



CALL FOR PROPOSALS Connect/i.4/2021/3990141

*Pilot Project*

## **Media representation and inclusion for refugees and migrants**

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## 1. INTRODUCTION – BACKGROUND

Media (re)presentation and visibility of vulnerable groups like migrants and refugees remains very marginal in the mainstream media across Europe. This call aims to improve the visibility of these vulnerable groups in the media by supporting them to use their skills and knowledge to contribute themselves to shape their portrayal in the media. It aims to give a voice to these groups and support them in their media coverage, helping to offer new positive narratives on migration.

The objective is to identify ways to promote inclusive media in Europe, taking into account those voices. It aims to change current media narratives, help these groups create their own narratives and break stigmas about the place and role of the refugees and migrants in European societies and communities. Artists, with their creative and inclusive thinking, and potentially with a migrant background, will play a role both in inspiring the creation of these narratives and in identifying effective means for attaining media interest. The project aims to contribute to the values of non-discrimination, diversity and fair inclusion of newcomers – refugees and migrants – in all European media

The project will develop new avenues for assuring an appropriate media representation of refugees and migrants, how to empower them using the current and future platforms and tools, and elaborate on the challenges and possibilities provided by digital technologies, like e.g. Artificial Intelligence, in the relevant media value chains. A further issue is to shape positive narratives on migration. As disinformation is one aspect, one objective is to propose ways to deal with disinformation and polarising media discourses. With view to the disinformation challenge relevant to narratives about migration, synergies with the European Digital Media Observatory (EDMO) can be envisaged. The project may also take into consideration the aims and aspirations of the Media and Audiovisual Action Plan<sup>1</sup>, the European Democracy Action Plan<sup>2</sup> and the Integration and Inclusion action plan<sup>3</sup>.

### Legal Basis

Pilot project within the meaning of Article 58(2)(a) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1).

The annual work programme was adopted under Commission Decision C/2021/3006 of 4 May 2021

### The present call for proposals

The present call for proposals will select one consortium to execute the project as introduced in section 1 and detailed in section 2.

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<sup>1</sup> <https://ec.europa.eu/digital-single-market/en/news/europes-media-digital-decade-action-plan-support-recovery-and-transformation>

<sup>2</sup> [https://ec.europa.eu/info/strategy/priorities-2019-2024/new-push-european-democracy/european-democracy-action-plan\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024/new-push-european-democracy/european-democracy-action-plan_en)

<sup>3</sup> [https://ec.europa.eu/home-affairs/sites/homeaffairs/files/pdf/action\\_plan\\_on\\_integration\\_and\\_inclusion\\_2021-2027.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/pdf/action_plan_on_integration_and_inclusion_2021-2027.pdf)

## 2. OBJECTIVES & PRIORITIES

### 2.1. Objectives, Activities, Expected outcomes

The pilot project will work on two objectives:

- (a) Identify solutions and best practices for how media (re)presentation and visibility of the vulnerable group of migrants and refugees (“migrants”) can remain in the mainstream media across Europe, even when other topics are becoming dominant in the media activities.
- (b) Identify solutions and best practices – showcasing and implementing practical examples - on how migrants can actively participate in shaping their image in the (social) media in light of improving their conditions, including through collaboration with artists, digital media entrepreneurs and journalists.

The following activities should be part of the expected actions of the project:

- Compare the genuine situation of migrants in Europe today with the migrant representation in the European media, also by mapping and studying existing good practices.
- Propose creative solutions and best practices on how information about migration and challenges faced by migrants can be sustained and reliably presented in the media and on social networks.
- Develop new collaborative practices, peer learning and professional training for migrants to manage their media coverage.
- Construct relevant and positive narratives on migration, in collaboration between artists, potentially with a migrant background, journalists, digital media entrepreneurs and migrants themselves.
- Develop and promote positive, innovative and inclusive solutions for media presence through art, digital media or performance-based experiences.
- Create a multidisciplinary community to support migrants’ own communication capacity.
- Initiate a sustainable ecosystem of migrant communities, digital media entrepreneurs, journalists, artists, technologies and business.

The expected outcomes of this pilot are concrete collaborations at the nexus of media, social networks and the arts in order to address the societal challenges relating to migrants. These outcomes will include innovative and inclusive artistic participation and real-world experiments that could be first steps to novel solutions on societal or business level, towards a sustainable media representation of migrants. The project will also provide an example of how such concrete artistic and collaborative creations can find their way to an impactful media coverage, including mainstream media.

The project aims to pave the way to integrate trustworthy and meaningful information sharing on migrants into the media mainstream. The project will thus also produce a mapping of existing good practices (policies, legal basis, instruments, programmes, tools, etc.) related to inclusive media. New collaborative practices, peer learning and professional training should be planned and offered for newcomers-refugees and migrants to foster their critical media and internet approaches, knowledge, skills and consumption, in order to enable a change in the way news are created and spread. A community of knowledge across all EU Member States can evolve through involvement of citizens, local, national and European policymakers, media (public, national and international), migrants, as well as professional and civic platforms and stakeholders engaged in the topic. The intention is to change the media representation of migrants and refugees into a more aware, trustworthy and compassionate one.

## 2.2. Methodology

Consortia should comprise partners from at least three different member states and as a consortium demonstrate knowledge in:

- Migration and refugee issues
- Media and Social Media practices
- Digital technologies including AI pertinent to (social) media
- Community building and collaborative practices
- Artistic practices

In developing the objectives (a) and (b), proposers will address the following points:

- Objective presentation of facts on migration
- Emphasising the active role of migrants in shaping their media presence
- Diverse representation of migrants in media and social media
- Relation between business objectives, ethical considerations and technology implications in the media and social media environment
- Ways to deal with disinformation and polarising media discourses related to migrants e.g. by linking with the European Disinformation Media Observatory (EDMO).
- Established strong links with stakeholders around migration and refugees
- Collaborative practices, peer learning and professional training among and between various societal groups
- Role of the arts for including migrants and refugees in the media discourse

## 3. TIMETABLE

The indicative schedule for the different steps and stages of the selection procedure are as follows:

	<b>Steps</b>	<b>Date and time or indicative period</b>
(a)	Publication of the call	10 June 2021
<b>(b)</b>	<b>Deadline for submitting applications</b>	<b>10 August 2021, 24:00 CET</b>
(c)	Evaluation period	September/October 2021
(d)	Information to applicants	4 <sup>th</sup> Quarter 2021
(e)	Signature of grant agreement	4 <sup>th</sup> Quarter 2021/1 <sup>st</sup> Quarter 2022
(f)	Start date of the action	1 <sup>st</sup> Quarter 2022

The suggested project duration is 15 months.

## 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of the project under this call for proposals is estimated at **500.000 EUR (five-hundred-thousand Euros)**.

The EU co-financing is limited to a maximum co-funding rate of **75 %** of the total eligible costs.

The Commission expects to fund **one** proposal.

The Commission reserves the right not to distribute all the funds available.

## **5. ADMISSIBILITY REQUIREMENTS**

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing and in electronic form (searchable pdf format) (see section 14) using the application form available at <https://digital-strategy.ec.europa.eu/en/news-redirect/712578> and
- drafted in one of the EU official languages<sup>4</sup>.

Failure to comply with those requirements will lead to rejection of the application.

## **6. ELIGIBILITY CRITERIA**

### **6.1. Eligible applicants**

The call is open to:

- A Consortium of legal entities

Proposals may be submitted by any of the following applicants or combinations of:

- non-profit organisations (private or public)
- public authorities (national, regional, local)
- universities and educational institutions
- foundations and international organisations
- media companies, including profit-making entities
- research/technology and art centres

Natural persons are not eligible to apply for a grant under this call for proposals.

#### **Affiliated entities**

Entities affiliated<sup>1</sup> to the applicants are not eligible to receive funding under this Call for proposals. They may take part in the action as affiliated entities at their own costs only. In such case their identity, role and activities in the action will be clearly identified in the section III “description of the action” of the application form.

#### **Country of establishment**

Only applications from legal entities established in the following countries are eligible:

- EU Member States.

#### **Consortium requirements**

- In order to be eligible, consortium must be composed of at least 3 (three) legal entities from different EU Member States.

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<sup>4</sup> To speed up the evaluation process, proposers are encouraged to draft the application in English

## **Supporting documents**

In order to assess the applicants' eligibility, the following supporting documents are requested:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity;
- **entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf. Only legal entities are eligible.

## **6.2. Eligible activities**

The following types of activities are eligible under this call for proposals (see also section 2):

- Media and social media activities;
- Community building and networking activities;
- Content development and programming;
- Analyses and mapping activities;
- Events and exhibitions;
- Educational workshops and trainings.

## **6.3 Implementation period**

The proposed start date is between 01/01/2022 and 28/02/2022.

The suggested project duration is 15 months.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion**

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other applicants with the aim of distorting competition;
  - (iii) violating intellectual property rights;
  - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
  - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
  - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the

European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

- (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
- (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
- (iv) information transmitted by Member States implementing Union funds;
- (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

## **7.2. Remedial measures**

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken, must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

## **7.3. Rejection from the call for proposals**

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, any of the declarations or information provided as a condition for participating in this procedure prove to be false.

## **7.4. Supporting documents**

Applicants must provide an **original**<sup>5</sup> “blue ink” or “qualified electronic” signed<sup>6</sup> declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and

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<sup>5</sup> A hand-written “blue ink” signature or a “qualified electronic” signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) is mandatory. While scans of the “blue ink” or QES signature suffice before the deadline of proposals, the original “blue ink” or QES pdf versions must be provided before any grant agreement can be signed by the Commission.

<sup>6</sup> To be signed by the legal representative of the company in the name of the authorized person with the legal power to represent, and enter into binding obligations on behalf of, the entity s/he represents in accordance with the law or the articles of association of the company

141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://digital-strategy.ec.europa.eu/en/news-redirect/712578> .

This obligation may be fulfilled in one of the following ways:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants; OR
- (ii) each applicant in the consortium signs a declaration in its name.

## **8. SELECTION CRITERIA**

### **8.1. Financial capacity**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding.

The verification of the financial capacity shall not apply to public bodies, including Member States organisations and to International Organisations.

The financial capacity of the coordinator will always be assessed based on documents to be provided under point 8.1 b).

In the event of an application grouping several applicants (consortium), the below thresholds apply to each applicant.

The individual applicants' financial capacity will be assessed based on the following supporting documents to be submitted with the application:

- a) Low value grants ( $\leq$  EUR 60 000): a declaration on their honour.
- b) Grants > EUR 60 000:
  - a declaration on their honour AND
  - the profit and loss account as well as the balance sheet for the last 2 financial years for which the accounts were closed;
    - for newly created entities: the business plan might replace the above documents;
  - the table with the financial figures provided for in the annex to the application form (BS and P&L Financial Capacity check table), filled in with the relevant statutory accounting figures.

Based on the documents submitted, if the Authorised Representative Officer of the Commission considers that the financial capacity of an applicant is **weak or insufficient**, s/he may:

- request further information;
- decide not to give pre-financing to the applicant or reduce the pre-financing to the applicant;
- decide to give pre-financing paid in instalments;
- decide to give pre-financing covered by a bank guarantee (see section 11.7.2 below);
- where applicable, impose unconditionally and irrevocably the joint and several financial liability of all the co- beneficiaries.
- decide to reject the participation of the applicant in the proposal and request reallocation of the tasks to another applicant of the consortium or his replacement without compromising the quality of the proposal.

If the financial capacity of the consortium as a whole or of the coordinator is considered **insufficient**, the Authorised Representative Officer of the Commission will reject the application.

## **8.2. Operational capacity**

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- a description of the applicants' relevant competences and previous experiences
- curriculum vitae of the people primarily responsible for managing and implementing the operation. This CVs must prove for the consortium as a whole capacity to work at nexus of media, social media, and the societal challenge relating to migrants and refugees

In the event of an application grouping several applicants (consortium), the above requirements shall apply to the combined capacity of all members of the consortium. Combined capacity means that individually, each member of the consortium should comply with the criteria corresponding to its tasks in the project.

## 9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria:

<b><u>Award criterion</u></b>	<b><u>Maximum score</u></b>	<b><u>Threshold</u></b>
<p><b>Excellence</b></p> <ul style="list-style-type: none"> <li>- Does the proposal demonstrate understanding of the socio-political context of migrants and the media and social media environments, including used technologies?</li> <li>- Does the proposal address the two objectives (a) and (b) in a credible manner?</li> <li>- Is there a clear and ambitious plan for creative solutions and best practices on how media representation and inclusion for migrants can be improved?</li> </ul>	<b>30</b>	<b>18</b>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>- Are the proposed activities likely to make a change towards media representation and inclusion for migrants?</li> <li>- Does the proposal convince in establishing a lasting a multidisciplinary community to support migrants' own communication possibilities and to encourage sharing of trustworthy information about migrants?</li> </ul>	<b>40</b>	<b>24</b>
<p><b>Consortium and Management</b></p> <ul style="list-style-type: none"> <li>- Do the partners present the required complementarity of competences necessary for the project?</li> <li>- Does the consortium demonstrate a geographical connection to a variety of areas with relevant migration problems?</li> <li>- Is there a realistic and well-described allocation of financial and human resources per partner, per objective, and per work package?</li> <li>- Are sufficient resources made available to engage a wider community (e.g. non-consortium stakeholders)?</li> </ul>	<b>30</b>	<b>18</b>
<b>TOTAL</b>	<b>100</b>	<b>70</b>

Minimum score per criterion (threshold): Proposals scoring less than **60%** of the maximum score for any award criterion will be considered of insufficient quality and rejected.

Minimum total score (threshold): Proposals with a total score of less than **70 points** at the end of the evaluation process will be considered of insufficient quality and rejected.

## **10. LEGAL COMMITMENTS**

In the event of a grant awarded by the Commission, a grant agreement (pdf format), drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

The original agreement must be signed first by the legal representative<sup>2</sup> (person authorised to sign the agreement) of the coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

Please note that the Commission will sign the agreement by “Qualified Electronic Signature- (QES)” within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation). We strongly encourage applicants to put in place Qualified Electronic Signature (QES) for their Legal Representative

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals in Annex II to the model grant agreement. These general conditions bind the beneficiaries to whom the grant is awarded and shall constitute an annex to the grant decision.

Please note that, depending on the development and availability by the Commission of a new model grant agreement to be used in the context of the multiannual financial plan 2021-2027, the model grant agreement (MGA) presented in annex to this call may be different.

## **11. FINANCIAL PROVISIONS**

### **11.1. Form of the grant**

#### **11.1.1 Reimbursement of costs actually incurred<sup>7</sup>**

The grant shall take the form of reimbursement of a specified proportion of eligible costs actually incurred and declared by the beneficiary.

The maximum EU co-financing rates applicable under this call for proposals are as follows:

- **75%** of the eligible direct costs

Applicants may propose a lower co-funding rate.

Please note that personnel costs shall not exceed 40% of total eligible direct costs of the consortium.

A flat-rate amount of maximum 7% of the total eligible direct costs of the action, excluding direct costs of subcontracting, is eligible as indirect costs

For details on eligibility of costs, please refer to section 11.2.

### **11.2. Eligible costs<sup>8</sup>**

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.

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<sup>7</sup> See point (i) of Article I.3.2(a) of the model grant agreement

<sup>8</sup> Article II.19.1 of the Model Grant Agreement

- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
  - The period of eligibility of costs will start as specified in the grant agreement.
  - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

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

Eligible costs may be direct or indirect.

#### **11.2.1. Eligible direct costs**<sup>9</sup>

The eligible direct costs for the action are the costs which:

**with due regard to the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

*Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments based on supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;*

*The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:*

- (i) *the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) *the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*

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<sup>9</sup> Article II.19.2 of the Model Grant Agreement

- (iii) *the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) *costs for the work of volunteers up to the limit of 50 % of the overall Union and other co-financing of the action; - NOT APPLICABLE*
- (c) *costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (d) *the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
  - (i) *is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
  - (ii) *has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;**

*The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;*

*Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;*

- (e) *costs of consumables and supplies, provided that they:
  - (i) *are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
  - (ii) *are directly assigned to the action;**
- (f) *costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*
- (g) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met<sup>10</sup>;*
- (h) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met<sup>11</sup> ( see section 11.8.d);*

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<sup>10</sup> Article II.11 of the Model Grant Agreement

- (i) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

### **11.2.2. Eligible indirect costs (overheads)**<sup>12</sup>

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of **maximum 7%** of the total eligible direct costs of the action, excluding direct costs of subcontracting, is eligible as indirect costs, representing the beneficiary's general administrative costs, which can be regarded as chargeable to the action/project.

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

**Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.**

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant*. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation of the costs is done in a fair, objective and realistic way*.
- b. *record separately*:
  - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
  - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

### **11.3. Ineligible costs**<sup>13</sup>

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from

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<sup>11</sup> Article II.12 of the Model Grant Agreement

<sup>12</sup> Article II.19.3 of the Model Grant Agreement

<sup>13</sup> Article II.19.4 of the Model Grant Agreement

the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

#### **11.4. Eligible costs that may be covered by the single lump sum**

NOT APPLICABLE

#### **11.5. Balanced budget**

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in Euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published in the Official Journal of the European Union

**The applicant must ensure that the resources, which are necessary to carry out the action, are not entirely provided by the EU grant.**

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

#### **11.6. Calculation of the final grant amount<sup>14</sup>**

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

##### **Step 1 — Application of the reimbursement rate to the eligible costs**

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission.

##### **Step 2 — Limit to the maximum amount of the grant**

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

##### **Step 3 — Reduction due to the no-profit rule**

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<sup>14</sup> Article II.25 of the Model Grant Agreement

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries [and affiliated entities] other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries [and affiliated entities] other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

#### **Step 4 — Reduction due to improper implementation or breach of other obligations**

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

### **11.7. Reporting and payment arrangements<sup>15</sup>**

#### **11.7.1 Payment arrangements**

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

<b>Payment request</b>	<b>Accompanying documents</b>
A <b>pre-financing payment</b> corresponding to <b>60%</b> of the maximum grant amount	financial guarantee (see section 11.7.2) <sup>16</sup>
<b>Payment of the balance</b> The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.6 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying accounts <sup>17</sup>

<sup>15</sup> Articles I.4 And I.5 of the Model Grant Agreement

<sup>16</sup> The decision on the request of a financial guarantee will be taken by the Authorised Representative Officer of the Commission in line with the financial capacity assessment (section 8.1)

<sup>17</sup> The decision on the request for certificates on the financial statements and the threshold will be taken by the Authorised Representative Officer of the Commission during the evaluation of the proposal. Such a certificate shall be requested on the basis of a risk assessment taking into account, in particular, the amount of the grant, the amount of the payment, the nature of the beneficiary and the nature of the supported activities.

Please note that the consortium will deliver an interim report not linked to a payment at mid-term of the project.

In case of a weak financial capacity, section 8.1 above applies.

### **11.7.2 Pre-financing guarantee**

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

- a joint and several guarantee by a third party or,
- a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Commission may decide to split the payment of pre-financing into several instalments.

### **11.8. Other financial conditions**

#### **a) Non-cumulative award**

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

#### **b) Non-retroactivity**

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### **c) Implementation contracts/subcontracting<sup>18</sup>**

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

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<sup>18</sup> Articles II.10 and II.11 of the Model Grant Agreement

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
  - b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
  - c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
  - d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
    - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
    - (ii) after recourse to subcontracting if the subcontracting:
      - is specifically justified in the interim or final technical report and
      - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
  - e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.
- d) **Financial support to third parties**

The applications **may not envisage** provision of financial support to third parties.

## **12. PUBLICITY**

### **12.1. By the beneficiaries**

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project. Clear links with the relevant EU Media, Social Media and Science-Technology-Arts activities must be shown.

To do this they must use the text, the emblem and the disclaimer available at [https://ec.europa.eu/info/resources-partners/european-commission-visual-identity\\_en](https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en).

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

### **12.2. By the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;

- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>19</sup> if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

### **13. PROCESSING OF PERSONAL DATA**

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by and will be processed solely for that purpose by Mrs. STUMP Krisztina, Head of Unit, Unit I4 , Directorate-General for Communications Networks, Content and Technology.

Details concerning the processing of your personal data are available on the privacy statement at:

[https://ec.europa.eu/info/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/data-protection-public-procurement-procedures_en).

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement for the database of the Early Detection and Exclusion System (EDES) at:

[http://ec.europa.eu/budget/library/explained/management/protecting/privacy\\_statement\\_edes\\_en.pdf](http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf)

### **14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

Proposals must be **submitted by the deadline** set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Application forms are available at <https://digital-strategy.ec.europa.eu/en/news-redirect/712578>

Applications must be submitted in **the correct form** following the guidelines as outlined in section III.1 of the Grant Application Form duly completed and dated.

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<sup>19</sup> Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

They must be submitted in **one original** paper copy (no additional paper copies required) signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, additional information considered necessary by the applicant may be included as an annex (brochures, etc.), but assessment will be based on information included in the application form (therefore please limit the number and size of additional documents and attachments).

**An electronic version (pdf) of the application form and all documents on USB stick must be provided** together with the printed original and copy requested. This electronic version (pdf) of the Grant Application Form must be searchable (it must not be a scan of the paper version).

Please structure the information on the USB key by type of documents and applicants such as:

- GAF-Grant Application Form
- Estimated Budget
- DoH- declaration on the Honour (all applicants)
- LEF-Legal Entity Form + supporting documents (all applicants with one subfolder per applicant)
- BAF-Bank Account Form + supporting documents (coordinator only)
- Financial capacity\_(when relevant) including B/S-P&L excel + 2 years annual accounts with one subfolder per applicant
- Other documents (CV, annual activity reports ...) with one subfolder per applicant when relevant

Applications must be sent to the following address:

**European Commission**  
**Directorate-General for Communications Networks, Content & Technology**  
*Directorate I – Unit I4 – Media Convergence and Social Media*  
*For the attention of the Head of Unit (BU25 05/094)*  
*Reference: Call CNECT/2021/3990141- SM Migrant representation*  
**B-1049 Brussels- Belgium**

- **by post**<sup>20</sup> (evidence will be constituted by the postmark), or
- **by courier service** (evidence will be constituted by the date to deposit slip), or
- **by hand-delivery**. It is compulsory for security reasons to address it to **the central mail department of the Commission** as follows:

*European Commission*  
*Directorate-General for Communications Networks, Content & Technology*  
*Directorate I – Unit I4 – Media Convergence & Social Media*  
*Reference: Call CNECT/2021/3990141- SM Migrant representation*  
**Avenue du Bourget, 1**  
**B-1140 BRUSSELS (Evere), Belgium**

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<sup>20</sup> Applicants are advised to keep the payment receipt with date and time from the post office in order to be able to prove that the proposal has been sent within the deadline

In this case, proof of submission of the proposal will take the form of a receipt signed and dated by the official of the Commission's central mail department who takes delivery of the documents. The department is open from 08.00 to 17.00 on Mondays to Thursdays and from 08.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

**In addition** to the above: applicants **must** send an **e-mail** with a reference to the Call's title before the deadline set out under section 3 to the following email address: [CNECT-I4@ec.europa.eu](mailto:CNECT-I4@ec.europa.eu) to inform us about your submission on paper for *Call CNECT/2021/3990141-SM Migrant representation*.

**Applications sent only by e-mail will not be accepted.**

Please refer to the “Checklist” at the end of the Grant Application Form for the summary of documents to provide, format (searchable pdf, pdf scan, excel) and support (Original paper, copy or USB)

➤ **Contacts**

Questions and requests for clarification may be sent to: [CNECT-I4@ec.europa.eu](mailto:CNECT-I4@ec.europa.eu) with a reference to the Call's title : *Call CNECT/2021/3990141 - SM Migrant representation - clarification request* .

The Commission is not bound to reply to requests for additional information received less than six working days before the deadline for submitting applications set in section 3.

The answers will also be published in the relevant FAQs section on: <https://digital-strategy.ec.europa.eu/en/news-redirect/712578>

➤ **Annexes:**

- Grant application form and its annexes
  - Checklist of documents to be provided
  - Estimated budget form
  - Legal entity form
  - Bank account form
  - BS and P&L Financial Capacity table
- Model Declaration of honour
- Model grant agreement and its annexe II

(e-signed)

Ingrid Mariën-Dusak  
Authorising Officer by sub-delegation  
Directorate I

**Appendix**  
**Specific conditions for direct personnel costs**

**1. Calculation**

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

**a) for persons working exclusively on the action:**

*{monthly rate for the person*

*multiplied by*

*number of actual months worked on the action}*

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

*{annual personnel costs for the person*

*divided by 12}*

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

**b) for persons working part time on the action**

(i) **If the person is assigned to the action at a fixed pro-rata of their working time:**

*{monthly rate for the person multiplied by pro-rata assigned to the action*

*multiplied by*

*number of actual months worked on the action}*

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) **In other cases:**

*{hourly rate for the person multiplied by number of actual hours worked on the action}*

or

*{daily rate for the person multiplied by number of actual days worked on the action}*

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

*{number of annual productive hours/days for the year (see below)}*

*minus*

*total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.*

The ‘**hourly/daily rate**’ is calculated as follows:

*{annual personnel costs for the person*

*divided by*

*number of individual annual productive hours/days}* using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

## **2. Documentation to support personnel costs declared as actual costs**

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, the beneficiaries must keep time records for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, the beneficiaries must keep time records for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.