



CERV-2022-TOWN Call for Proposals

Click to add text

Town Twinning CERV Programme

Online Info Session

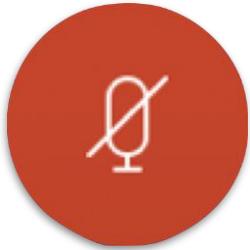
*European Education and Culture
Executive Agency*

23 June 2023



Get Webex ready...

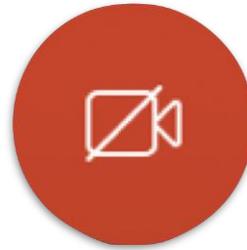
Microphone



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 wishing to search for partners will be shared** (if they provided their approval in the EU survey).

No personal data will be collected!!

How to apply?

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**

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

English | Register | Login

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

town twinning

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming | Open for submission (1) | Closed (7)

Funding and tenders (8)

Need help? | Sort by: Submission status

Town-Twinning (CERV-2023-CITIZENS-TOWN-TT) | 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	<u>15 March 2023</u>	Deadline date	<u>20 September 2023 17:00:00 Brussels time</u>

Step 1: Find the call documents

TOPIC ID: CERV-2023-CITIZENS-TOWN-TT

Grant

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Submission service
- Topic related FAQ
- Get support
- Call information
- Call updates

Go back

General information

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

Call
[Call for proposals for Town-Twinning \(CERV-2023-CITIZENS-TOWN-TT\)](#) [See budget overview](#)

Type of action
CERV-LS CERV Lump Sum Grants

Type of MGA
CERV Lump Sum Grant [CERV-AG-LS] [Open for submission](#)

Deadline model	Opening date	Deadline date
single-stage	15 March 2023	20 September 2023 17:00:00 Brussels time

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 navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A red box highlights the 'HOW TO PARTICIPATE' menu, which contains 'Key steps', 'Reference documents', 'Participant register', and 'Partner search'. The search filters section includes 'Keyword', 'Topic', 'Call', and 'Programme'. The search results section shows 'Results: 0' and 'No records found'. The URL in the browser is <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/partner-search>.

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

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

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

Search by keyword, name... Search

Organisations Persons [Advanced search ^](#)

Programme / Topic

Programme: Citizens, Equality, Rights and Values Programme (CERV) (2668) x v

Topic: Select a Topic... v

Location

Country: Select a Country... v

Organisation

Organisation type: Select an Organisation type... v

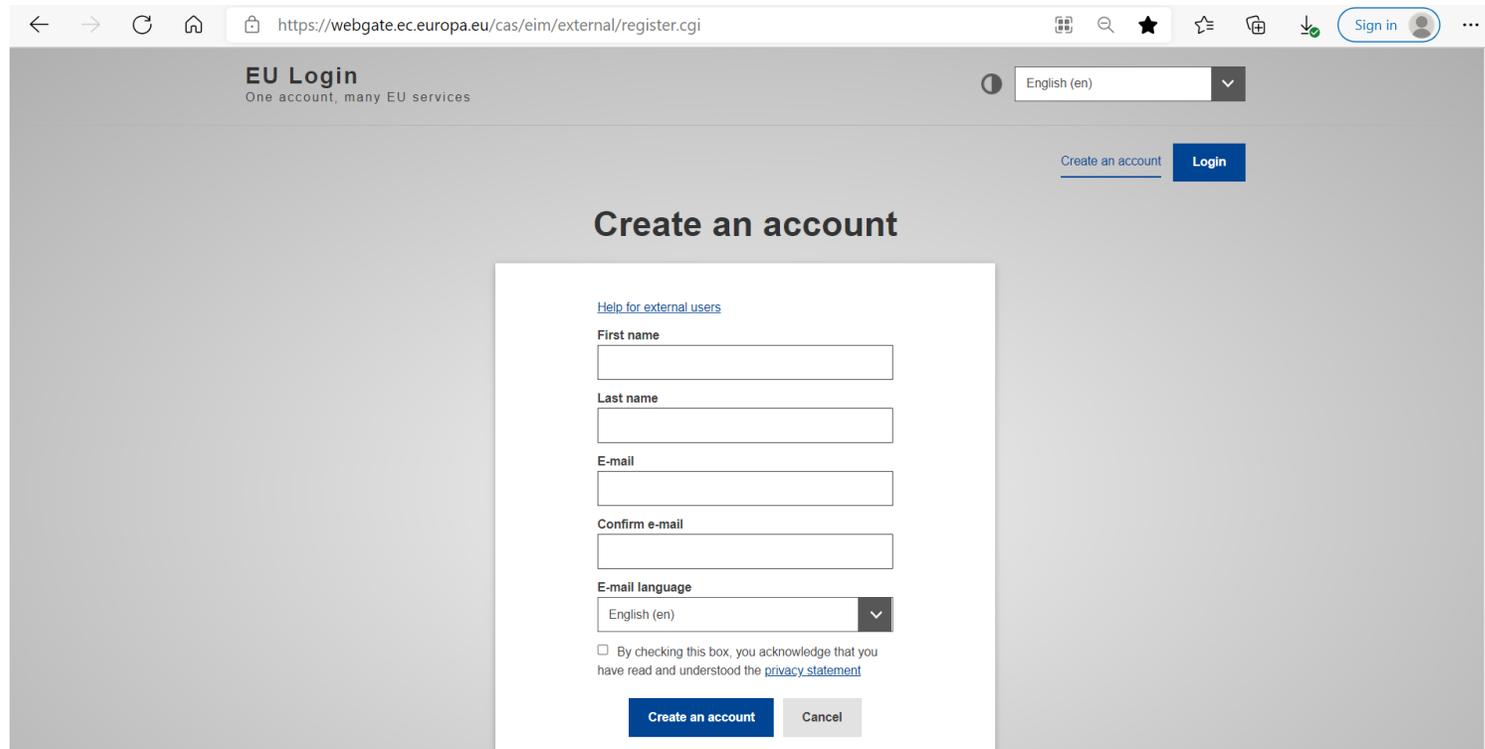
Profiles with published Partner search announcements (930)

town

- CERV-2022-CITIZENS-TOWN-NT (257)
- CERV-2021-CITIZENS-TOWN-NT (217)
- CERV-2022-CITIZENS-TOWN-TT (177)
- CERV-2021-CITIZENS-TOWN-TT (122)
- CERV-2023-CITIZENS-TOWN-TT (54)
- CERV-2023-CITIZENS-TOWN-NT (44)

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 it, there is a link for "Help for external users". The registration form contains the following fields:

- 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](#)".

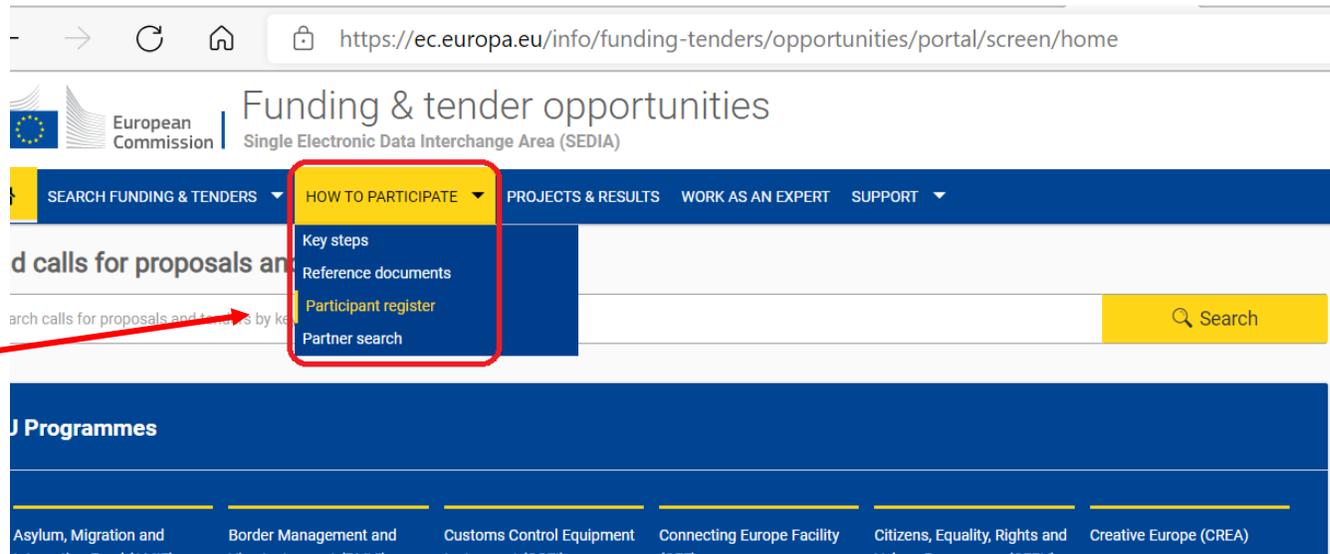
At the bottom of the form, there are two buttons: "Create an account" and "Cancel".

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

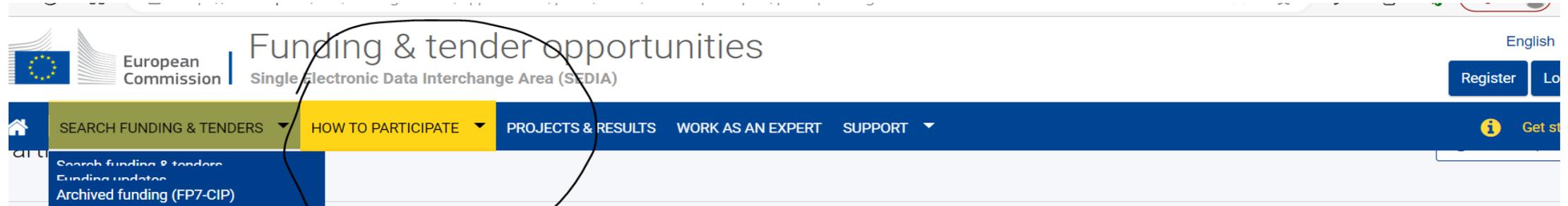
For new applicants only

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



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

English

Register | Lo

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

Search funding & tenders
Funding updates
Archived funding (FP7-CIP)

Get st

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area

Step 4: Register your organisation and get your PIC

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

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

Participant's Register

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users

Identification

Legal name * Legal name

Registration country * Registration country

Registration number * Registration number

VAT number * VAT number

Save Review the Form

Need help?

For grants (funding)

- Online manual
Help on the business process
- IT How To
Help on the IT tools

Need help? Click on the up right on the page

Step 5: Start submission

1. Launch Submission wizard

Start submission

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

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

Please select the type of your submission:

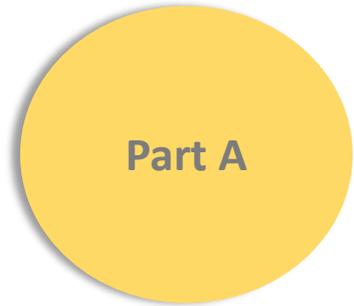
CERV Lump Sum Grants [CERV-LS], CERV Lump Sum Grant [CERV-AG-LS]

Start submission

 Need help?

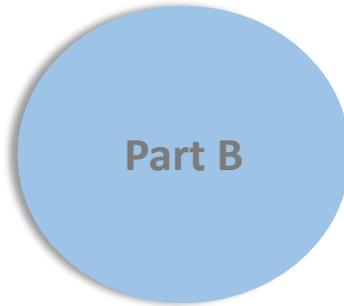
2. Create a draft proposal by clicking on "Start submission"

Proposal structure



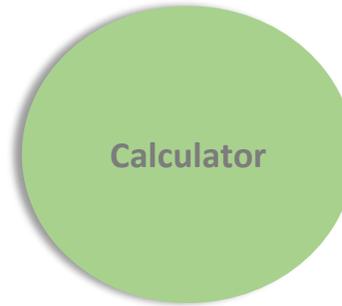
Part A

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



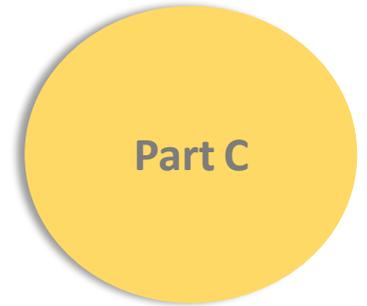
Part B

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



Calculator

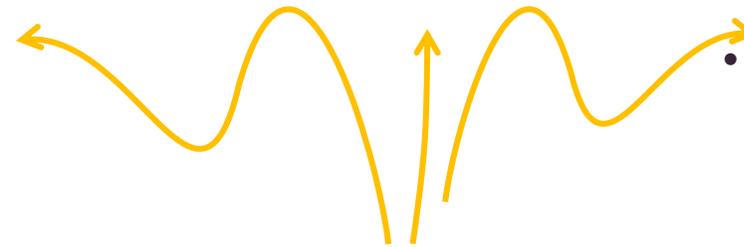
- **Budget calculator**
- Data on the amount requested for the action



Part C

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

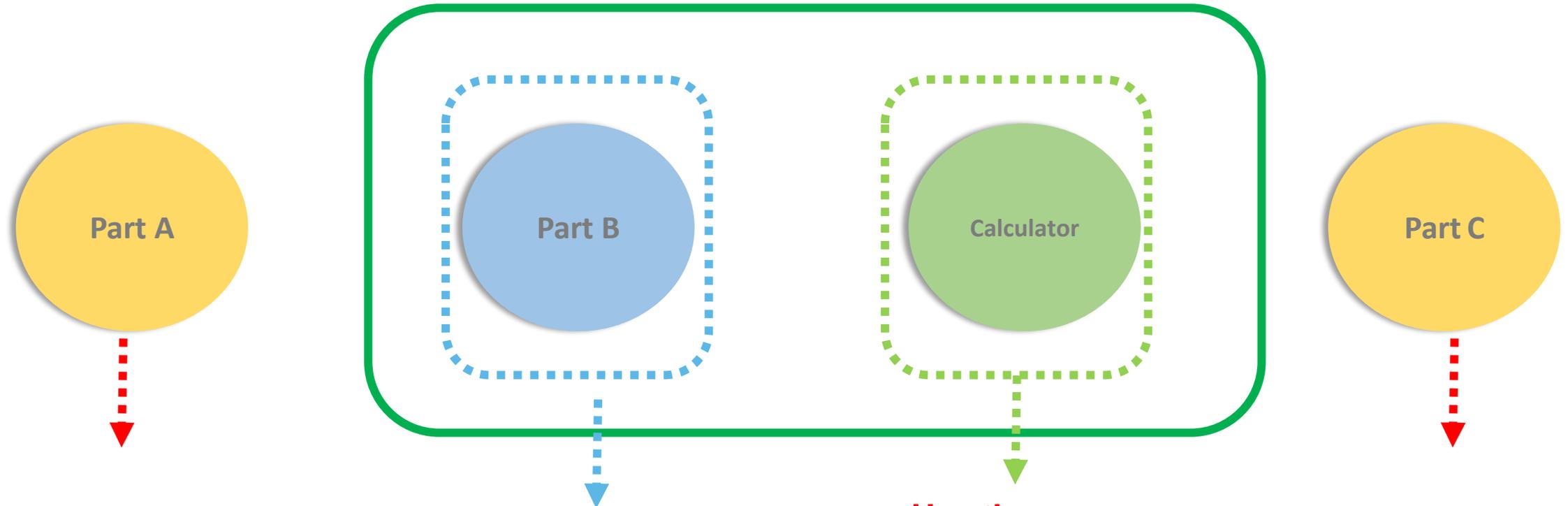
- ! **Consistency should be ensured in the data provided across all parts of the proposal**



Ex: same budget in all docs

Proposal structure

To be downloaded



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"

TEST MODE

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

Call data:

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

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

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 903605635 Short name

Search for your organisation

Your role

Please indicate your role in this proposal

Main contact
 Contact person

Your proposal

Please choose an acronym for your proposal.
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

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)**

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

Call data:
Call: CERV-2022-CITIZENS-TOWN
Topic: CERV-2022-CITIZENS-TOWN-TT
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

Proposal data:
Acronym: test
Draft ID: SEP-210824257

Number of participants: 1

Coordinator
Baird Consulting SCS
Uccle, BE
PIC: 956444445

Contacts:
Marta SODANO - Main contact

Buttons: Add contact +, Change organisation, Contact organisation, Add Partner +, Add Associated partner +, SAVE, SAVE AND GO TO NEXT STEP, NEXT

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

Instructions: 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.

Administrative forms (Part A)

Buttons: 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

Buttons: < BACK TO PARTICIPANTS LIST, VALIDATE, SUBMIT

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...)

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				[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]		

For TT

1 WP = 1 EVENT = 1 DELIVERABLE = TT Event

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

Search: wifi password just | Passwords | WIFI | DIGIT Service Catalogue | Compass

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

Most Visited | Compass | SYSPER | Funding & tenders | H2020 Online Manual ... | Linguee | EU Learn | Cours : B2009NL6A - D... | eFP7 - PDM | Unit 04 | Cou

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](#)

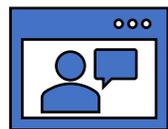
[Reference documents](#)

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



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

23 June 2023



Citizens, Equality, Rights
and Values Programme

NATIONAL CONTACT POINTS

@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>





OUR MISSION

INFORMATION

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

ADVICE

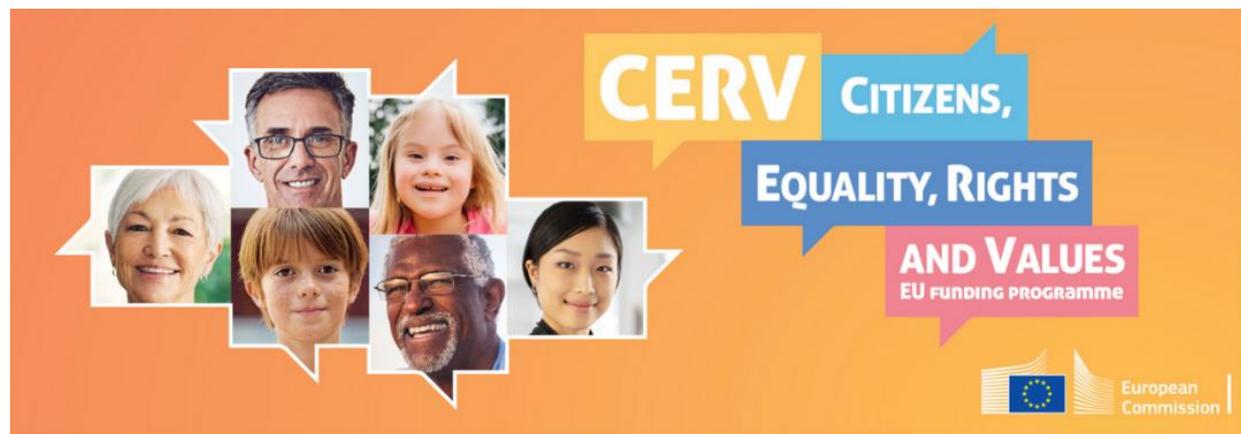
- facilitating the participation of stakeholders and giving advice to applicants;
- increasing the **CAPACITY** of stakeholders to take part in the Programme.

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.

NCP CERV Partner Search



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

Search Filter: CITIZENS-T... leader X

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

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@communitate
Total		141					



...	Organisation / Entity	Country...	City ...	T
	IASIS	Greece	Athens	Youth
pl	Centre for Promotion and D...	Polska	Łódź	social
ovav...	Panevėžys County Gabrielė...	Lithuania	Panevėžys	SSea
rg	OTI Group	Cyprus	Latsia	resear
y	Materia Group - AgeCare (...)	Cyprus	Nicosia	ageis
y	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



The banner features a central collage of six diverse people's faces (a man with glasses, a young girl, a woman, a young boy, an older man, and a woman) arranged in a circular pattern. To the right, the text 'CERV' is in a yellow box, 'CITIZENS,' in a blue box, 'EQUALITY, RIGHTS' in a blue box, and 'AND VALUES' in a pink box, with 'EU FUNDING PROGRAMME' in smaller text below. The European Commission logo is in the bottom right corner.

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](#)



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



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



NATURA JAPANESE RESTAURANT

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

THEMATIC AREAS OF THE PROGRAMME

- EQUALITY
- CITIZENS ENGAGEMENT
- PREVENTION AND ADMINISTRATION

The aim is to protect and promote Union values enshrined in the EU Treaties and the Charter of Fundamental Rights

SUPPORTED ACTIVITIES

- Seminars, exhibitions, documentaries, etc.
- Other activities of non-investment nature

ELIGIBLE APPLICANT / PARTNER

- Public or private organization established in the EU
- Non-profit organizations, civil society organizations, citizens' initiatives and social and regional authorities (e.g. survey institutes, museums, research institutions, associations, etc.)

Information: <https://cerv.europa.eu/cerv/>
Czech Republic
info@cerv.europa.eu
@cerv_eu
v@viada.cz
+420 725 755 503

National contact point
Government office of the Czech Republic
Národní Edvarda Beneše 4, Prague 1

Q&A

Thank you and keep in touch!

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



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