



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

## **Call for proposals**

Call for 4-year framework partnership agreements to support  
European networks, civil society organisations active at EU level and  
European think tanks in the areas of Union values

CERV-2021-OG-FPA

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## CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for 4-year framework partnership agreements to support European networks, civil society organisations active at EU level and European think tanks in the areas of Union values under the **Citizens, Equality, Rights and Value programme (CERV)**. The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act<sup>1</sup>.

The call is launched in accordance with the 2021-2022 work programme<sup>2</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

 Please note that this call is subject to the final adoption CERV programme Regulation by the legislative authority. In case there are substantial changes, we may have to modify the call (or even cancel it).

Framework partnerships (FPAs) are long-term cooperation instruments that serve as umbrella for regular or recurrent grants in the same field or area and under a common action plan (or work programme of activities). They are a prerequisite for being able to apply for these grants, but don't create any legitimate expectations or entitlement to get them. FPA beneficiaries are normally identified on the basis of a standard evaluation and award procedure and then invited to submit their proposals for grants (closed calls; addressed directly to the framework partners). Please note that for the first year, the FPA and grant agreement (SGA) applications are submitted in parallel due to time constraints. You must first complete the FPA application, and then use the FPA application number in the SGA application. Grant agreements (SGAs) can only be signed if the FPA has been signed, and before the end date of the FPA.

The call covers the following **topic**:

- **CERV-OG-2021-FPA — Call for proposals for 4-year framework partnership agreements to support European networks, civil society organisations active at EU level and European think tanks in the areas of Union values**

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)

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<sup>1</sup> Regulation (EU) of the European Parliament and of the Council establishing the Citizens, Equality, Rights and Values programme.

<sup>2</sup> [Commission Implementing Decision C/2021/2583 final of 19/4/2021 concerning the adoption of the work programme for 2021-2022 and the financing decision for the implementation of the Citizens, Equality, Rights and Values programme.](#)

- admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
- criteria for financial and operational capacity and exclusion (section 7)
- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Europe for Citizens Programme Project Results website](#), [REC Programme results webpage](#) and the [Daphne Toolkit](#) to consult the list of projects funded previously.

## **1. Background**

The Citizens, Equality, Rights and Values programme provides funding for citizens' engagement, equality for all and the implementation of rights and EU values. The Citizens, Equality, Rights and Values programme brings together the former Rights, Equality and Citizenship programme<sup>3</sup> and the former Europe for Citizens programme<sup>4</sup>.

This call aims to set up 4-year Framework Partnership Agreements with European networks and organisations whose activities contribute to the implementation of the programme's objectives and which will implement among others: analytical activities, training and capacity building activities, mutual learning and exchange of good practices, awareness raising, information and dissemination activities with EU added value. Civil society organisations active at EU level and European think tanks will also be supported in the area of European remembrance and citizens' engagement.

## **2. Objectives — Themes and priorities — Activities that can be funded — Expected impact**

### Objectives

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<sup>3</sup> Regulation (EU) No 1381/2013 of the European Parliament and of the Council of 17 December 2013 establishing a Rights, Equality and Citizenship Programme for the period 2014 to 2020 (OJ L 354, 28.12.2013, p. 62)

<sup>4</sup> Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the 'Europe for Citizens' programme for the period 2014-2020 (OJ L 115, 17.4.2014, p.3)

Protecting, promoting and raising awareness on rights by providing financial support to civil society organisations active at local, regional, national and transnational level in promoting and cultivating these rights, thereby also strengthening the protection and promotion of Union values and respect for the rule of law and contributing to building a more democratic Union, democratic dialogue, transparency and good governance.

EU policy initiatives supported: European democracy action plan, EU Citizenship Report 2020, Rule of law report, Strategy to strengthen the application of the Charter of Fundamental Rights in the EU, Gender Equality Strategy 2020-2025, EU anti-racism action plan, EU Roma strategic framework on equality, inclusion and participation, LGBTIQ Equality Strategy, EU Strategy on the rights of the child, upcoming EU Strategy on combating antisemitism.

### *Themes and priorities (scope)*

Framework partners should be active in:

- promoting and protecting Union values;
- promoting equality, preventing and combating discrimination;
- promoting gender equality;
- combating racism, xenophobia and all forms of intolerance;
- protecting and promoting the rights of the child;
- promoting European remembrance;
- promoting citizen engagement;
- preventing and combating gender-based violence;
- preventing and combating violence against children.

The annual operating grants to be signed based on these framework partnership agreements will increase the capacities of these networks, civil society organisations active at EU level and European think tanks to contribute actively to the development and implementation of EU policies in these areas.

### *Activities that can be funded (scope)*

This call will support European networks, civil society organisations active at EU level and European think tanks whose activities contribute to the implementation of the objectives of the programme and which will implement among others: analytical activities, training and capacity building activities, mutual learning and exchange of good practices, awareness raising, information and dissemination activities with EU added value. Civil society organisations active at EU level and European think tanks will also be supported in the area of European remembrance and citizens engagement.

Every year, an operating grant may be awarded to Framework Partners in order to finance their activities, insofar as they are in line with the objectives of the programme in the area concerned and the policy priorities that may be established by the Commission. The costs of general administrative expenditure necessary for the running of these organisations may also be covered.

As of 2023, framework partners that qualify as European networks may have, the possibility to re-grant (i.e. further disburse grants/financial support to third parties) to

their member organisations. The maximum amount of financial support that can be paid to a member organisation shall not exceed EUR 60 000.

Expected impact

**European networks** are expected to contribute to achieving at least one of the following objectives:

1. Building the capacity of national or regional organisations working in the areas covered by the grant;
2. Building and increasing the capacity of network partners to develop coherent and coordinated activities to promote the relevant policy objectives;
3. Expanding the network’s reach, including new partners;
4. A measurable increase in the impact of the network’s activities in the respective policy areas.

**Civil society organisations** active at EU level in the area of European remembrance and citizens’ engagement and participation, are expected to contribute to achieving at least one of the following objectives:

5. Building and increasing their capacity to develop coherent and coordinated transnational activities to promote the relevant policy objectives at EU level;
6. A tangible contribution made by the organisation’s permanent, usual and regular transnational activities to the relevant policy objectives at EU level and show a measurable increase in impact in the respective policy areas.

**European think tanks** active in the area of European remembrance and citizens’ engagement and participation are expected to contribute to achieving at least one of the following objectives:

7. Providing a link between research and policy-making at European level, which helps find solutions to problems;
8. Facilitating interaction between scientists, academia and decision-makers.

**3. Available budget**

The total budget earmarked for grants calls under this framework partnership call is EUR 20 900 000 / year in 2021 and 2022. In 2022 additional EUR 5 800 000 will provide the possibility to re-grant (i.e. further disburse grants) to their member organisations.

Specific budget information per policy priority can be found in the table below.

Call topic	Policy priorities	Budget
CERV-2021-OG-SGA	Union values	EUR 20 900 000
	Promote and protect Union values	EUR 1 100 000
	Promote equality, prevent and combat discrimination	EUR 4 100 000
	Promote gender equality	EUR 1 600 000

	Combat racism, xenophobia and all forms of intolerance	EUR 2 600 000
	Protect and promote the rights of the child	EUR 1 200 000
	Promote European remembrance	EUR 1 700 000
	Promote citizens' engagement and participation	EUR 6 000 000
	Prevent and combat gender-based violence	EUR 1 600 000
	Prevent and combat violence against children	EUR 1 000 000

Depending on the number and quality of proposals, we expect to sign between 60 and 70 framework partnerships.

#### 4. Timetable and deadlines

<b>Timetable and deadlines (indicative)</b>	
<b>FPA</b>	
Call opening:	29 April 2021
<u>Deadline for submission:</u>	<u>22 June 2021 – 17:00:00 CET (Brussels)</u>
Evaluation:	July - August 2021
Information on evaluation results:	September 2021
FPA signature:	September - October 2021
<b>First SGA call</b>	
Call opening:	29 April 2021
<u>Deadline for submission:</u>	<u>29 June 2021 – 17:00:00 CET</u>
Evaluation:	September - October 2021
Information on evaluation results:	November 2021
GA signature:	November - December 2021

#### 5. Admissibility and documents



Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C (to be filled in directly online) containing additional project data including mandatory indicators
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - detailed budget table: not applicable
  - CVs (standard) of core project team
  - activity reports of last year
  - list of previous projects (key projects for the last 4 years)
  - for participants with activities involving children: their child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#)

⚠ Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.

The child protection policies must be available online and transparent to everyone who comes in contact with the organisation. They must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). They must also include clear procedures and rules to staff, including reporting rules, and continuous training.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the framework partnership, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **40 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).



For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities, private non-profit organisations (private bodies);
- be established in in a Member State of the European Union;
- for priorities: **Promote and protect Union values; Promote equality, prevent and combat discrimination; Promote gender equality; Combat racism, xenophobia and all forms of intolerance; Protect and promote the rights of the child; Prevent and combat gender-based violence and violence against children**: be **an established formal network with own legal personality or represent (as joint secretariat or officially appointed coordinator) an established formal network, organised at European level and with member organisations/bodies or authorities from at least 14 EU Member States**;
- for priority **Preventing and combating gender-based violence**, be an established formal network with own legal personality or represent (as joint secretariat or officially appointed coordinator) an established formal network, **organised at European level and with member organisations/bodies or authorities from at least 14 EU Member States**; the networks active in the area of **female genital mutilation (FGM)** must have member organisations/bodies or authorities in at least **12 EU Member States**;
- for priority **Promoting citizens engagement and participation**, be an established formal network with own legal personality or represent (as joint secretariat or officially appointed coordinator) an established formal network, **organised at European level and with member organisations/bodies or authorities from at least 14 EU Member States**, or an **established civil society organisation active at EU level with activities in at least 14 Member States or a European think tank**;
- for priority **Promoting European remembrance** be an established formal network with own legal personality or represent (as joint secretariat or officially appointed coordinator) an established formal network, **organised at European level and with member organisations/bodies or authorities from at least 14 EU Member States**, or an **established civil society organisation active at EU level or a European think tank**;
- The applicant must be a single applicant; in case of networks only the network or the organisation appointed as the joint secretariat/officially appointed coordinator may submit an application; the member organisations are not eligible to apply;
- The applicant's statutory aims must fall under one of the objectives of the programme as set out in Work Programme 2021-2022;
- The applicant must provide a strategic work programme for a period of 4 years starting in 2022.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation

Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (see section 13).

### *Specific cases*

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are not eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>5</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>6</sup>. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for certain entities (e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>7</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>8</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### *Consortium composition*

Only applications by single applicants are allowed.

### *Eligible activities*

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

<sup>5</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>6</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>7</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>8</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

As of 2023 financial support to third parties is allowed for grants under the following conditions:

- the calls must conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the calls must remain open for at least two months
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension

#### *Geographic location (target countries)*

Proposals must relate to activities taking place in the eligible countries (*see above*).

#### *Duration*

The foreseen duration of activities under these Framework Partnership Agreement is 48 months. (extensions are possible, if duly justified and through an amendment).

#### *Ethics and EU values*

Projects must comply with:

- ethical principles
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law (including the General Data Protection Regulation 2016/679).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). Project activities should contribute to the equal empowerment of women and men in all their diversity, ensuring that they achieve their full potential and enjoy the same rights (see [Non-discrimination mainstreaming instruments, case studies and ways forward](#)). They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals<sup>9</sup>. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex ([sex-disaggregated data](#)), disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Participants with activities involving children must moreover have a child protection policy covering the four areas described in the [Keeping Children Safe Child](#)

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<sup>9</sup> [Non-discrimination mainstreaming– instruments, case studies and way forwards](#)

[Safeguarding Standards](#). This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training.

## 7. Financial and operational capacity and exclusion

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
  - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
  - prefinancing paid in instalments
  - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
  - request that you are replaced or, if needed, reject the entire proposal.

For framework partnerships, the financial capacity check will be done only once at FPA-level, for all applicants (since no budget threshold because no budget).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years)

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

For framework partnerships, the operational capacity check will be done generally at FPA-level and then again for each grant application in the grants calls.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>10</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>11</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the framework partnership)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of

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<sup>10</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>11</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

- representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the framework partnership)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the framework partnership)
  - guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the framework partnership)
  - created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the framework partnership).

Applicants will also be refused if it turns out that<sup>12</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

For framework partnerships, exclusion will be checked before FPA signature and then again before signature of each grant).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)

An **evaluation committee** assisted by independent outside experts will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:


- 1) The *ex aequo* proposals within the same budget envelope will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

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<sup>12</sup> See Article 141 EU Financial Regulation [2018/1046](#).



All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the framework partnership.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

The **award criteria** for this call are as follows:

- **Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries; possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation (40 points).
- **Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks, risks & risk management, monitoring and evaluation); ethical issues are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money (40 points)
- **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points)



<b>Award criteria</b>	<b>Minimum pass score</b>	<b>Maximum score</b>
Relevance	25	40
Quality	n/a	40
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements** (n/a for FPA)



## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a 2-step process:

### **a) create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EULogin user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

### **b) submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots; the budget table can be uploaded as Excel file).

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

### Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).