CERV-2022-TOWN Call for Proposals

Click to add text

Town Twinning
CERV Programme

Online Info Session

European Education and Culture Executive Agency

23 June 2023

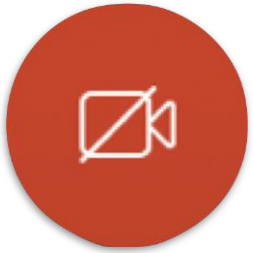
Get Webex ready…

Microphone

OFF

Stay muted

Camera



OFF

Please keep your camera off

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.'
- **Only personal data of participants whishing to search for partners will be shared** (if they provided their approval in the EU survey).

No personal data will be collected!!

European Commission

How to apply?

European Commission

Toolbox for a successful application

- Preliminary steps before creating your proposal
- Mind the proposal structure
- Create proposal, required data
- Structure of work packages and Deliverables
- Reference documents and Online guidance

Preliminary steps

BEFORE CREATING YOUR PROPOSAL

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

STEP 1 - Find the Town Twinning/ Networks of Towns calls and documents

STEP 2 - Find your project partners

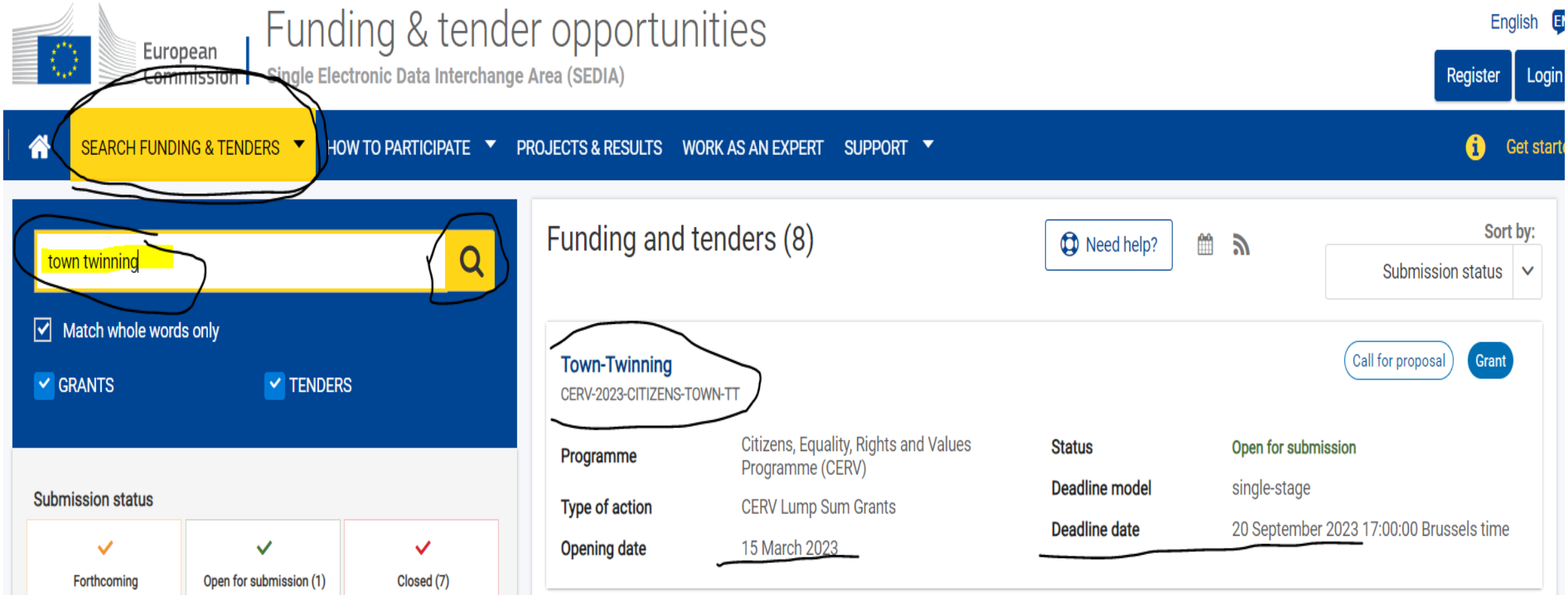
STEP 3 - Create your EU login account

STEP 4 - Register your organisation and get your PIC

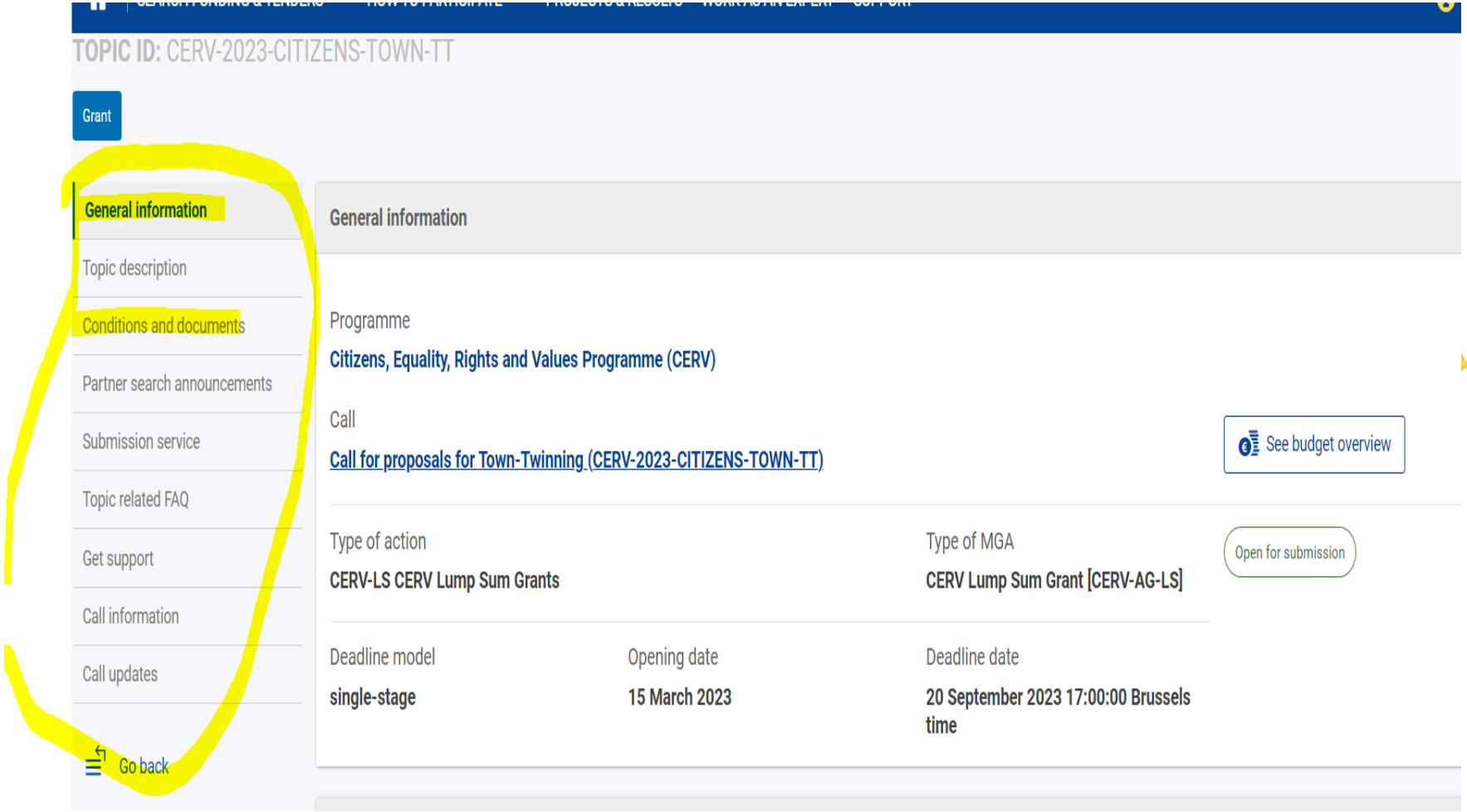
STEP 5 – Create a draft proposal

Step 1: Find the call

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



Step 1: Find the call documents

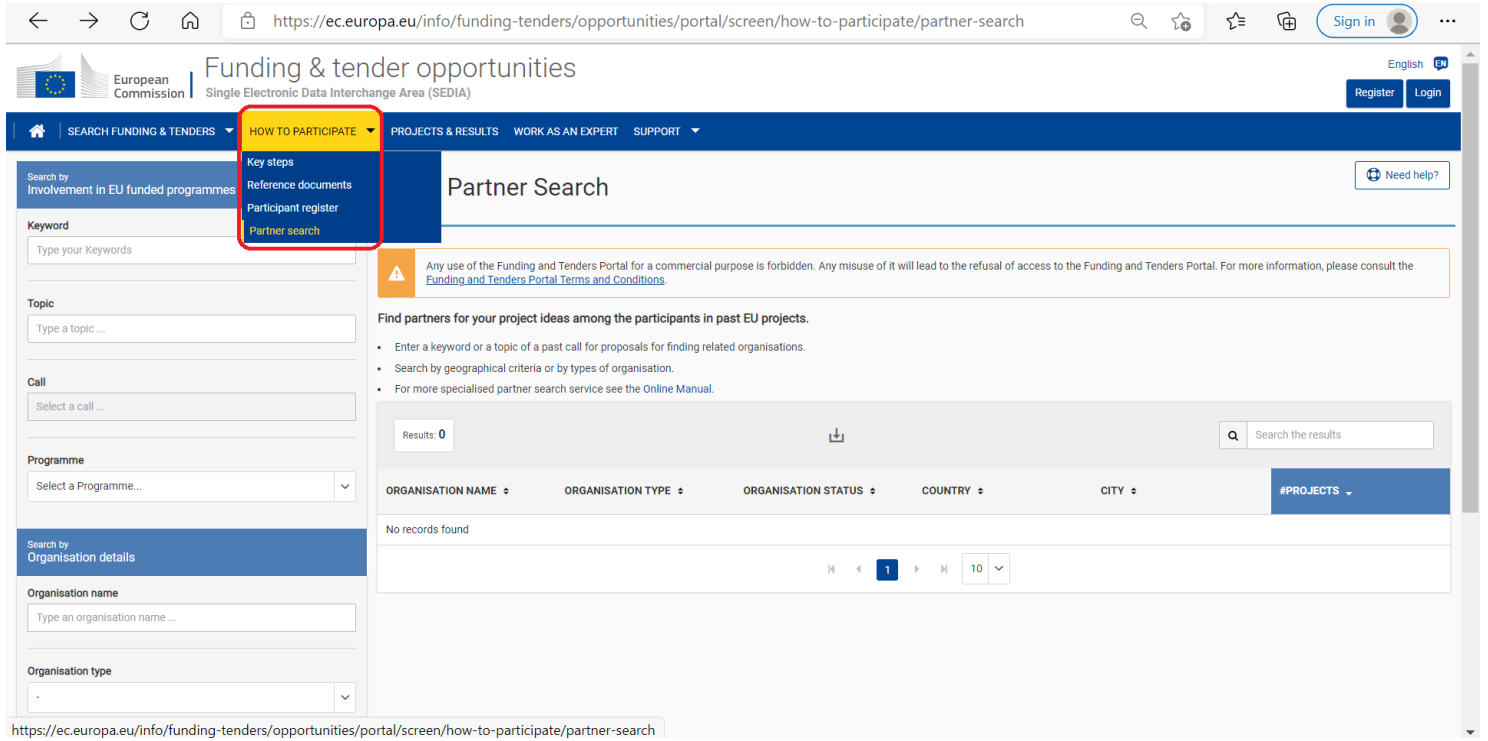


Read carefully the **Call document** before preparing your project

Call document available in 24 EU languages

Step 2: Find project partners

Launch your query
by selecting the criteria of
your interest



USEFUL TIPS:

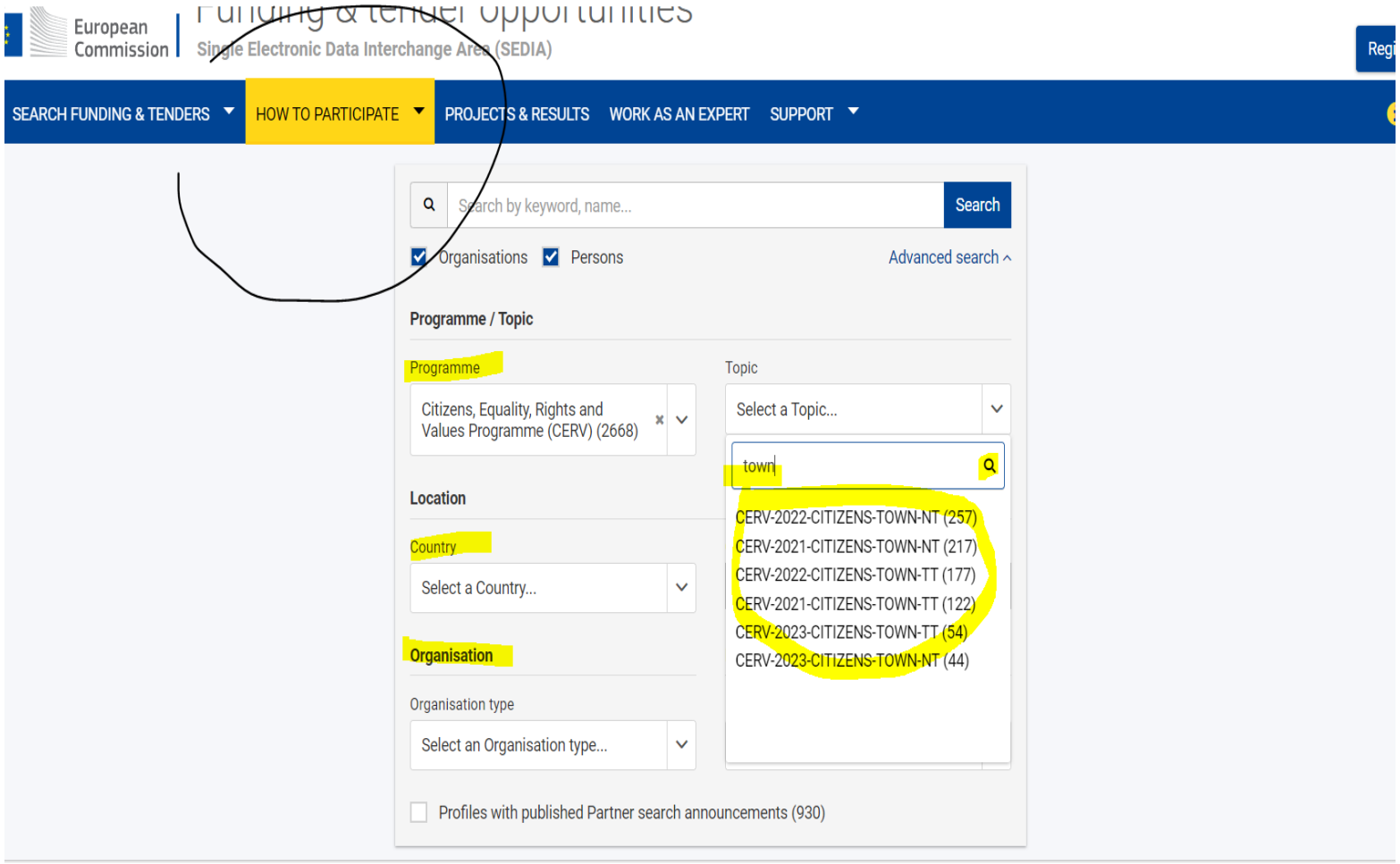
- Refine your partner search via the tutorial available on the FTP portal: [Find partners - IT How To - Funding Tenders Opportunities (europa.eu)]
- Contact the CERV contact points

Step 2: Find project partners

Make a tailored research based on :

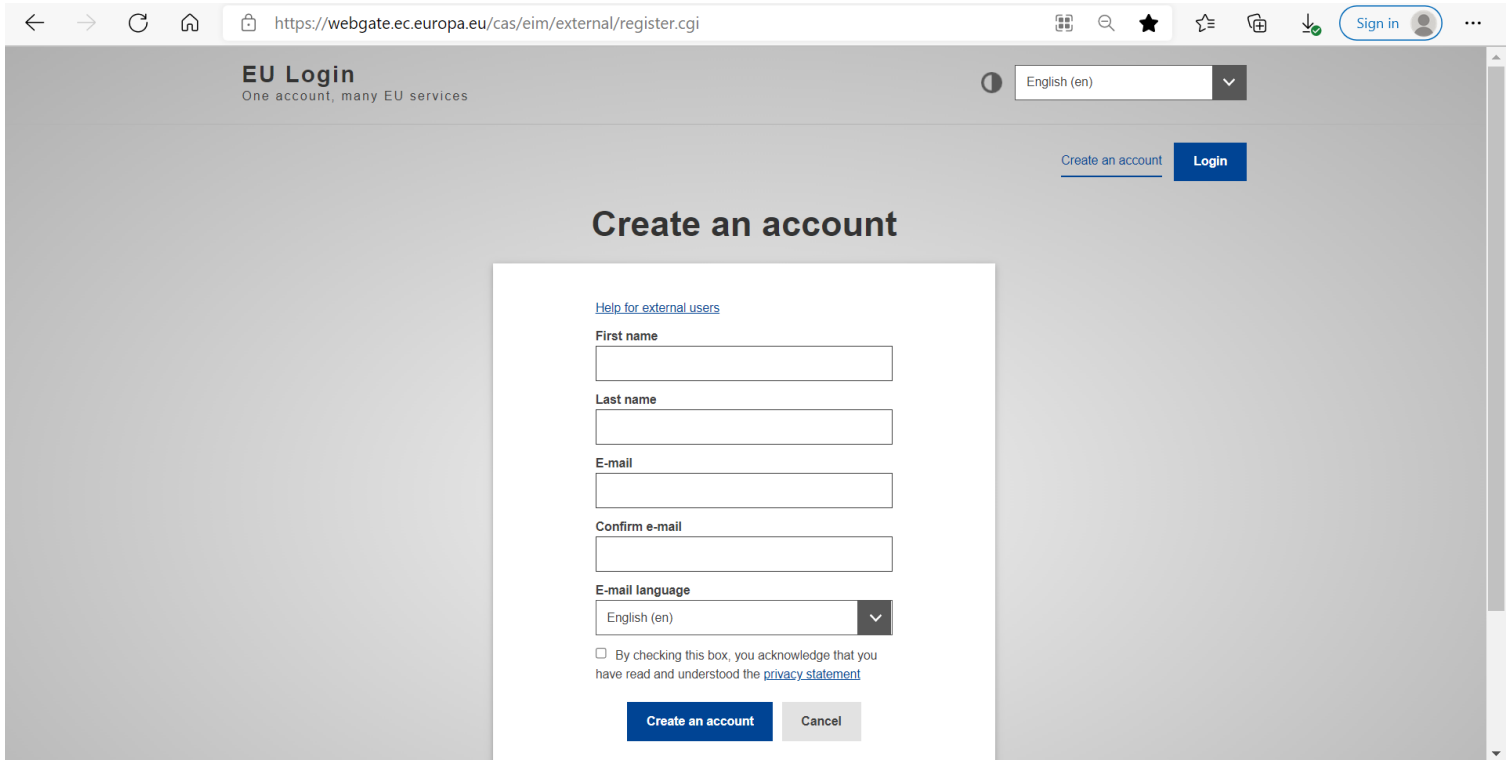
- Programme/Topic
- Country
- Typology of partner

- Click on ‘search’
- You will find the potential partners to be contacted



Step 3: Create your EU login account

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

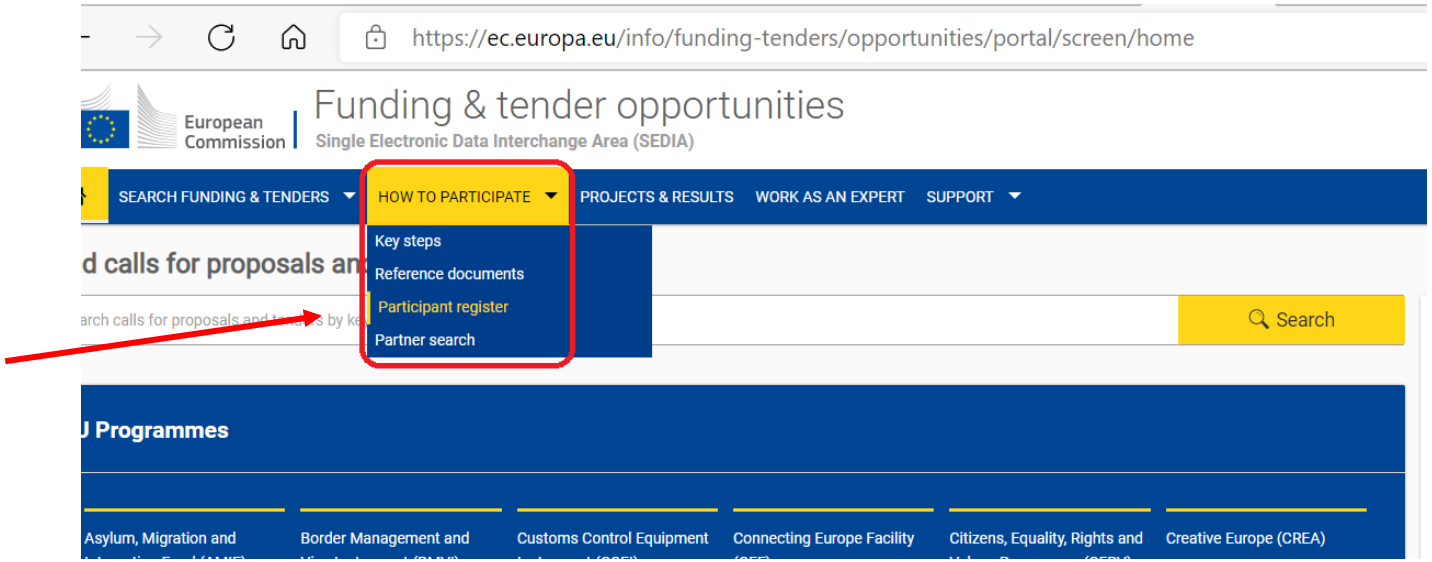


Step 4: Register your organisation and get your PIC

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

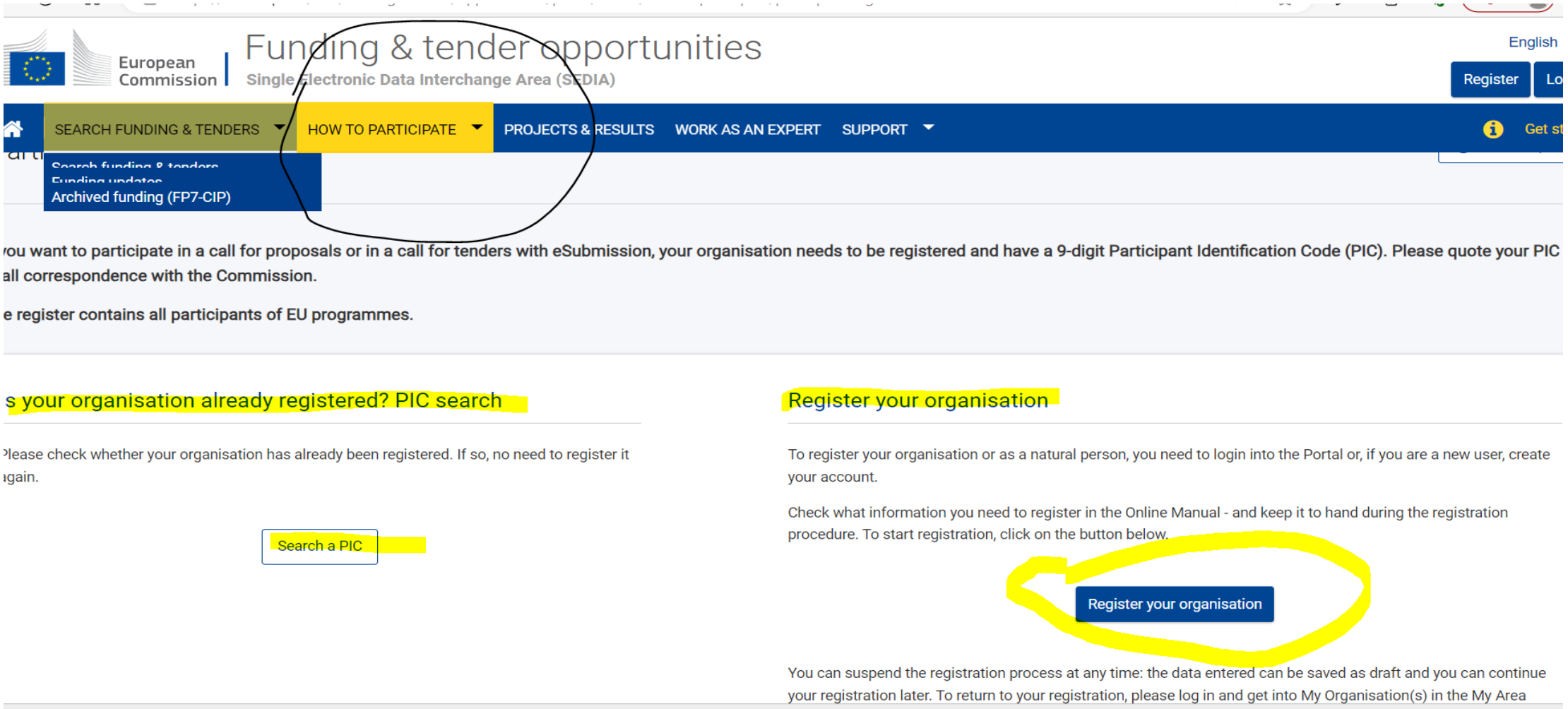
For new applicants only

For former applicants

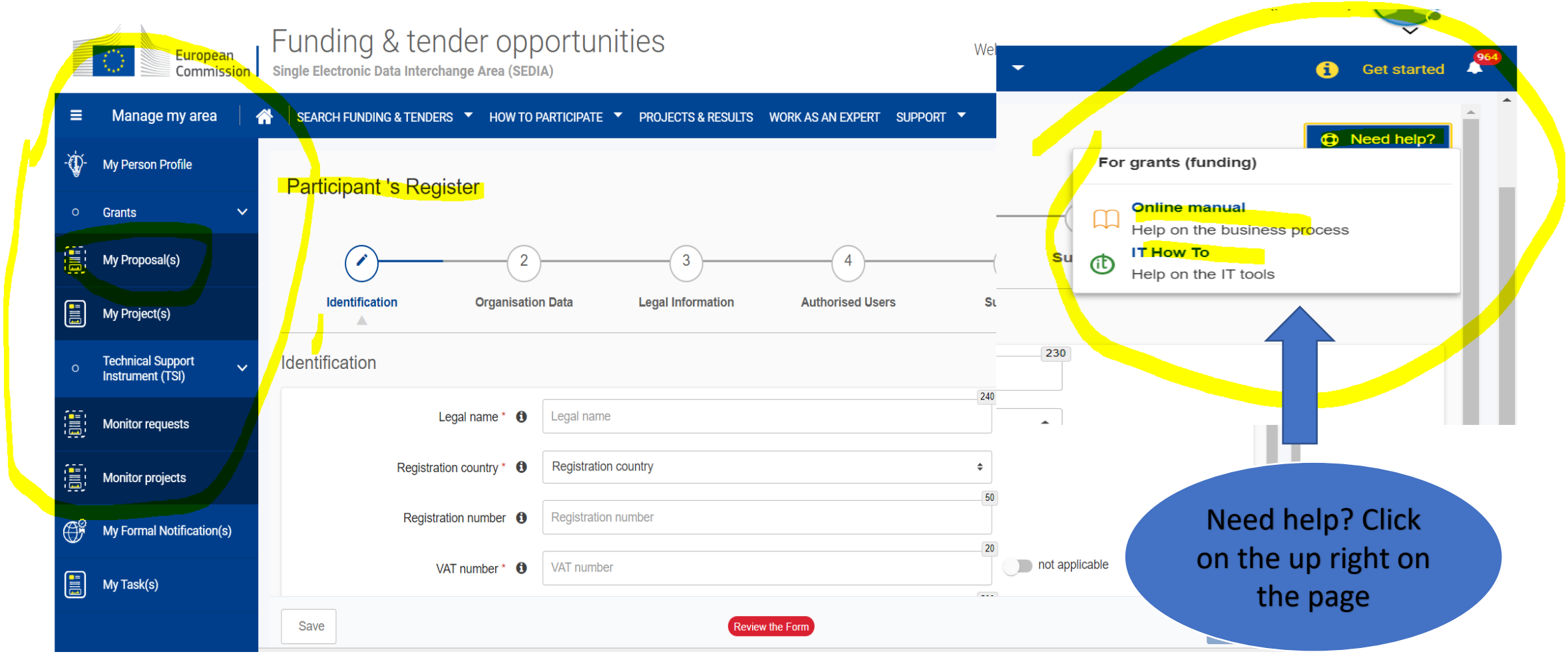


- Check that your organisation has a PIC
- No need to register your organisation again
- Use your existing PIC

Step 4: Register your organisation and get your PIC

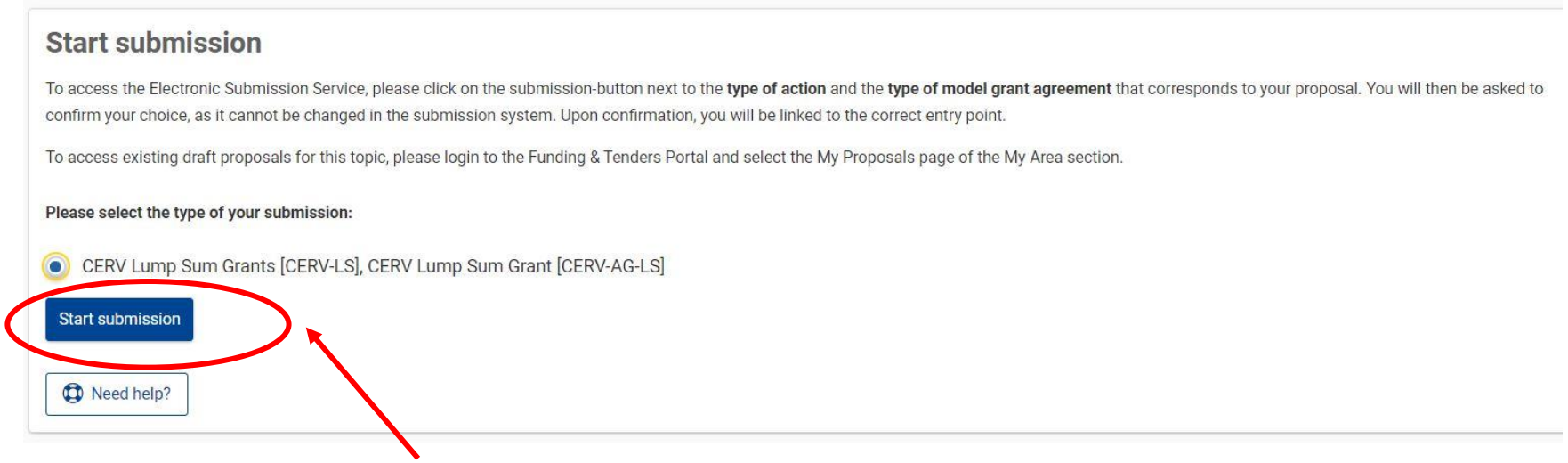


Step 4: Register your organisation and get your PIC



Step 5: Start submission

1. Launch Submission wizard



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

Proposal structure

Part A

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

Part B

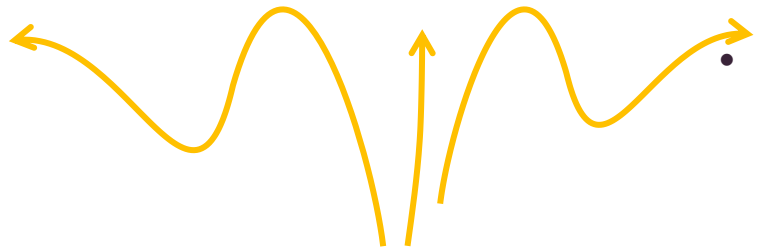
- **Technical description**
- Data on needs analysis, methodology, activities & results
…

Calculator

- **Budget calculator**
- Data on the amount requested for the action

Part C

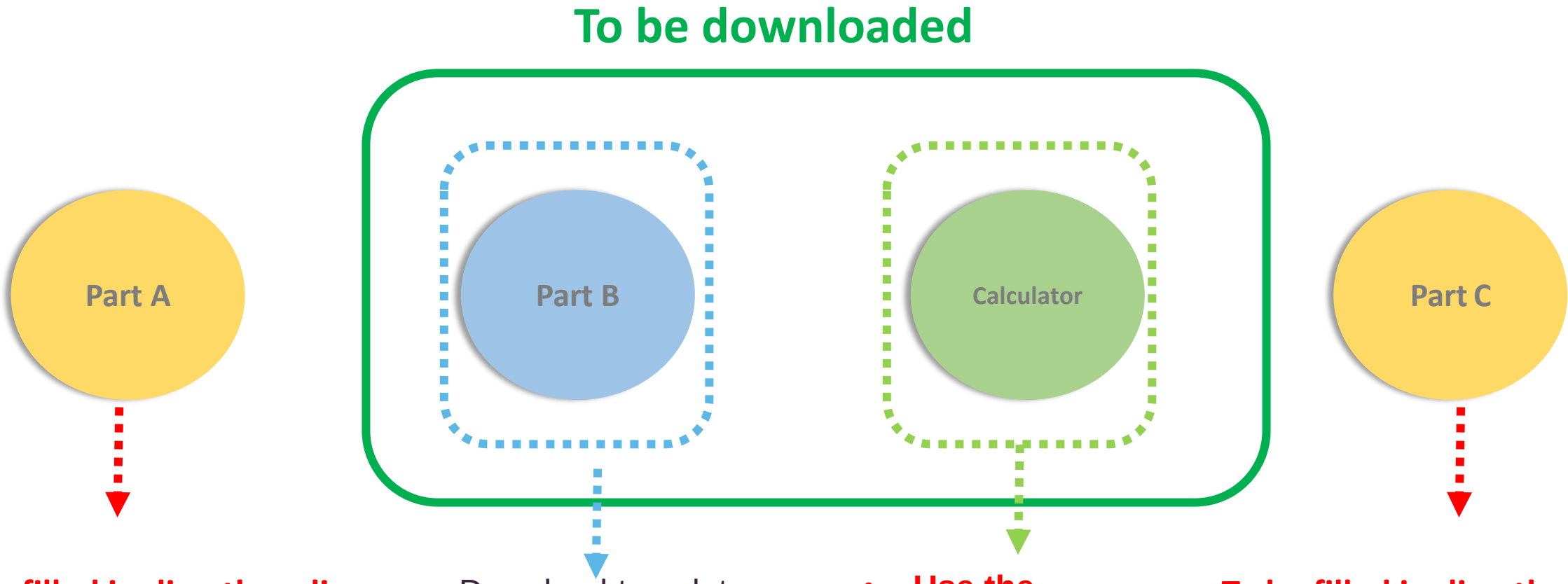
- **Indicators**
- Data on types of organisations, list of events, direct participants
- pdf will be generated



Ex: same budget in all docs

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

Proposal structure



To be filled in directly online

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

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

To be filled in directly online

Create proposal Step 1

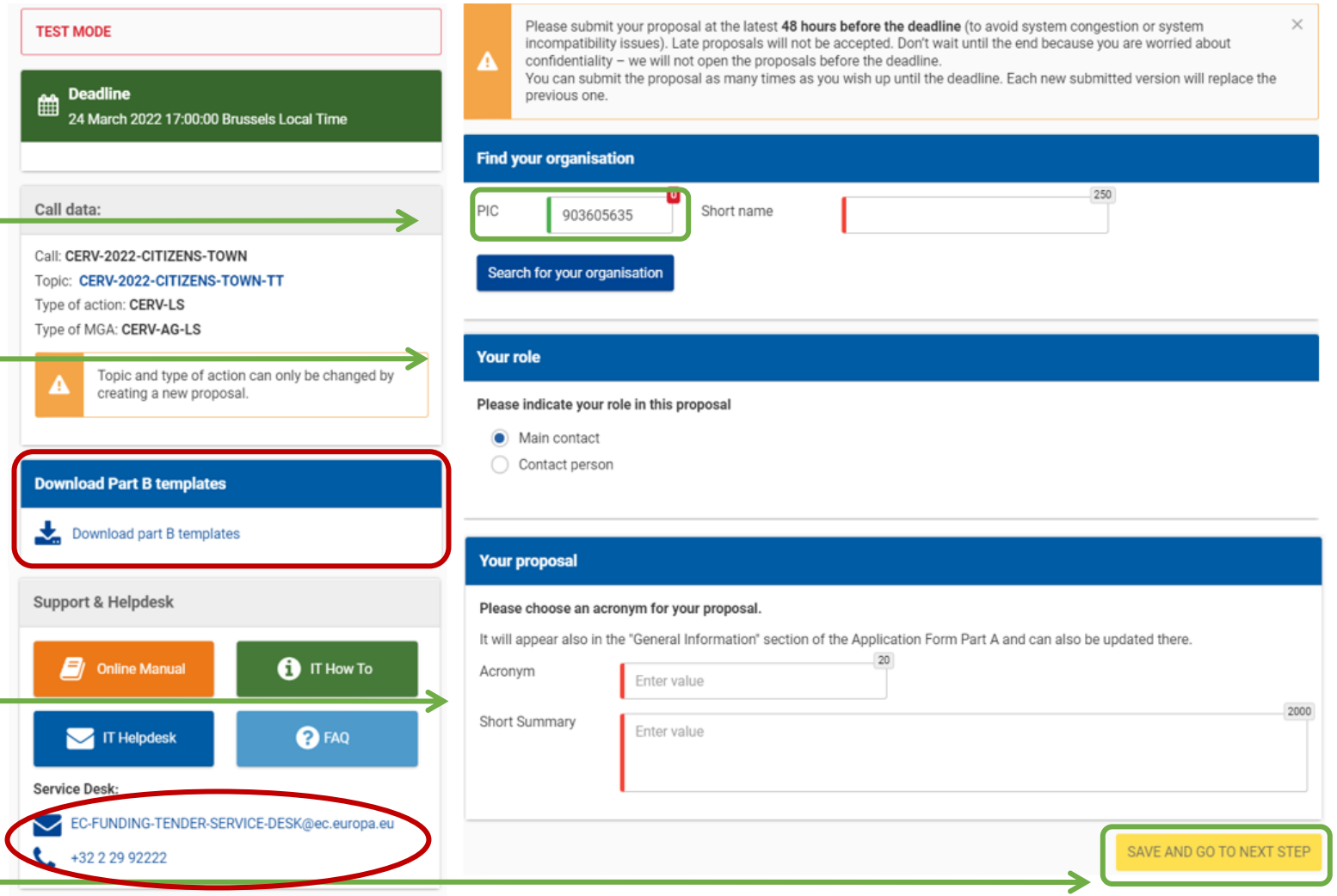
Encode your PIC number

Indicate your role

Download Part B templates and keep them aside

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

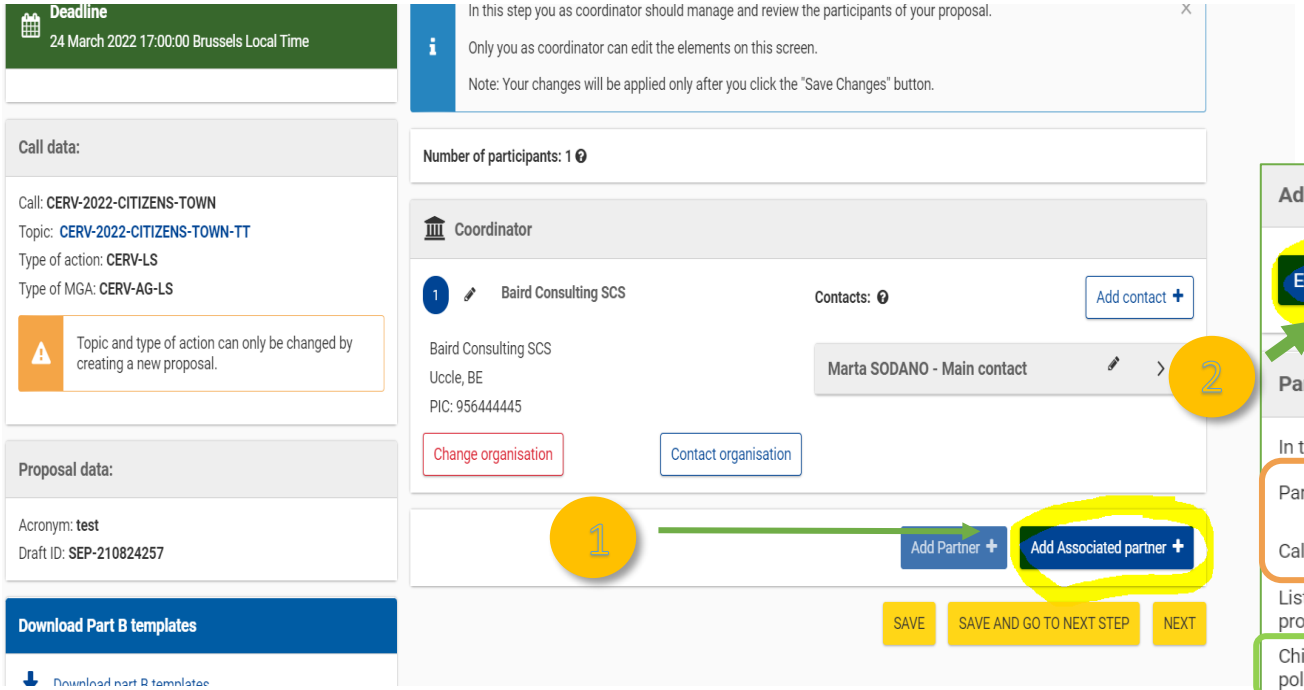
Fill in information and “Save and go to next step”

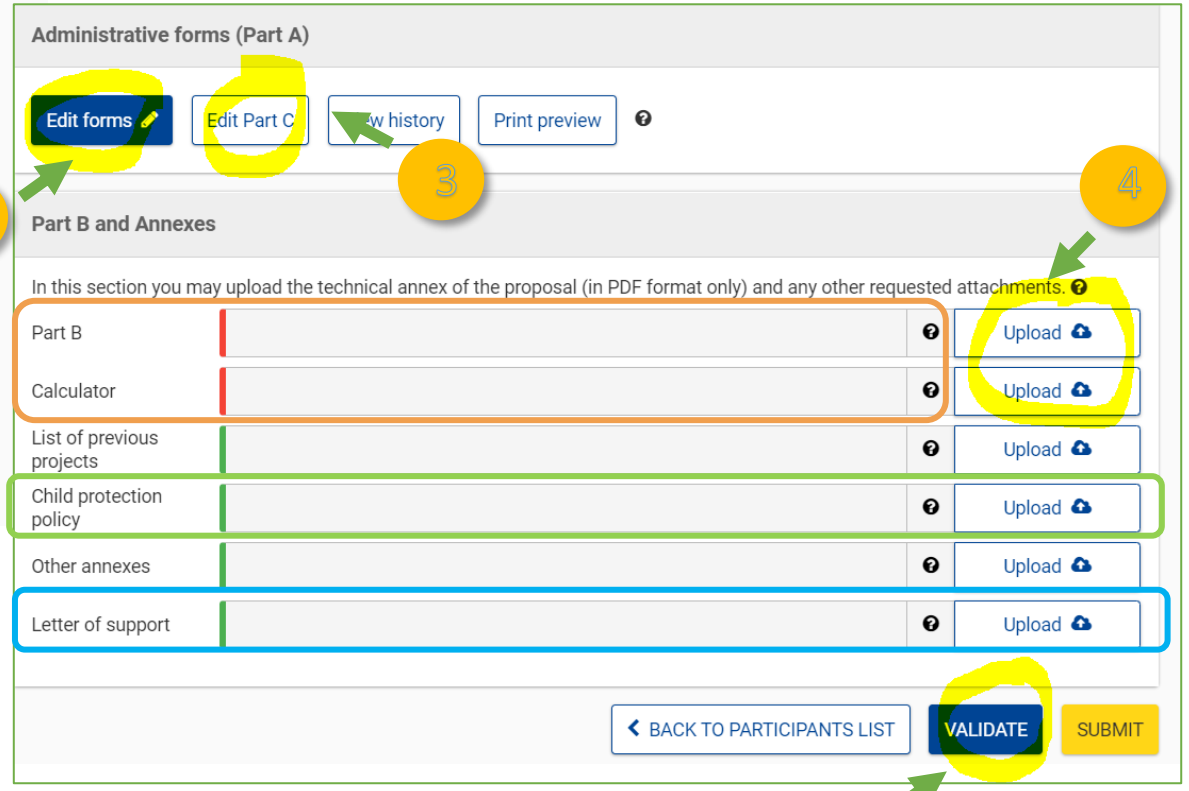


In case of technical issues, contact the Helpdesk

Create a proposal
Step 2 - Town twinning

MANDATORY:
- **Add associated partner (=other participants 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 (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)**





To check if errors/ missing information

Deliverables for Town Twinning

Only one deliverable should be included per Town-Twinning. The deliverable is the Town-Twinning event itself. If more than one TT event is foreseen, each one should be a separate WP and therefore a separate DLV.

Insert: TT event

Only one DLV per WP (event)

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

For TT

1 WP = 1 EVENT =1 DELIVERABLE = TT Event

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]		

Budget & Work packages - Town Twinning

Budget calculator
"Tpl_Calculator (CERV LS Town TT).xls"

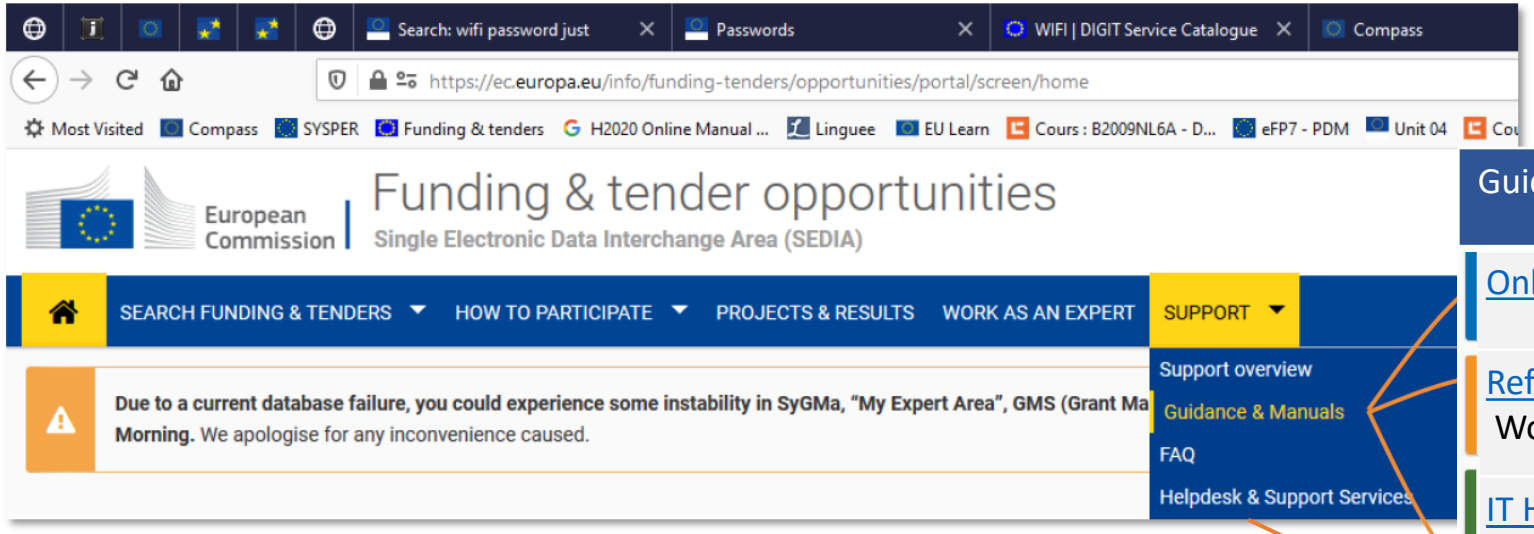
Event (Work Package) Number	Number of International participants (manual input)	Lump Sum (automatic)
1	25/40	EUR 5.285
2		EUR 0
3		EUR 0
4		EUR 0
5		EUR 0
6		EUR 0
	Total Amount	EUR 5.285

A Town Twinning **event** happens within a defined timeframe and can include different types of **activities** (workshops, seminars, conferences, training activities, expert meetings, webinars, awareness-raising activities, data gathering and consultation, development, exchanges and dissemination of good practices amongst public authorities and civil society organisations, development of communication tools and the use of social media).

Lump sum (based on number of international participants i.e. invited participants).
It co-finances **travel and overnight costs**.

Reference documents & Online Guidance

Funding & tender opportunities



Guidance & Manuals

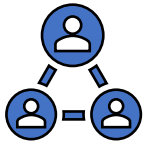
Call document available in 24 EU languages

- Online Manual
- Reference documents
  Work Programme and call document
- IT How to
- Helpdesk and Support Services

Watch info sessions

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

Contacts and useful links



CERV Contact Points in most EU countries

DG Justice and Consumers newsletter

EACEA-CERV@ec.europa.eu

Best practices : Example of funded projects under previous CERV call (soon available) and under the previous programme Europe for Citizens

Citizens, Equality, Rights and Values Programme

NATIONAL CONTACT POINTS

23 June 2023

@CITIZENS-TOWN-TT Info Session

LINK TO PRESENTATION:

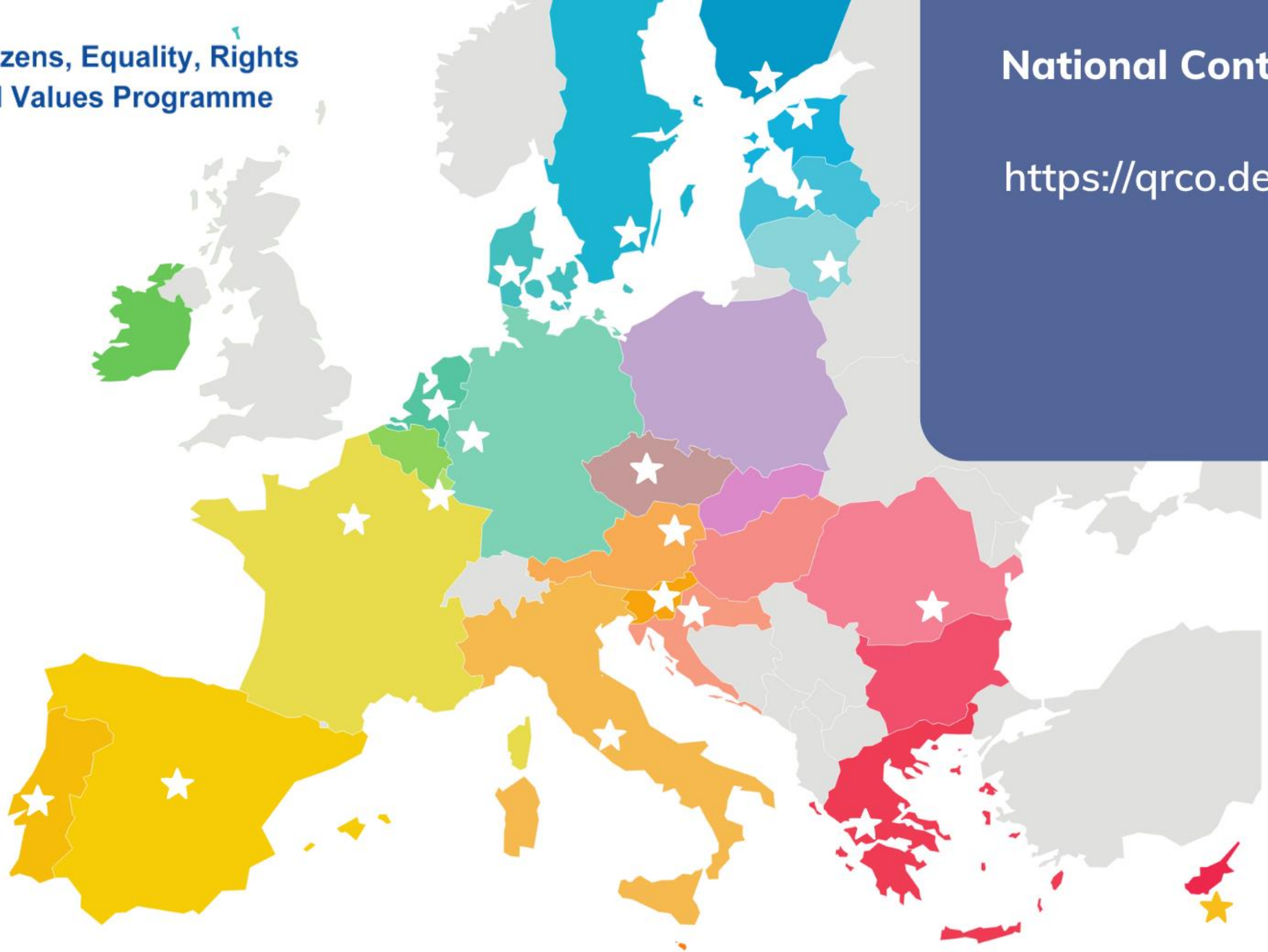
https://qrco.de/CERV-NCP-Pres

Citizens, Equality, Rights and Values Programme

National Contact Points

LINK

https://qrco.de/cervNCPs



Citizens, Equality, Rights and Values Programme

OUR MISSION

INFORMATION

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

SUPPORT

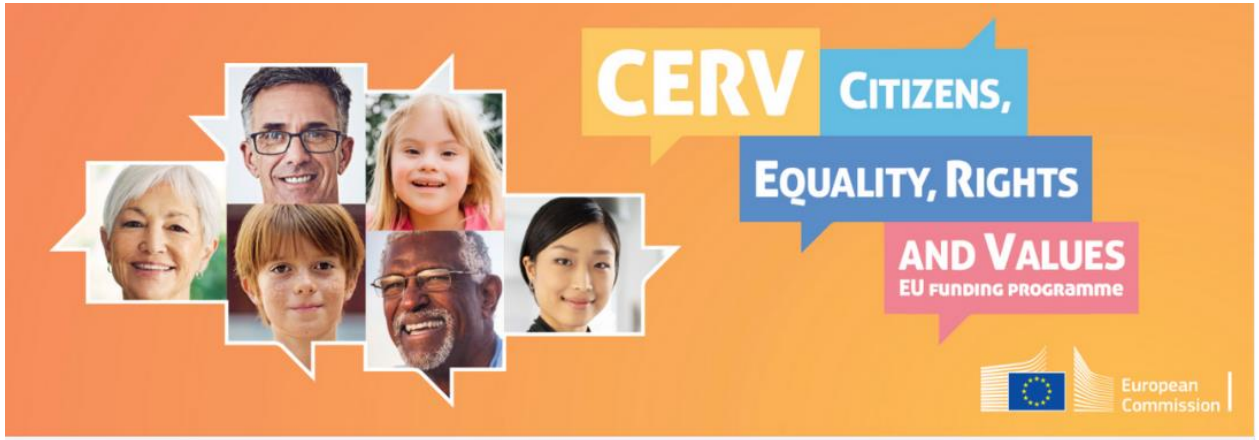
- facilitating the MATCH-MAKING between potential partner entities on a transnational level;
- supporting applicants during the APPLICATION PROCESS.

ADVICE

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

DISSEMINATION

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

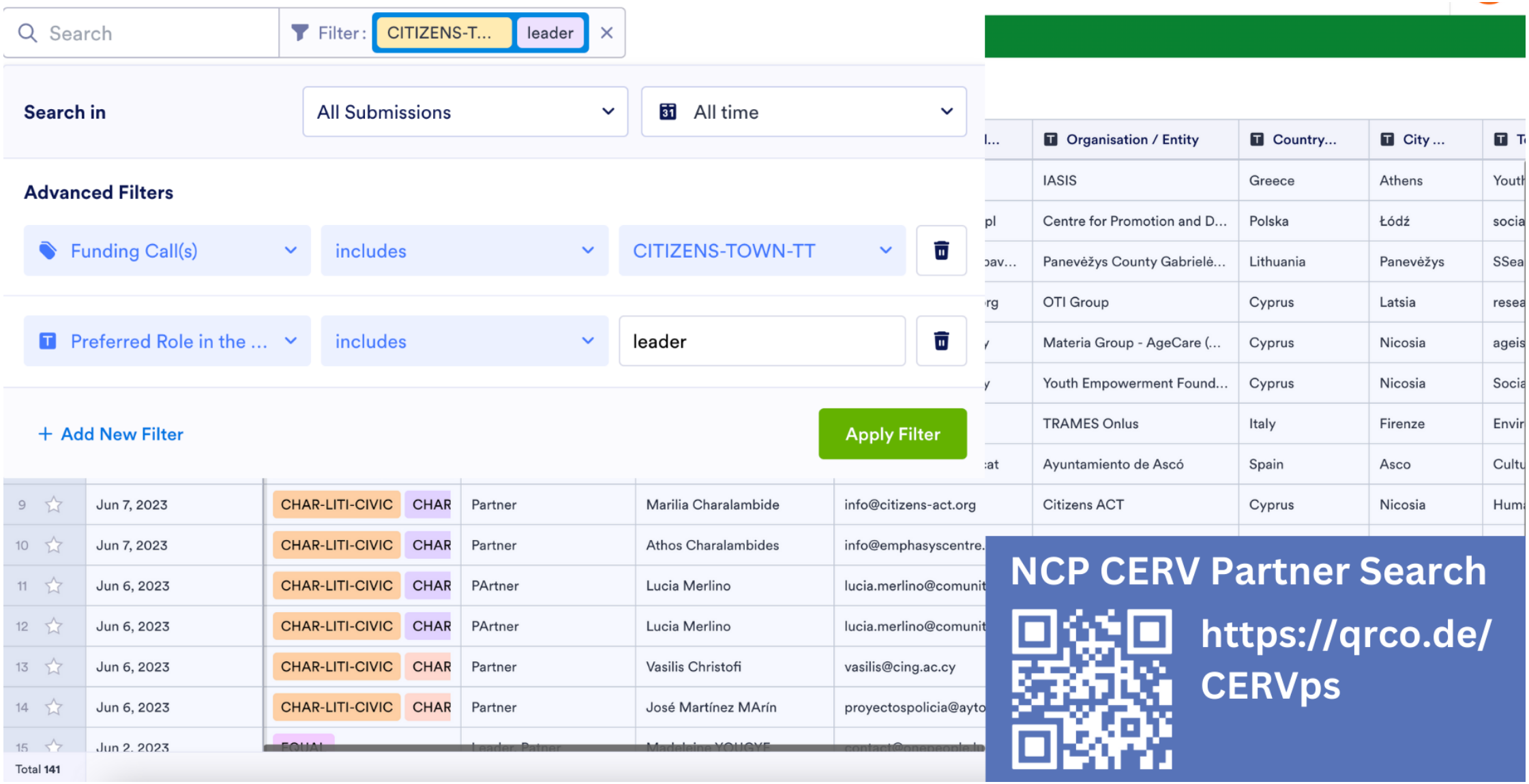


CERV Project Partner Search

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.

NCP CERV Partner Search

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
+ Add New Filter
Apply Filter
Organisation / Entity
Country...
City ...
IASIS
Greece
Athens
Centre for Promotion and D...
Polska
Łódź
Panevėžys County Gabrielė...
Lithuania
Panevėžys
OTI Group
Cyprus
Latsia
Materia Group - AgeCare (...
Cyprus
Nicosia
Youth Empowerment Found...
Cyprus
Nicosia
TRAMES Onlus
Italy
Firenze
Ayuntamiento de Ascó
Spain
Asco
9 Jun 7, 2023 CHAR-LITI-CIVIC CHAR Partner Marilia Charalambide info@citizens-act.org Citizens ACT Cyprus Nicosia
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
Total 141
NCP CERV Partner Search
https://qrco.de/CERVps

JOINT EVENTS

- 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

Citizens, Equality, Rights and Values Programme

NEXT EVENTS

FR 30 June 2023	CERV CITIZENS' FORUM
10AM - 12PM	Call: CITIZENS-CIV
MO 10 July 2023	CERV CITIZENS' FORUM
10AM - 12PM	Calls: CITIZENS-CIV

NCP Event Registration

https://qrco.de/CERV-forum

www.facebook.com/CERVprogramme

Co-funded by the European Union
Office of the Government of the Czech Republic
CERV
YOU CARE. WE CERV.
PROGRAMME
CITIZENS, EQUALITY, RIGHTS, VALUES
2021-2027
SUPPORTED ACTIVITIES
National contact point

Q&A

European Commission

Thank you and keep in touch!

TT and NT Team
EACEA-CERV@ec.europa.eu

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European Commission