Tips on how to apply to the Town-Twinning (TT) /Networks of Towns (NT) Call 2022:

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HOW TO SUBMIT YOUR PROPOSAL?

After creating a draft proposal with your PIC as applying organisation [COORDINATOR] you will be redirected to the Participants tab on the progress line:

1. Encode project participants

❖ Specificities for TT project proposals

Town-Twinning grants are mono-beneficiary grants, which means that the single beneficiary will automatically be coordinator.

The coordinator is the sole applicant. Other participants for the TT Project proposals are considered **associated partner(s)**, to add them you have to select the '+associated partner' button. '+ Add partner' button is not active.

After adding the Associated Partner(s) click on 'save and go to next step' .

❖ Specificities for **NT** project proposals

Network of Towns grants are multi-beneficiary grants, which means that the beneficiaries participate as consortium (group of beneficiaries). They have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority.

Other participants for the NT Project proposals are considered **partner(s)**, to add them you have to select the '+partner' button.

After adding the minimum of 4 Partners click on 'save and go to next step'.

2. Fill in all parts of the application form

The Application form consists of three parts: **Part A, Part B and Part C.**

Part A and Part C shall be filled in on-line.

The process is the same for both TT and NT projects.

a. How to access Part A

You need to click on 'Edit Forms' button. After clicking on the 'Edit Form' button you will be redirected to the on-line form for Part A in the same Tab.

- ▪ **Language of the application form:**

Please note that the Application form is available in English by default but you can choose to fill it in in any other language among the 23 EU official languages.

- ▪ **Duration of the project:**

For TT projects, the maximum duration is 12 months. For NT, projects should range between 12 and 24 months.

- ▪ **Keywords:**

In the drop-down menu, please select "Town-Twinning" for Town-Twinning projects and "Networks of Towns" for Networks of Towns projects.

1 - General information

- **Priorities:**
  Select "Priorities are applicable" and select the EC priorities, domains and policy areas" applicable to your project – See example below

- **Participants and contacts:**
  The gender, title and position must be selected, otherwise the validation error will show up.

Type or select a participant

Table of contents	Validate form	Save form	Save & exit form

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title Ms ⌄

Gender ◉ Woman ○ Man ○ Non Binary

First name JPNTTN   Last name JPNTTJ

E-Mail jpntest@test.org.br

Position in org. President

Department Test Org   ☑ Same as organisation name

☑ Same as proposing organisation's address

Street test

Town test   Post code

Country Japan

Website Please enter website

Phone +xxx xxxxxxxx   Phone 2 +xxx xxxxxxxx

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At any point the form can be validated. Validation result will show the missing entries and not validated sections.

< Budget   Validation result   Exit form >

Table of contents	Validate form	Save form	Save & exit form

Application forms

Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

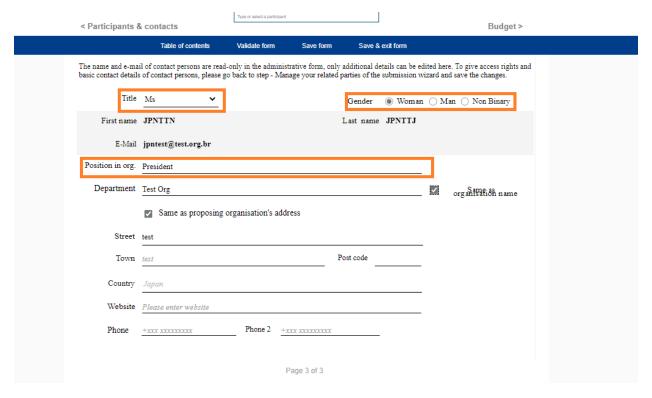| Section	Description	
Aero LTD	This section has not been validated yet	**Show Error**
General Information	Similar Proposal submitted - missing entry	**Show Warning**
Baird Consulting SCS	Main Contact Position - missing entry	**Show Warning**

After Clicking on Show Error or Show Warning, the system will direct you to the erroneous section and highlight the errors. There is no 'back' button. You need to choose the section you wish to proceed to or re-validate. You can proceed to table of contents to choose the next section.

Type or select a participant

Table of contents   Validate form   Save form   Save & exit form

basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

| Title | Ms ∨ | | | Gender | ◉ Woman ◯ Man ◯ Non Binary |

| First name | TESTNTFOUR | | Last name | NT |

| E-Mail | ntfour@test.or.pl |

Position in org.   President

Department   *Charalampos Xenogiannis Comm.v.*   ☑ Same as organisation name

☑ Same as proposing organisation's address

Street   *champ du champ de mard 5*

Town   *brussels*   Post code   *1050*

Country   *Belgium*

Website   *Please enter website*

Phone   +xxx xxxxxxxxx   Phone 2   +xxx xxxxxxxxx

b. How to access Part B and the Calculator

Part B and the Calculator (Excel file) must be downloaded to your device. Part B must be filled in as a Word file (Part B – Application Template).

Depending on whether you apply for the TT or the NT call, you need to use the calculator applicable to your case:

- For TT project proposals, use "Tpl_Calculator (CERV LS Town TT).xls"
- For NT project proposals, use "Tpl_Calculator (CERV LS, NETWORKS NT).xls"

After filling Part B and the Calculator, you need to save them as PDF. Only PDF files can be uploaded onto the portal.

Nota Bene: Your proposal will not be considered as completed if you do not upload PDF versions of Part B and the Calculator. It is advisable to start the encoding of your proposal by assessing the budget (grant amount requested) through the Calculator before encoding Part A and C.

➢ How to encode the budget

Information related to the budget shall be filled in "Part A – Budget section" and "Part B – Attached Calculator File"

Make sure the budget (grant amount requested) is consistent in "Part A – Budget section" and "Part B – Attached Calculator File".

To assess the budget you need to know the number of invited participants and use the calculator first.

▪ *For TT project proposals*
Follow the instructions above.

▪ *For NT project proposals:*
Follow the instructions above and make sure the budget is distributed between all partners involved in the project. The budget distribution must be indicated in Part A of the application (see example below)

	< Participants & contacts		Budget		Validation result >
		Table of contents	Validate form	Save form	Save & exit form

Application forms

Proposal ID   SEP-210823439
Acronym   NTTEST

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	45000.00
2	Test Camelia-valeria	BE	10000.00
3	Aero Ltd - Test Company	US	10000
4	Charalampos Xenogiannis Comm.v.	BE	10000.00
5	Test Org	JP	10000.00
	Total		85000.00

➡ **Make sure to click 'save and exit form' to save the changes**

In Part A, the 'Save' button is available only on the top of the website. There are two options 'Save' and 'Save and Exit'.

c. How to access Part C

You need to click on 'Edit Part C' button.

Please note that Part C will open in a new Tab.

d. How to fill in Part C:

Reminder: Part C will open in a separate TAB, you will have to fill in all necessary details, save changes and close the page.

Red highlights will indicate the missing information (organisation type).

To open the Organisation TAB, you need to use the arrow on the right site and insert the details from the list. If you are an NGO you will need to attach the support letter.

To add a Work Package, you need to click on '+' symbol twice. In Step 1 – to add Work Package Row and then in Step 2 to validate provided information.
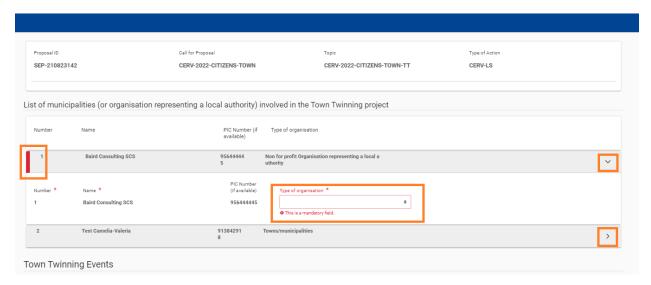

Reminder: 1 work package = 1 event (twining exchange in a given time and town in a specific place and on a specific topic) = multiple activities. Maximum funding for the project in the TT Call is 30 000 EUR for the projects where the overall number of the participants in one or more work packages exceeds 205. Please note that activities such as coordination meetings, communication and dissemination are already calculated in the lump sum and therefore cannot be added as an extra work package. Should this be the case, during the selection process the grant amount will be reduced accordingly.

➢ How to encode the number of participants:

▪ For TT project proposals:

You need to count 'invited participants' only (invited participants = international[1] participants, who will travel to attend the event). Their number is a base for lump sum calculation. Direct participants are all participants of the event = local participants + invited participants.

▪ For NT project proposals:

You need to count as 'participants' international participants, who will travel to attend the event **AND** 'local participants' e.g.: for a project of 35 'invited participants' and 100 'local participants' - In total 135 participants are counted and must be encoded as direct participants.

Please note that the option *'invited participants'* is frozen in the application form for NT project proposals.

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[1] International participant = participants from eligible countries (EU member states and countries having signed a association agreement). Please note that participants from non-eligible countries can participate to your event but their costs are not eligible (i.e cannot be taken into account in the grant calculator).

For NT Projects you will need to add at least 2 Work Packages, there is no field to indicate the invited participants, even if this is indicated in the table header. You are also required to indicate the event type.

(!) It is not possible to correct the number of participants once the Work Package is added. To do so it is required to delete the Work Package and re-add it with correct numbers.

To save part C: Click on 'Save data' in the lower right corner. Close the window and go back to the main tab.

NB: Do not forget to put the breakdown of the participants per country for the events foreseen.

The breakdown per country (indication how many participants from each partner country) will take part the event(s) can be indicated in Part B – Template, section 4.

It can be also mentioned in the brief description of the work plan 4.1 and 4.2 (see below)

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan
Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).
Insert text

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 t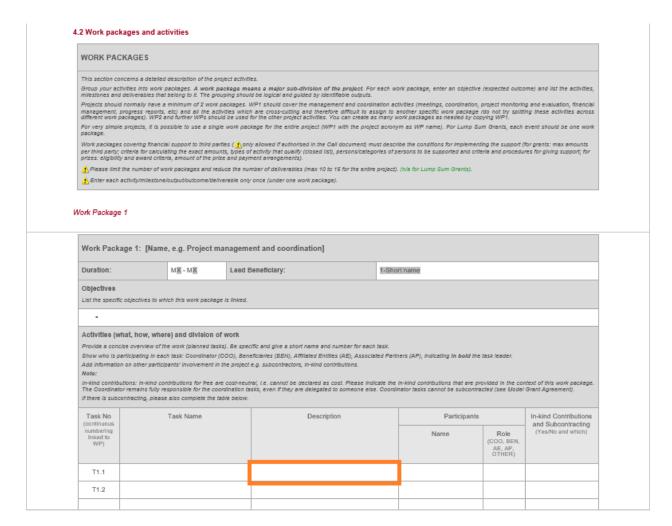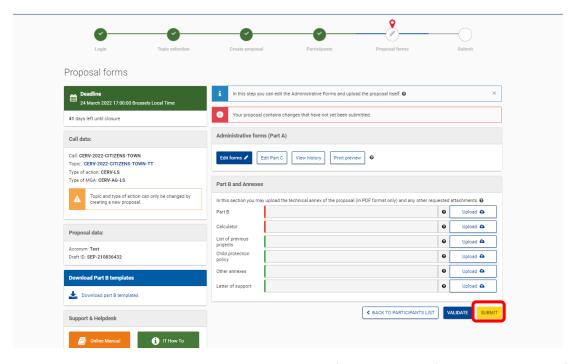he conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award 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).*

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]					
Duration:	MX - MX	Lead Beneficiary:		1-Short name	

Objectives

List the specific objectives to which this work package is linked.

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Activities (what, how, where) and division of work

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), indicating in bold the task leader.
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.
Note:
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).
If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

and in the brief description of deliverables (see below):

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/		

3.   Click on "Submit"

Once the proposal is submitted, you will receive a confirmation e-mail (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted.