

**EUROPE FOR CITIZENS PROGRAMME 2007-2013**



**PROGRAMME GUIDE**

Version valid as of March 2011

Directorate-General for Communication

[http://ec.europa.eu/citizenship/index\\_en.htm](http://ec.europa.eu/citizenship/index_en.htm)

Education, Audiovisual and Culture Executive Agency

[http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

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## **PART ONE – GENERAL**

### **CHAPTER I INTRODUCTION**

#### **I.1 Background**

The adoption of the Lisbon Treaty at the end of 2009 led to a number of important changes with regard to the concept of European citizenship. Both the Treaty on European Union and the Treaty on the Functioning of the European Union enshrine the democratic principles of the EU, stipulate the rights of Union citizens and outline the key methods of involving citizens and their associations in shaping the European political agenda. The (i) expression of citizens' needs and the necessary deliverables to meet them, the (ii) openness of the democratic system for civic participation and the (iii) rights of people including the knowledge about these rights are closely interlinked. Developing a lasting sense of ownership for and belonging to the European Union requires that all three aspects are addressed equally and with the appropriate instruments.

Considering the European citizenship as an important element in strengthening and safeguarding the process of European integration, the European Commission continues encouraging the engagement of European citizens in all aspects of the life of their community, thus enabling them to participate in the construction of an ever closer Europe.

By Decision 1904/2006/EC of 12 December 2006 the European Parliament and the Council adopted the "Europe for Citizens" Programme for the period 2007-2013, which put into place the legal framework to support a wide range of activities and organisations promoting 'active European citizenship' and therefore the involvement of citizens and Civil Society Organizations (hereafter CSOs) in the process of European integration.

#### **I.2 Purpose of the Programme Guide**

The aims of this Programme Guide is to assist all those interested in developing projects or receiving financial support under the "Europe for Citizens" Programme (2007-2013). It helps them understand both the objectives and the actions of the Programme and therefore the types of activities that can be supported.

It gives detailed information on what is needed to apply and what level of grant can be offered. It includes:

- a comprehensive set of information about funding opportunities under the "Europe for Citizens" Programme: essential conditions for an application for funding, explanation of the selection procedure and of general rules relevant to those applications for EU grants that are selected at the end of this procedure;
- in the interests of stability and predictability, a calendar for the submission and assessment of applications, which shall be valid for the entire duration of the Programme. This will facilitate more effective and longer-term planning for organisations interested in developing activities under this Programme;
- a detailed and stable definition of all requirements each type of project is supposed to match;

- a glossary of terms and definitions relevant to the "Europe for Citizens" Programme (see [ANNEX I, p.60](#)).

The applicability of this guide, however, is subject to fulfilment of the following conditions:

- adoption by the Commission of the annual work programme for the Europe for Citizens Programme, following its transmission to the Programme Committee;
- adoption by the European Parliament and Council of the funding required for the Europe for Citizens Programme in the framework of the annual budget of the European Union.

All forms and documents needed to apply for funding can be downloaded via the Internet addresses provided in the Chapter II.1 "Submission procedure" of this guide for ease of access for applicants (see [p.14](#)).

### **I.3 General and specific objectives of the Europe for Citizens Programme**

**General objectives are to contribute to:**

- giving citizens the opportunity to interact and participate in constructing an ever closer Europe, which is democratic and world-oriented, united in and enriched through its cultural diversity, thus developing citizenship of the European Union;
- developing a sense of European identity, based on common values, history and culture;
- fostering a sense of ownership of the European Union among its citizens;
- enhancing tolerance and mutual understanding between European citizens respecting and promoting cultural and linguistic diversity, while contributing to intercultural dialogue.

**Specific objectives shall be pursued on a transnational basis:**

- bringing together people from local communities across Europe to share and exchange experiences, opinions and values, to learn from history and to build for the future;
- fostering action, debate and reflection related to European citizenship and democracy, shared values, common history and culture through cooperation within civil society organisations at European level;
- bringing Europe closer to its citizens by promoting Europe's values and achievements, while preserving the memory of its past;
- encouraging interaction between citizens and civil society organisations from all participating countries, contributing to intercultural dialogue and bringing to the fore both Europe's diversity and unity, with particular attention to activities aimed at developing closer ties between citizens from Member States of the European Union as constituted on 30 April 2004 and those from Member States which have acceded since that date.

## **I.4 Priorities of the "Europe for Citizens" Programme**

Under this Programme, priority is given to certain themes of particular relevance for the development of an active European citizenship. The focus on such themes will encourage synergies between projects working on the same issue and will ensure visibility and impact of the supported activities and of the Programme in general. In addressing these themes, applicants are invited to go beyond a national vision, and to tackle an issue from a European perspective, and/or by comparing different national points of view. This transnational dimension should be accompanied whenever possible by a strong local dimension.

These themes will be relevant for the whole period of the Programme and will therefore have a permanent character. Applicants under this Programme are invited to **address in their projects at least one of the Programme's permanent priorities.**

In order to be able to react to new or very specific topics arising on the European agenda, the annual work plan can identify specific themes of particular relevance. These annual focuses are published on the website of the Education, Audiovisual and Culture Executive Agency (hereafter the EACEA) at the following address: [http://eacea.ec.europa.eu/citizenship/programme/priority\\_themes\\_en.php](http://eacea.ec.europa.eu/citizenship/programme/priority_themes_en.php).

Applicants are also invited to take into consideration the cross cutting issues, such as gender balance and non-discrimination. Programme should therefore be accessible to all European citizens, including legal residents without any form of discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age and sexual orientation.

### ***Permanent priorities***

#### **1. The future of the European Union and its basic values**

The core values of the EU – human dignity, freedom, democracy, equality, the rule of law and respect for human rights have been reconfirmed by the Lisbon Treaty and greater prominence given to solidarity, peace and the well-being of the Union's peoples. The legally binding Charter of Fundamental Rights represents a major step forward, becoming the compass for all EU policies. The Treaty also puts the role of the EU in the world on a new footing and introduces important changes in the functioning of the EU institutions, inter-institutional relations and interaction between the European institutions, national parliaments and citizens.

In the light of these developments the active involvement of citizens in debate and reflection on the EU and its values are crucial in fostering a sense of ownership and of European identity amongst citizens. The "Europe for Citizens" Programme is an important tool in this respect. Applicants are invited to consider how those values can be reflected in their actions.

#### **2. Active European Citizenship: civic participation and democracy in Europe**

President Barroso's "Political Guidelines for the next Commission" identify reinforcing EU citizenship and participation as key challenges facing the EU. The new provisions of the Lisbon Treaty significantly strengthen the opportunities to advance people's Europe. The implementation of these provisions – including the citizens' initiative - will instigate new kinds of co-operation between the European Institutions and citizens and the different actors

in civil society.

Volunteering is a key means of civic participation through which citizens identify and respond to needs arising in society. By giving one's time for the benefit of others, volunteers play an active role in society. They develop the sense of belonging to a community thereby also gaining ownership. Volunteering is therefore a particularly powerful means to develop citizens' commitment to their society and to its political life. The 2011 European Year of voluntary activities to promote active citizenship provides a particularly timely opportunity to raise awareness and mobilise stakeholders.

The "Europe for Citizens" Programme represents an important means of raising awareness of European issues and supporting citizens to make use of their right of initiative and participate actively in the democratic life of the EU.

### **3. Inter-cultural dialogue**

Intercultural dialogue plays a crucial role in creating a sense of belonging, of mutual understanding and of solidarity and is a necessary component of socially cohesive societies. In view of the increase in social divisions in recent years and the associated tensions of xenophobia, racism and intolerance, there is more need than ever to promote intercultural and interfaith dialogue. Participation in such a project should raise awareness on the richness of the cultural and linguistic environment in Europe. It should also promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity. New forms of social innovation and the pivotal role civil society organisations play could be especially fruitful topics to explore and develop actions related to senior volunteering and links between generations.

### **4. People's wellbeing in Europe: employment, social cohesion and sustainable development**

The Europe 2020 strategy puts the rights, prosperity and solidarity of Europeans at the heart of the EU agenda and recognizes that closing the gap between the reality of European integration and people's perceptions requires that European policies are built more closely around the needs of citizens. The proposed main drivers of the new strategy are: creating value by basing growth on knowledge; empowering people in inclusive societies and creating a competitive, connected and greener economy. The Europe for Citizens Programme will encourage actions dealing with these issues, giving a European perspective to people's everyday life experience and demonstrating how the EU can improve their wellbeing in an evolving environment.

### **5. Impact of EU policies in societies**

Citizens' engagement with issues which constitute the European Union's political priorities is a key element of civic participation. The Europe for Citizens Programme represents a valuable tool for encouraging European citizens to share their views on how the agenda should be taken forward. In order to bring Europe closer to its citizens it is crucial to raise citizens' awareness of the results achieved through European policies and actions. Therefore the Programme should target the actions providing citizens with opportunities to recognize debate, assess and build opinions on these achievements.

## I.5 Structure of the Europe for Citizens Programme

The Programme is implemented through four Actions:

- Action 1: Active European Citizenship (town twinning citizens' meetings, networks of twinned towns, citizens' projects, support measures)
- Action 2: Active Civil Society in Europe (Support for projects initiated by civil society organisations (CSOs) and structural support for think tanks and CSOs)
- Action 3: Together for Europe (high visibility events, studies and information and dissemination tools)
- Action 4: Active European Remembrance

**There are no grants available under Action 3 and thus this Guide does not apply to Action 3.**

In order to achieve its objectives, the "Europe for Citizens" Programme proposes different Actions supported within two types of grants:

**A. PROJECT GRANTS** - projects are actions with a limited lifetime during which proposed specific activities are implemented.

**B. OPERATING GRANTS** - operating grants<sup>1</sup> are different from project grants in that they provide financial support for costs required for the proper conduct of the usual and permanent activities of an organisation, namely staff costs, the cost of internal meetings, publications, information and dissemination, travel costs arising from the implementation of the work programme, rental payments, depreciation and other costs directly linked to the organisation's work programme.

A short description of different Actions and Measures is provided hereafter:

### A. PROJECT GRANTS

#### Action 1 – Active Citizens for Europe

"Active citizens for Europe" aims to bring together people from local communities across Europe to share and exchange experiences, opinions and values, to learn from history and to build for the future. It encourages meetings, exchanges and debates among European citizens from different countries and through different means:

##### *Measure 1 – Town Twinning*

This measure is aimed at activities that involve or promote direct exchanges between European citizens through their participation in town twinning activities and encourage

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<sup>1</sup> Grants can be awarded – according to specific criteria – in the form of Annual Operating Grants or Multi-Annual Partnerships. This guide relates only to the awarding of annual grants. Hence, Multi-Annual Partnership are not concerned by this guide and are subject to a specific call.



networking between twinned towns. This measure therefore covers the following two types of activity: **Measure 1.1 Town Twinning Citizens' Meetings** ([see p.33](#)) and **Measure 1.2 Networks of Twinned Towns** ([see p.36](#)). *Twinned towns* must be understood in *largo sensu*, thus referring to the towns which signed or are engaged to sign twinning agreements as well as to the towns having other forms of partnerships fostering their cooperation and cultural links.

#### *Measure 2 – Citizens' Projects and Support Measures*

Under the **Measure 2.1 Citizens' Projects** ([see p.39](#)), a variety of projects of a transnational and cross-sectoral dimension, directly involving citizens, can be supported. Those projects should gather citizens from different horizons, who will act together or debate on common European issues, at local and European level. Innovative methods enabling citizens' participation should be applied.

In order to develop and strengthen all Programme Actions it is also necessary to develop support measures – covered under the **Measure 2.2 Support Measures** ([see p.42](#)) – to exchange best practices and to pool experiences between different programme stakeholders promoting active Europe citizenship.

#### **Action 2 – Active Civil Society in Europe**

##### *Measure 3 – Support for projects initiated by civil society organisations*

The aim of this measure is to support cooperation on concrete projects of civil society organisations from different participating countries, on specific issues in relation with the objectives and priorities of the programme. A variety of organisations, established at local, regional, national or European level, can be involved ([see p.44](#)).

#### **Action 4 – Active European Remembrance**

This action aims at commemorating the victims of Nazism and Stalinism ([see p.47](#)).

## **B. OPERATING GRANTS**

#### **Action 2 – Active Civil Society in Europe**

##### *Measure 1 – Structural support for European public policy research organisations (think-tanks)*

This measure is aimed at supporting the work of European public policy research organisations (think tanks), which are able to provide new ideas and reflections on European issues, on active citizenship at European level or on European values ([see p.51](#)).

##### *Measure 2 – Structural support for civil society organisations at European level*

This measure will provide civil society organisations of European dimension with the capacity and stability to develop their activities at European level. The purpose is to contribute to the emergence of a structured, coherent and active civil society at European level ([see p.51](#)).

## **I.6 Management of the Europe for Citizens Programme**

### **The European Commission**

Directorate General for Communication (DG COMM), is ultimately responsible for the smooth running of the Europe for Citizens Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis, after consultation of the Programme Committee. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level. The European Commission relies on an Executive Agency.

### **The Education, Audiovisual and Culture Executive Agency**

The EACEA, established by decision 2005/56/EC of the European Commission of 14 January 2005, is responsible for the implementation of all actions of the Europe for Citizens Programme except for a part of the Action 3, which is directly carried out by the DG Communication. The EACEA is in charge of the management of the complete life cycle of these projects, including drawing up calls for proposals, selecting projects and signing project decisions/agreements, financial management, monitoring of projects, communication with beneficiaries and on the spot controls.

### **Europe for Citizens Points (ECPs)**

In order to bring the information on the Europe for Citizens Programme closer to the programme stakeholders and provide them with guidance and support, the European Commission established the *Europe for Citizens Points*. These national structures are responsible for ensuring targeted, effective grass-roots dissemination of practical information on the Programme implementation, its activities and funding opportunities. Since 2008 many Member States have set these coordination structures to co-operate with the Commission and to mobilize all relevant multiplier in their country. A list of Europe for Citizens Points can be found at [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

### **The Member States and other participating countries**

The EU Member States are involved in the implementation of the Europe for Citizens Programme, in particular through the Programme Committee, to which they appoint representatives. The Programme Committee is formally consulted on different aspects of the implementation of the Programme, for example on the proposed annual work plan, the selection criteria and procedures, the general balance between the various actions, etc. Other countries participating in the Programme also take part in the Programme Committee, as observers without voting right.

## **I.7 Overall Programme budget**

The Programme has an overall budget of **215 million euro** for the seven years (2007-2013). The annual budget is subject to decision of the budgetary authorities. The following site enables you to follow the different steps of the adoption of the budget. This Programme is financed under the budget line **16 05 01**:

[http://ec.europa.eu/budget/documents/2011\\_en.htm?submenuheader=2](http://ec.europa.eu/budget/documents/2011_en.htm?submenuheader=2)

The decision establishing the Programme specified that the overall breakdown between the different actions for the whole Programme period 2007 – 2013 should be the following:

**Action 1 – Active Citizens for Europe:** at least 45%.

**Action 2 – Active Civil Society in Europe:** approximately 31%.

**Action 3 – Together for Europe:** approximately 10%.

**Action 4 – Active European Remembrance:** approximately 4%.

The remaining appropriations are allocated to cover the Programme's general, administrative and technical expenses.

## I.8 Calendar 2011-2013 and publication of selection results

The deadlines for submission of applications are scheduled as follows:

### Action 1: Active citizens for Europe

Measure	Deadline for submission*	Eligibility period: Projects must start between
<b>Measure 1.1 Town-Twinning Citizens' meetings</b>		
Phase 1	1 February	1 June of the same year of the deadline and 28 February of the year after the deadline
Phase 2	1 June	1 October of the same year of the deadline and 30 June of the year after the deadline
Phase 3	1 September	1 January and 30 September of the year after the deadline
<b>Measure 1.2 Networks of Twinned Towns</b>		
Phase 1	1 February	1 June and 30 December of the same year as the deadline
Phase 2	1 September	1 January and 30 May of the year after the deadline
<b>Measure 2.1 Citizens' projects</b>		
	1 June	1 December of the same year of the deadline and 31 May of the year after the deadline
<b>Measure 2.2 Support measure</b>		
	1 June	1 December of the same year of the deadline and 31 May of the year after the deadline

### Action 2: Active civil society in Europe

Measure	Deadline for submission	Eligibility period: Projects must start between
Measure 1 and 2 Operating grants	15 October	Financial year of the year after the deadline
Measure 3 Projects initiated by civil society organisations	1 February	1 August of the same year as the deadline and 31 January of the year after the deadline

### Action 4: Active European Remembrance

Deadline for submission	Eligibility period: Projects must start between
1 June	1 December of the same year of the deadline and 31 May of the year after the deadline

\*Applications must be submitted before **12.00 p.m. (mid-day Brussels time)** on the final date for applications. If the deadline for submission falls on a weekend, the 1<sup>st</sup> working day after a week-end must be considered as the day of the deadline.

## **Publication of the selection results**

Applicants should, in principle, be notified of the outcome of the selection procedure during the fourth month after the application deadline. The lists of selected projects will be published on the following website:

[http://eacea.ec.europa.eu/citizenship/results\\_compendia/results\\_en.php](http://eacea.ec.europa.eu/citizenship/results_compendia/results_en.php)

Applicants whose applications have not been selected will be informed in writing.

It is important to keep in mind that during the period between the deadline for submission of applications and the publication of selection results the following procedures take place:

- Assessment and selection of applications;
- Only the projects submitted under the Action 2 Measures 1 and 2 – Structural Support for EU Policy Research Organisations and CSOs at EU level and Action 1 Measure 1.2 Networks of Twinned Towns are subject to a *consultation procedure* within the Programme Committee and the European Parliament, which takes a minimum of six weeks (for more information on *consultation procedure* please refer to [Chapter II.3, p.22](#));
- Adoption of the selection decision.

**Only after the above-mentioned procedures the applicants can be informed about the outcome of the selection process.**

## **I.9 Contacts**

### **Europe for Citizens Points (ECPs)**

The applicants are encouraged to contact the Europe for Citizens Points – national structures responsible for dissemination of practical information on the Europe for Citizens Programme implementation – in their respective countries. The contact details of ECPs are available at the following address: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

### **EACEA - Unit P7 Citizenship**

Avenue du Bourget, 1 (BOUR 01/04A)

B-1140 Brussels - Belgium

Fax:+32 2 296 23 89; [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

### **Action 1**

Measure 1.1 - Town Twinning Citizens' meetings & Measure 1.2 – Networks of Twinned Towns:  
[eacea-p7@ec.europa.eu](mailto:eacea-p7@ec.europa.eu)

Measure 2.1 - Citizens' Projects & Measure 2.2 - Support Measures:  
[eacea-p7-citizensprojects@ec.europa.eu](mailto:eacea-p7-citizensprojects@ec.europa.eu)

### **Action 2**

Measure 1 & 2 – Operating Grants: [eacea-p7-operatinggrants@ec.europa.eu](mailto:eacea-p7-operatinggrants@ec.europa.eu)

Measure 3 Support to Projects Initiated by CSOs: [eacea-p7-civilsociety@ec.europa.eu](mailto:eacea-p7-civilsociety@ec.europa.eu)

**Action 4** - Active European Remembrance: [eacea-p7-remembrance@ec.europa.eu](mailto:eacea-p7-remembrance@ec.europa.eu)

## CHAPTER II SUBMISSION AND SELECTION PROCEDURES

### II.1 Submission procedure

#### II.1.1 Grant application electronic form (eForm)

For all measures an electronic application system has been set up. The project proposals have to be submitted using the currently available grant application electronic form (eForm), which can be found at the EACEA website: [http://eacea.ec.europa.eu/eforms/index\\_en.php#1](http://eacea.ec.europa.eu/eforms/index_en.php#1).

Applications submitted on paper by post, fax or e-mail will NOT be accepted for further evaluation.

Once you have downloaded the eForm you must complete all of the data fields. In addition, you must complete and attach the 2 documents considered as integral part of the application (e.g. Declaration of honour and Grant calculation sheet/Budget<sup>2</sup> completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation) using the official forms available on the website at: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

A successfully submitted application MUST contain its submission number, which will be automatically recorded upon its submission.

#### II.1.2 Complementary documents to be sent by post

In addition to the above form to be sent electronically, the following documents must be submitted by post respecting the deadline as indicated in the calendar ([see p. 12](#)):

- Check list containing the submission number of the application and indicating the set of attachments sent to the Agency;
- Legal Entity form (applicants can find the appropriate forms at the following address: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm))
  - with a copy of an official VAT document if your organization has a VAT number;
  - a copy of the resolution, law, decree or decision establishing the entity in question (applicable only to non profit organizations and twinning committees);
- Financial Identification form duly completed and certified by the bank preferably with a copy of a recent bank statement (see the corresponding financial identification form for each country at the following address: [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm));
- Financial capacity form: applies only to non public bodies if the requested grant is **higher than 25 000 euro**. In such case, the official profit and loss account and balance

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<sup>2</sup> For the Action1 Measure1.1 “Town twinning citizens’ meetings”, the grant is calculated automatically following the filling out the data fields of the grant application electronic form (eForm). Hence, it is not required to attach the Grant calculation sheet/Budget to the eForm.

sheet<sup>3</sup> of the organisation for the last financial year for which the accounts have been closed (these should not be more than 18 months old) must be attached to the duly completed financial capacity form (applies to all measures except for Measure 1.1 Town Tinning Citizens Meetings);

- Annual activity report for the last financial year (applies only to the operating grants – Action 2 Measures 1 and 2 – Structural Support for EU Policy Research Organizations and CSOs at EU level);
- Proof that your organization is acting on behalf of one or more local authorities (applies only to non profit organizations and twinning committees submitting their applications under Measure 1.1 Town Twinning Citizens’ Meetings and Measure 1.2 Networks of Twinned Towns).

The official forms of these documents are also available at:

[http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

**These documents have to be sent by post to the following address:**

**EACEA  
Unit P7 Citizenship  
Applications – ‘ACTION X Measure X’  
Avenue du Bourget, 1 (BOUR 01/04A)  
B-1140 Brussels, Belgium**

Please DO NOT SEND A COPY of the eForm, declaration of honour and grant calculation sheet by post to the Agency.

For more information regarding the submission procedure please consult our website at:

[http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

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<sup>3</sup> Please note that for the applications submitted under the operating grants (Action 2, Measure 1 & 2) profit and loss account and balance sheet must be certified.

## **II.2 Selection procedure**

The awarding of grants from the European Union is subject to the principles of transparency, equal treatment and non-discrimination. On this basis, specific sets of criteria are defined to ensure a transparent and equal treatment. Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

### **II.2.1 Eligibility criteria**

Applications will be checked to ensure that they fully comply with the eligibility criteria. If a project proposal does not meet these criteria, it will be rejected without being further evaluated.

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under the "Europe for Citizens" Programme ([see ANNEX II, p.65](#)).

Proposals are assessed to ensure that they fully comply with the eligibility criteria common to all *measures* of the Programme (see eligibility criteria described below) as well as with the specific eligibility criteria applicable to each measure (see specific eligibility criteria in the Part TWO of the Programme Guide “Specificities of the Programme actions”).



## **A. Applicant and partners**

### **A.1 Nature of the Applicant and Partners**

#### ***A.1.1 Legal status***

The applicants and partners must be either public bodies or non profit organisations with legal personality depending on the measure.

#### ***A.1.2 Established in a participating country***

The applicants and partners must be established in one of the countries participating to the Programme.

- **Participating countries (eligible countries)**

The Programme is open to the Member states of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. The following countries have joined the Programme and are therefore eligible to participate fully in all actions of the Programme: Croatia, The former Yugoslav Republic of Macedonia, Albania.

- **Potentially participating countries**

The Programme is potentially open to other countries, namely the EFTA countries which are parties to the EEA<sup>4</sup> (Iceland, Liechtenstein and Norway), the candidate country (Turkey) and countries from the Western Balkans (Bosnia and Herzegovina, Montenegro, Serbia, Kosovo under United Nations Security Council Resolution 1244) , provided that certain legal and financial obligations are fulfilled (i.e. signing a memorandum of understanding laying down details of their respective participation in the Programme). More information on the developments related to the participation of these countries can be found at: [http://ec.europa.eu/citizenship/focus/focus14\\_en.htm](http://ec.europa.eu/citizenship/focus/focus14_en.htm)

***A.1.3 Type of organisation*** (specific eligibility criterion, depending on the measure please refer to the Part TWO of the Programme Guide “Specificities of the Programme actions”).

**A.2 Number of Partners** (specific eligibility criterion, depending on the measure please refer to the Part TWO of the Programme Guide “Specificities of the Programme actions”).

## **B. Project nature and dimension**

Specific eligibility criteria, depending on the measure please refer to the Part TWO of the Programme Guide “Specificities of the Programme actions”

### **B.1 Number of participants**

### **B.2 Budget**

### **B.3 Venue and number of activities**

### **B.4. Eligibility period/project duration**

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<sup>4</sup> European Economic Area

## **C. Application**

### **C.1 Official application form**

The project proposal is eligible if it is submitted using the currently available grant application electronic form (eForm), which can be found at EACEA website [http://eacea.ec.europa.eu/eforms/index\\_en.php#1](http://eacea.ec.europa.eu/eforms/index_en.php#1). **Applications submitted on paper by post, fax or e-mail will NOT be accepted for further evaluation.** For more details please see the Chapter II.1 "Submission Procedure" ([p. 14](#)).

For the information related to the attachments to be filled out and submitted by post please also refer to the Chapter II.1 "Submission Procedure" ([see p. 14](#)).

### **C.2 Deadline**

The project proposals have to be submitted within the deadlines and start within the relevant eligible period (see Chapter I.8 "Calendar" [p.12](#)).

### **C.3 Official language**

The official application form (eFORM) has to be completed in full in one of the EU official languages, which are listed at [http://europa.eu/abc/european\\_countries/languages/index\\_en.htm](http://europa.eu/abc/european_countries/languages/index_en.htm)

## **II.2.2 Exclusion criteria**

Applicants must state that they are not in any of the situations described in Articles 93, 94 and 96(2) a of the Financial Regulation applicable to the general budget of the European Union<sup>5</sup> set out below.

Applicants will be excluded from participating in the 'Europe for citizens' Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting

<sup>5</sup> (Council Regulation (EC, Euratom) No 1605/2002 as amended by: Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 and Council Regulation (EC) No 1525/2007 of 17 December 2007).  
[http://ec.europa.eu/dgs/budget/index\\_en.htm](http://ec.europa.eu/dgs/budget/index_en.htm)

- authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25.06.2002 as subsequently amended).
- following another procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interests;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

These exclusion criteria apply to all Actions and Measures of the 'Europe for Citizens' Programme. To comply with these provisions, applicants **must sign a 'declaration on honour'** certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation. This 'declaration on honour' constitutes an integral part of the application form.

### **II.2.3 Selection criteria**

Project proposals which comply with the eligibility and exclusion criteria are subject to an in-depth evaluation on the basis of the financial and operational capacity of the applicant organisations.

**Financial capacity** means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project. It will be assessed on the basis of the following documents to be submitted by the applicant: the Financial Identification form, the Financial Capacity form accompanied by the official profit and loss account and balance sheet of the organisation for the last financial year for which the accounts have been closed (for more details please refer to Chapter II.1 "Submission procedure" [p.14](#)). The financial capacity criterion is NOT applicable to Measure 1.1 Town Twinning Citizens' Meetings.

**N.B. The verification of financial capacity does not apply to:**

- **applicants introducing a grant request that does not exceed 25 000 euros.**
- **public bodies**

If the Executive Agency concludes that the required *financial capacity* - assessed on the basis of the documentation submitted - has not been proved or is not satisfactory, then it may:

- ask for further information;
- require a bank guarantee;
- offer a grant agreement without pre-financing;
- reject the application;
- make a first payment on the basis of expenses already incurred.

**Operational capacity** means the applicant must show that it has the necessary competencies and motivation to carry out the proposed project. The operational capacity will be assessed on the basis of the applicants' experience in managing the projects in the field concerned. This information is to be provided under a specific section of the application form developed for this purpose.

## **II.2.4 Award criteria**

The award criteria allow the Executive Agency to evaluate the quality of submitted applications in relation to the objectives of the 'Europe for Citizens' Programme. On the basis of these criteria, grants will be awarded to those applications which maximize the overall effectiveness of the 'Europe for Citizens' Programme.

Eligible applications are analysed by an *evaluation committee* composed of Commission and Executive Agency officials. Its work relies on the quality assessment of the eligible applications undertaken by independent experts from the countries taking part in the Programme<sup>6</sup>. The *evaluation committee* proposes a list of organisations or projects for granting on the basis of their assessment score and of the available budgetary resources.

Eligible project proposals will be assessed against the qualitative and quantitative criteria.

### ***Qualitative and quantitative criteria***

Within the evaluation procedure **qualitative criteria** will represent **80%** of the points available and **quantitative criteria** will represent **20%** of points available:

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<sup>6</sup> The independent experts are selected on the basis of an open call for expression of interest.  
[http://eacea.ec.europa.eu/about/call\\_experts/call\\_experts\\_2007\\_en.php](http://eacea.ec.europa.eu/about/call_experts/call_experts_2007_en.php)

**Award criteria applying to all project grants, namely:**

Action 1 Measure 1.1 – Town Twinning Citizens' Meetings ([see p. 33](#)).

Action 1 Measure 1.2 – Networks of Twinned Towns ([see p.36](#)).

Action 1 Measure 2.1 Citizens' projects ([see p.39](#)).

Action 1 Measure 2.2 Support measures ([see p.42](#)).

Action 2 Measure 3 – Support to projects initiated by civil society organisations ([see p.44](#)).

Action 4 – Active European Remembrance ([see p.47](#)).

<b>% of points available</b>	<b>Qualitative criteria: 80%</b>
<b>25%</b>	<p><b>Relevance to the objectives and priorities of the Programme:</b></p> <ul style="list-style-type: none"> <li>• General and specific objectives of the Programme.</li> <li>• Permanent and annual priorities of the Programme.</li> </ul>
<b>25%</b>	<p><b>Quality of the project and methods proposed:</b></p> <ul style="list-style-type: none"> <li>• Quality of the project's framework (active involvement of all the promoters in the project; definition of the programme, quality of the evaluation phase).</li> <li>• Quality of the project's content and methodology (theme relevant to the group of participants; appropriate methodology applied; active involvement of participants and local community in the project; European dimension).</li> <li>• Cross-fertilisation: the fact that the project involves different kinds of organisations</li> </ul>
<b>15%</b>	<p><b>Impact:</b></p> <ul style="list-style-type: none"> <li>• Short and long term effect at local, national and European levels, and in particular any concrete link to the policy making process,</li> <li>• Impact of the project on the participants (i.e. how their sense of belonging to the EU and their involvement in the EU integration issues could be increased),</li> <li>• Its multiplier effects,</li> <li>• Planned evaluation means.</li> </ul>
<b>15%</b>	<p><b>Visibility and Follow-up:</b></p> <ul style="list-style-type: none"> <li>• The quality of the project's reach (visibility of the project and of the 'Europe for Citizens' Programme', follow up, dissemination and exploitation of the results including at political level, nationally and across borders; concrete future action plans involving participating local and regional governments and their citizens).</li> </ul>
<b>% of points available</b>	<b>Quantitative criteria: 20%</b>
<b>10%</b>	<p><b>Geographical impact:</b></p> <ul style="list-style-type: none"> <li>• Number of countries and partners involved.</li> </ul>
<b>10%</b>	<p><b>Target Group:</b></p> <ul style="list-style-type: none"> <li>• Number of direct participants involved – including disadvantaged people – gender balanced,</li> <li>• Public indirectly reached by the project</li> </ul>

**For award criteria applying to operating grants please refer to Chapter V, [p.51](#).**

## **II.3 Consultation of the Programme Committee and the European Parliament**

In accordance with the legal basis the projects submitted under Action 2 Measures 1 and 2 (Operating Grants), and Action 1 Measure 1.2 Networks of Twinned Towns are subject to the *consultation procedure* within the Programme Committee and the European Parliament. Thus, the list of selected proposals is submitted to the Programme Committee, composed of representatives of the countries participating to the Programme, for their opinion and is subsequently transmitted to the European Parliament so that the latter can exercise its *right of scrutiny*.

## **II.4 Award of grant**

Only after completion of the procedure mentioned above, the selection process can be considered as finalised and the list of proposals selected for co-financing can be published.

Up to the limits of funds available, eligible proposals with the highest score receive a grant. Selected applicants receive a *Grant Agreement / Grant Decision* ([see p.23](#)) quoting the amount of the grant awarded by the European Union and setting out the conditions under which the grant is awarded.

**The Commission and the Executive Agency reserve the right to ensure a balanced geographical distribution of the selected beneficiaries.**

## CHAPTER III FINANCIAL AND CONTRACTUAL CONDITIONS

As with all European Union grants, financial contributions awarded under the Europe for Citizens Programme are subject to some rules deriving from the Financial Regulations<sup>7</sup> applicable to the General Budget of the European Union, and to the General Conditions applicable to the subventions of the European Commission. Their application is compulsory.

### III.1 General financial and contractual conditions (*common to Project and Operating grants*)

#### III.1.1 Grant amount

It should be noted that the amount granted by the grant agreement/decision is a maximum which cannot be increased in any circumstances. The Agency will determine the amount of the final payment to be made to the beneficiary on the basis of the final report drawn up by the latter. Please refer to Chapter III.2.6 and Chapter V.5.4 “Payment procedures” ([see p.31](#) and [p.59](#)).

#### III.1.2 Co-financing

The EU grant cannot finance the entire costs of the project or operating costs of an organisation. Promoters must show their commitment to the project by finding financing sources other than the Union grant. This can be done, for example, by running fund-raising activities, by adding own resources, or by requesting grants from other organisations (e.g. local or regional authorities, foundations, etc.).

#### III.1.3 Grant Decision and Grant Agreement

When a project/operating grant is approved, the beneficiary receives either a Grant Decision or a Grant Agreement depending on the specific action/measure and the place where it is legally established

- *The Grant Decision*: is a unilateral act awarding a subsidy to a beneficiary. Contrary to the Grant Agreement, the beneficiary does not have to sign the decision and can start the action immediately upon receipt. The decision will thus speed up the process. The Grant Decision applies to the beneficiaries established within the EU and covers all measures except operating grants.
- *The Grant Agreement* must be signed by the beneficiary and returned to the Executive Agency immediately. The Executive Agency will be the last party to sign. *The Grant Agreement* applies to operating grants and all other measures if the beneficiaries are established outside of the EU.

A model of the Grant Decision and Grant Agreement can be found on the following website: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

The general conditions applicable to the decision are available in the 'Documents register' of

<sup>7</sup> Council Regulation (EC, Euratom) No 1605/2002 as last amended [http://ec.europa.eu/dgs/budget/index\\_en.htm](http://ec.europa.eu/dgs/budget/index_en.htm)

the Agency website <http://eacea.ec.europa.eu/index.htm>.

As regards grant decisions, beneficiaries understand that:

**Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the Grant Decision.**

### III.1.4 Obligations arising from the Grant Decision and Grant Agreement

By submitting a grant application form the applicant organisation commits itself to all of the conditions specified in the Programme Guide, including the General Conditions, annexed to the *Grant Agreement / Grant Decision*.

Any request for a modification of the Grant Decision/Agreement must be submitted to the Executive Agency at latest **two months** before the end of the project (*project grants*)/the end of the beneficiary's financial year for which the grant was awarded (*operating grants*) in writing for prior approval. No changes having the effect of altering the main concept of the planned activities are allowed. Any changes to the planned activities without prior approval by the Executive Agency may lead to the grant cancellation.

### III.1.5 Subcontracting and award of procurement contract

The entity receiving the grant may resort to subcontracting for specific technical services requiring specialised skills (relating to the legal, accounting, tax, human resources fields, etc.). The costs incurred by the body receiving the grant for this type of services may therefore be considered eligible costs provided they meet all the other criteria of the Financial Regulation applicable to the budget of the Union and of the section "eligible costs" of this guide ([see p.29](#) and [p.57](#)) and, specifically, provided they are necessary for the implementation of the action.

Where implementation of the work programme/project requires subcontracting or the awarding of a procurement contract, beneficiaries must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring that there is no conflict of interest. In the event of subcontracting exceeding a value of EUR 60 000, the Executive Agency may impose special rules on these beneficiaries, in addition to those referred to in the previous paragraph.

The total amount of contracts may not exceed one half of the grant awarded by the European Union.

### III.1.6 Guarantee

Following the analysis of the *financial capacity* ([see p.19](#)) the EACEA may require an organisation which has been awarded a grant to provide a financial guarantee first, in order to limit the financial risks linked to the pre-financing payment ([see p.31](#) and [p.59](#)). The purpose



of this guarantee is to make a bank or a financial institution stand as irrevocable collateral security, or first-call guarantor of the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union. If the beneficiary is established in a third country, the Executive Agency may agree to a bank or financial institution established in that third country providing the guarantee, if it considers that the bank or financial institution offers equivalent security and characteristics to those offered by a bank or financial institution established in a Member State.

That guarantee may be replaced by a joint and several guarantees by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an action who are parties to the same grant agreement/decision, after acceptance by the authorising officer responsible.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement/decision.

This requirement does not apply to public bodies.

### **III.1.7 Audits**

Selected projects applications may be subject to audits. The responsible person in the organisation will undertake, with his or her signature, to provide proof that the grant has been used correctly. The EACEA, the European Commission, and the Court of Auditors of the EU, or a body mandated by them, may check the use made of the grant, at any time during the term of the decision/agreement and during a period of five years following the last payment executed by the Agency.

### **III.1.8 Ownership/use of the results**

The beneficiary grants the EACEA and the Commission the right to make free use of the results of the action as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

### **III.1.9 Visibility and Publicity**

All activities funded under the Europe for Citizens Programme have to contribute to promoting this Programme. Enhancing visibility of the Europe for Citizens Programme means for example that activities and products funded within the Programme must clearly mention that they have received Commission support.

Commission support should also be made clear in relations with the media. Project partners should make use of all opportunities to ensure appropriate media coverage (local, regional, national, international) for their activities, before and during their implementation.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the name or logo of the European Union, the European Commission, and the 'Europe for Citizens' Programme on all

their publications, posters, programmes and other products realised under the co-financed project. The names and logos can be downloaded from the following website: [http://europa.eu/abc/symbols/emblem/graphics1\\_en.htm](http://europa.eu/abc/symbols/emblem/graphics1_en.htm).

### **III.1.10 Valorisation and dissemination of results**

Valorisation can be defined as the process of disseminating and exploiting the results of actions with a view to optimising their value, strengthening their impact and making the largest possible number of European citizens benefit from them. This objective of valorisation has three consequences:

- Mobilisation of the potential of the individual actions:

Each action supported by this Programme should make the necessary efforts for ensuring its valorisation. Beneficiaries should carry out activities aimed at making the results of their projects/ implementation of work programme more visible, better known and sustainable in their own country and across borders. For example, they could encourage appropriate media coverage. They could inform - and possibly involve- local, regional, national or European officials and/or elected representatives as well as the Representation Offices of the European Commission in the Member States and the Europe Direct Information Network ([http://europa.eu/europedirect/meet\\_us/index\\_en.htm](http://europa.eu/europedirect/meet_us/index_en.htm)). They could also plan to produce material facilitating the dissemination and exploitation of results, like flyers, DVDs, websites, publications etc. Thanks to these activities, it means that the results of a project/implementation of work programme will continue to be used and have a positive effect on the largest possible number of citizens once the project/operating grant has come to an end. By planning valorisation activities as part of their actions promoters will increase the quality of their work and actively contribute to the overall impact of the Europe for citizens Programme. This aspect will be duly taken into account in the qualitative evaluation of the applications.

- Structuring the Programme:

This Programme has been designed for ensuring its greatest possible impact, for example through the setting of priorities, applicable to the whole Programme, or through the networking of organisations having gained experience in the same thematic area. The action ‘Together for Europe’ has a specific role to play in this field.

- Actions taken by the European Commission:

The European Commission will analyse the situation of valorisation under this Programme and will then carry out various activities for strengthening this dimension and supporting project promoters in this respect.

### **III.1.11 Data protection**

All personal data contained in the grant agreement shall be processed in accordance with:

Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions

and bodies and on the free movement of such data where applicable, the national legislation of the country where the application has been selected.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with Community legislation (internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office).

Grant applicants are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ, L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

### **III.1.12 Legal basis**

The following rules, including any future updates or amendments to which they might be subject, are applicable to the administration and financing of the Programme:

- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (OJ, L 248, 16/09/2002, p.1 as amended subsequently).
- Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Union (OJ 357 of 31/12/2002, p.1, as amended subsequently).
- European Parliament and Council Decision 1904/2006/EC of 12 December 2006 establishing 'Europe for Citizens Programme' 2007-2013.

### **III.2 Financial and contractual conditions (*specific to Project grants*)**

For financial and contractual conditions *specific to Operating grants* please refer to Chapter V, [p.56](#).

### **III.2.1 Non-retroactivity**

No grant may be awarded retrospectively for projects already completed.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement/decision has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application.

Starting the project before signing the agreement/decision is done at the risk of the organisation and does not make it more likely a grant will be awarded and in no circumstances the Agency will be bound to fund such projects.

### **III.2.2 No double-financing**

Each individual project is entitled to receive one, and only one, grant from the European Union budget for the same activity. Projects or organisations which have applied or plan to apply for another European Union grant under the 'Europe for Citizens' Programme or under any other programme of the European institutions should indicate it clearly in their application and must inform the EACEA of the outcome of their parallel application. Projects which finally receive another European Union grant will not be considered for granting.

### **III.2.3 Non-profit**

Grants awarded must not have the purpose or the effect of producing a profit for the beneficiary. In practical terms this means that if the total receipts of a project are higher than the final total costs of the project, the European Union grant will be reduced accordingly after the analysis of the final report. However, grants calculated on the basis of flat-rate amounts and scales of unit costs are not affected by this rule.

### **III.2.4 Observance of deadlines**

Should the beneficiary wish to postpone its project so that it finishes later than the date specified in the Grant Decision/Agreement, an official request has to be presented to the Executive Agency. It must explain the reasons for the delay and propose the modified timetable. The request will be analysed by the Agency and – if accepted – an amendment to the Decision/Agreement will be sent to the Beneficiary.

Furthermore, requests for an extension of the project **greater than three months** will NOT be accepted.

### **III.2.5 Calculation of the grant**

Depending on the measure within which the application is submitted the grant is calculated on the basis of:

- **Flat-rate financing**
- **Budget-based financing**

For the specificities of the grant calculation related to different measures please refer to the Part TWO of the Programme Guide “Specificities of the Programme actions”.

### **III.2.5.1 Flat-rate financing**

The system for calculating the grant based on flat rated and lump sums was introduced to simplify grant management both for the beneficiaries and for the Agency. Flat-rate financing may take the form of lump sums or of flat-rate financing in the form of scale of unit costs.

### **III.2.5.2 Budget-based financing**

The amount of the grant will be calculated on the basis of a detailed forecast budget, submitted using the table provided with the application form.

The budget must be drawn up in EUR. Applicants not established in the Eurozone must use the monthly accounting rate established by the Commission and published on its website, and applicable to the month in which the application is submitted: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>.

The forecast budget must be balanced – i.e. total estimated expenses must equal total expected revenue (total expenses = total revenue) from all sources (including the application for a European Union grant). The forecast budget must clearly show all eligible expenses.

The applicant must indicate the sources and amounts of all other finance received or requested during the same financial year for the same project. The beneficiary’s bank account (and/or sub-account) must make it possible to identify sums paid by the EACEA.

## **ELIGIBLE COSTS**

### **In order to be eligible costs must:**

- be incurred during the duration of the project as specified in the Grant Agreement/Grant Decision, with the exception of costs relating to final reports and audit certificates;
- be connected with the subject of the agreement/decision and indicated in the estimated overall budget of the project;
- be necessary for the implementation of the project, which is the subject of the grant;
- be identifiable and verifiable and, in particular, be recorded in the beneficiary’s accounts and defined in accordance with the accounting rules that apply in the country where the beneficiary is established and in conformity with the beneficiary’s accounting practices;
- comply with the requirements of applicable tax and social legislation;
- be reasonable and justified and comply with the requirements of sound financial management, in particular economy and efficiency.

The beneficiary’s internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

**Eligible direct costs** for the project are those costs that, with due regard for the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it. In particular, the following direct costs are eligible:

- costs of staff, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary. The salaries of public sector employees are only eligible if they are paid for or reimbursed by the beneficiary, and the employees concerned are directly and exclusively working on the project. If they are only working partially on the project, then only the relevant percentage is eligible. The fact that these staff are working on the project must be proved by secondment agreements, job descriptions, time sheets or other means. Personnel costs **may not exceed 50% of the total direct eligible costs** set down in the estimated budget submitted by the applicant.
- travel, accommodation and subsistence allowances, provided that they comply with the beneficiary's usual practices on travel costs. If these costs are considered to be excessive, they shall be revised downwards and capped in accordance with the scales approved by the European Commission (for further details regarding daily allowance, please see the EACEA website [http://eacea.ec.europa.eu/citizenship/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/citizenship/funding/2011/index_en.php));
- costs arising directly from requirements imposed by the grant decision/agreement (i.e. communication and dissemination of information, production, translations, the organisation of training, information, and dissemination events; audit costs etc.), including the cost of any financial services (especially the cost of financial guarantees);
- purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- costs of consumables and supplies;
- costs entailed by other contracts awarded by a beneficiary for the purposes of carrying out the project provided that the conditions laid down under the point related to the subcontracting and award of procurement contract are met ([see p.24](#));

**Eligible indirect costs (administrative costs)**

A flat-rate amount, not exceeding 7% of the eligible direct costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary is already in receipt of an operating grant awarded under the budget of the European Union.

## INELIGIBLE COSTS

### The following costs are ineligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can show that it cannot be recovered;
- costs declared by the beneficiary and covered by another action receiving a grant from the European Union;
- excessive or reckless expenditure;
- expenses for travel to or from countries other than those participating in the programme, unless explicit prior authorisation is granted by the EACEA (i.e. this rule may be waived for Action 4 - Active European Remembrance);
- contributions in kind.

## III.2.6 Payment procedures

### III.2.6.1 Pre-financing

When a project is approved, the EACEA sends a Grant Decision or a Grant Agreement, drawn up in euro and detailing the conditions and level of funding, to the beneficiary ([see p.23](#)).

On the basis of the assessment of the beneficiary's *financial capacity* ([see p.19](#)) a **pre-financing** payment of the grant will be transferred to the beneficiary. The pre-financing is aimed at providing cash flow to the beneficiary. The Executive Agency may require a beneficiary which has been awarded a grant to provide a guarantee in advance, in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee.

**In case of Grant Decision** the beneficiary needs to confirm its intention to implement the project, by written notice, in order to receive a pre-financing payment. If written confirmation is not received by the EACEA a single payment will be made based upon the final report.

**In case of Grant Agreement**, the beneficiary needs to sign and to return the agreement to the EACEA. The Executive Agency will be the last part to sign.

A pre-financing payment will be done within **45 days** following the date when the EACEA signs the Agreement (**in case of Grant Agreement**) and following the receipt of a written notice from the beneficiary confirming its intention to implement the project (**in case of Grant Decision**).

If the pre-financing paid into the bank account of the *beneficiary* give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, and provided that the amount of pre-financing is more than EUR 50 000, such interest shall be recovered by the Executive Agency.

### **III.2.6.2 Final payment**

#### **Final reporting**

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted with official final report forms within **two months** following the end date of the project and must give a description of the results of the project as compared to the initial objectives. In order to receive the (final) payment, the beneficiary must send the final report and justifications/compulsory annexes specified under each Action/Measure as indicated on the following website:  
[http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

#### **Calculation of the final payment**

##### **Flat-rate financing**

If the real number of eligible participants and days are lower than those anticipated in the project proposal, funding will be reduced proportionally.

##### **Budget-based financing**

If total actual eligible expenses of the project are less than the total estimated eligible expenses, the EACEA will reduce its grant accordingly. Under no circumstances the percentage of co-financing fixed by the Grant Decision/Agreement could be increased.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing. The Agency also reserves the right to reduce the amount of the grant if the organisation has not fully implemented the selected project.



## PART TWO – SPECIFICITIES OF THE PROGRAMME ACTIONS

### CHAPTER IV - PROJECT GRANTS

**Project grants are as follows:**

**Action 1 - Active Citizens for Europe**

IV.1 Action 1 Measure 1.1 – Town Twinning Citizens' Meetings

IV.2 Action 1 Measure 1.2 – Networks of Twinned Towns

IV.3 Action 1 Measure 2.1 Citizens' projects

IV.4 Action 1 Measure 2.2 Support measures

**Action 2 - Active Civil Society in Europe**

IV.5 Action 2 Measure 3 – Support to projects initiated by civil society organisations

**Action 4 – Active European Remembrance**

IV.6 Active European Remembrance

#### Action 1 – Active Citizens for Europe

#### IV.1 Action 1 – Measure 1.1 Town Twinning Citizens' Meetings

##### IV.1.1 Specific features

Town Twinning Citizens' Meetings consist in bringing together a wide range of citizens from twinned towns, taking benefit of the partnership between the municipalities for strengthening mutual knowledge and understanding between citizens and between cultures.

*Town Twinning Citizens' Meetings projects are expected to:*

- **Experience an active civic participation at local level** based on structured cooperation with civil society. This can be achieved through involving the local community in the planning and implementation of the project, fostering civic participation through volunteering as well as giving participants an active role during the event;
- **Encourage citizens to become more involved at European level, thus contributing to the development of an active European citizenship.** This can be achieved for example through learning about participation of European citizens in the democratic life of the EU, discussing the equal opportunities in political life;
- **Reinforce the participants' commitment to European integration.** This can be achieved through exchanging points of view and experiences in relation to the priorities of the Programme; sharing the experience of concrete benefits of European integration at local and individual levels; experiencing cultural diversity and discovering common cultural heritage in Europe; demonstrating solidarity and developing a feeling of belonging to the same community in Europe as a whole.

## IV.1.2 Selection procedure

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

### IV.1.2.1 Eligibility criteria

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p.65](#)).

#### A. Applicant and partners

##### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

##### **A.1.3 Type of organisation**

The applicants and partners must be: towns/municipalities or their twinning committees or other non profit organisations representing local authorities. **N.B. The same town (i.e. town represented by its municipality, twinning committee or a non profit organisation) can receive only one grant per year**

##### **A.2 Number of Partners**

A project must involve municipalities from at least **2** participating countries of which at least one is an EU Member State.

#### B. Project nature and dimension

##### **B.1 Number of participants**

A project must involve a minimum of **25** invited participants. "Invited participants" are international participants sent by the eligible partner/s. At least half of the participants should not be elected local government representatives or municipal officials.

##### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **5 000 EUR**

Maximum eligible grant for a project: **25 000 EUR**

##### **B.3 Venue**

The activities must take place in any of the eligible programme countries ([see p.17](#)) participating to the project.

##### **B.4. Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).

Maximum duration of the meeting: **21 days**.

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and Chapter II.2.1 ([p.18](#)).

**IV.1.2.2 Exclusion criteria:** Please refer to Chapter II.2.2 [p.18](#).

**IV.1.2.3 Selection criteria** - Operational and financial capacity - Please refer to Chapter II.2.3 [p.19](#).

**IV.1.2.4 Award criteria:** Please refer to Chapter II.2.4 [p.20](#).

## **IV.1.3 Calculation of the grant**

The grant is calculated on the basis of flat-rate financing. Flat-rate financing will be used to cover all costs relating to the meetings, i.e. costs of preparation, organisation, accommodation of the participants and travel expenses.

Taking into account the results of statistical analysis of 2008 and 2009 project, the flat rate system was simplified. The daily rates for different countries as well as distance calculation, previously used for calculation of the grant, are cancelled. The new flat rate system is exclusively based on number of invited participants (**fixed per “tranches”**) and number of days. The same parameters are valid for all participating to programme countries (For the flat rates applying within Measure 1.1 please see [ANNEX III, p.66](#))

**IV.1.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

## **IV.1.5 Payment procedures**

**IV.1.5.1 Pre-financing** is not applicable to the Measure 1.1 "Town Twinning Citizens' Meetings"

### **IV.1.5.2 Final payment**

#### **Final reporting**

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form. The final report has to be submitted with official final report forms within **two months** following the end date of the project and must give a description of the results of the project as compared to the initial objectives. In order to receive the (final) payment, the beneficiary must send the final report and justifications as indicated on the following website: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

## Calculation of the final payment

**Under the Measure 1.1 "Town Twinning Citizens' Meetings"** if the real number of eligible participants and days are lower than those anticipated in the project proposal the reduction of the grant will be calculated on the basis of the fixed "tranches" of participants ([see ANNEX III, p.66](#)).

### **EXAMPLE:**

According to the project proposal the number of eligible participants is **84** for the meeting lasting **less than 10 days**. Thus, for a citizens' meeting involving between **71/85 participants** and lasting **less than 10 days** the grant awarded is **€11 000**.

Find below two cases showing the way the calculation of the final payment is made:

a) Upon the final report the real number of participants attended the event is **65** and real number of days is **less than 10 days**. As the "tranche" of participants was changed from **71/85** to **56/70** the final payment will be reduced to **€9 000**.

b) Upon the final report the real number of participants attended the event is **75** and real number of days is **less than 10 days**. Although the number of participants decreased from **84 to 75**, the "tranche" of participants remains the same **71/85**, thus the final payment will remain **€11 000**.

***N.B. In order to receive the final payment, the minimum number of participants (25) must be respected under the Measure 1.1.***

## **IV.2 Action 1 – Measure 1.2 Networks of Twinned Towns**

### **IV.2.1 Specific features**

Local authorities are regularly confronted with new issues and are involved in the implementation of a variety of policies, which are often linked to policy developments taken at European level. The networking between municipalities on issues of common interest appears to be an important means for enabling informed discussions and exchange of good practices.

Twinning is a strong link that binds municipalities; therefore, the **potential of the networks** created by a series of town twinning links should be used for developing *thematic* and *long-lasting* cooperation between towns. The Commission supports the development of such networks, which are important for ensuring structured, intense and multifaceted cooperation, therefore contributing to maximizing the impact of the Programme.

***Networks of Twinned Towns' projects are expected to:***

- Integrate a **range of activities around the subject(s) of common interest** to be addressed in the context of the Programme's priorities and having relevance for European integration;
- Produce **communication tools** in the context of these events with the aim of promoting structured and sustainable thematic networking and disseminating the results of the actions;
- Have **defined target groups** for which the selected themes are particularly relevant and involve community members active in the subject area (i.e. experts, local associations, citizens and citizens' groups directly affected by the theme, etc.);
- Serve as a **basis for future initiatives and actions** between the towns involved, on the issues addressed or possibly on further issues of common interest.

#### **IV.2.2 Selection procedure**

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

##### **IV.2.2.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p. 65](#)).

##### **A. Applicant and partners**

###### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country** Please refer to the Chapter II.2.1 ([p.17](#)).

###### **A.1.3 Type of organisation**

- Towns/municipalities or their twinning committees or networks;
- Other levels of local/regional authorities;
- Federations/associations of local authorities.

###### **A.2 Number of Partners**

A project must involve municipalities from at least **4** participating countries of which at least one is an EU Member State.

## **B. Project nature and dimension**

### **B.1 Number of participants**

A project must involve a minimum of **30** invited participants. "Invited participants" are international participants sent by the eligible partner/s.

### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **10 000 EUR**

Maximum eligible grant for a project: **150 000 EUR**

### **B.3 Venue and number of activities**

The activities must take place in any of the eligible programme countries ([p.17](#)) participating to the project. At least **3** events per project have to be foreseen.

### **B.4. Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).

Maximum project duration is **24 months**.

Maximum duration of each event is **21 days**.

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 ([p.18](#)).

**IV.2.2.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**IV.2.2.3 Selection criteria - Operational and financial capacity -** Please refer to Chapter II.2.3, [p.19](#).

**IV.2.2.4 Award criteria:** Please refer to Chapter II.2.4, [p.20](#).

### **IV.2.3 Calculation of the grant**

The grant is calculated on the basis of flat-rate financing. The calculation of the total grant requested is obtained by combining:

- A. the total amounts requested **for each event**;
- B. the amount requested **for communication tools**, if any;
- C. the amount requested **for coordination costs**, if any.

### **A. The grant calculation of EACH event:**

Different flat rates are applied for the participants depending upon whether a participant is defined as **local** or **international**, and depending upon the **location of the event**.

- A **local participant** is a person who resides in the country where the event takes place.
- An **international participant** is a person who resides in a country eligible for the programme which is not the country where the event takes place. **At least 30%** of the participants **of each event** must come from eligible countries other than the country that hosts the event.
- A maximum of **400 days of participation per event** (1 person attending the event for one day = one day of participation) are taken into consideration for the grant calculation.

For the flat rates applying under the Measure 1.2 please see [ANNEX IV, p.67](#).

### **B. The grant calculation of communication tools:**

There are three types of ‘communication tools’ which can be granted: a) Publications; b) DVD or CD-ROM production; c) Website. The lump sum for **each** of the above three types of ‘**communication tool**’ is **1 500 euro**. The same lump sum applies to all countries. **The maximum total of lump sums is 9 000 euro per project** (i.e. maximum two products of the same type).

### **C. The grant calculation of co-ordination costs**

Coordination costs are calculated on the basis of a flat rate of **500 euro** per year and per partner. A maximum of **15 000 euro** per project will be awarded under this item.

**IV.2.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

#### **IV.2.5 Payment procedures**

Pre-financing is applicable: **50% of the total grant**. For information regarding the pre-financing and final payment procedures please refer to Chapter III.2.6, [p.31](#).

## **IV.3 Action 1 – Measure 2.1 Citizens' projects**

### **IV.3.1 Specific features**

The measure “Citizen’s projects” aims at exploring innovative methodologies and approaches to encourage citizens’ active participation at European level and to stimulate the dialogue between European citizens and European institutions. Under this measure a variety of projects

of a transnational and cross-sectoral dimension, directly involving citizens will be supported. Priority is given to projects aimed at encouraging local level participation.

***Citizens' projects are expected to:***

- **Collect the opinion of citizens** on some key European challenges for the future;
- **Explore new methodologies** capable of **promoting active interaction** and discussion between citizens on matters related to EU policies that affect their daily life;
- **Create mechanisms** that allow European citizens **to develop civic competences**, to formulate their views and opinions on the European integration process in the form of recommendations for policy makers at European level;
- **Encourage the dialogue between European citizens and the institutions** of the EU, empowering citizens as regards EU policies and their impact, and ensuring appropriate follow up of citizens' opinions by the EU institutions.

In this regard it is requested that at least 30% of the participants of the project must come from countries other than the country that hosts the project event.

Those objectives can be reached by establishing citizens' panels able to formulate recommendations that could be fed into the policy process at European level. A real bottom-up approach in the preparation and implementation of the project has to be encouraged. The citizens' recommendations resulting from these processes represent valuable inputs for the European Commission, because they are different and additional to the kinds of inputs that the Commission receives through the conventional consultation channels.

The Directorate General for Communication of the European Commission (DG COMM) is willing to play its part by being a receptive interlocutor and a real partner for the organisations involved in the organisation of citizens' panels. Therefore DG COMM undertakes to provide information and expertise on the themes chosen by the selected projects, to facilitate access to other European experts and to give appropriate follow up to the citizens' recommendations resulting from the project.

### **IV.3.2 Selection procedure**

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

#### **IV.3.2.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p. 65](#)).



## **A. Applicant and partners**

### **A.1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

#### **A.1.3 Type of organisation**

Civil society organisations - CSOs (as described in [ANNEX I, p.60](#)) or local authorities.

### **A.2 Number of Partners**

A project must involve organisations/institutions from at least **5** participating countries of which at least one is an EU Member State.

## **B. Project nature and dimension**

### **B.1 Number of participants**

A project must involve a minimum of **200 participants**.

### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **100 000 EUR**

Maximum eligible grant for a project: **250 000 EUR**

### **B.3 Venue of activities**

The activities must take place in any of the eligible programme countries ([see p.17](#)).

### **B.4. Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).

Maximum project duration is **12 months**.

## **C. Application**

### **C.1 Official application form**

#### **C.2 Deadline**

#### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 ([p.18](#)).

**IV.3.2.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**IV.3.2.3 Selection criteria** - Operational and financial capacity - Please refer to Chapter II.2.3, [p.19](#).

**IV.3.2.4 Award criteria:** Please refer to Chapter II.2.4, [p.20](#).

### IV.3.3 Calculation of the grant

The grant is calculated on the basis of budget-based financing. For more information on the budget-based financing please refer to Chapter III.2.5.2, [p.29](#).

The grant may not exceed a maximum rate of **60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the EU budget. Under no circumstances will the amount awarded exceed the amount applied for.

**IV.3.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

### IV.3.5 Payment procedures

Pre-financing is applicable: **50% of the total grant**. For information regarding the pre-financing and final payment procedures please refer to Chapter III.2.6, [p.31](#).

## IV.4 Action 1 – Measure 2.2 Support measures

### IV.4.1 Specific features

This measure aims at supporting the activities which may lead to the establishment of long-lasting partnerships and networks reaching a significant number of different stakeholders promoting active Europe citizenship, thus contributing to provide a better response to the programmes' objectives and maximizing the overall programme impact and effectiveness.

*Support measures are expected to* finance activities implemented by the structures such as platforms and networks targeting to develop and strengthen all programme's actions thus contributing to smooth programme implementation and assuring the large transnational coverage in favor of potential programme's stakeholders by means of the following types of activities:

- **Training sessions** enabling the potential Europe for Citizens Programme applicants to develop their knowledge and skills in running good quality projects;
- **Information sessions** promoting the Europe for Citizens Programme or its specific measure and targeting exchanges of experience and best practices among the current and potential programme's stakeholders;
- **Creating platforms** facilitating partner search and networking among current and potential Europe for Citizens Programme stakeholders.

### IV.4.2 Selection procedure

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

#### **IV.4.2.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p.65](#)).

##### **A. Applicant and partners**

###### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

###### **A.1.3 Type of organisation**

Federations/associations of local authorities or other bodies with specific knowledge/experience of citizenship.

###### **A.2 Number of Partners**

A project must involve organisations from at least **2** participating countries of which at least one is an EU Member State.

##### **B. Project nature and dimension**

###### **B.1 Number of participants – not applicable**

###### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **30.000 EUR**

Maximum eligible grant for a project: **100.000 EUR**

###### **B.3 Venue of activities**

The activities must take place in any of the eligible programme countries ([see p.17](#)).

At least **2** events per project have to be foreseen

###### **B.4 Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).

Maximum project duration is **12 months**.

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 (p.18).

**IV.4.2.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**IV.4.2.3 Selection criteria - Operational and financial capacity -** Please refer to Chapter II.2.3, [p.19](#).

**IV.4.2.4 Award criteria:** Please refer to Chapter II.2.4, [p.20](#).

### **IV.4.3 Calculation of the grant**

The grant is calculated on the basis of budget-based financing. For more information on the budget-based financing please refer to [Chapter III.2.5.2, p.29](#).

The grant may not exceed a maximum rate of **80% of eligible costs** of the action concerned. Accordingly, at least 20% of the total estimated eligible expenses must come from sources other than the EU budget. Under no circumstances will the amount awarded exceed the amount applied for.

**IV.4.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

### **IV.4.5 Payment procedures**

Pre-financing is applicable: **50% of the total grant**. For information regarding the pre-financing and final payment procedures please refer to Chapter III.2.6, [p.31](#).

## **Action 2 – Active Civil Society in Europe**

### **IV.5 Action 2 Measure 3 – Support for projects initiated by Civil Society Organisations**

#### **IV.5.1 Specific features**

This measure supports concrete projects initiated by Civil Society Organisations (CSOs) established in participating countries, and working at European, national, regional or local level, on issues of common interest linked with the Programme's priorities and objectives.

*Projects under this measure must* target themes of general European interest paying particular attention to the impact of the European policies.

*The projects under this measure are expected to include the activities such as* conferences; seminars; debates; TV/radio broadcasts; production of audio-visual material; opinion polls; application of new information technologies etc. as well as any other activities providing room for innovation, involving a greater variety of publics, with a clearer dissemination strategy.

With a view to enhance more structuring projects, the maximum amount has been increased from 55.000 EUR to 150.000 EUR and the maximum duration of the projects extended from 12 to 18 months. This should allow for more room for innovation, the involvement of a greater variety of publics, and a stronger dissemination strategy.

#### **IV.5.2 Selection procedure**

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

##### **IV.5.2.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p. 65](#)).

##### **A. Applicant and partners**

###### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

###### **A.1.3 Type of organisation**

Civil society organisations - CSOs (as described in [ANNEX I, p.60](#)).

###### **A.2 Number of Partners**

A project must involve organisations from at least **2** participating countries of which at least one is an EU Member State.

##### **B. Project nature and dimension**

###### **B.1 Number of participants – not applicable**

###### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **10 000 EUR.**

Maximum eligible grant for a project: **150 000 EUR.**

###### **B.3 Venue of activities**

The activities must take place in any of the eligible programme countries ([see p.17](#)).

###### **B.4 Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).  
Maximum project duration is **18 months**.

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 ([p.18](#)).

**IV.5.2.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**IV.5.2.3 Selection criteria - Operational and financial capacity -** Please refer to Chapter II.2.3, [p.19](#).

**IV.5.2.4 Award criteria:** Please refer to Chapter II.2.4, [p.20](#).

## **IV.5.3 Calculation of the grant**

Applicants can choose between two systems of financing:

- **Flat-rate or**
- **Budget-based**

### **Flat-rate financing**

The grant is calculated on the basis of flat-rate financing. The calculation of the total grant requested is obtained by combining:

- A. the total amounts requested **for each event**;
- B. the amount requested **for communication tools**, if any.

#### **A. The grant calculation of EACH event:**

Different flat rates are applied for the participants depending upon whether a participant is defined as **local** or **international**, and depending upon the **location of the event**.

- A **local participant** is a person who resides in the country where the event takes place.
- An **international participant** is a person who resides in a country eligible for the programme which is not the country where the event takes place. **At least 30%** of the participants **of each event** must come from eligible countries other than the country that host the event.
- A maximum of **400 days of participation per event** (1 person attending the event for one day = one day of participation) are taken into consideration for the grant calculation.

(For the flat rates applying under Action 2 Measure 3 please [see ANNEX V, p.68](#)).

### **B. The grant calculation of communication tools:**

There are three types of ‘communication tools’ which can be granted: a) Publications; b) DVD or CD-ROM production; c) Website. The lump sum for **each** of the above three types of ‘communication tool’ is **1 500 euro**. The same lump sum applies to all countries. Beneficiaries may receive a grant for a **maximum of three different ‘communication tools’** (i.e. no two products of the same type). Accordingly the maximum combination is three communication tools = **4 500 euro per project**.

#### **Budget based financing**

The grant is calculated on the basis of budget-based financing. For more information on the budget-based financing please refer to Chapter III.2.5.2, [p.29](#).

The grant may not exceed a maximum rate of **70% of eligible costs** of the action concerned. Accordingly, at least 30% of the total estimated eligible expenses must come from sources other than the EU budget. Under no circumstances will the amount awarded exceed the amount applied for.

**IV.5.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

#### **IV.5.5 Payment procedures**

Pre-financing is applicable: **50% of the total grant**. For information regarding the pre-financing and final payment procedures please refer to Chapter III.2.6, [p.31](#).

## **Action 4 – Active European Remembrance**

### **IV.6 Action 4 – Active European Remembrance**

#### **IV.6.1 Specific features**

The European Union is built on fundamental values such as freedom, democracy and respect for human rights. In order to fully appreciate their meaning, it is necessary to remember the breaches of those principles caused by Nazism and Stalinism in Europe. By commemorating the victims, by preserving the sites and archives associated with deportations, Europeans will preserve the memory of the past, including its dark sides. It is particularly important to do so now, as witnesses are progressively disappearing.

***Under this action projects of the following types may be supported:***

- Projects linked to the preservation of the main sites and memorials associated with the mass deportations, the former concentration camps and other large-scale martyrdom and extermination sites of Nazism, as well as the archives documenting these events and for keeping alive the memory of the victims, as well as the memory of those who, under extreme conditions, rescued people from the Holocaust;
- Projects linked to the commemoration of the victims of mass exterminations and mass deportations associated with Stalinism.

**The projects under this measure are expected** to include the similar activities as those mentioned under the Action 2 Measure 3 Support for projects initiated by CSOs ([see p.44](#)).

#### **IV.6.2 Selection procedure**

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

##### **IV.6.2.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) project nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p.65](#)).

#### **A. Applicant and partners**

##### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

##### **A.1.3 Type of organisation**

- Non-governmental organisations;
- Survivors' associations;
- Entities managing remembrance;
- Museums;
- Local and regional authorities;
- Federations of general European interest.

##### **A.2 Number of Partners**

A project must involve organisations from one eligible programme country.



## **B. Project nature and dimension**

### **B.1 Number of participants – not applicable**

### **B.2 Budget**

The project proposals must respect the criterion related to the minimum eligible grant to be awarded per project.

Minimum eligible grant for a project: **10 000 EUR.**

Maximum eligible grant for a project: **55 000 EUR.**

### **B.3 Venue of activities**

The activities must take place in any of the eligible programme countries ([see p.17](#)).

### **B.4 Eligibility period/project duration**

The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Chapter I.8, [p.12](#)).

Maximum project duration is **12 months.**

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 ([p.18](#)).

**IV.6.2.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**IV.6.2.3 Selection criteria - Operational and financial capacity -** Please refer to Chapter II.2.3, [p.19](#).

**IV.6.2.4 Award criteria:** Please refer to Chapter II.2.4, [p.20](#).

## **IV.6.3 Calculation of the grant**

Applicants can choose between two systems of financing:

- **Flat-rate or**
- **Budget-based**

### **Flat-rate financing**

The grant is calculated on the basis of flat-rate financing. The calculation of the total grant requested is obtained by combining:

- A. the total amounts requested **for each event**;
- B. the amount requested **for communication tools**, if any.

#### **A. The grant calculation of EACH event:**

Different flat rates are applied for the participants depending upon whether a participant is defined as **local** or **international**, and depending upon the **location of the event**.

- A **local participant** is a person who resides in the country where the event takes place.
- An **international participant** is a person who resides in a country eligible for the programme which is not the country where the event takes place. **At least 30%** of the participants **of each event** must come from eligible countries other than the country that host the event.
- A maximum of **400 days of participation per event** (1 person attending the event for one day = one day of participation) are taken into consideration for the grant calculation.

(For the flat rates applying under Action 4 please see [ANNEX V, p.68](#)).

#### **B. The grant calculation of communication tools:**

There are three types of ‘communication tools’ which can be funded: a) Publications; b) DVD or CD-ROM production; c) Website. The lump sum for **each** of the above three types of ‘communication tool’ is **1 500 euro**. The same lump sum applies to all countries. Beneficiaries may receive a grant for a **maximum of three different ‘communication tools’** (i.e. no two products of the same type). Accordingly the maximum combination is three communication tools = **4 500 euro per project**.

#### **Budget based financing**

The grant is calculated on the basis of budget-based financing. For more information on the budget-based financing please refer to Chapter III.2.5.2, [p.29](#).

The grant may not exceed a maximum rate of **60% of eligible costs** of the action concerned. Accordingly, at least 40% of the total estimated eligible expenses must come from sources other than the EU budget. Under no circumstances will the amount awarded exceed the amount applied for.

**IV.6.4 Use of Grant Agreement or Grant Decision:** Please refer to Chapter III.1.3, [p.23](#).

#### **IV.6.5 Payment procedures**

Pre-financing is applicable: **50% of the total grant**. For information regarding the pre-financing and final payment procedures please refer to Chapter III.2.6, [p.31](#).

## CHAPTER V OPERATING GRANTS

Operating grants include both annual agreements and multi-annual partnerships. The current guide only provides information relating to applications to be submitted for **annual grants**. Multi-Annual Partnerships are subject to a specific call, which will be launched in 2012 for grants starting in 2013.

### **Action 2 Measure 1 & 2 – Structural Support for European Policy Research Organizations (Think-Tanks) and for Civil Society Organisations (CSOs) at EU level**

#### **V.1 Action 2 Measure 1 Structural Support for European Policy Research Organizations (Think-Tanks) - Specific features**

This measure is aimed at supporting the work of European public policy research organisations (think tanks), which are able to provide new ideas and reflections on European issues, on active European citizenship or on European values.

These organisations provide a link between research and policymaking at European level. They help to find solutions and facilitate interaction between scientists, intellectuals and decision-makers. As there are many think tanks working in Europe, this measure targets those that essentially focus on the objectives and priorities of the programme, performing activities that go beyond mere research and are not aimed exclusively at specialist groups. Such activities must generally involve citizens in their debates and provide information to the public at large using specific tools.

#### **V.2 Action 2 Measure 2 – Structural Support for CSOs at EU level - Specific features**

This measure will provide CSOs of European dimension with the capacity and stability to develop their activities at European level. The purpose is to contribute to the emergence of a structured, coherent and active civil society at European level.

*This measure is expected to finance:*

CSOs working at European level, namely:

- **European umbrella organisations:** Their mandate is to represent their members (civil-society organisations) in Europe, channelling the concerns of the citizens and their member organisations to the EU authorities and informing their members on European policies and on the positions of other stakeholders, while acting as a bridge between their members and the EU authorities;
- **European networks:** These networks are a link between civil society organisations and other stakeholders from eligible countries wishing to cooperate and exchange knowledge and experiences;

- **Organisations performing activities with a wide impact on Europe:** These organisations are neither platforms nor networks, and may apply if they perform activities specifically addressing the objectives and priorities of the programme.

CSOs involved in fostering active European remembrance, namely:

- **Organisations promoting European ideas and projects through the memory of European personalities** such as the founding fathers of the European project or others who have made a significant contribution to later stages of European construction;
- **Organisations promoting European ideas and projects underlining the violation of fundamental European values** by totalitarian regimes such as Nazism and Stalinism.

In both cases, the activities of the organisations must aim to contribute to a better shared future of civic participation while recalling the importance of the fundamental values at the heart of the European project.

When applying for an operating grant, applicants must provide a detailed work programme for a period of 12 months. This should cover the applicant organisation's statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, and its other recurrent European activities.

The activities must make a **tangible** contribution to the development and implementation of the specific objectives and thematic priorities of this call for proposals. **They must cover at least one specific objective and one thematic priority.**

For operating grants specific decisions by categories of organisations as defined above under points V.1 and V.2 can be taken.

### **V.3 Selection procedure**

Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

#### **V.3.1 Eligibility criteria**

Eligibility criteria are divided into three main categories targeting a) applicant and partners, b) work programme nature and dimension and c) application. This guide provides an overview table on the eligibility criteria applying under Europe for Citizens Programme ([see ANNEX II, p.65](#))

## **A. Applicant and partners**

### **A. 1 Nature of the Applicant and Partners**

**A.1.1 Legal status:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.2 Established in a participating country:** Please refer to the Chapter II.2.1 ([p.17](#)).

**A.1.3 Type of organisation**

#### **Measure 1: Structural support for EU policy research organizations (think-tanks)**

- European public policy research organisations (think tanks);

#### **Measure 2: Structural support for civil society organisations at EU level**

- CSOs at European level, promoting active European citizenship: umbrella organisations, networks, organisations performing activities with a wide impact on Europe (for more details [see p.51](#));
- CSOs dedicated to active European Remembrance (for more details [see p.52](#)).

#### **N.B. Public bodies are NOT eligible**

***TO BE ELIGIBLE for an operating grant organisations pursuing an aim of general European interest must:***

- have had legal personality for more than one (1) year as of the deadline for submission.** Applications by networks that do not have a separate operational structure and their own status may be lodged by the member organisation responsible for coordinating the network;
- play an active role in the field of European citizenship** as defined in their articles of association or mission statement and correspond to one of the categories of organisation as described above;
- perform most of their activities in eligible countries** ([see p.17](#)).

In addition the following **geographical area** must be respected by following categories of organisations:

- ✓ European umbrella organisations and networks **must have members in at least 8 eligible countries;**
- ✓ Organisations performing activities with a wide impact on Europe **must be active in at least 8 eligible countries.**

This criterion is **not applicable** to think-tanks nor to civil society organisations dedicated to active European Remembrance.

## **B. Work programme nature and dimension**

### **B.1 Number of participants – not applicable**

### **B.2 Budget**

Maximum eligible grant for a project: **100 000 EUR.**

### **B.3 Venue of activities**

The activities must take place in any of the eligible programme countries ([see p.17](#)).

### **B.4 Eligibility period/work programme duration**

The period of eligibility must correspond to the applicant's budget year, as evidenced by the organisation's certified accounts.

If the applicant's budget year corresponds to the calendar year, the period of eligibility will be from 1 January to 31 December.

For applicants with a budget year that differs from the calendar year, the period of eligibility will be the 12-month period from the starting date of their budget year.

## **C. Application**

### **C.1 Official application form**

### **C.2 Deadline**

### **C.3 Official language**

Please refer to Chapter II.1 ([p.14](#)) and II.2.1 ([p.18](#)).

**V.3.2 Exclusion criteria:** Please refer to Chapter II.2.2, [p.18](#).

**V.3.3 Selection criteria** - Operational and financial capacity - Please refer to Chapter II.2.3, [p.19](#).

## V.3.4 Award criteria

<b>% of points available</b>	<b>Qualitative criteria: 80%</b>
<b>30%</b>	<b>Relevance to the objectives and priorities of the Programme:</b> <ul style="list-style-type: none"> <li>• General and specific objectives of the Programme;</li> <li>• Permanent and annual priorities of the Programme.</li> </ul>
<b>20%</b>	<b>Adequacy, coherence and completeness of the work programme</b> <ul style="list-style-type: none"> <li>• Overall clarity of the work programme;</li> <li>• Internal coherence of the work programme (consistency between the aims and the envisaged activities);</li> <li>• Feasibility, particularly of the timetable for the work programme.</li> </ul>
<b>10%</b>	<b>Impact of the work programme</b> <ul style="list-style-type: none"> <li>• Probable multiplier effect of the proposed activities on the target public and on the general public;</li> <li>• Short and long-term impact of the proposed activities at local, regional, national and European levels;</li> <li>• Adequacy of planned evaluation means.</li> </ul>
<b>10%</b>	<b>European added value</b> <ul style="list-style-type: none"> <li>• How the work programme contributes to defining and orienting the European project (e.g. organisation of debates on current political development at EU level, production of studies or position papers on European policies, consideration of future institutional developments for the EU, etc.);</li> <li>• The involvement and participation of a vast array of different target groups (citizens/specific civil society organisations/institutions/multipliers) in work programme activities, ensuring the exchange of ideas and experiences between different types of stakeholders;</li> <li>• The contribution of the work programme to creating, developing or strengthening sustainable European partnerships, or to the use of existing partnerships with proven added value (networking).</li> </ul>
<b>10%</b>	<b>The visibility of activities and the dissemination and exploitation of results to European citizens and other interested parties</b> <ul style="list-style-type: none"> <li>• The extent to which the activities of the planned work programme will become visible and be communicated (expected media coverage);</li> <li>• Strategies and measures devised to facilitate a transfer of successful results to citizens and other interested parties (public authorities, institutions, etc.) at national and European levels.</li> </ul>
<b>% of points available</b>	<b>Quantitative criteria: 20%</b>
<b>10%</b>	<b>Geographical impact:</b> <ul style="list-style-type: none"> <li>• The number of eligible countries involved in the activities of the work programme.</li> </ul>
<b>10%</b>	<b>Target group:</b> <ul style="list-style-type: none"> <li>• The number of potential direct beneficiaries.</li> </ul>

#### **V.4 For general financial and contractual conditions please refer to Chapter III.1, [p.23](#)**

#### **V.5 Specific financial and contractual conditions**

##### **V.5.1 No double-financing**

Organisations may not receive more than one operating grant from the EU budget for a given financial period. However, they may receive other grants for specific projects. To this end, they must give details in their application form of any other grant requests they have submitted or intend to submit to the European institutions for the same operating year, stating for each grant the budget heading, the EU programme and the amount requested. We would draw applicants' attention to the fact that, for organisations receiving an operating grant, indirect costs are no longer eligible under EU grants for a specific project.

##### **V.5.2 Non-profit**

Grants awarded must not have the purpose or the effect of producing a profit for the beneficiary. A profit is defined as a surplus in the beneficiary's operating budget. A surplus on the operating budget of a body in receipt of an operating grant is not allowed. Existence of a profit may bring about recovery of amounts previously paid. In the case of operating grants to bodies which pursue an aim of general European interest, the Agency shall be entitled to recover the percentage of the annual profit corresponding to the Community contribution to the operating budget of the bodies concerned where these bodies are also funded by public authorities which are themselves required to recover the percentage of the annual profit corresponding to their contribution.

##### **V.5.3 Calculation of the grant**

Applicants can choose between two systems of financing:

- **Flat-rate or**
- **Budget-based**

###### **V.5.3.1 Flat-rate financing**

Under the **flat-rate** system the grant is calculated on the basis of a fixed amount per full and /or part-time staff member on the payroll of the organisation. It includes all the people working for the applicant organisation (such as management, secretaries and assistants) on the payroll, thus excluding subcontractors, voluntary workers and trainees.

The grant is calculated on the basis of the planned number of people working per year in the applicant organisation. The number of people is calculated by dividing the total number of days worked by staff by 220 (number of working days in a year). At the end of the financial year for which the grant is awarded, the organisation is required to provide proof of the number of its employees.

**One year = 220 working days (e.g.: 583 days = 2.65 person/years)**

**1 working day = minimum of 7.5 hours**



The flat rate varies according to the country in which the organisation is based, and reflects the cost of living there. The flat-rate applied is that of the country in which at least 50% of the organisation's permanent staff work.

For flat-rates applying under Action 2 Measures 1 & 2, please [see ANNEX VI, p.69](#).

### **V.5.3.2 Budget based financing**

The grant may not exceed a maximum rate of **80% of eligible costs** of the action concerned. Accordingly, at least 20% of the total estimated eligible expenses must come from sources other than the EU budget. Under no circumstances will the amount awarded exceed the amount applied for.

The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must equal total revenue, including the Executive Agency grant application). The budget must indicate clearly the costs that are eligible for EU funding.

The budget must be drawn up in euros.

Applicants not established in the Eurozone must use the monthly accounting rate established by the Commission and published on its website, and applicable to the month in which the application is submitted: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>.

## **ELIGIBLE COSTS**

### **To be eligible for this call, costs must:**

- be incurred during the term of the work programme as specified in the agreement, except in the case of final certificates and reports relating to the financial statements and underlying accounts of the activity or project;
- be consistent with the aim of the agreement and feature in the estimated budget of the work programme;
- be necessary for the implementation of the work programme;
- be identifiable and verifiable and, in particular, be recorded in the beneficiary's accounts and defined in accordance with the accounting rules that apply in the country in which the beneficiary is established and in conformity with the beneficiary's accounting practices;
- fulfil the declaration requirements laid down by the applicable social and fiscal legislation;
- be reasonable, justifiable and consistent with the requirements of sound financial management, especially as regards economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and income declared in respect of the work programme with the corresponding accounting statements and supporting documents.

### **Eligible direct costs:**

Eligible direct costs are those which can be identified as directly linked to the performance of the work programme, with due regard for the conditions of eligibility set out above, and can therefore be assigned to it directly. In particular, the following direct costs are eligible:

- the cost of staff, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary;
- rental and property maintenance charges;
- travel, accommodation and subsistence allowances for staff, provided that they comply with the beneficiary's usual practices on travel costs;
- the cost of organising statutory meetings and any other working meetings necessary under the beneficiary's normal operational procedures;
- the purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind; only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the agreement may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency; the depreciation rules used by the beneficiary must be stated in the application;
- the cost of consumables and supplies;
- costs entailed by other contracts awarded by the beneficiary for the purposes of implementing the work programme, provided that the conditions laid down under point related to the subcontracting and award of procurement contract are met ([see p. 24](#));
- costs arising directly from requirements imposed by the grant agreement (particularly audit costs), including the cost of any financial services (especially the cost of financial guarantees).

### **INELIGIBLE COSTS**

#### **The following expenditure cannot be considered eligible:**

- return on capital;
- provisions for losses or potential future liabilities;
- debts and debt-service charges;
- other interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiary can justify that it cannot be recovered;
- costs declared and covered in connection with another action or programme receiving an EU grant;
- excessive or reckless expenditure;
- travel costs to or from ineligible countries (this rule may be waived for civil-society organisations for European remembrance if due justification is provided);
- contributions in kind.

## V.5.4 Payment procedures

### V.5.4.1 Pre-financing

On the basis of the assessment of the beneficiary's *financial capacity* ([see p. 19](#)) a pre-financing payment for a maximum of 80% of the grant will be transferred to the beneficiary once any guarantees have been received: within 45 days of both parties having signed the agreement.

The purpose of the pre-financing arrangement is to provide the beneficiary with cash reserves.

### V.5.4.2 Final payment

#### Final reporting

In order to receive a final payment, the final activity reports and the compulsory annexes have to be submitted to the Executive Agency **within 3 months** following the end of the eligibility period. Final report form and its compulsory annexes to be filled out and submitted to the Agency are available on the website: [http://eacea.ec.europa.eu/citizenship/index\\_en.php](http://eacea.ec.europa.eu/citizenship/index_en.php)

#### Calculation of the final payment

##### Flat-rate financing

The grant will be reduced if the beneficiary's final report shows that:

- the number of staff indicated in the aforementioned statement is lower than originally envisaged in the grant calculation (this rule applies only if this change would have led to a reduction in the grant amount calculated in the initial application);
- the profit and loss accounts show a surplus;
- the grant received is more than 80% of the expenditure incurred during the beneficiary's financial year.

##### Budget-based financing

If the eligible costs actually incurred by the beneficiary in implementing the work programme are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred. The grant will also be reduced if the beneficiary's final report shows that the organisation has registered a surplus.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing. The Agency also reserves the right to reduce the amount of the grant if the organisation has not fully implemented the agreed work programme.

## ANNEX 1 –GLOSSARY

**Active European citizenship** should be understood as "participation in civil society, community and/or political life, characterised by mutual respect and non-violence and in accordance with human rights and democracy" (European Commission JRC/CRELL research project in 2006)

**Award criteria:** these criteria form the basis for assessing the quality of the proposals with regard to the objectives and requirements set out for each Programme strand. They comprise both quality and quantity elements, each of which is assigned a specific weight.

**Bank account:** this is the *beneficiary's* bank account or sub-account, denominated in EUR, through which any payments linked to the action shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the *Financial Identification Form* supplied by the coordinator.

**Beneficiary:** the organisation legally responsible for the implementation of the action and recipient of the grant.

**Budgetary authority:** the European Council and the European Parliament establish the budget of the European Union on the basis of a proposal from the European Commission.

**Citizens' panels** are a model for stimulating active interaction between citizens of the EU, by encouraging dialogue between them and supporting the formulation of opinions concerning the European integration process. See [http://ec.europa.eu/citizenship/pilot-projects/doc383\\_en.htm](http://ec.europa.eu/citizenship/pilot-projects/doc383_en.htm)

**Civil society organisations (CSOs)** include among others, trade unions, educational institutions and organisations active in the field of voluntary work and amateur sport (e.g. NGOs, umbrella organisations, networks, associations and federations, think tanks, universities, religious organisations).

**Conflict of interests:** according to the Financial Regulation (Article 52),

1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the Communities. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority.
2. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the *beneficiary*.

**Depreciation of equipment:** in the event of the purchase of equipment used for the purposes of the project or the co-financed annual work programme, depreciation shall be applied. Only depreciation during the *eligibility period*, as defined in the *Grant Agreement*, is an eligible *direct cost*, to the extent that the equipment is specifically used for the project or in relation to the activities of the work programme co-financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

**Direct costs:** eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project or the work programme and which can therefore be booked to it directly.

**eForm** is the grant application electronic form available for completion and submission at [http://eacea.ec.europa.eu/eforms/index\\_en.php#1](http://eacea.ec.europa.eu/eforms/index_en.php#1)

**Europe for Citizens Points (ECPs)** are national structures responsible for ensuring effective grass-roots dissemination of practical information on the Programme funding opportunities, its implementation, its activities and its dissemination. To see the list of Europe for Citizens Points throughout Europe and the respective contact details, please consult: [http://ec.europa.eu/citizenship/how-to-participate/doc714\\_en.htm](http://ec.europa.eu/citizenship/how-to-participate/doc714_en.htm)

**EFTA/EEA countries:** the three Programme countries which are members of the European Free Trade Association (EFTA) and of the European Economic Area (EEA): Iceland, Liechtenstein and Norway.

**Eligible budget:** the budget of a proposal must be presented in EUR and consist of two parts: the estimated costs eligible for funding by the European Union and the estimated income (including the requested grant). The budget must be always in balance (expenditure = income).

**Eligible costs:** necessary, specific and reasonable expenditure incurred by the *beneficiary/co-organisers* in implementing the co-financed action or by the *beneficiary* organisation in implementing the activities defined in its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

**Eligibility criteria:** the eligibility criteria are set out for each Programme *measure* and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the corresponding eligibility criteria are subject to an in depth assessment on the basis of *selection* and *award criteria*.

**Eligibility period:** the period during which *eligible costs* must be generated, that is costs which are necessary for the implementation of the action or the co-financed work programme and give rise to an obligation to pay. The period of eligibility is stipulated in the *Grant Agreement/Grant Decision*.

**Exclusion criteria:** these criteria are of a general nature and are pertinent to all applicants of grants awarded by the Commission. Applicants must certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

**External audit:** When submitting an application: if the requested grant amounts to EUR 100 000 in the case of an operating grant, the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts of the last *financial year* available (not older than 18 months). The following are exempted from this obligation: *public organisations* in line with the definition of this Programme Guide; international organisations under public law; secondary or higher

education establishments; *beneficiaries* with joint and several liabilities (in case of *Grant Agreements/Grant Decisions* involving several beneficiaries).

When submitting a request for payment: the financial accounts of the co-ordinator or beneficiary of the grant agreement (balance sheet and profit and loss accounts) of the last financial year have to be certified by a registered and independent external auditor or, in the case of public bodies, by a competent and independent public officer. The external audit report shall be attached to any request for payment (including further pre-financing payments) in the following case: operating grants of EUR 100 000 or more.

**Financial capacity of the applicant:** this is one of the *selection criteria* which are assessed during the process for the selection of submitted proposals. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to facilitate the verification of *financial capacity*, the Financial Capacity Form must be submitted.

**Financial Identification Form:** the Executive Agency services cannot award a grant, nor can they authorise pre-financing of final payments, as long as the particulars of *beneficiaries* have not been recorded and centrally validated. For that purpose, applicants must submit a Financial Identification Form which would allow verification of the *bank account* associated with the *Grant Agreement/Grant Decision*. This form must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

**Flat rates:** Under this system, the grant is calculated on the basis of a fixed amount. The system for calculating the grant based on flat rated and lump sums was introduced to simplify grant management both for the beneficiaries and for the Agency.

**Grant Agreement:** funding of meritorious proposals by the European Union may take the form of a *Grant Agreement* between the Executive Agency and the *beneficiary*. The *Grant Agreement* sets out the terms and conditions governing the awarded grant and takes effect upon signature by the last of the two parties, i.e. the Executive Agency. It may be amended during the *eligibility period* of the action.

**Grant Calculation sheet** is the official form to be used for grant calculation, which has to be attached to the eForm before its submission. It is considered as an integral part of the application form.

**Grant Decision:** funding of meritorious proposals by the European Union may take the form of a Grant Decision, which is signed unilaterally by the Executive Agency. The Grant Decision sets out the terms and conditions governing the awarded grant. It may be amended during the *eligibility period*.

**Indirect costs (administrative/operating costs):** these are *eligible costs* which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified as having been incurred in connection with the action. They may include costs such as rent, heating, electricity, gas, communication costs and postage.

**Legal entity:** to be eligible, applicants must be legal entities, i.e. private or public organisations with legal personality. To make it possible to ascertain whether applicants are legal entities, the *Legal Entity Form*, together with the appropriate supporting documents (i.e. articles of association or statutory decree) must be submitted.

**Operational capacity:** this is one of the *selection criteria* which are assessed during the process for the selection of submitted proposals. Applicants must have the professional skills and qualifications required to complete the proposed action or work programme.

**Participating to programme countries:** the Programme is open to the Member states of the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. The following countries have joined the Programme and are therefore eligible to participate fully in all actions of the Programme: Croatia, The former Yugoslav Republic of Macedonia, Albania.

**Potentially participating to programme countries:** the Programme is potentially open to other countries, provided that certain legal and financial obligations are fulfilled (i.e. signing a memorandum of understanding laying down details of their respective participation in the Programme). More information on the developments related to the participation of these countries can be found at [http://ec.europa.eu/citizenship/focus/focus14\\_en.htm](http://ec.europa.eu/citizenship/focus/focus14_en.htm). The potentially participating to programme countries are as follows:

- EFTA countries which are parties to the EEA (Iceland, Liechtenstein and Norway);
- the candidate country<sup>8</sup> (Turkey);
- countries from the Western Balkans (Bosnia and Herzegovina, Montenegro, Serbia and Kosovo under United Nations Security Council Resolution 1244).

**Programme Committee:** based on the decision establishing the Europe for Citizens Programme, the Commission and the Executive Agency are assisted by a committee comprising representatives of the *countries taking part in the Programme*. This Committee is kept informed and invited to deliver its opinion on, among others, the implementation of the Programme's work plan, the award criteria, selection procedures, and the general balance between the various actions of the programme.

**Proof that an organization is acting on behalf of one or more local authorities** (applicable only to non profit organizations and twinning committees applying within Measure 1.1 Town Twinning Citizens Meetings and Measure 1.2 Networks of Twinned Towns) – is an official letter clearly stating that the applicant is acting on behalf of the local authority, signed by the representative of this local authority.

**Public organisation:** any body part of whose expenditure is automatically funded by the public treasury, whether from the central, regional or local-government budget. Such expenditure, in other words, is covered by public-sector funds raised by means of taxation, fines or commission payments regulated by law without the need for recourse to an application procedure which could be an obstacle to the acquisition of those funds.

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<sup>8</sup> Applicant countries for EU membership are granted candidate country status from the day their application is officially accepted by the European Council.

Organisations whose existence depends on public funding and which receive grants year after year but which are theoretically liable not to receive any funding in a given year are not regarded by the Agency as public organisations but as private organisations.

**Right of scrutiny:** the European Parliament has a right of scrutiny over implementing measures falling under the co-decision procedure (i.e. decisions taken by the Council and Parliament on the basis of a proposal from the Commission). In order to exercise this right, Parliament has one month to examine a draft measure before the Commission takes the formal decision. The time limit starts as soon as the proposed implementing measure (i.e. list of proposals selected for co-financing) is transmitted to Parliament after consultation of the *Programme Committee*.

**Selection criteria:** these criteria serve as the basis for the assessment of the *operational capacity* and the *financial capacity* of applicant organisations to complete the proposed project or work programme (see also *Operational capacity* and *Financial capacity*).

**Subcontracting (implementation contracts/awarding of procurement contracts):** any services and/or goods provided for the proposed project or work programme by a party other than the applicant organisations and paid for or reimbursed in full by the applicant organisations, irrespective of the form of legal agreement made between them and the third party. Subcontracting parties must be listed in the application form, and the direct costs linked to the activities carried out by these parties must be clearly indicated in the budget. The total amount of procurement contracts shall not exceed half of the grant awarded.

**Think tanks** are public policy research organisations. These organisations provide a link between research and policymaking at European level. They help to find solutions and facilitate interaction between scientists, intellectuals and decision-makers.

**Twinned towns** must be understood in *largo sensu*, thus referring to the towns which signed or are engaged to sign twinning agreements as well as to the towns having other forms of partnerships fostering their cooperation and cultural links.

**Twinning agreements** there is no single format or model for such agreements therefore the agreement can be phrased quite generally in terms of mutual cooperation, bringing citizens closer to each other, and the development of future relations and joint actions. The details of existing and future agreements have to be given on the grant application form however it is not necessary to submit copies of agreements with the application package.

**Valorisation** can be defined as the process of disseminating and exploiting the results of actions with a view to optimising their value, strengthening their impact and making the largest possible number of European citizens benefit from them.

**Work programme** (applicable under the *annual operating grants*) is a detailed activity programme for a period of 12 months. It should cover the applicant organisation's statutory activities, including conferences, seminars, round tables, representation, communication and valorisation, and its recurrent European activities.



Europe for Citizens - Programme Guide - *version valid as of 2011* - **ANNEX II - Overview of Eligibility Criteria**

ELIGIBILITY CRITERIA	ACTION 1 - Active Citizens for Europe				ACTION 2 - Active Civil Society in Europe			ACTION 4
	Measure 1.1 Town Twinning Citizens' Meetings*	Measure 1.2 Networks of Twinned Towns	Measure 2.1 Citizens' Projects	Measure 2.2 Support Measures	Measure 1 Structural Support for EU Think Tanks	Measure 2 Structural Support for CSOs at EU level	Measure 3 Support for Projects Initiated by CSOs	Active European Remembrance
<b>A. NATURE OF APPLICANT/PARTNERS</b>								
A.1 LEGAL STATUS: ALL applicants/partners must be either PUBLIC BODIES or NON PROFIT ORGANISATIONS with legal personality depending on the measure you apply for								
A.2 ALL applicants/partners must be ESTABLISHED in one of the participating to Programme country (EU Member states + Croatia, Albania, FYROM)								
A.3 TYPE of organisation								
PUBLIC BODIES or NON PROFIT ORGANISATION WITH LEGAL PERSONALITY	Towns/Municipalities	Towns/Municipalities	Local authorities	Federations/associations of local authorities	EU public policy research organisations (think tanks)	CSOs at EU level, promoting active European citizenship (see <a href="#">p.51</a> )	CSOs (for definition see <a href="#">p.60</a> )	Memorials/Museums
	Twinning committees representing local authorities	Twinning committees representing local authorities	CSOs (for definition see <a href="#">p.60</a> )	Bodies with specific knowledge/experience of citizenship		CSOs dedicated to active European Remembrance (see <a href="#">p.52</a> )		Survivor's associations
	Non-profit organisations representing local authorities	Non-profit organisations representing local authorities						Entities managing remembrance
		Local/Regional authorities						NGOs
		Federations/associations of local authorities						Federations of general interests
								Local/Regional authorities
A.4 MINIMUM NUMBER OF PARTNERS (i.e. countries) to be involved in a project including applicant, of which at least one is an EU Member State								
At least 2 participating countries	X			X	N/A	N/A	X	N/A
At least 4 participating countries		X			N/A	N/A		
At least 5 participating countries			X		N/A	N/A		
<b>B. PROJECT/WORK PROGRAMME NATURE AND DIMENSION</b>								
B.1 MINIMUM NUMBER OF PARTICIPANTS per project								
	25	30	200	N/A	N/A	N/A	N/A	N/A
B.2 BUDGET								
MINIMUM grant eligible for a project/work programme (EUR)	5 000.00	10 000.00	100 000.00	30 000.00	N/A	N/A	10 000.00	10 000.00
MAXIMUM grant eligible for a project/work programme (EUR)	25 000,00	150 000.00	250 000.00	100 000.00	100 000.00	100 000.00	150 000.00	55 000.00
B.3 VENUES and Number of activities: The activities must take place in any of the eligible programme countries ( <a href="#">see p.17</a> )*								
Minimum Number of events per project	N/A	at least 3 events	N/A	at least 2 events	N/A	N/A	N/A	N/A
B.4 PROJECT DURATION - Maximum project duration within the relevant eligibility period								
	9 months per project/ 21 days (meeting duration)	24 months per project/ 21 days per event	12 months	12 months	12 months	12 months	18 months	12 months
<b>C. APPLICATION</b>								
C.1 Official application form : The project proposal is eligible if it is submitted using the currently available grant application electronic form (eForm)								
C.2 Deadline: Project proposals have to be submitted within the deadlines foreseen for each Programme measure and start within the relevant eligible period ( <a href="#">see p.12</a> )								
C.3 Official language: The official application form (eForm) has to be completed in full in one of the EU official languages								

\* N.B. Under the Measure 1.1 the same town (i.e. town represented by its municipality, twinning committee or a non profit organisation) can receive only one grant per year.

\* N.B. Under the Measure 1.1 and Measure 1.2 the activities must take place in any of the eligible programme countries ([see p.17](#)) participating to the project.

**ANNEX III****FLAT RATES applying under the Measure 1.1 "Town Twinning Citizens Meetings"**

	Number of days	Number of days
Number of participants	≤10	>10
>190	€25 000	€25 000
176/190	€25 000	
161/175	€23 000	
146/160	€21 000	
131/145	€19 000	
116/130	€17 000	
101/115	€15 000	
86/100	€13 000	€23 000
71/85	€11 000	€19 000
56/70	€9 000	€15 000
41/55	€7 000	€11 000
25/40	€5 000	€7 000

In terms of an EXAMPLE: if the number of invited participants falls under the “tranche” **25/40** (i.e. **number of participants is between 25 and 40 persons**) and the meeting lasts **10 days or less**, the eligible grant to be requested is of **€5 000**. If the number of invited participants falls under the same “tranche” (**25/40 participants**) but the meeting lasts **more than 10 days** the eligible grant to be requested is of **€7 000**.

**ANNEX IV****FLAT RATES for events applying under the Measure 1.2 “Networks of Twinned Towns”**

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Belgium	€54.23	€84.02
Bulgaria	€15.70	€24.33
Czech Republic	€34.95	€54.14
Denmark	€56.21	€87.08
Germany	€50.60	€78.40
Estonia	€29.85	€46.24
Greece	€38.99	€60.40
Spain	€45.00	€69.72
France	€49.27	€76.33
Ireland	€63.92	€99.03
Italy	€45.64	€70.71
Cyprus	€40.55	€62.82
Latvia	€24.02	€37.21
Lithuania	€25.26	€39.13
Luxembourg	€64.38	€99.74

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Hungary	€29.21	€45.25
Malta	€32.01	€49.58
Netherlands	€57.91	€89.71
Austria	€56.57	€87.64
Poland	€23.47	€36.35
Portugal	€32.05	€49.66
Romania	€16.44	€25.47
Slovenia	€38.39	€59.47
Slovakia	€27.28	€42.26
Finland	€51.94	€80.46
Sweden	€53.27	€82.52
United Kingdom	€53.82	€83.38
Croatia	€22.50	€34.86
Albania	€12.03	€18.64
FYROM	€12.03	€18.64

**ANNEX V**  
**FLAT RATES for events applying under**  
**Action 2 Measure 3 “Projects Initiated by CSOs” and**  
**Action 4 “Active European Remembrance”**

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Belgium	€58.29	€129.02
Bulgaria	€16.88	€37.36
Czech Republic	€37.56	€83.14
Denmark	€60.42	€133.72
Germany	€54.39	€120.39
Estonia	€32.08	€71.01
Greece	€41.91	€92.75
Spain	€48.37	€107.07
France	€52.96	€117,23
Ireland	€68.71	€152.08
Italy	€49.06	€108.59
Cyprus	€43.58	€96.47
Latvia	€25.82	€57.14
Lithuania	€27.15	€60.09
Luxembourg	€69.20	€153.17

Venue of the event	Flat rate per local participants per day	Flat rate per international participants per day
Hungary	€31.39	€69.48
Malta	€34.40	€76.15
Netherlands	€62.24	€137.76
Austria	€60.81	€134.60
Poland	€25.22	€55.83
Portugal	€34.38	€76.09
Romania	€17.67	€39.11
Slovenia	€41.26	€91.33
Slovakia	€29.32	€64.89
Finland	€55.83	€123.56
Sweden	€57.26	€126.73
United Kingdom	€57.85	€128.04
Croatia	€24.19	€53.53
Albania	€12.93	€28.62
FYROM	€12.93	€28.62

**ANNEX VI**  
**FLAT RATES applying under OPERATING GRANTS**

**Action 2 Measure 1 “Structural Support for European Policy Research organisations” and  
Action 2 Measure 2 “Structural Support for CSOs at EU level”**

<b>Country</b>	<b>Rate per person</b>	<b>Country</b>	<b>Rate per person</b>
Austria	€42 747	Ireland	€46 942
Belgium	€39 905	Italy	€35 363
Bulgaria	€14 318	Lithuania	€21 460
Cyprus	€33 213	Luxembourg	€47 289
Czech Republic	€27 874	Latvia	€19 866
Germany	€40 078	Malta	€26 453
Denmark	€41 638	Netherlands	€46 457
Estonia	€23 367	Poland	€19 554
Greece	€32 693	Portugal	€26 349
Spain	€35 571	Romania	€16 295
Finland	€40 633	Sweden	€41 603
France	€37 443	Slovenia	€31 515
Croatia	€21 738	Slovakia	€25 031
Hungary	€22 327	United Kingdom	€40 286
Albania	€11 302	FYROM	€11 302