

EUROPE FOR CITIZENS PROGRAMME 2014-2020



PROGRAMME GUIDE FOR ACTIONS GRANTS

Version valid for the Calls as of January 2018

European Commission, Directorate-General for Migration and Home Affairs

<http://ec.europa.eu/dgs/home-affairs/>

Education, Audiovisual and Culture Executive Agency

http://eacea.ec.europa.eu/europe-for-citizens_en

Contents

| | |
|--|-----------|
| INTRODUCTION | 4 |
| PURPOSE OF THE PROGRAMME GUIDE..... | 4 |
| CHAPTER I: GENERAL OVERVIEW OF THE EUROPE FOR CITIZENS PROGRAMME | 5 |
| 1. Objectives and priorities of the Programme for the period 2018-2020..... | 5 |
| 1.1. General objectives | 5 |
| 1.2. Specific objectives..... | 5 |
| 1.3. Multiannual priorities of the "Europe for Citizens" Programme | 5 |
| 2. General features of the Europe for Citizens Programme | 5 |
| 2.1. Equal access | 5 |
| 2.2. Transnationality and local dimension | 6 |
| 2.3. Intercultural dialogue | 6 |
| 2.4. Volunteering - expression of active European citizenship..... | 6 |
| 2.5. European Solidarity Corps | 7 |
| 3. STRUCTURE OF THE EUROPE FOR CITIZENS PROGRAMME AND TYPE OF GRANTS..... | 8 |
| 3.1. Programme Strands | 8 |
| 3.2. Calendar 2014-2020: submission of applications and publication of selection results | 9 |
| 3.2.1. Deadlines..... | 9 |
| 3.2.2. Notification and publication of the evaluation results | 9 |
| 3.3. Programme budget..... | 10 |
| 3.4. Programme Management and contacts | 10 |
| 3.4.1. The European Commission | 10 |
| 3.4.2. The Education, Audiovisual and Culture Executive Agency (EACEA) | 10 |
| 3.4.3. Europe for Citizens Contact Points (ECPs)..... | 11 |
| 3.4.4. Member States and other participating countries..... | 11 |
| CHAPTER II: SUBMISSION AND SELECTION PROCEDURES | 12 |
| 4. Submission procedure..... | 12 |
| 4.1. Step1: Register organisations | 12 |
| 4.2. Step 2: Create and fill in the application eForm | 12 |
| 5. Evaluation and Selection procedure..... | 13 |
| 5.1. Admissibility requirements | 13 |
| 5.2. Eligibility criteria for all strands | 14 |
| 5.2.1. Eligible Applicants | 14 |
| 5.2.2. Project nature and dimension..... | 15 |
| 5.3. Exclusion criteria for all strands..... | 15 |
| 5.4. Selection criteria for all strands | 18 |
| 5.5. Award criteria for all strands | 19 |
| 5.5.1. Award criteria..... | 19 |
| 5.5.2. Size of projects and geographical balance | 20 |
| 5.5.3. Award of grant | 21 |
| 5.6. Selection procedure: specific criteria of the Programme Strands | 21 |
| 5.6.1. Strand 1 – European Remembrance | 21 |

| | | |
|--------|---|----|
| 5.6.2. | Strand 2: Democratic engagement and civic participation | 22 |
| | Measure Town Twinning | 22 |
| | Measure Networks of Towns | 23 |
| | Measure Civil Society Projects | 24 |

CHAPTER III – FINANCIAL AND CONTRACTUAL CONDITIONS.....26

| | | |
|-----------|---|-----------|
| 6. | Payment procedures | 29 |
| 6.1. | Pre-financing..... | 29 |
| 6.1.1. | Amount of pre-financing per strand/measure:..... | 29 |
| 6.1.2. | Pre-financing guarantee..... | 29 |
| 6.2. | Payment of the balance | 30 |
| 6.2.1. | Final reporting..... | 30 |
| 6.2.2. | Calculation of the final payment..... | 30 |
| 6.3. | Audits..... | 30 |
| 6.4. | Ownership/use of the results | 30 |
| 6.5. | Visibility and Publicity | 30 |
| 6.5.1. | By the beneficiaries..... | 30 |
| 6.5.2. | By the European Commission and/or the EACEA | 31 |
| 6.5.3. | Valorisation and dissemination of results..... | 31 |
| 6.6. | Data protection..... | 32 |
| 6.7. | Legal basis..... | 33 |

ANNEX I: OVERVIEW OF THE ELIGIBILITY CRITERIA34

ANNEX II: UNIT COST AMOUNTS AND LUMP SUMS.....35

| | | |
|--|---|----|
| | Unit costs for Measures 1. European Remembrance; 2.2 Networks of Towns and 2.3 Civil Society Projects . | 35 |
| | Preparatory Activities | 36 |
| | Lump sums for Measure 2.1. Town Twinning..... | 37 |



Introduction

The European Union is made of its citizens and for its citizens! Encouraging and facilitating citizens' wider involvement in the European Union and what it stands for is of great importance. This ranges from the need to increase their participation in current affairs to the need of ensuring a broader understanding of the history of the European Union (hereinafter "Union") and its origins in the aftermath of two world wars.

The Treaty on the European Union of 2009 (the Lisbon Treaty), entered into force on 1st December 2009, led to a number of changes towards bringing the Union closer to its citizens and fostering greater cross-border debate about Union policy issues. The new Article 11 of this Treaty introduced a whole new dimension of participatory democracy.

Europe has a challenging agenda for the next years, with serious issues at stake. With decisions and policies needed on issues ranging from economic growth, security and Europe's role in the world, it is now more important than ever for citizens to take part in discussions and help shape policies. Considering the European citizenship as an important element in strengthening and safeguarding the process of European integration, the European Commission continues encouraging the engagement of European citizens in all aspects of the life of their community, thus enabling them to participate in the construction of an ever closer Europe.

In this context, the Europe for Citizens Programme (hereinafter 'Programme') adopted for the period 2014-2020 is an important instrument aimed at getting the Union's 500 million inhabitants to play a greater part in the development of the Union. By funding schemes and activities in which citizens can participate, the Programme is promoting Europe's shared history and values, and fostering a sense of ownership for how the Union develops.

A budget of EUR **187 718 000** for the period 2014-2020 was allocated for the Programme.

Purpose of the Programme Guide

This document is an annex to the Calls for proposals for action grants within the "Europe for Citizens" programme. The aim of this Programme Guide is to assist all those interested in developing projects under the Programme (2014-2020) and present the objectives of the Programme and the types of activities that can be supported.

The Guide is structured into the following chapters:

- General overview of the Programme;
- Submission and selection procedures
- Financial and contractual obligations

and contains information on the actions supported, the submission, selection and evaluation procedures and on the way to inform applicants of the selection results.

CHAPTER I: GENERAL OVERVIEW OF THE EUROPE FOR CITIZENS PROGRAMME

1. OBJECTIVES AND PRIORITIES OF THE PROGRAMME FOR THE PERIOD 2018-2020

All projects will have to be in line with the objectives of the Programme. Priority will be given to projects additionally targeting the multiannual priorities of the Programme.

1.1. GENERAL OBJECTIVES

Under the overall aim of bringing the Union closer to citizens the general objectives of the Programme are:

- to contribute to citizens' understanding of the Union, its history and diversity;
- to foster European citizenship and to improve conditions for civic and democratic participation at Union level.

1.2. SPECIFIC OBJECTIVES

Specific objectives shall be pursued on a transnational level or with a European dimension:

- raise awareness of remembrance, common history and values and the Union's aim that is to promote peace, its values and the well-being of its peoples by stimulating debate, reflection and development of networks;
- encourage democratic and civic participation of citizens at Union level, by developing citizens' understanding of the Union policy making-process and promoting opportunities for societal and intercultural engagement and volunteering at Union level.

1.3. MULTIANNUAL PRIORITIES OF THE "EUROPE FOR CITIZENS" PROGRAMME

In line with the general objectives of the Programme, multiannual priorities were defined in 2016 by the European Commission after consultation of the Programme Committee. They will apply throughout the remaining period of the Programme (2018-2020) so that applicants have more time to plan and prepare their projects. This is without prejudice to the possibility for the European Commission to review, adapt and/or modify the list of priorities should the need arise, at any moment, after consulting the Programme stakeholders represented in the civil dialogue group¹ and the Programme Committee. Applicants are encouraged to develop projects in line with the objectives of the Programme and targeting the multiannual priorities. The multiannual priorities are announced on the websites of the European Commission http://ec.europa.eu/citizenship/europe-for-citizens-programme/official-documents/index_en.htm and of the Education, Audiovisual and Culture Executive Agency (EACEA) https://eacea.ec.europa.eu/europe-for-citizens_en and European Commission.

2. GENERAL FEATURES OF THE EUROPE FOR CITIZENS PROGRAMME

2.1. EQUAL ACCESS

The Programme should be accessible to all European citizens without any form of discrimination on grounds of sex, racial or ethnic origin, religion or belief, disability, age and sexual orientation. Project

¹ According to Art. 10 of the Council Regulation (EU) NO 390/2014 establishing the "Europe for Citizens" programme for the period 2014-2020

promoters should pay due attention to the necessity of promoting equal opportunities for all and non-discrimination.

Special attention should be paid to the balanced integration and participation of citizens and civil society from all Member States into transnational projects and activities taking into account the multilingual character of the Union and the need to include underrepresented groups.

2.2. TRANSNATIONALITY AND LOCAL DIMENSION

Transnationality is an important feature of the Programme, which can be expressed in different ways:

- The theme of the project can be transnational by tackling an issue from a European perspective or by critically comparing different national points of view. Such a transnational theme can be implemented by giving the floor directly to persons from different national backgrounds or to people having an original, transnational point of view on the issue.
- The transnationality can also derive from the nature of the project promoters: the project can indeed be developed and implemented through the cooperation of a number of partner organisations, coming from different participating countries.
 - Transnationality can also be achieved by ensuring that the project is targeted directly to a public from different countries or by disseminating the results of the project across borders, thereby reaching indirectly a European audience.

Project promoters are encouraged to strengthen the transnational dimension of their project, possibly by combining the above mentioned characteristics.

This transnational dimension should be accompanied by a strong local dimension. In order to help bridging the gap between them and the European Union, it is particularly important that projects or activities supported by this Programme reach citizens in their everyday life, on issues that are of relevance to them.

2.3. INTERCULTURAL DIALOGUE

The European Commission committed itself to promoting intercultural dialogue through different initiatives and Programmes. The Programme can contribute to achieving this objective by bringing European citizens of different nationalities and different languages together and by giving them the opportunity to participate in common activities. Participation in such a project should raise awareness on the richness of the cultural and linguistic environment in Europe. It should also promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity. Project promoters are invited to present in their application how their project will tackle these issues.

2.4. VOLUNTEERING - EXPRESSION OF ACTIVE EUROPEAN CITIZENSHIP

Volunteering is an essential element in active citizenship: by giving one's time for the benefit of others, volunteers service their community and play an active role in society. They develop the sense of belonging to a community thereby also gaining ownership. Volunteering is therefore a particularly powerful means to develop citizens' commitment to their society and to its political life. Civil society organisations, associations of a European general interest, town twinning associations and other participating organisations often rely on volunteer work to carry out and to develop their activities. Therefore, particular attention is paid to the promotion of volunteering, in particular through the European Solidarity Corps (see Point 2.5).

2.5. EUROPEAN SOLIDARITY CORPS

In his State of the Union speech of 14 September 2016, the President of the European Commission announced the setting up of a European Solidarity Corps with the aim to give young people across the EU the opportunity to volunteer where help is needed and to respond to crisis situations.

The Corps is rooted in the core EU values of engagement and solidarity. By joining the Corps, participants express their commitment and willingness to devote a period of their lives to helping others. The Corps offers opportunities for volunteering, traineeships or jobs that will provide young people between the ages of 18-30 with a chance to gain experience, develop their skills and make a contribution to society. By supporting others, including the most vulnerable in our societies and communities, young people will not only put the core EU value of solidarity into practice, but also acquire skills and experience, including language skills, that can be valuable when looking for a job or considering further education and training. By joining the Corps, participants will express their willingness to practice solidarity and to devote a period of their lives to helping others. They will also contribute to reinforcing cohesion within European society.

In its initial phase, the European Solidarity Corps builds on existing EU instruments including the Europe for Citizens Programme. Therefore, applicants are invited to raise awareness about it and to make use of the European Solidarity Corps. In particular, they are encouraged to recruit Solidarity Corps members, to ensure that the targeted organisations meet the criteria for hosting them and to subscribe to the Charter of the European Solidarity Corps (https://europa.eu/youth/solidarity/mission_en) . A dedicated European Solidarity Corps web-portal has been set up by the European Commission².

The following countries ONLY can participate to the initiative within the Programme: the European Union Member States and the former Yugoslav Republic of Macedonia.

Please note that beneficiaries involving the European Solidarity Corps in their projects must comply with the requirements laid down by the *European Solidarity Corps Charter* (see https://europa.eu/youth/solidarity/charter_en), including the requirement relating to the insurance of the members. Indeed, within the framework of the Europe for Citizens Programme, the Education, Audiovisual and Culture Executive Agency does not provide directly or indirectly an insurance coverage to the volunteers/members employed by beneficiary organisations. It is therefore for each promoter to ensure that the volunteers/members participating in the project are properly insured.

NOTA BENE: Upon the adoption of the European Solidarity Corps' legal base, these conditions will duly be updated.

Information on the European Solidarity Corps is available on the Internet on the following webpages:

- <http://europa.eu/solidarity-corps>
- https://eacea.ec.europa.eu/europe-for-citizens_en

² https://europa.eu/youth/solidarity_en

3. STRUCTURE OF THE EUROPE FOR CITIZENS PROGRAMME AND TYPE OF GRANTS

3.1. PROGRAMME STRANDS

The Programme is implemented through two strands and a horizontal action:

- **Strand 1: European remembrance:** Raise awareness of remembrance, common history and values and the Union's aim.
- **Strand 2: Democratic engagement and civic participation:** Encourage democratic and civic participation of citizens at Union level.

Measures in this strand are:

- Town Twinning;
- Networks of Towns;
- Civil Society Projects.

The two strands are complemented by a horizontal action that is not concerned by this Guide:

- **Horizontal Action: Valorisation:** Analysis, dissemination and use of project results.

Types of Grants:

A distinction has to be made between action grants and operating grants awarded within the Programme.

ACTION GRANTS support projects (within both strands), with a limited duration aiming at implementing specific activities.

OPERATING GRANTS provide financial support for costs related to the usual and permanent activities of an organisation. That means: staff costs, the cost of internal meetings, publications, information and dissemination, travel costs arising from the implementation of the work programme, rental payments, depreciation and other costs directly linked to the organisation's work programme. For the period 2018-2020 the call is already closed.

3.2. CALENDAR 2014-2020: SUBMISSION OF APPLICATIONS AND PUBLICATION OF SELECTION RESULTS

3.2.1. Deadlines

The deadlines for submission of applications are scheduled as follows:

Strand 1. European remembrance

| Deadline for submission* | Eligibility period: Projects must start between |
|--------------------------|---|
| 1 March | 1 August of the same year as the deadline and 31 January of the year after the deadline |

Strand 2. Democratic engagement and civic participation

| Measure | Deadline for submission* | Eligibility period: Projects must start between |
|-------------------------------|--------------------------|---|
| Town-Twinning | | |
| | 1 March | 1 July of the same year of the deadline and 31 March of the year after the deadline |
| | 1 September | 1 January and 30 September of the year after the deadline |
| Networks of Towns | | |
| | 1 March | 1 July and 31 December of the same year as the deadline |
| | 1 September | 1 January and 30 June of the year after the deadline |
| Civil Society Projects | | |
| | 1 March | 1 August of the same year as the deadline and 31 January of the year after the deadline |

NOTA BENE: those dates have to be confirmed in the related Call for Proposals.

*Applications must be submitted before 12.00h (CET) of the final date for submission of applications. If the deadline for submission falls on a weekend, the 1st working day after a week-end must be considered as the day of the deadline.

3.2.2. Notification and publication of the evaluation results

Applicants should be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent via email – with receipt and read acknowledgement - at the latest four months after the application deadline. During these four months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these

procedures are completed, the lists of selected projects will be published on the following website: http://eacea.ec.europa.eu/europe-for-citizens/selection-results_en.

3.3. PROGRAMME BUDGET

The Programme has an overall budget of **EUR 187 718 000** for the seven years (2014-2020) and is financed under the budget line **18 04 01 01** of the budget of the Union.

The annual budget is subject to decision of the budgetary authorities (European Parliament and Council). The following site enables you to follow the different steps of the adoption of the budget:

http://ec.europa.eu/budget/annual/index_en.cfm

As an indication, the Regulation establishing the Programme provided that the overall breakdown between the different actions for the whole Programme period 2014 - 2020 should be as follows:

- Strand 1 – European remembrance: approximately 20%
- Strand 2 – Democratic engagement and civic participation: approximately 60%
- Horizontal Action – Valorisation: approximately 10%

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

The annual budget adopted per action will be published in the related Call for proposals.

3.4. PROGRAMME MANAGEMENT AND CONTACTS

3.4.1. The European Commission

Directorate General for Migration and Home Affairs (DG HOME) is responsible for the development and smooth running of the Programme. It manages the budget and defines objectives, strategies and priority areas of action, including, targets and criteria, on an ongoing basis, after consultation of the Programme Committee. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level. The European Commission has delegated the responsibility for tasks related to the implementation of the Programme to the Education, Audiovisual and Culture Executive Agency (EACEA).

3.4.2. The Education, Audiovisual and Culture Executive Agency (EACEA)

The EACEA, established by Decision 2013/776/EU of the European Commission of 18.12.2013 is responsible for the implementation of the grants of the Programme. The EACEA is in charge of the management of the complete life cycle of these projects, including drawing up calls for proposals, selecting projects and signing Grant Decisions/Agreements, financial management, monitoring of projects, communication with beneficiaries and on the spot controls. More information: http://eacea.ec.europa.eu/europe-for-citizens_en

Contact:

EACEA – Unit C1 Europe for Citizens

Avenue du Bourget, 1 (SPA2 03/85)

B-1140 Brussels – Belgium

http://eacea.ec.europa.eu/europe-for-citizens_en

Strand 1 – European remembrance:

EACEA-C1-REMEMBRANCE@ec.europa.eu

Strand 2 – Democratic engagement and civic participation:

EACEA-C1-TT-NT@ec.europa.eu (Town twinning & Networks of towns)

EACEA-C1-CIVILSOCIETY@ec.europa.eu (Civil society projects)

3.4.3. Europe for Citizens Contact Points (ECPs)

In order to bring the information on the Europe for Citizens Programme closer to the Programme stakeholders and provide them with guidance and support, the European Commission established the *Europe for Citizens Contact Points*. These national structures are responsible for ensuring targeted, effective grass-roots dissemination of practical information on the Programme implementation, its activities and funding opportunities. The applicants are encouraged to contact the ECPs in their respective countries.

The contact details of ECPs are available at the following webpage:
http://ec.europa.eu/citizenship/about-the-europe-for-citizens-Programme/the-europe-for-citizens-Programme-in-the-member-states/index_en.htm

3.4.4. Member States and other participating countries

The EU Member States take part in the implementation of the Programme through the Programme Committee, to which they appoint representatives. The Programme Committee is formally consulted on different aspects of the implementation of the Programme, including on the proposed annual work plan, the selection criteria and procedures, etc. Other countries participating in the Programme also take part in the Programme Committee, as observers, without voting right.

CHAPTER II: SUBMISSION AND SELECTION PROCEDURES

For all strands/measures an electronic application system has been set up. Proposals have to be submitted using only the grant application electronic form (eForm).

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

4. SUBMISSION PROCEDURE

4.1. STEP1: REGISTER ORGANISATIONS

In order to submit an application, applicants and all the organisations that will participate in the action must provide their Participant Identification Code (PIC) in the eForm. The PIC has to be previously obtained by registering the organisation in the Unique Registration Facility (URF) hosted on the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.³

The Participant Portal allows applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents.

Moreover, applicants (thus only applicants and not associated partners) must upload the following documents:

- Legal Entity form (applicants can find the appropriate forms at the following address: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)
- Financial Identification form duly completed and certified by the bank preferably with a copy of a recent bank statement (see the corresponding financial identification form for each country at the following address: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm)

Information on how to register can be found on: <http://ec.europa.eu/education/participants/portal>

4.2. STEP 2: CREATE AND FILL IN THE APPLICATION EFORM

Once you have carried out Step 1, navigate to EACEA's Application eForm Homepage and proceed to the creation of your application eForm by clicking on the 'Create new application for funding' button.

Applicants must complete all of the data fields of the eForm and attach the Declaration on Honour (available on the EACEA website under Funding in the "How to apply" section of the relevant call for proposal at https://eacea.ec.europa.eu/europe-for-citizens_en).

A successfully submitted application MUST contain a submission number, which is automatically attributed and recorded upon the eForm submission.

If the application submission fails for any technical reason, the EACEA helpdesk service must be contacted **BEFORE** the application deadline at eacea-helpdesk@ec.europa.eu.

Please DO NOT SEND A COPY of the eForm and attached documents by post to the EACEA.

³ The URF is a tool shared by other services of the European Commission. If your organisation-already has a PIC that has been used for other Programmes (for example the Research Programmes), the same PIC is valid for the present call for proposals.

For more information regarding the submission procedure please consult the "*Proposal Submission User Guide: How to create, complete and submit an Application eForm*" on the EACEA website: https://eacea.ec.europa.eu/documents/eforms_en.

Complementary documents to be sent ONLY by the applicant and ONLY upon request

For all the strands/measures:

- a copy of an official VAT document if your organisation has a VAT number;
- a copy of the resolution, law, decree or decision establishing the entity in question (applicable only to non-profit organisations and twinning committees);
- only for non-public bodies and if the requested grant is **higher than EUR 60 000**: the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last financial year for which the accounts have been closed.

For Town-Twinning and Networks of Towns:

Proof that the applicant is acting on behalf of one or more local authorities (applies only to non-profit organisations and twinning committees).

5. EVALUATION AND SELECTION PROCEDURE

The awarding of grants from the Union is subject to the principles of transparency, equal treatment and non-discrimination. After the verification of admissibility requirements indicated in the call for proposals, applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

5.1. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be sent no later than the deadline for submitting applications referred to in Point 3.2.1.
- they must be submitted in writing, using the eForm (See Point 4).
- they must be submitted in any of the EU's 24 official languages.

The eForm must be accompanied by a Declaration on Honour. Failure to comply with this requirement will lead to the rejection of the application.

In the following Points, the criteria applying to all strands (see Point 5.2) and specific criteria per strand (see Point 5.6) will be presented.

⁴ See: http://ec.europa.eu/dgs/translation/translating/officiallanguages/index_en.htm

5.2. ELIGIBILITY CRITERIA FOR ALL STRANDS

This Guide provides an overview table on the eligibility criteria applying under the Programme (ANNEX I).

Applications must fully comply with the eligibility criteria common to all strands of the Programme as well as with the specific eligibility and award criteria applicable to each measure (see section 5.6).

Only the applications that have been judged eligible are assessed against award criteria⁵. The reliability of the verification of the eligibility criteria by the eForm is supervised by the Evaluation Committee.

If an application does not meet these criteria, it will be rejected without being further evaluated.

5.2.1. Eligible Applicants

Under this chapter the notion of applicants concerns applicants and partners

Legal status

Applicants must be either public bodies or non-profit organisations with legal personality (Please refer to specific eligibility criterion of each strand/measure).

Participating countries

Applicants must be established in one of the countries participating to the Programme. At least one EU Member State must be involved in the Remembrance and Town Twinning projects and at least two Member States must be involved in the Networks of Towns and Civil Society Projects.

Eligible countries under the Programme are:

- - the **Member States** of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.
- - Albania, Bosnia & Herzegovina, former Yugoslav Republic of Macedonia, Montenegro and Serbia.

For British applicants:

Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project.

⁵ The applicants, who do not respect the eligibility criteria, cannot succeed in submission process. Upon unsuccessful submission of the application, an “error list” appears at the bottom of the eForm explaining the reasons of the failure including those related to the eligibility criteria. Hence, the applicants are guided through the submission process and have an opportunity to realize gaps in terms of the conformity with eligibility criteria immediately, rectify them and resubmit the application.

Potentially participating countries

The Programme is potentially open to the following categories of countries provided that they have signed a Memorandum of Understanding with the European Commission on its participation in the Programme:

- a) acceding countries, candidate countries and potential candidates, in accordance with the general principles and general terms and conditions for the participation of those countries in Union programmes established in the respective Framework Agreements, Association Council Decisions or similar Agreements;
- b) the EFTA countries party to the EEA Agreement, in accordance with the provisions of that Agreement.

Type of organisation

Please refer to specific eligibility criterion of each strand/measure.

Number of applicants

Please refer to specific eligibility criterion of each strand/measure.

5.2.2. Project nature and dimension

Please refer to specific eligibility criterion of each strand/measure.

- Number of participants
- Venue and number of activities
- Eligibility period/project duration

5.3. EXCLUSION CRITERIA FOR ALL STRANDS

Applicants requesting a grant must sign a Declaration on Honour certifying that they are not in any of the situations referred to in Articles 106(1), 107 and 109(2)(a) of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union⁶ (the Financial Regulation) and set out below. This Declaration on Honour constitutes an integral part of the eForm accompanying the call for proposals.

An applicant will be excluded from participating in calls for proposals procedure, if they are in any of the following situations:

- a) it 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 national legislation or regulations;
- b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security

⁶ OJ L 298, 26.10.2012, p.1 http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;

- c) it has been established by a final judgement 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 conduct which has an impact on its professional credibility where such conduct denotes 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 selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other persons with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency 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 judgement that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of 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 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;
 - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
 - (v) terrorist-related 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;
 - (v) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the 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 judgement 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) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :
- h) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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;
 - (i) 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;
 - (ii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
 - (iii) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
 - (iv) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- i) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.
- j) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

Rejection from the award procedure

An applicant will not be awarded a grant if:

- it is in an exclusion situation established in accordance with the above section 2.2;
- it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants where applicable, if any of the declarations or information provided as a condition for participating in this procedure proves to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 2.2⁷:

- the name of the applicant concerned;
- the exclusion situation;
- the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by EACEA either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, EACEA shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

5.4. SELECTION CRITERIA FOR ALL STRANDS

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.

Financial capacity means that applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out. In addition to the declaration on honour, in case of a grant request that exceeds EUR 60.000, the financial capacity will be assessed on the basis of an official financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last financial year for which the accounts have been closed (see section 4.2).

NOTA BENE: The financial capacity check does not apply to public bodies.

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

- request further information;
- propose a Grant Agreement/Grant Decision with pre-financing covered by a bank guarantee;

⁷ This information shall not be published in any of the following circumstances:

- a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

- propose a Grant Agreement/Grant Decision without pre-financing;
- propose a Grant Agreement/Grant Decision with a pre-financing paid in instalments;
- reject the application;

Operational capacity means that the applicant actually possesses adequate resources to complete the proposed action. The operational capacity will be assessed on the basis of the applicants' professional experience and references in the field concerned. In this respect, applicants have to submit a declaration on their honour, and, for those applying for a grant above EUR 60.000 this information is to be provided under a specific section of the application form developed for this purpose.

5.5. AWARD CRITERIA FOR ALL STRANDS

Applications which pass the eligibility, exclusion and selection criteria must be evaluated against the award criteria published in the call for proposals. The award criteria allow the evaluation of the quality of the proposals in relation to the objectives of the calls and in relation to the objectives of the Programme. On the basis of these criteria, grants will be awarded to those applications which maximise the overall effectiveness of the Programme.

Eligible applications are analysed by an *Evaluation Committee* composed of European Commission and EACEA officials. Its work is based on the quality assessment of the eligible applications undertaken by experts. The *Evaluation Committee* proposes a list of projects for granting on the basis of their assessment score and of the available budgetary resources. EU Delegations can be consulted in relation to applications submitted by organisations established in countries other than the Member States.

5.5.1. Award criteria

The following award criteria apply:

| % of points available | |
|-----------------------|---|
| 30% | <p><u>Consistency with the objectives of the Programme and Programme Strand:</u></p> <p>The objective(s) of the submitted project correspond to the general and specific objectives of the Programme and themes addressed within a project take into consideration its multi-annual priorities.</p> <p>The proposed activities and expected outcomes should contribute to: achieve the objectives of the Programme, strand and measure and comply with the Programme features.</p> |
| 35% | <p><u>Quality of the activity plan of the project:</u></p> <p>The proposed activities must be appropriate to reach the project's needs and objectives.</p> <p>The proposed activities, working methods and resources are coherent with the objectives.</p> <p>Efficiency: results should be obtained at reasonable cost.</p> <p>Projects have to demonstrate a clear European dimension (i.e. themes addressed within the project activities have to stimulate the reflection on EU history and values beyond national perspective for Strand 1 and engaging citizens in EU public and political life for Strand 2).</p> |

| | |
|-----|--|
| | <p>Projects gather different types of organisations (local authorities, civil society organisations, research institutes, etc.) or develop different types of activities (research, non-formal education, public debates, exhibitions, etc.) or involve citizens coming from number of professional and social backgrounds.</p> <p>Projects use new working methods or propose innovative activities.</p> |
| 15% | <p><u>Dissemination:</u></p> <p>The project makes the necessary efforts to ensure the exploitation and dissemination of its results.</p> <p>The proposed project should create a multiplier effect among a wider audience than that directly participating in the activities.</p> <p>A realistic and practical dissemination plan should be in place in order to allow an effective transfer and exchange of the project results.</p> <p>Use of innovative channels of e-participation, such as social media and information and communication technologies.</p> |
| 20% | <p><u>Impact and Citizen involvement:</u></p> <p>The number of organisations, participants and countries involved should be large enough to ensure a real European outreach of the proposed project.</p> <p>Impact: Preference will be given to projects contributing to shaping of the Union policy agenda.</p> <p>Sustainability: Proposed projects/activities should be sustainable, reaching medium- or long-term results.</p> <p>The proposed activities should give participants the possibility to engage actively in the project and with the issue raised.</p> <p>A balance should be sought between citizens who are already active within organisations/institutions and citizens who are not yet involved.</p> <p>Projects involve citizens from underrepresented groups or with fewer opportunities.</p> <p>For Remembrance projects and Civil Society Projects ONLY: organisations involve citizens of the European Solidarity Corps.</p> |

5.5.2. Size of projects and geographical balance

As required in the basic act, a geographical balance will be taken into account, as far as possible in the selection. Therefore, among projects that are assessed by the evaluation committee as being of the same quality level, priority is given to those from underrepresented countries.

5.5.3. Award of grant

Only after completion of the selection procedure described above, a list of proposals selected for co-financing can be proposed to the Authorising Officer.

Up to the limits of funds available, eligible proposals with the highest score will receive a grant. Selected applicants receive a Grant Agreement / Grant Decision quoting the amount of the grant awarded by the Union and setting out the conditions under which the grant is awarded.

5.6. SELECTION PROCEDURE: SPECIFIC CRITERIA OF THE PROGRAMME STRANDS

5.6.1. Strand 1 – European Remembrance

The European Union is built on fundamental values such as freedom, democracy and respect for human rights. In order to fully appreciate their meaning, it is necessary to keep the memories of the past alive as a means of moving beyond the past and building the future.

Under this strand projects of the following types may be supported:

This Strand will support activities that invite to reflection on European cultural diversity and on common values in the broadest sense. In this context, it aims to finance projects reflecting on causes and consequences of authoritarian and **totalitarian regimes** in Europe's modern history (especially but not exclusively Nazism that led to the Holocaust, Fascism, Stalinism and totalitarian communist regimes) and to commemorate the victims of their crimes.

The Strand also encompasses activities concerning **other defining moments and reference points in recent European history**. In particular, it will give preference to actions which encourage tolerance, mutual understanding, intercultural dialogue and reconciliation as a means of moving beyond the past and building the future, in particular with a view to reaching the younger generation.

Moreover, projects should be implemented on a transnational level (creation and operation of transnational partnerships and networks) or with a clear European dimension.

Maximum grant

Maximum grant for a Remembrance project is **EUR 100 000**.

Selection procedure

In addition to the general eligibility, exclusion and selection criteria described above (see Point 2.1 to 2.3) the following specific eligibility criteria for European Remembrance Projects have to be fulfilled.

Specific criteria for European Remembrance Projects

A. Applicants

- **Type of organisation:** Public local/regional authorities or non -profit organisations, including civil society organisations, survivors' associations, and cultural, youth, educational and research organisations, Preference is given to projects that will clearly reach out the younger generation.
- **Number of Partners:** A project must involve organisations from at least one Member State. Preference is given to transnational projects.

B. Project nature and dimension

- **Venue of activities:** The activities must take place in any of the eligible countries.

- **Eligibility period/project duration:** The project must start within the relevant eligibility period (see Point 3.2). The maximum project duration is **18 months**.

5.6.2. Strand 2: Democratic engagement and civic participation

This strand will support activities that cover civic participation in the broadest sense with a particular focus on activities directly linked to Union policies, with a view to concretely participate in the Union policy-making process in areas related to the objectives of the Programme. This can be achieved at all stages, and with all institutional interlocutors, and includes notably: agenda-setting activities, advocating during the preparation phase and negotiation of policy proposals, providing feed-back on relevant initiatives that are implemented. The strand also covers projects and initiatives that develop opportunities for mutual understanding, intercultural learning solidarity, societal engagement and volunteering at Union level.

Measure Town Twinning

This measure aims at supporting projects bringing together a wide range of partner towns in a town twinning event around topics in line with the objectives of the Programme and taking into consideration the multi-annual priorities. Town twinning projects must organise project activities within 21 days (maximum duration of the project).

By mobilising citizens at local and Union levels to debate on concrete issues from the European political agenda, this measure will seek to promote civic participation in the Union policy making process and develop opportunities for societal engagement and volunteering at Union level.

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

Maximum grant

The maximum grant for a Town Twinning project is **EUR 25 000**.

Selection procedure

In addition to the general eligibility, exclusion, selection and award criteria described above (see Point 5) the following specific eligibility criteria for Town Twinning Projects have to be fulfilled.

Specific criteria for Town Twinning Projects

A. Applicant and partners

- **Type of organisation:** Towns/municipalities or their twinning committees or other non-profit organisations representing local authorities.
- **Number of Partners:** A project must involve municipalities from at least 2 eligible countries of which at least one is an EU Member State.

B. Project nature and dimension

- **Number of participants:** A project must involve a minimum of 25 invited participants. "Invited participants" are international participants⁸ sent by the eligible partner/s.

⁸ "International participants" are sent by project partners from eligible countries other than the country hosting a Town Twinning event.

- **Venue:** A town twinning event must take place in one of the eligible countries participating to the project.
- **Eligibility period/project duration:** The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (See Point 3.2). Maximum duration of the town twinning event: **21 days**.

Measure Networks of Towns

Municipalities and associations working together on a common theme in a long-term perspective may wish to develop networks of towns to make their cooperation more sustainable. Networking between municipalities on issues of common interest appears to be an important means for enabling the exchange of good practices.

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

Networks of Towns are expected to:

- Integrate a range of activities around the subject(s) of common interest to be addressed in the context of the Programme's objectives or multiannual priorities;
- Have defined target groups for which the selected themes are particularly relevant and involve community members active in the subject area (i.e. experts, local associations, citizens and citizens' groups directly affected by the theme, etc.);
- Mobilise citizens across the Europe: a project should involve a minimum of 30% of invited participants. "Invited participants" are international participants sent by the eligible partners⁹.
- Serve as a basis for future initiatives and actions between the towns involved, on the issues addressed or possibly on further issues of common interest.

Maximum grant

Maximum grant for a Network of Towns project is EUR 150 000.

Selection procedure

In addition to the general eligibility, exclusion, selection and award criteria described above (see 2.1 to 2.3) the following specific eligibility criteria for networks of towns have to be fulfilled.

Specific criteria for Networks of Towns:

A. Applicant and partners

⁹ At least 30% of the projects' participants travel from eligible Programme countries to the country/ies hosting Networks of Towns events. It is possible to have participants to events from countries other than those where project partners are established, provided that they come from eligible countries within the framework of the Europe for Citizens Programme.

- **Type of organisation:** Towns/municipalities or their twinning committees or networks; Other levels of local/regional authorities; Federations/associations of local authorities. Non-profit organisations representing local authorities. The other organisations involved in the project can also be non-profit Civil Society Organisations;
- **Number of Partners:** A project must involve municipalities from at least 4 eligible countries of which at least two are an EU Member State.

B. Project nature and dimension

- **Venue and number of activities:** The activities must take place in different eligible partner countries. At least 4 events per project have to be foreseen.
- **Eligibility period/project duration:** The project must start within the relevant eligibility period, which depends on the deadline of the Measure within which the application is submitted (see Point 3.2). Maximum project duration is 24 months.

Measure Civil Society Projects

This measure aims at supporting projects promoted by transnational partnerships and networks directly involving citizens. Those projects gather citizens from different horizons, in activities directly linked to Union policies, with a view to give them an opportunity to **actively** participate in the Union policy-making process in areas related to the objectives of the Programme. As a reminder, this can be achieved at all stages, and with all institutional interlocutors, and includes notably: agenda-setting activities, advocating during the preparation phase and negotiation of policy proposals, providing feedback on relevant initiatives that are implemented. To that end, those projects will invite citizens to act together or debate on the multiannual priority themes of the Programme at local and European level.

The project should consist in stimulating and organising reflection, debates or other activities related to the multiannual priority themes of the Programme and propose **practical** solutions that can be found through cooperation or coordination at European level, and ensure a concrete link with the policy making process indicated above. Projects should actively involve a large number of citizens in the implementation and aim at setting the basis for, or encouraging the development of, long-lasting networking between many organisations active in the field.

This measure supports projects implemented by transnational partnerships promoting opportunities for solidarity, societal engagement and volunteering at Union level.

A Civil Society Project must include at least two of the following types of activities:

- Promotion of societal engagement and solidarity: activities promoting debate/campaigns/actions on themes of common interest in the framework of the rights and responsibilities of the Union citizens and making the link to the European political agenda and policy making process.
- Gathering of opinions: activities aiming at gathering the individual opinions of the citizens favouring a bottom up approach (including the use of social networks, webinars, etc.) and media literacy.
- Volunteering: activities promoting solidarity among Union citizens and beyond.

Maximum grant

Maximum eligible grant for a Civil Society Project is: EUR 150 000.

Selection procedure

In addition to the general eligibility, exclusion, selection and award criteria described above (see 2.1 to 2.3) the following specific eligibility criteria for Civil Society Projects have to be fulfilled.

Specific criteria for Civil Society Projects:

A. Applicant and partners

- **Type of organisation:** non-profit organisations, including civil society organisations, educational, cultural or research institutions, other organisations involved in the project can also be public local/regional authorities.

- **Number of Partners:** A project must involve organisations from at least 3 eligible countries of which at least two are an EU Member State.

B. Project nature and dimension

- **Venue of activities:** The activities must take place in any of the eligible countries.

- **Eligibility period/project duration:** The project must start within the relevant eligibility period (see Point 3.2). Maximum project duration is 18 months.

CHAPTER III – FINANCIAL AND CONTRACTUAL CONDITIONS

As with all European Union grants, financial contributions awarded under the Programme are subject to the rules deriving from the Financial Regulation and its Rules of Application¹⁰ applicable to the General Budget of the Union, as laid down in the General Conditions applicable to the grants of the European Commission. Their application is compulsory.

Grant amount

It should be noted that the amount granted by the Grant Agreement/Grant Decision is a maximum which cannot be increased in any circumstances. The EACEA will determine the amount of the final payment to be made to the beneficiary on the basis of the final report drawn up by the latter.

Co-financing principle

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant. The Union grant cannot finance the entire costs of the project¹¹.

Grant Decision and Grant Agreement

When a project is approved, the beneficiary receives either a Grant Decision or a Grant Agreement depending on the country where it is legally established:

- **The Grant Decision:** is a unilateral act awarding a subsidy to a beneficiary. Contrary to the Grant Agreement, the beneficiary does not have to sign the Grant Decision and can start the action immediately upon receipt/notification. The Grant Decision will thus speed up the process. The Grant Decision applies to the beneficiaries established within the EU.
- **The Grant Agreement** must be signed by the beneficiary and returned to the EACEA immediately. The EACEA will be the last party to sign. *The Grant Agreement* applies to the beneficiaries established outside of the EU.

Please note that the standard Grant Agreements/Decisions of the EACEA are currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application as from 1 January 2018. For this reason, the draft Grant Agreements/Decisions related to this call are sent as an example and consequently the EACEA reserves the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the EACEA will announce the changes as soon as possible and at the latest before the signature of the grant agreements or grant decisions.

¹⁰ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362 of 31.12.2012, p.1)

¹¹ The grant is calculated on the basis of lump sum financing system fixed per "tranches". The same parameters are valid for all participating countries. The lump sums have been established in a way to avoid financing the entire cost of the project. The beneficiary does not have to provide proof of co-financing within the application for a grant and there is no specific co-financing percentage requested.

A template of the Grant Decision and Grant Agreement will be available on the following website: http://eacea.ec.europa.eu/europe-for-citizens_en

The General Conditions applicable to the Grant Decision/Grant Agreement are available in the 'Documents register' on the EACEA website https://eacea.ec.europa.eu/about-eacea/document-register_en.

Obligations arising from the Grant Decision and Grant Agreement

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

Any request for a modification of the Grant Decision/Grant Agreement must be submitted to the EACEA in accordance with the provisions of the Grant Agreement/Grant Decision. The request must be submitted to the EACEA at the latest **one month** before the end of the project in writing for prior approval. No changes having the effect of altering the main concept of the planned activities are allowed. Any changes to the planned activities without prior approval by the EACEA may lead to the grant termination.

Principle of non-retroactivity

No grant may be awarded retrospectively for projects already completed.

The project must not be started before signing the Grant Agreement or notification of the Grant Decision as in that case the costs are not considered eligible.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the Grant Agreement has been signed or the Grant Decision is notified.

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

Principle of non-cumulative award

An action may receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action during the same financial year as well as any other funding received or applied for the same action

Observance of deadlines

Should the beneficiary wish to postpone his/her project so that it finishes later than the date specified in the Grant Decision/Grant Agreement, while respecting the maximum duration for each action, an official request has to be presented to the EACEA. It must explain the reasons for the delay and propose the modified timetable. The request will be analysed by the EACEA and – if accepted – an amendment to the Decision/Agreement will be sent to the beneficiary.

Furthermore, requests to postpone the project **for more than three months** will NOT be accepted.

Funding mechanisms

The grant is calculated on the basis of **Lump sum financing system** fixed per "tranches". The same parameters are valid for all participating countries.

The lump sums cover all the eligible costs of the actions, i.e.¹²:

- staff costs linked directly to the action;
- travel and subsistence costs of participants at events;
- rental of room/interpreting and translation needed for the running of events;
- communication/dissemination costs linked to the events;
- coordination costs generated by the involvement of several organisations;
- cost of research and IT tools needed for the preparatory activities under actions 1 and 2.3.

For Town Twinning, the lump sum is based only on the number of participants invited, i.e. international participants sent by partners from countries eligible other than the country hosting the twinning event.

For the other strands/measures, the lump sum is based on three parameters which constitute the essential elements of all the citizenship actions: the number of participants, the number of countries involved and the number of events developed, with no direct impact on the format of activities.

Initially, the lump sum is determined by taking into account the number of participants and the number of countries, then, in the case of several events/activities, the lump sums corresponding to each event/activity are accumulated.

For the projects in Strand 1 (European remembrance) and Measure 2.3 (Civil Society Projects), it may be useful to provide for preparatory or research activities, or activities linked to social networks. For this purpose, the system provides for limited lump sums which are in line with the number of participants in these activities. These amounts cover all preparatory activities together; in other words, the lump sum is linked to the total number of participants and not to the number of preparatory activities performed. Only one lump sum of this type can be awarded per project.

This lump sum system is subject to five requirements:

- a. **Unicity:** The system is a unique approach for all the actions in the Programme, irrespective of their particularities (with the exception of the Town Twinning measure).
- b. **Simplicity:** The system does not require any calculations; it can be used immediately.
- c. **Transparency:** The system is transparent: it allows the *ex ante* or *ex post* grant to be identified immediately.
- d. **Equal treatment:** The system is non-discriminatory, since all candidates – irrespective of their country of origin – are treated on the basis of the same parameters.

¹² Commission Decision C(2013) 7180 of 31.10.2013 authorising the use of lump sums for the Europe for Citizens Programme – <https://www.mecd.gob.es/dam/jcr:166ac3f7-4986-405d-9b34-d0c6eee563d1/commission-decision.pdf>

- e. **Efficiency:** The system allows for faster processing of the final reports and, consequently, faster payment.

6. PAYMENT PROCEDURES

6.1. PRE-FINANCING

When a project is approved, the EACEA sends a Grant Decision or a Grant Agreement, drawn up in Euro and detailing the conditions and level of funding, to the beneficiary.

Pre-financing is aimed at providing cash flow to the beneficiary. The EACEA may require a beneficiary which has been awarded a grant exceeding EUR 60.000 to provide a pre-financing guarantee in advance, in case the financial capacity is assessed as weak, for up to the same amount as the pre-financing in order to limit the financial risks linked to pre-financing payment.

6.1.1. Amount of pre-financing per strand/measure:

Pre-financing is not applicable to Town Twinning projects.

For Network of Towns, European Remembrance, and Civil Society Projects, pre-financing payments corresponding to a rate between 40% and 60% of the grant amount is applicable. A pre-financing payment will be done within **30 days** following the date when the EACEA signs the Agreement (**in case of Grant Agreement**) and following the notification of the Grant Decision (**in case of Grant Decision**).

6.1.2. Pre-financing guarantee

In the event the applicant's financial capacity is judged not satisfactory, the EACEA may require an organisation which has been awarded a grant exceeding EUR 60.000 to provide a financial pre-financing guarantee first, for up to the same amount as the pre-financing, in order to limit the financial risks linked to the pre-financing payment. The purpose of this guarantee is to make a bank or a financial institution stand as irrevocable collateral security, or first-call guarantor of the beneficiary's obligations under the Grant Agreement/Grant Decision.

This financial guarantee, in Euro, shall be provided preferably by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in a third country, the EACEA may agree that a bank or financial institution established in that third country may provide the guarantee, if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

The guarantee shall be released as the pre-financing is gradually cleared against payments of the balance to the beneficiary, in accordance with the conditions laid down in the Grant Agreement/Grant Decision.

This requirement does not apply to public bodies and guarantees may not be required in the case of low value grants (< EUR 60.000).

6.2. PAYMENT OF THE BALANCE

6.2.1. Final reporting

The final payment will be made to the beneficiary after submission and approval by the EACEA of a payment request included in the electronic final report form (eReport). The eReport is accessible via the Participant Portal.

The eReport has to be submitted within **two months** following the end date of the eligibility period and must give a description of the results of the project as compared to the initial objectives. In order to receive the final payment, the beneficiary must submit the eReport and justifications/compulsory annexes specified under each Measure as indicated on the following website: http://eacea.ec.europa.eu/europe-for-citizens/beneficiaries-space_en

6.2.2. Calculation of the final payment

If the real number of eligible participants, in the case of Town Twinning projects, or the number of eligible participants and/or countries involved, in the case of other measures, are lower than those anticipated in the application the reduction of the grant will be calculated on the basis of the fixed "tranches" of participants and/or countries.

In any event, if the number of participants is lower than the lowest figure in the lowest bracket (i.e.: 25), no financing may be granted.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the EACEA through a recovery order. In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding decision/agreement, the final grant will be reduced accordingly.

6.3. AUDITS

Projects may be subject to checks, audits and evaluations according to the provisions of the Grant Decision/Grant Agreement. The legal representative in the organisation will undertake, with his or her signature, to provide proof that the grant has been used correctly. The European Commission, the EACEA, and the Court of Auditors of the EU, or a body mandated by them, may check the use made of the grant, at any time during the term of the Grant Decision/Grant Agreement and during a period of five years following the last payment executed by the EACEA and of three years in case the maximum amount of the grant is not more than EUR 60.000.

6.4. OWNERSHIP/USE OF THE RESULTS

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

6.5. VISIBILITY AND PUBLICITY

6.5.1. By the beneficiaries

All activities funded under the Programme have to contribute to enhance the visibility of the Programme by means, for example, activities and products must clearly mention the Union financial support.

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

Beneficiaries must clearly acknowledge the 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 of the Programme on all their events, Programme events, publications, posters, Programmes and other products realised under the co-financed project. The names, logos and disclaimer can be downloaded from the following website: https://eacea.ec.europa.eu/about-eacea/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/Grant Decision.

6.5.2. By the European Commission and/or the EACEA

All information relating to grants awarded in the course of a financial year must be published on the Internet site of the European Union institutions no later than the 30th of June of the year following the financial year in respect of which the grants were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union.

The beneficiary authorises the EACEA and/or the European Commission to publish the following information in any form and medium, including on Websites:

- name;
- address of the beneficiary;
- amount awarded;
- nature and purpose of the grant.

Upon reasoned and duly substantiated request by the beneficiary, the EACEA may agree to forgo such publicity, if disclosure of the information indicated above would risk threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interest of the beneficiary.

6.5.3. Valorisation and dissemination of results

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

Mobilisation of the potential of the individual actions:

Each action supported by this Programme should make the necessary efforts for ensuring its valorisation. Beneficiaries should carry out activities aimed at making the results of their projects more visible, better known and sustainable in their own country and across borders. For example, they could encourage appropriate media coverage. They could inform - and possibly involve- local, regional, national or European officials and/or elected representatives as well as the Representation Offices of the European Commission in the Member States and the Europe Direct Information Network (http://europa.eu/europedirect/meet_us/index_en.htm). They could also plan to develop promotional/citizens involvement activities such as VTT (Voluntary activities, T-shirts identifying the project or transnational social networks – debate fora). Thanks to these activities, it means that the results of a project will continue to be used and have a positive effect on the largest possible number

of citizens once the project has come to an end. By planning valorisation activities as part of their actions promoters will increase the quality of their work and actively contribute to the overall impact of the Programme.

Structuring the Programme:

This Programme has been designed for ensuring its greatest possible impact, for example through the setting of priorities, applicable to the whole Programme, or through the networking of organisations having gained experience in the same thematic area. The horizontal Strand "*Valorisation*" has a specific role to play in this field.

Actions taken by the European Commission:

The European Commission has created a visibility platform for the projects selected under the Programme on <http://ec.europa.eu/programmes/europe-for-citizens/projects>, offering a user-friendly database that offers searchable options (per country, strand, measure, year) and possibility of generating geo-map presentation of the location of beneficiary(ies) and partners, along with a description of the projects' objectives.

6.6. DATA PROTECTION

All personal data (such as names, addresses, etc.) shall be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant Programme concerned (entity acting as Data Controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law.

The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Data Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may lead to an entry in the Early Detection and Exclusion System Database (EDES-Database) managed by the European Commission, in compliance with Regulation (EU, Euratom) 2015/1929 (the revised FR). Information exchanged within the EDES will be centralised in this database. The database shall contain information on economic operators that could represent a threat to the Union's financial interests, economic operators who are in one of the exclusion situations listed in Article 106 (1) and economic operators on which financial penalties are imposed (Article 106 (13) of the revised FR), in the form of cases created therein. The EDES foresees the right of economic

operator to be informed of the data stored in the database upon its request to the Commission. The information contained in the database shall be updated, where appropriate, following a request for rectification or erasure of the data stored.¹³

6.7. LEGAL BASIS

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

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation No 1605/2002, as amended by the Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).
- Commission Delegated Regulation No 1268/2012 of 29 October 2012 on the rules of application of Regulation 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
- Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the 'Europe for Citizens Programme' 2014-2020.
- Commission Decision C(2013) 7180 final authorising the use of unit costs and lump sums for the 'Europe for Citizens' programme.

¹³ For more information, please consult: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

ANNEX I: OVERVIEW OF THE ELIGIBILITY CRITERIA

| ELIGIBILITY CRITERIA | STRAND 1 – EUROPEAN REMEMBRANCE | | STRAND 2 – DEMOCRATIC ENGAGEMENT & CIVIC PARTICIPATION | | |
|--|--|---|--|-----------------------|---|
| | | | 2.1 Town Twinning | 2.2 Networks of Towns | 2.3 Civil Society Projects |
| A. APPLICANT & PARTNERS | | | | | |
| A. 1 LEGAL STATUS: ALL applicants/partners must be either PUBLIC BODIES or NON PROFIT ORGANISATIONS with legal personality | | | | | |
| A.2 ALL applicants/partners must be ESTABLISHED in one of the eligible countries participating to the Programme | | | | | |
| A.3 TYPE of organisation | | | | | |
| PUBLIC BODIES or NON PROFIT ORGANISATIONS WITH LEGAL PERSONALITY | APPLICANTS/PARTNERS: | APPLICANTS/PARTNERS: | Towns/municipalities | | Non-profit organisations, including Civil society organisations Educational, cultural or research institutions Other organisations involved in the project can also be public local/regional authorities. |
| | Public local/regional authorities Non-profit organisations including CSOs Survivor's associations Cultural/youth/educational/research organisations | Towns/Municipalities Twinning committees representing local authorities Non-profit organisations representing local authorities | Twinning committees or networks Other levels of local/regional authorities; Federations/associations of local authorities. Non-profit organisations representing local authorities. The other organisations involved in the project can also be non-profit Civil Society Organisations; | | |
| A.4 MINIMUM NUMBER OF PARTNERS to be involved in a project (i.e. participating countries) of which AT LEAST <u>ONE</u> is an EU Member State; | | | | | |
| At least 1 EU Member State | X | X | | | |
| At least 2 EU Member States | | | X | | X |
| At least 2 eligible countries | | X | | | |
| At least 3 eligible countries | | | | | X |
| At least 4 eligible countries | | | X | | |
| B. PROJECT NATURE AND DIMENSION | | | | | |
| B.1 NUMBER OF PARTICIPANTS: MINIMUM per project | | | | | |
| | N/A | 25 invited participants | | | N/A |
| B.2 Number of activities: The activities must take place in any of the eligible Programme countries | | | | | |
| Minimum Number of events per project | N/A | N/A | At least 4 events | | N/A |
| B3: ELIGIBILITY PERIOD/PROJECT DURATION – The project must start within the relevant eligibility period | | | | | |
| Maximum duration of the project | 18 months | 21 days (maximum duration of the town twinning event) | 24 months | | 18 months |

ANNEX II: UNIT COST AMOUNTS AND LUMP SUMS

Unit costs: The unit cost is based on two parameters which constitute the main elements of any project action: the number of participants and the number of countries involved. The amount is established by crossing the number of participants with the number of countries.

TABLE 1

UNIT COSTS FOR MEASURES 1. EUROPEAN REMEMBRANCE; 2.2 NETWORKS OF TOWNS AND 2.3 CIVIL SOCIETY PROJECTS

| Number of participants → | 25/50 | 51/75 | 76/100 | 101/125 | 126/150 | 151/175 | 176/200 | 201/225 | 226/250 | 251/275 | 276/300 | >300 |
|--------------------------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|--------|
| Number of countries ↓ | | | | | | | | | | | | |
| 1-3 | 12.600 | 15.120 | 17.640 | 20.160 | 22.680 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 37.800 |
| 4-6 | 15.120 | 17.640 | 20.160 | 22.680 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 40.320 | 40.320 |
| 7-9 | 17.640 | 20.160 | 22.680 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 40.320 | 42.840 | 42.840 |
| 10-12 | 20.160 | 22.680 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 40.320 | 42.840 | 45.360 | 45.360 |
| 13-15 | 22.680 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 40.320 | 42.840 | 45.360 | 47.880 | 47.880 |
| >15 | 25.200 | 27.720 | 30.240 | 32.760 | 35.280 | 37.800 | 40.320 | 42.840 | 45.360 | 47.880 | 50.400 | 50.400 |

Preparatory Activities

Lump sums for the preparatory activities are applicable to to Measures **1 European Remembrance** and **2.3 Civil Society Projects**

These amounts refer to all preparatory activities; in other words, the lump sum is linked to the total number of participants and not to the number of preparatory activities organised.

Only one lump sum of this type of activity can be allocated per project.

With regard to preparatory actions, these amounts are cumulative with the established unit costs for the projects (See TABLE 1).

TABLE 2

| Total number of participants in the preparatory activities | Lump sum (EURO) |
|--|-----------------|
| ≤ 5 | 2.270 |
| > 5 and ≤ 10 | 5.290 |
| > 10 and ≤ 15 | 7.560 |
| > 15 | 10.080 |

LUMP SUMS FOR MEASURE 2.1. TOWN TWINNING

The lump sum is based on one single parameter, namely the number of invited participants.

TABLE 3

| Number of participants | Lump sum (EURO) |
|-------------------------------|------------------------|
| >175 | 25.000 |
| 161/175 | 24.190 |
| 146/160 | 22.175 |
| 131/145 | 20.160 |
| 116/130 | 18.145 |
| 101/115 | 16.630 |
| 86/100 | 14.615 |
| 71/85 | 12.095 |
| 56/70 | 10.080 |
| 41/55 | 7.560 |
| 25/40 | 5.040 |