- Reporting templates

The screenshot displays the 'Reference Documents' page for the Citizens, Equality, Rights and Values Programme (CERV). The page features a navigation bar with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. Below the navigation bar, the title 'Citizens, Equality, Rights and Values Programme (CERV)' is visible. A filter for 'Programming period' is set to '2021-2027'. The main content area is divided into sections for 'Grants' and 'Procurement'. The 'Grants' section includes a description of reference documents and a prompt to select a programme. The 'Procurement' section mentions that reference documents are published on TED eTendering. A search bar and a list of document categories are also present, with the following items highlighted in yellow: Legislation, Work programme & call documents, Grant agreements and contracts, Guidance, Templates & forms, and Funding & Tenders Portal.

# Contacts and useful links



To apply go the **Funding & tenders opportunities portal**  
[Funding & tenders \(europa.eu\)](http://ec.europa.eu/funding/)



Read carefully the **text of the calls for proposals**



**Questions on the call:** [EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu)  
**IT related questions:** [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

# Thank you



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# Q&A



## Upcoming CERV calls managed by the EACEA:

Citizens' engagement and participation

Submission deadline:  
10/02/2022

Promote capacity building and awareness on the EU Charter of Fundamental Rights and activities on strategic litigation relating to democracy, the rule of law and fundamental rights breaches

Submission deadline:  
24/02/2022

Union Values

Submission deadline:  
29/03/2022

Town-Twinning and Networks of Towns

Submission deadline:  
24/03/2022

Info session:  
08/02/2022

Our website: [https://www.eacea.ec.europa.eu/index\\_en](https://www.eacea.ec.europa.eu/index_en)  
CERV calls on F&TP: [Search Funding & Tenders \(europa.eu\)](https://ec.europa.eu/funding/search-funding-tenders/)