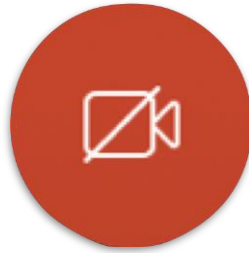# Get Webex ready…

Microphone

OFF

Stay muted

Camera

OFF

Please keep your camera off

slido

#542534

Join us on
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).

No personal data will be collected!!

European Commission

Agenda

Welcome and opening remarks by Gilles Pelayo
EACEA Unit B.3 Citizens and EU values - Head of Unit

Part 1: **Presentation of CERV Programme by Daniela Mormile**
DG JUST Unit 0.4 Programme and financial management - Policy Officer

Part 2: **Presentation of TOWN 2022 Call by Vania Bonalberti and Luminita Stanciulescu**
EACEA Unit B.3 Citizens and EU values - Call Coordinators

Coffee break (10 min)

Part 3: **"How to apply?" by Noelle Aboya-Chevanne**
EACEA Unit B.3 Citizens and EU values - Project Officer

Moderated by Aikaterini Xethali, Head of Sector Unit B.3

European Commission

Live Poll (1)

From which city are you connected?

slido

#542534

Live Poll (2)

Have you applied before to the Call
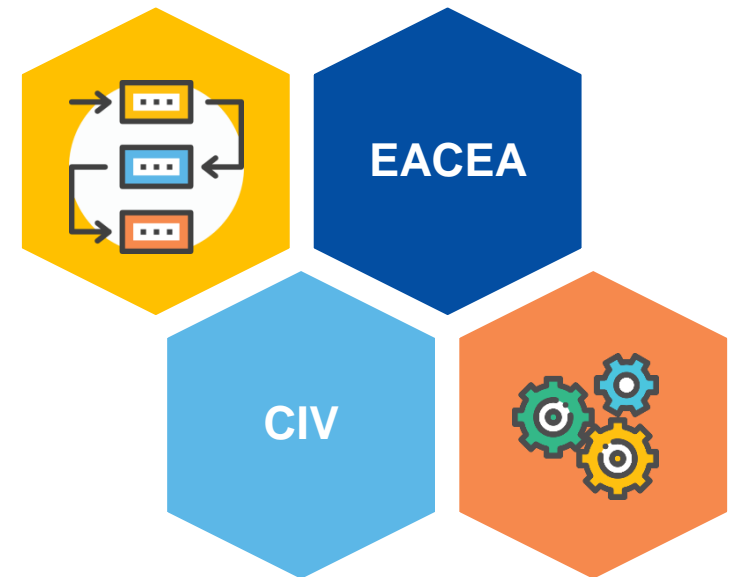Town Twinning or Networks of Towns?

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#542534

Welcome and opening remarks

- European Education and Culture Executive Agency EACEA

- Citizens' engagement and participation &
[Europe for Citizens](#)

- eGrants

1) Citizens, Equality, Rights and Values Programme

EU FUNDING OPPORTUNITIES

European Commission

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
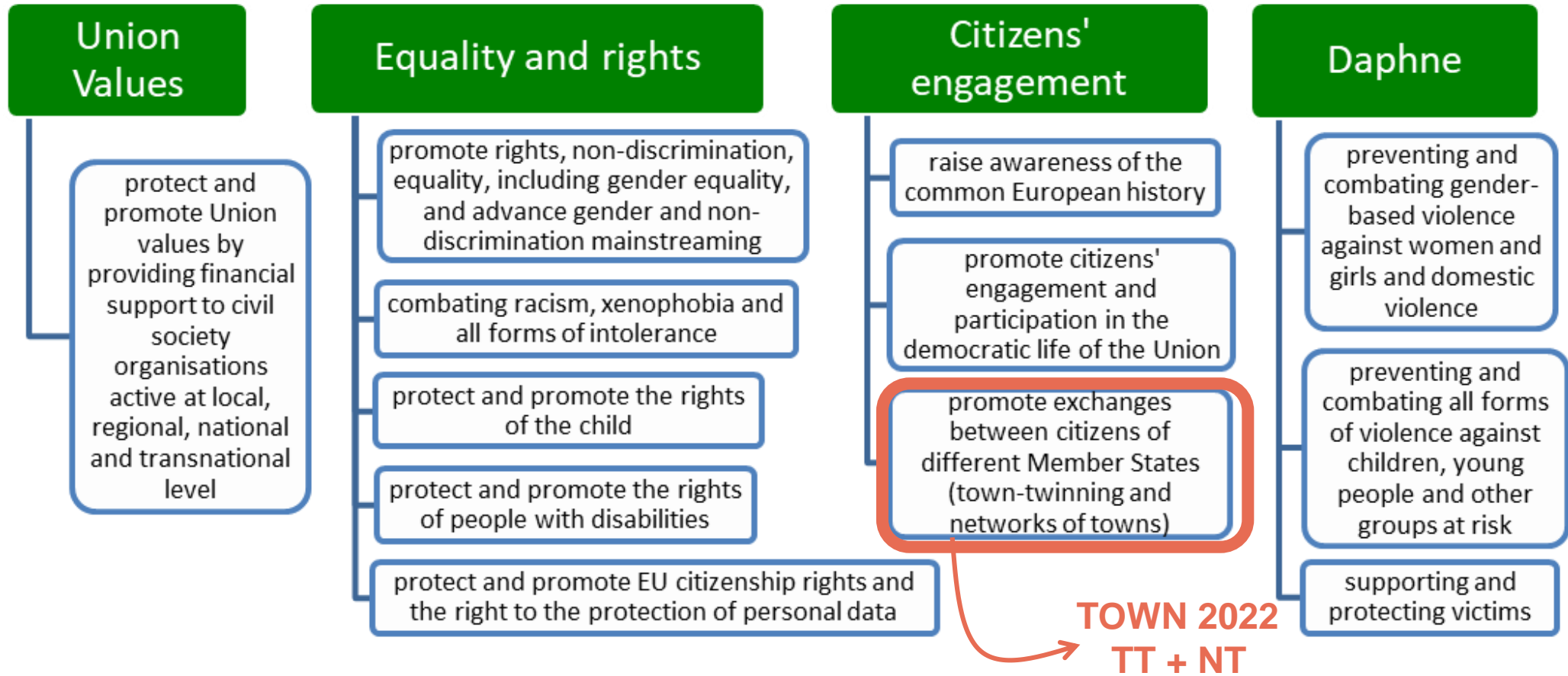
Union values strand

Equality, Rights and Gender Equality strand
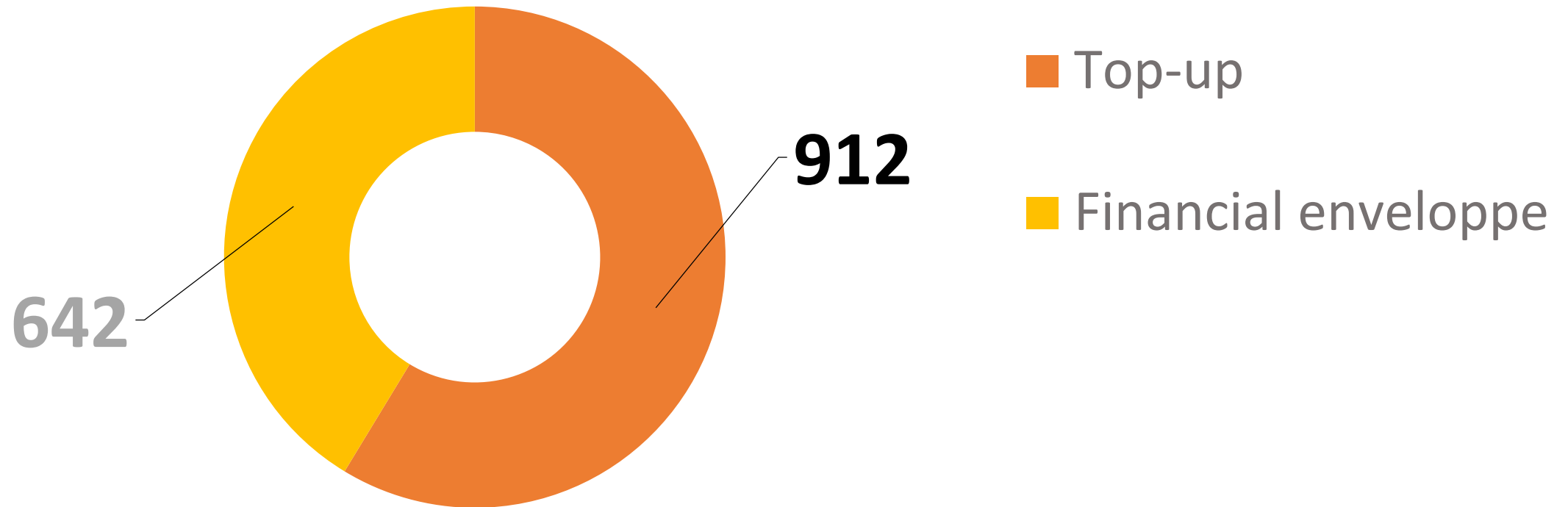
Citizens' engagement and participation strand

Daphne strand

European Commission

CERV Programme – Four strands

Union Values
- protect and promote Union values by providing financial support to civil society organisations active at local, regional, national and transnational level

Equality and rights
- promote rights, non-discrimination, equality, including gender equality, and advance gender and non-discrimination mainstreaming
- combating racism, xenophobia and all forms of intolerance
- protect and promote the rights of the child
- protect and promote the rights of people with disabilities
- protect and promote EU citizenship rights and the right to the protection of personal data

Citizens' engagement
- raise awareness of the common European history
- promote citizens' engagement and participation in the democratic life of the Union
- promote exchanges between citizens of different Member States (town-twinning and networks of towns)

TOWN 2022 TT + NT

Daphne
- preventing and combating gender-based violence against women and girls and domestic violence
- preventing and combating all forms of violence against children, young people and other groups at risk
- supporting and protecting victims

European Commission

Citizens, Equality, Rights and Values

Budget: 1.55 billion euro

912 — Top-up
642 — Financial enveloppe

Budget by strands

Union Values — € 690 million

Equality, rights and gender equality
Daphne (gender-based violence) — € 470 million

Citizens engagement and participation — € 395 million

Which actions?

Training activities, capacity building, mutual learning, workshops, experts' meetings, conferences

Awareness-raising and dissemination activities, media campaigns

Analytical activities, such as studies, researches, surveys and evaluations

Support for European networks, civil society

Why you should pay specific attention to gender mainstreaming in your proposal?

- The Commission has revised its evaluation methodology and mainstreamed gender across the evaluation criteria to ensure funding creates a strong added value for everybody involved in funded projects. Your attention to gender mainstreaming has an impact on the score you receive in the evaluation.

- Integrating a gender perspective in the design and implementation of your project increases the quality of your proposal by ensuring that women, men, boys and girls in all their diversity benefit from your intervention in a non-discriminatory way

- For more information on gender mainstreaming please visit: https://eige.europa.eu/gender-mainstreaming

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?

Town Twinning and Networks of Towns 2022 - Call objectives

To promote **exchanges between citizens of different countries**

To discover **the cultural diversity of the European Union**

To guarantee **peaceful relations between Europeans**

To reinforce **mutual understanding and friendship**

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

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

Town Twinning 2022 - Call priorities

4.500.000 €

Raising awareness on the **richness of the cultural and linguistic environment in Europe**

Raising awareness of the importance of **reinforcing the European integration process based on solidarity**

Fostering a **sense of belonging to Europe** by promoting the **debate on the future of Europe**

= NT

Reflecting on the **impact of the COVID-19 pandemic on the local communities**

= NT

Networks of Towns 2022 - Call priorities

6.500.000 €

Strengthening **the European and democratic dimension of the EU decision-making process**

Supporting **free and fair elections** in Europe

Fostering a **sense of belonging to Europe** by promoting the **debate on the future** of Europe

= TT

Reflecting on the **impact of the COVID-19** pandemic on the **local communities**

= TT

2) Timetable, main aspects, evaluation criteria

CERV-2022-CITIZENS-TOWN

Timetable *(section 4 in Call Document)*

Deadline for submission	Evaluation	Information on evaluation results	Grant signature
24 March 2022 17:00:00 CET (Brussels)	March– June 2022	June-July 2022	August– November 2022

Town Twinning – Expected Impact

To increase and encourage **mutual understanding and friendship** between a diverse range of citizens at a local level

To involve a diverse range of citizens from local communities' experience and recognise the added value the EU provides through grassroots-approach

To foster an increased **sense of belonging to the EU**

Town Twinning - Eligibility

In order to be eligible, the applicants (Coordinator and Associated partners) shall meet the following criteria:

- Organizations must be **legal entities**

- Public bodies or non-profit organisations: **municipalities** and/or other levels of local authorities or their **twinning committees** or **non-profit organisations** representing local authorities (support letter)

- be established in one of the **eligible countries:**
    - **EU Member States** (including overseas countries and territories (OCTs)
    - Non-EU countries: associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature **– currently no country at this level**

- **Therefore only EU Member States are currently eligible**

Duration: up to 12 Months
Budget: up to 30.000 EUR
Grant: **lump sum**

Overall budget for this topic 4.500.000 EUR

Town Twinning – Other eligibility criteria

Municipalities of at least **two different countries**

Number of participants: minimum of **50 participants** in the Town Twinning events, of which:
25 are invited (international participants) = traveling participants to the TT event

Geographical location: activities must take place in eligible countries participating to the project.

NB: Projects must comply with ethics and EU values

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 raise awareness of the **benefits of diversity** and to tackle **discrimination and racism**
- To encourage **mutual understanding** towards European minorities, such as Roma

- To raise awareness on the **EU Charter on Fundamental Rights** *and its application and promote a culture of fundamental rights*
- To inform on **the rights conferred by EU citizenship** *and improve their implementation in Member States*

Networks of Towns - Eligibility

- Organizations must be **legal entities** (public or private bodies)

- be established in one of the **eligible countries**

- 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 5 different eligible countries of which at least 3 are EU Member States (**Consortium**)

- 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 6.500.000 EUR

Types of activities
Both TT and NT

Each project can have 1 or more **events**. Each event can include different types of **activities**, as:

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

Pay attention to:

- **Gender equality** should be mainstreamed

- If activities involving **children**: the organisation should have a **child protection policy**

Evaluation criteria

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

Selection
Operational capacity
Financial capacity (if selected for funding)

Eligibility
- Legal entities (public or private) from eligible countries
- Activities in eligible countries
- Min. 5 organisations for NT

Award
- Relevance
- Quality
- Impact

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

Please refer to the Call Document 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

How to be successful?

- Closely align with EU Policy Priorities

- Realistic objectives with relevance to participating organisations & target groups

- Strong collaboration with other participants/partners

- Concrete targets and results

- Don't wait until last second

24 March 2022

Q&A

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Questions or comments?

European Commission
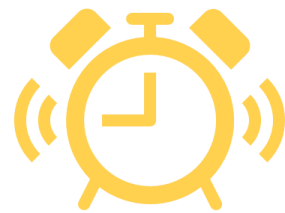
Coffee Break – We start again at 11:20

European Commission

3) How to apply?

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 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

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

European Commission

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

Find calls for proposals and tenders

| Town Twinning | 🔍 Search |

EU Programmes

| Asylum, Migration and Integration Fund (AMIF) | Border Management and Visa Instrument (BMVI) | Customs Control Equipment Instrument (CCEI) | Connecting Europe Facility (CEF) | Citizens, Equality, Rights and Values Programme (CERV) | Creative Europe (CREA) |

Call ID: **CERV-2022-CITIZENS-TOWN-TT**

Grant   **Town-Twinning**

Open for submission

Programme	Citizens, Equality, Rights and Values Programme (CERV)
ID	CERV-2022-CITIZENS-TOWN-TT
Types of action	CERV Lump Sum Grants

Call ID: **CERV-2022-CITIZENS-TOWN-NT**

Grant   **Networks of Towns**

Open for submission

Programme	Citizens, Equality, Rights and Values Programme (CERV)
ID	CERV-2022-CITIZENS-TOWN-NT
Types of action	CERV Lump Sum Grants

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

European Commission

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

Find calls for proposals and tenders

| Networks of Towns | 🔍 Search |

EU Programmes

| Asylum, Migration and Integration Fund (AMIF) | Border Management and Visa Instrument (BMVI) | Customs Control Equipment Instrument (CCEI) | Connecting Europe Facility (CEF) | Citizens, Equality, Rights and Values Programme (CERV) | Creative Europe (CREA) |

Step 1: Find the call documents

General information

Topic updates

Topic description

Conditions and documents

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.

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: 16/11/2021

Deadline for submitting applications: March, 24 17:00 (Brussels Time)

Evaluation period: March- June 2022

Information to applicants: June-July 2022

Signature of grant agreement: August- November 2022

6. **Proposal templates, guidance and model grant agreements (MGA):**

Standard proposal template (available in the Funding: Submission Service by clicking on Start Submission)
Call document
Mono/Multi-beneficiary Model Grant Agreement
CERV 2021-2022 Work Programme
Decision authorising the use of lump sums
Lump Sums Calculator (available in the Funding: Submission Service by clicking on Start Submission)

CALL DOCUMENT TRANSLATIONS

Translations into 23 EU languages of the CERV-2022-CITIZENS-TOWN Call document are available in this **link**

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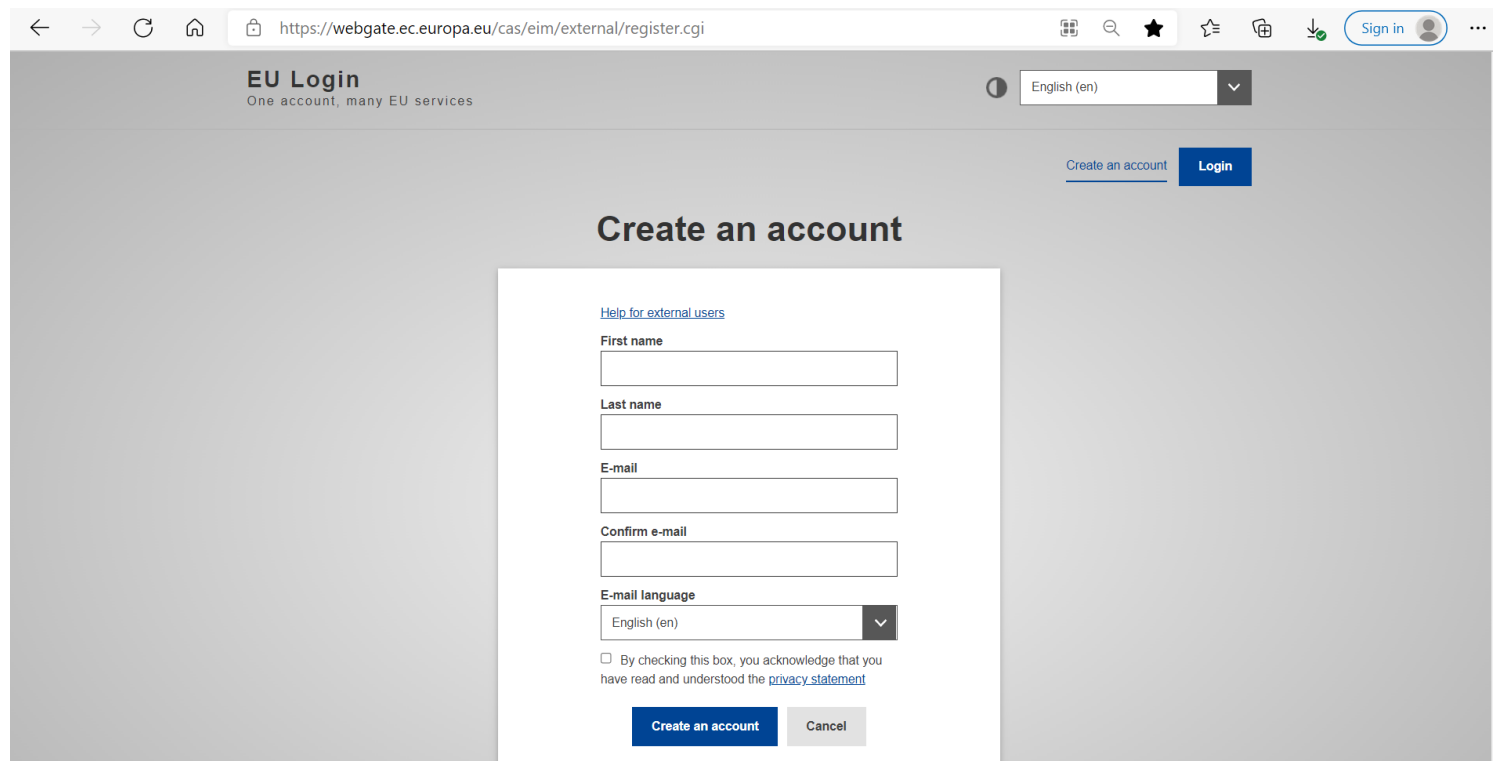
USEFUL TIPS:
- ❖ Refine your partner search via the tutorial available on the FTP portal: [Find partners - IT How To - Funding Tenders Opportunities (europa.eu)](#)
- ❖ Contact the CERV contact points

Step 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
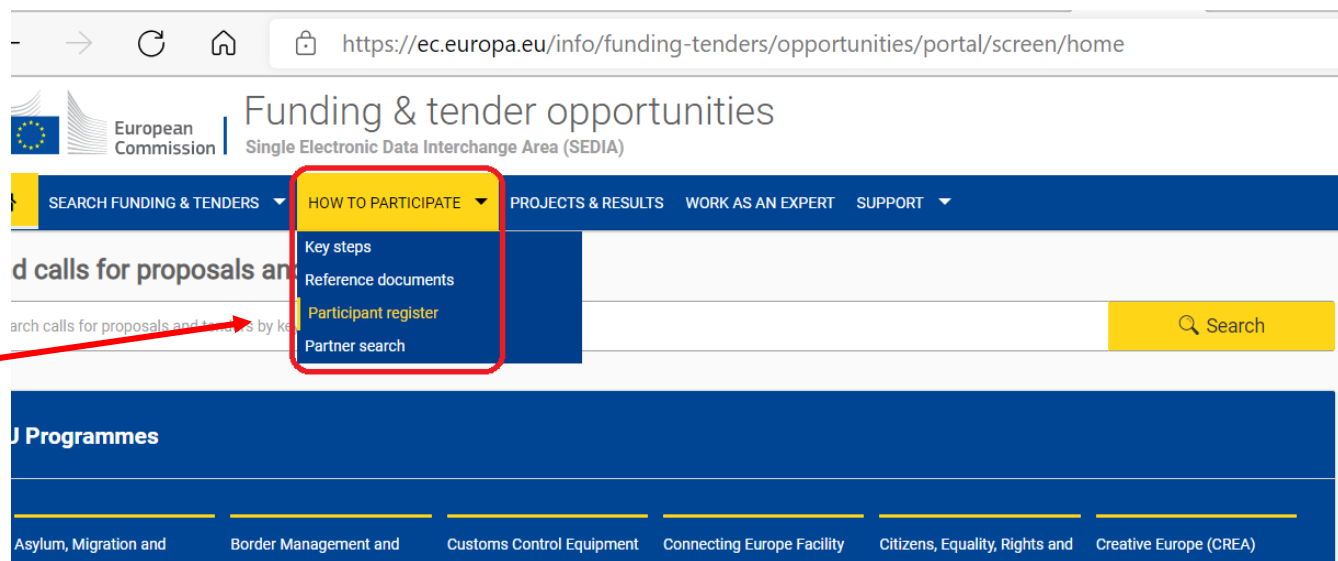
❖ Check that your organisation has a PIC

❖ No need to register your organisation again

❖ Use your existing PIC

Step 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

Part B

Calculator

Part C
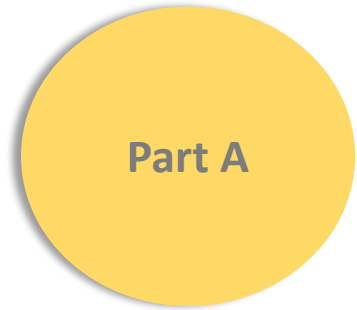
- **Administrative info**

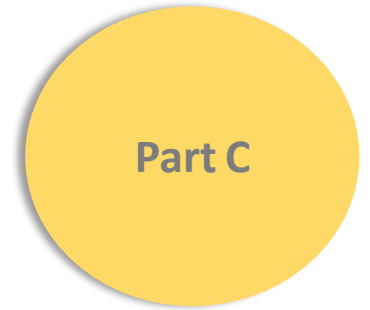- Data on project partners
- Information about contact persons
- pdf will be generated
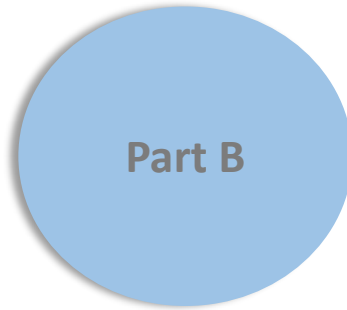
- **Technical description**

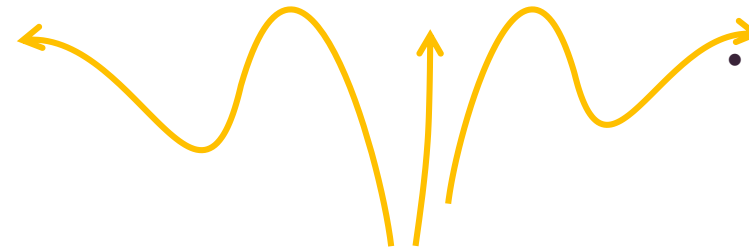- Data on needs analysis, methodology, activities & results …
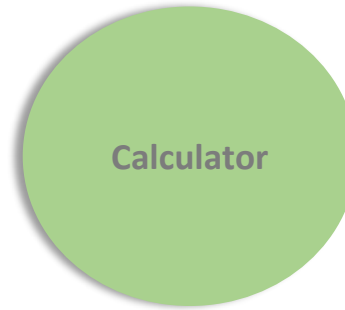
- **Budget calculator**

- Data on the amount requested for the action

- **Indicators**

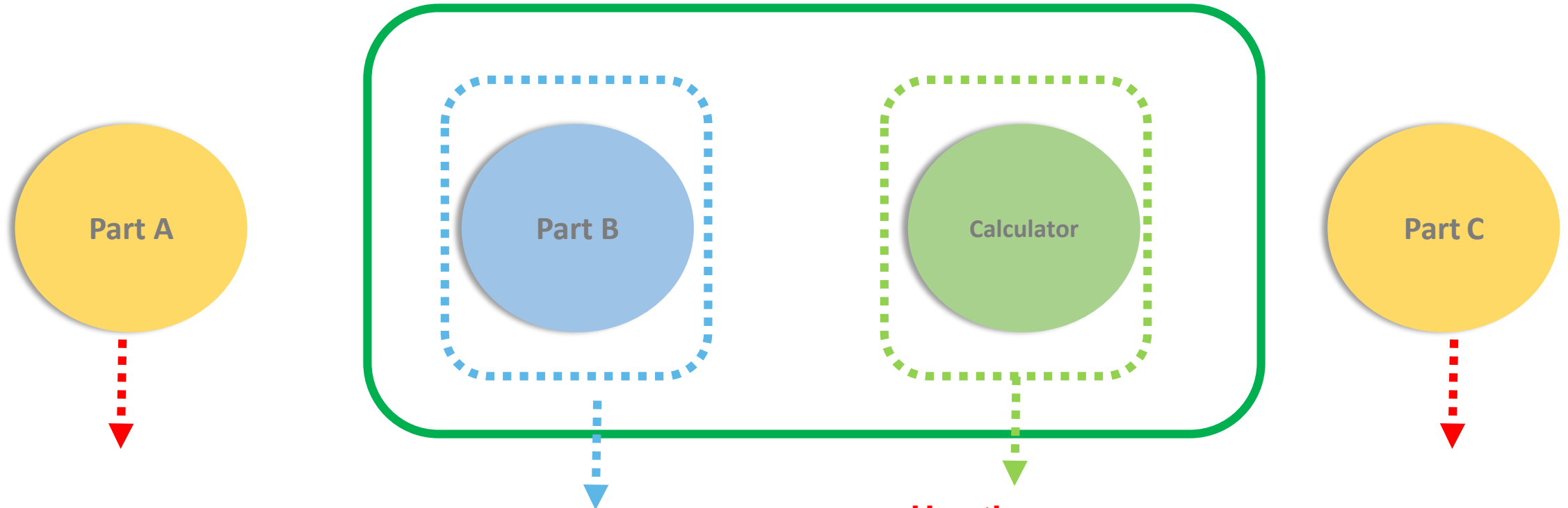- Data on types of organisations, list of events, direct participants
- pdf will be generated

! **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

Part A

Part B

Calculator

Part C

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

Same process for both Town-Twinning and Network of Towns

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**

⚠️ 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   ℹ️ IT How To

✉️ IT Helpdesk   ❓ FAQ

Service Desk:

✉️ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

📞 +32 2 29 92222

Find your organisation

PIC   903605635   Short name   [250]

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   Enter value [20]

Short Summary   Enter value [2000]

SAVE AND GO TO NEXT STEP

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

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

Natalia MEREANU - Main contact   ✎   >

[Change organisation]   [Contact organisation]

1 → [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
(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]   ❓
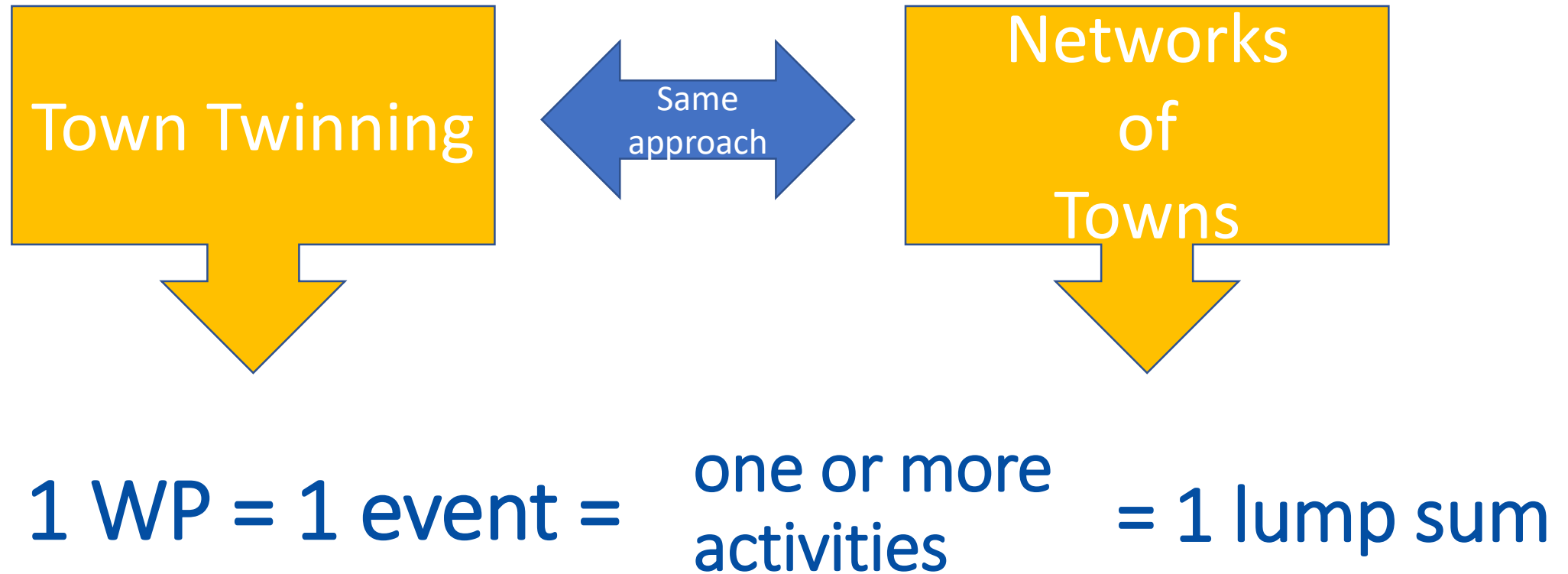
2   **3**   **4**

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

Town Twinning ⟷ Same approach ⟷ Networks of Towns

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:	MX - MX	**Lead Beneficiary:**	1-Shor

Objectives

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

.

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 Partne
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
The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordin
If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	
T1.1			
T1.2			

Insert a relevant name for your event, e.g. TT Event / Seminar on ... / ...

WP dedicated to management and coordination is NOT applicable for TT and 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. TT 2022 Call Document: Activities that can be funded, p.9 & 10

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]		

Deliverables for Networks of Towns

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]*		

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**.

Budget & Work packages – Networks of Towns

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

Online

In Situ

Countries of residence of participants

Direct participants counted once

An **event** happens within a defined timeframe 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

European Commission

Reference documents & Online Guidance

Funding & tender opportunities

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**

Q&A

slido

#542534

Questions or comments?

Thank you and keep in touch!

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