Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

Call for proposals to promote equality and to fight against racism, xenophobia and discrimination

CERV-2022-EQUAL

Version 1.0
22 November 2021

Call: CERV-2022-EQUAL — Call for proposals to promote equality and to fight against racism, xenophobia and discrimination

EU Grants: Call document (CERV): V1.0 – 13.10.2021

HISTORY OF CHANGES			
Version	**Publication Date**	**Change**	**Page**
1.0	22.11.2021	▪ Initial version (new MFF).	
		▪	
		▪	
		▪	

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EUROPEAN COMMISSION
Directorate-General for Justice and Consumers

JUST.04 – Programme and financial management

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals EU **action grants** in the field of non-discrimination and combating racism 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 (CERV Regulation 2021/692[1]).

The call is launched in accordance with the 2021-2022 Work Programme[2] and will be managed by the **European Commission, Directorate-General for Justice and Consumers (DG JUST)**.

The call covers the following **topics**:

CERV-2022-EQUAL — Call for proposals to promote equality and to fight against racism, xenophobia and discrimination

We invite you to read the **call documentation** 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)

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[1] Regulation (EU) 2021/692 of the European Parliament and of the Council of 28 April 2021 establishing the Citizens, Equality, Rights and Values Programme (OJ L 156, 5.5.2021, p. 1).

[2] Commission Implementing Decision C(2021) 2583 final of 19/04/2021 on the financing of the Citizens, Equality, Rights and Values programme and the adoption of the multiannual work programme for 2021-2022.

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- timetable and available budget (sections 3 and 4)

- 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

-       Promoting equality and preventing and combating inequalities and discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation and respecting the principle of non-discrimination on the grounds provided for in Article 21 of the Charter.

-       Supporting, advancing and implementing comprehensive policies to combat racism, xenophobia and all forms of intolerance, including homophobia, biphobia, transphobia and interphobia and intolerance on the basis of gender identity, both online and offline.

EU policy initiatives supported: EU anti-racism action plan, LGBTIQ Equality Strategy, EU Strategy on combating antisemitism and fostering Jewish life, EU Roma strategic framework on equality, inclusion and participation, EU Strategy on victims' rights.

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

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Objectives

The objective is to support a comprehensive and intersectional approach and specific actions to prevent and fight against intolerance, racism, xenophobia, and discrimination, in particular on grounds of racial or ethnic origin, colour, religion, sexual orientation, gender identity, including when this manifests in the form of antigypsyism, antisemitism, anti-Muslim hatred, Afrophobia and LGBTIQ phobia,

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offline and online[3]. In this context, the call for proposals can cover actions addressing the impact of the COVID-19 pandemic affecting these groups in terms of intolerance, racism, xenophobia, discrimination and hate. With this aim, the following priorities will be financed:

Themes and priorities (scope)

1. **Fighting against intolerance, racism, xenophobia, discrimination, hate speech and hate crimes**

Having reference to the policy framework set out in the Commission staff working document (2019)110 on 'Countering racism and xenophobia in the EU, Fostering a society where pluralism, tolerance and non-discrimination prevail', the EU anti-racism action plan for 2020-2025, the EU Roma strategic framework for equality, inclusion and participation and the EU Strategy on combating antisemitism and fostering Jewish life, this priority entails activities providing holistic responses to intolerance, discrimination in particular on grounds of racial or ethnic origin, colour and religion, as well as racism, xenophobia in the form of hate crimes, hate speech, including their manifestations on the ground and from an intersectional and gender perspective.

The call will support projects aiming to respond to the vulnerabilities of specific groups and communities particularly affected by intolerance, racism, xenophobia and discrimination, such as Roma, Jews, Muslims, migrants, people of colour and people of African descent.

In this context, the call will support projects contributing to the **implementation of the EU Roma strategic framework on equality, inclusion and participation**, namely addressing antigypsyism, including hate speech and hate crime and discrimination of Roma in (access to) education, including educational segregation, employment, health and housing, forced evictions and spatial segregation, fostering rights awareness and reporting of discrimination, promoting societal support for Roma inclusion, and promoting political, social, economic and cultural participation of Roma people in the public life of their societies. The call will cover the diversity of Roma by tackling multiple and intersectional discrimination affecting groups such as Roma women and men, as well as girls and boys and mobile Roma. The call will also cover support for local level community development, promotion of active citizenship and building trust and understanding between Roma and municipal authorities and between Roma and non-Roma. Applicants are invited to make use of established sources and standards, such as the International Holocaust Remembrance Alliance working definition on antigypsyism /anti-Roma discrimination.

The call will **support actions that contribute to the implementation of the EU Strategy on combating antisemitism and fostering Jewish life** by raising awareness of antisemitism including among the general public, supporting victims of antisemitism, improving the collection of antisemitic incident data (including disaggregated data), encouraging reporting of such incidents, educating the public about the diversity of Jewish life, supporting intercultural and interreligious activities, establishing networks against antisemitism and strengthening the resilience of Jewish communities in all their diversity. Applicants are invited to make use of established sources and standards, such as the International Holocaust Remembrance Alliance working definition of antisemitism.

Moreover, the call will **support the fight against anti-Muslim hatred and discrimination**, to raise awareness of public authorities, foster reporting by victims,

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[3] Taking into account also other relevant instruments such as the European Convention on Human Rights and the International Convention on the Elimination of All Forms of Racial Discrimination.

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address negative stereotypes, intolerance and hate speech against Muslims, and tackle the intersectional discrimination affecting Muslim women and girls, as well as communities belonging to socially and economically disadvantaged sectors of society.

The call will furthermore support projects contributing to the **EU Anti-racism action plan,** which aim to combat structural forms of racism faced by people of colour and people of African descent and which consider women and men, girls and boys specific situations and intersections of vulnerability. This includes activities that aim to prevent and fight xenophobia and anti-migrant intolerance including by building trust between communities and national authorities and increased reporting.

Finally, the call will include initiatives aiming to **empower and support the capacity and role of civil society organisations**, activists and community leaders and improve reporting, rights-awareness, protection and interest representation of victims, thus contributing to the effective implementation of the Racial Equality Directive (Council Directive 2000/43/EC) and the Framework Decision on combating racism and xenophobia (Council Framework Decision 2008/913/JHA).

Indicative budget: EUR 7 740 000

2. **Promoting diversity management and inclusion at the workplace, both in the public and private sector**

This priority covers actions that promote diversity and inclusion in the workplace, with regard in particular to the six grounds of discrimination listed in Article 19 of the Treaty on the Functioning of the European Union or their intersectionality. It also supports actions to ensure the existence of Diversity Charters in all EU Member States, and to increase the number of their signatories.

Indicative budget: EUR 500 000

3. **Fighting discrimination against LGBTIQ people and promoting LGBTIQ equality through the implementation of the LGBTIQ Equality Strategy**

This entails actions to implement the key policy objectives set out in the LGBTIQ Equality Strategy 2020-2025. It includes in particular initiatives that aim to address intersectional discrimination and inequality experienced on grounds of sexual orientation, gender identity, gender expression and sex characteristics in the area of employment, education, health, culture and sport. The focus is on the LGBTIQ people, in the most vulnerable situations, such as trans and intersex people, and includes the training of relevant professionals. This priority also encompasses actions that seek to tackle gender and sexuality stereotypes in and through education, provide support to rainbow families and raise awareness of the challenges they face, and prevent and combat LGBTIQ-phobic hate crimes, hate speech, violence and harmful practices both offline and online.

Indicative budget: EUR 1 000 000

4. **Preventing, reporting and countering hate speech online**

This priority supports the implementation of the Code of conduct on countering illegal hate speech online and in particular actions in the following areas:

(i) Reporting hate speech content to the IT Companies. Actions which include building

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trusted flaggers networks tasked to regularly notify hate speech to IT platforms and responsible authorities and collecting data on the outcomes of the notifications (such as the time of assessment, removal rate, and feedback to users) will be prioritised.

(ii) Multi-stakeholder initiatives on tackling the societal challenges of hate speech online. Actions can focus on identifying and addressing the different forms of hate speech online and involving educational activities, producing counter narratives, and conducting awareness raising campaigns (including at national or local level) involving different stakeholders, including IT Companies, public authorities, civil society organisations and media professionals. In light of the recently adopted EU Strategy on combating antisemitism and fostering Jewish life, actions specifically geared to combat antisemitic content online and developing counter narratives are encouraged too.

(iii) Increasing knowledge about ecosystems of hate speech online and stepping up responses, in particular regarding threats/challenges deriving from Violent Right Wing Extremist (VRWE) ideologies and groups. Projects can focus on content found on major as well as smaller social media platforms and chat groups, as well as on the strategies for recruitment and content dissemination across different countries and different platforms. Actions can focus on how to respond to VRWE online, including by cooperating with law enforcement and the judiciary to support investigation and prosecution, developing counter narratives directly targeting those of VRWE groups, and supporting dialogues with IT companies in this specific field.

The Commission aims to support at least one project on each of these three areas.

Indicative budget: EUR 1 500 000

5. **Restricted to public authorities to improve their responses to (multiple and intersectional) discrimination, racism and xenophobia**

This priority targets public authorities at national, regional and local level and helps them improve implementation on the ground of the Racial Equality Directive, the Framework Decision on combating racism and xenophobia and Commission Recommendation C(2018) 3850 on standards for equality bodies. Activities could include: issuing national or local action plans or strategies against racism and against discrimination; training of law enforcement officials and/or authorities at national, regional or local level; improving recording and data collection practices in Member States, including disaggregated and in particular building on the work of the European Union Agency for Fundamental Rights work on equality data and the recording and collection of data on hate crimes; improving support for victims of (intersectional) discrimination, in particular on the basis of racial or ethnic origin, religion or colour, sexual orientation, gender identity, as well as racist or xenophobic hate crime and hate speech at national, regional or local level; addressing underreporting; building trust between communities and public authorities.

Indicative budget: EUR 1 500 000

Activities that can be funded (scope)

Activities shall include:

- coalition and capacity building;

- training of professionals and victims of (multiple and intersectional)

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discrimination, hate speech and hate crimes;

- mutual learning, exchange of good practices, cooperation, including identifying best practices which may transferable to other participating countries and into public policies;

- designing and implementing anti-racism strategies or action plans, including with focus on specific grounds (e.g. on antisemitism, antigypsyism, anti-Muslim hatred or other specific forms of intolerance) and initiated at the local level;

- dissemination of information and awareness-raising campaigns, including on social media;

- studies and analytical activities, including intersectional analysis;

- promotion of digital skills and critical thinking;

- data recording, data collection, surveys, including data disaggregation;

- monitoring and reporting of incidents of discrimination, hate speech and hate crime, including analysis of patterns and trends, triggers and ecosystem of online hatred;

- victim empowerment and support with consideration of the specific needs of women and men, girls and boys in all their diversity.

N.B.: activities that support specific political parties will not be funded, regardless of their grounds for applying or objectives. Furthermore, activities should duly pay attention to a gender perspective, both at design, implementation and monitoring, as this will be taken into account in the evaluation.

Expected impact

1. **Fighting against any form of intolerance, racism, xenophobia, discrimination, hate speech and hate crimes:**

- empowered and increased protection for groups, communities and individuals affected by (multiple or intersectional) manifestations of intolerance, including hate crime and hate speech, with a particular focus on antigypsyism, antisemitism, anti-Muslim hatred, Afrophobia homophobia and transphobia;

- increased knowledge of EU and national non-discrimination legislation and reporting mechanisms as well as administrative practices in the non-discrimination field, including practices and policies covering multiple and intersectional discrimination;

- increased knowledge of EU and national hate crime and hate speech legislation as well as increase of national actions to enhance the capacity of law enforcement aimed at enhancing and ensuring effective detection of bias indicators, including in multi-stakeholder cooperation;

- reduced discrimination, including multi-dimensional discrimination, in particular based on racial or ethnic origin, religion, or colour (possibly intersecting with other grounds of discrimination), and racism, xenophobia and other forms of intolerance and their manifestations on the ground and online, in particular hate crime and hate speech;

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- increased rights-awareness, protection, reporting, and interest representation of victims of hate crime and discrimination based on racial or ethnic origin, religion or colour (including intersecting with other grounds for discrimination);

- more effective implementation and enforcement of the legislation on non-discrimination, hate speech and hate crimes, as well as improved independent monitoring, reporting and data collection (including disaggregated data);

- increased knowledge and awareness of biases and (intersectional) stereotypes, in particular among school staff and media professionals.

2. **Promoting diversity management and inclusion:**

- presence of Diversity Charters in all EU Member States;

- increased number of Charters' signatories across the EU;

- increased and strengthened multi-dimensional diversity in business, supported by strengthened links between the academic/research community and the business world;

- increased number of tools, publications and other materials to assist public authorities and companies in implementing diversity and inclusion policies;

- more inclusive workplaces and societies.

3. **Fighting discrimination against LGBTIQ people and promoting LGBTIQ equality through the implementation of the LGBTIQ equality strategy:**

- improved knowledge and awareness of the intersectional discrimination and inequality experienced by LGBTIQ people, in particular by trans and intersex people, in employment, education, health, culture and sports, as well as of best practices and solutions on how to tackle this;

- increased awareness and improvement of skills of relevant professionals, including health, media and business professionals and school staff, to counter stereotyping, stigmatisation, pathologisation, discrimination, harassment and bullying affecting LGBTIQ people;

- increased support for LGBTIQ people and their families, including through information campaigns, support groups, counselling and other means, and improved knowledge and awareness of the challenges they face;

- more actions that prevent and combat LGBTIQ-phobic hate crimes and hate speech;

- improved awareness and best practice examples on the recognition of trans and non-binary identities, and intersex people;

- better guidance for national authorities and schools on how to prevent and combat school violence and bullying against LGBTIQ students, include positive representations of LGBTIQ diversity in education, tackle gender and sexuality stereotypes in education and accommodate the needs of trans, intersex and non-binary children in educational settings.

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4. **Preventing, reporting and countering hate speech online:**

- increased knowledge on the phenomenon of hate speech online and its varied forms of expressions and manifestations, gathered in particular through systematic recording and reporting of hate speech cases and incidents online;

- strengthened cooperation between public authorities, civil society organisations and internet companies, in particular in the area of prevention, reporting, education and awareness raising about mutual respect and respect for diversity, and against hatred online, particularly concerning young women and men, girls and boys in all their diversity;

- increased public awareness of online hate speech and its consequences, including through the promotion of positive narratives and online campaigns.

5. **Restricted to public authorities to improve their responses to discrimination, racism and xenophobia:**

- improved skills of public authorities to promptly and effectively investigate, prosecute and adequately sentence incidents of discrimination and hate crime;

- improved and gender responsive support to victims, better public awareness of rights and redress mechanisms, and increased number of reported incidents;

- improved independent and effective promotion of equality, and non-discrimination, including through victim assistance, by national equality bodies in light of the Commission Recommendation C(2018) 3850 on standards for equality bodies;

- improved cooperation and exchange of information among public authorities (in particular municipal and regional administrations), as well as between public authorities and other actors such as civil society organisations and community representatives, to improve responses to discrimination, racism, xenophobia and other forms of intolerance;

- improved knowledge and awareness among public and law enforcement authorities of the impact of discrimination, racism, xenophobia and other forms of intolerance and current trends, and better understanding of the various forms of intolerance, including gendered aspects, and of the legal framework;

- improved system of recording of and data collection on discrimination and hate crimes, including on public authorities' responses to discrimination and hate crimes, and an improved methodological approach (including disaggregated data) and better inter-institutional cooperation on data collection;

- effective development and implementation of comprehensive frameworks, strategies or plans of action to prevent and combat, racism, xenophobia and other forms of intolerance.

3. Available budget

The available call budget is **EUR 12 240 000**.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

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4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 December 2021
Deadline for submission:	24 February 2022 – 17:00:00 CET (Brussels)
Evaluation:	February – June 2022
Information on evaluation results:	June-July 2022
GA signature:	September-October 2022

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 report of last year of the coordinator

  – list of previous projects of the coordinator (key projects for the last 4 years) *(template available in Part B)*

  – 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.

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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 grant, 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 **45 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 under the **first, second, third and fourth priority**, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
    - EU Member States (including overseas countries and territories (OCTs))
    - non-EU countries:
        - countries associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature (list of participating countries)
- other eligibility conditions:
a) organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations;
b) the project can be either national or transnational;
c) the application must involve at least two organisations (applicant and partner);
d) the EU grant applied for cannot be lower than EUR 75 000.

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

- be public authorities; partners must be public entities or private organisations;
- be established in one of the eligible countries, i.e.:
    - EU Member States (including overseas countries and territories (OCTs))
    - non-EU countries:
        - countries associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the

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agreement enters into force before grant signature ([list of participating countries](#))

– other eligibility conditions:

a) the project can be either national or transnational;

b) the application must involve at least two organisations (applicant and partner);

c) the EU grant applied for cannot be lower than EUR 75 000.

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 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[4].

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'[5]. ⚠️ 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).

Programme Contact Points — Are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

– use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)

– recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)

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[4] See Article 197(2)(c) EU Financial Regulation [2018/1046.](#)

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

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- allocation of the costs in a way that leads to a fair, objective and realistic result.

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations *(see above)* may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

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)[6] and entities covered by Commission Guidelines No 2013/C 205/05[7])*. 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

Proposals must be submitted by a consortium of at least 2 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- under the first, second, third and fourth priority: applicant and partner(s) must be public entities or private organisations, duly established in one of the countries participating in the programme, or an international organisation; organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

- under the fifth priority: applicant must be public authorities of one of the countries participating in the programme; partner(s) must be public entities or private organisations, duly established in one of the countries participating in the programme, or international organisations.

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).

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

Financial support to third parties is not allowed.

Geographic location (target countries)

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

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[6] 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.

[7] 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).

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Duration

Projects should normally range between 12 and 24 months (extensions are possible, if duly justified and through an amendment).

Ethics and EU values

Projects must comply with:

— highest ethical standards and

— 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 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[8]. 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 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.

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[8]   Non-discrimination mainstreaming– instruments, case studies and way forwards

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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 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 together with the 'Quality' award criterion, 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 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

– activity report of last year of the coordinator

– 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.

Exclusion

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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[9]:

– 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[10] (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 grant)

– 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 representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– 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, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– 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, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that[11]:

– 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).

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

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[9] See Articles 136 and 141 of EU Financial Regulation 2018/1046.

[10] 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.

[11] See Article 141 EU Financial Regulation 2018/1046.

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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 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 topic 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'.

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 grant.

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 needs and robust needs assessment; 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 (EU or eligible non-EU 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 between partners, 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)

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- **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)

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality — Project design and implementation	n/a	40
Impact	n/a	20
Overall (pass) scores	**70**	**100**

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

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally the starting date will be after grant signature. The action should start within 6 months following the Grant Agreement signature, except in duly justified cases. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: between 12 and 24 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a weblink to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project

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evaluation. The granting authority will aggregate the results of all the projects financed under the CERV programme.

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (minimum grant amount) is expected to range between: the EU grant applied for cannot be lower than EUR 75 000.

The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement *(see art 6 and Annex 2 and 2a)*.

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount *(see art 22.3)*.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement *(e.g. improper implementation, breach of obligations, etc)*.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call:

- A. Personnel costs
    - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
    - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
    - C.1 Travel and subsistence
    - C.2 Equipment
    - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
    - SME owner/natural person unit cost[12]: Yes

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[12] Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not

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- volunteers unit cost[13]: Yes (without indirect costs)

- travel and subsistence unit cost[14]: Yes

- equipment costs: depreciation

- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)

- other:

  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost

  - kick off meeting: costs for kickoff meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed

  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible

  - other ineligible costs: No

⚠️ Volunteers costs — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a prefixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the AGA — Annotated Grant Agreement, art 6.2.A.5.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days fromentry into force/financial guarantee (if required) — whichever is the latest*.*

In addition, you will be expected to submit one or more progress reports not linked to payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

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receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

13 Commission Decision of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

14 Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

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All payments will be made to the coordinator.

⚠ Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount *(by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc)*. It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22)*.

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

  or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

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Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

– rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

– additional communication and dissemination activities: Yes

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, *see AGA — Annotated Grant Agreement*.

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 EU Login 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 (europa.eu) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter), open your desired call and start submission.

Submit your proposal in 4 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

– Part C containing additional project data. To be filled in directly online.

– Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

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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: EC-CERV-CALLS@ec.europa.eu.

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

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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.
>
> - **Consortium roles —** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.
>
>   The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
>
> - **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.

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- **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **No-profit rule —** Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No double funding —** There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.

- **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).

- **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see [AGA — Annotated Model Grant Agreement, art 6.2.E](#))*.

- **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*).

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- **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:
  - o   beneficiary names
  - o   beneficiary addresses
  - o   the purpose for which the grant was awarded
  - o   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.