

FAQ for APPLICANTS – EUROPE FOR CITIZENS (action grants)

Questions may be sent by e-mail **no later than 15 days before the deadline** for the submission of applications to the addresses listed below:

Strand 1-European remembrance:

eacea-c1-remembrance@ec.europa.eu

Strand 2- Democratic engagement and civic participation:

eacea-c1-civilsociety@ec.europa.eu (Civil society projects)

eacea-c1@ec.europa.eu (Town twinning & Networks of Towns)

Replies will be given no later than 7 days before the deadline for the submission of applications.

The Agency has no obligation to reply to questions already covered by FAQ and to provide further clarifications after this date.

In the interest of equal treatment of Applicants, the Agency cannot give a prior opinion on the eligibility of an Applicant, a Partner or specific activities.

In any case, the only legally binding document that Applicants must consult is the Programme Guide (all languages available on our website: http://eacea.ec.europa.eu/europe-for-citizens_en)

General Principles

1. Union grant cannot finance the entire costs of the project. How much should the Applicant finance the project? Is there a maximum rate of co-financing from the EU?

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.

The amount declared in the application (session "C.5 Budget" in the e-form) is the total EU grant that the project is entitled to receive (if selected); it is NOT the total cost of the project. The total amount declared in session "C.5 Budget" is the amount that should be also declared in the Declaration on Honour.

2. How does the lump sum system work?

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 for the programme, other than the country hosting the twinning.

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 2.3 (**Civil Society Projects**), the system provides lump sums for the **preparatory activities** which 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.

(Please consult p.25 of the Programme Guide – EN)

In this system, the project beneficiary is not requested to submit the participants' lists within the final report. You do not need to send to EACEA any expenditure report or a budget with all expenditure listed. In order to receive the payment of the grant the beneficiary must publish on its website the information containing the details on the implemented project (i.e. place and dates of the events, number of participants in the events per country, brief description of the activities). Nevertheless, you should keep participants lists for your records and for any possible future audit.

In case of an audit, the beneficiary must be able to provide adequate supporting documents to prove the proper implementation of the project. However, the beneficiary does not need to identify the actual eligible costs covered or to provide supporting documents, notably accounting statements, to prove the amount declared as lump sum.

3. "The lump sum is determined by taking into account the number of participants and the number of countries" (p.25 Programme Guide EN). What does the 'number of countries' refer to?

For all strands/measures (a part from Town Twinning) the number of countries for each event is calculated on the basis of the countries of the eligible participants to the 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.

4. Can a project receive more than one grant from the EU?

No, it can't. The principle of **non-cumulative award** states that each individual project is entitled to receive one, and only one, grant from the Union budget for the same activity. To this end, Applicants must give details in their application form of any other grant requests they have submitted to the Union for the same project or part of the same project, for the same financial year, stating for each grant the budget heading, the Union programme and the amount. Therefore, no double financing is possible (Please see p.24 of the Programme Guide – EN).

In session “B.3 Other EU grants” in the e-form you are requested to "Please list other grant applications submitted by your organisation, or the department responsible, for this project proposal. For each grant application, please mention the EU Programme concerned and the amount requested." Please be aware that only one EU grant can be awarded to your project.

5. Does each organisation need to list all grants received from the EU, or only grants received from the Europe for Citizens Programme?

Each organisation needs to provide information on the projects for which it has received any EU grant.

6. Which third countries can participate to the Europe for Citizens Programme?

Among the third countries that could potentially take part to the Europe for Citizens programme, for the time being the following ones have expressed their interest: Serbia, Montenegro, Bosnia and Herzegovina, Albania and Former Yugoslav Republic of Macedonia. Nevertheless, they need to sign a Memorandum of Understanding / International Agreement with the European Commission.

Please consult regularly our website for updated information on this issue.

7. What are the annual priorities for the Europe for Citizens Programme?

You can find the *Priorities of the programme* on our website, following this link: http://eacea.ec.europa.eu/europe-for-citizens_en

8. When is the next deadline within the Europe for Citizens Programme? When must the selected projects start (eligibility period)?

For any information related to deadlines and eligibility period, please consult the 2014-2020 Calendar at p.9 of the Programme Guide (EN) and eventual changes published on our website.

9. Can an organisation submit more than one application for the same measure, both as an Applicant and as a Partner?

Yes, an organisation can submit more than one application for the same measure, both as an Applicant and as a Partner.

10. Can an organisation submit more than one application for different measures of the Europe for Citizens Programme, both as an Applicant and as a Partner?

Yes, an organisation can submit more than one application for different measures of the Europe for Citizens Programme, both as an Applicant and as a Partner.

11. Is a FOR profit organisation eligible?

No, FOR profit organisations are NOT eligible. Only non-profit organisations are eligible.

12. Can an individual submit a proposal to the Europe for Citizens Programme?

Please note that the Europe for Citizens Programme do not fund the projects submitted by individuals, but public bodies and non-profit organisations for the implementation of projects, if they have been selected through a call for proposals.

13. Does the Applicant organisation need mandate letters from Partners?

No, mandate letters from Partners are not requested. Please note that only the Applicant (not the Partners) has to attach to the e-Form the Declaration on Honour signed by the Legal Representative. No other documents are requested at the application stage.

14. How will the awarded grant be divided by the Partners?

The grant decision within the Europe for Citizens Programme is mono-beneficiary. Therefore, when a project is selected, a Grant Decision is awarded to the beneficiary, who is the Applicant organisation. The beneficiary shall be responsible for carrying out the action in accordance with the terms and conditions of the Grant Decision and comply with any legal obligations incumbent on it. Any arrangements with the Partners are internal procedures between the beneficiary and its Partners, which however should be in line with the provisions and requirements of the Grant Decision.

15. Are the general conditions of the Grant Decision/Agreement applicable to this call available?

General conditions for grant decisions currently under validity are available under "Calls for proposals – General conditions for grant decisions awarded as from September 2013 – II. Grant Decision for an Action – Financing exclusively by lump sum(s) contribution(s) and/or unit cost contribution(s)", on our website, following this link: http://eacea.ec.europa.eu/about-eacea/document-register_en

16. When are the selection results going to be published?

Applicants should be notified of the outcome of the selection procedure 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 list of selected projects will be published on the following website: http://eacea.ec.europa.eu/europe-for-citizens/selection-results_en

Moreover, Applicants will be informed in writing. (Programme Guide p.9 – EN).

Submission of application

17. How is the e-form structured?

In the application you will find the following headings:

- Part A. Identification of the applicant and if applicable other organisation(s) participating in the project (Parts A and B must be completed separately for each organisation participating in the project)

o A.1 Organisation

o A.2 Person responsible for the management of the application (contact person) (for the applicant) - A.2 Legal representative / contact person (for the partner organisations)

o A.3 Person authorised to represent the organisation in legally binding agreements (legal representative) (for the applicant)

- Part B. Organisation and activities

o B.1 Structure

o B.2 Aims and activities of the organisation

o B.3 Other EU grants

- Part C. Description of the project

o C.1 Timetable of the project

o C.2 Venue(s) of the activities

o C.3 Participants (Please complete for all the organisations involved both applicant and partners)

o C.4 Short description of the project, including its aims in English, in French or in German

o C.5 Budget (A. Project activities / B. Preparatory activities)

- Part D. Technical Capacity

o D.1 Experience of the project organisers in the field concerned.

- Part E. Project implementation and Award criteria

o E.1 Consistency with the objectives of the action and of the programme

o E.2. Activity plan / work programme of the project (Max. 3500 characters)

o E.3 Dissemination (Max. 3500 characters)

o E.4. Impact and Citizens involvement (Max. 3500 characters)

- Part F. Timetable of activities
- Attachments: Declaration on honour (pdf, tiff, jpeg)

18. Is there an Excel template for the budget to upload?

The budget is part of the application e-form (part C.5), available on line. Therefore, no additional Excel sheet needs to be uploaded.

19. In the e-form, how the sections related to the number of participants in the project should be filled in?

In the e-form there are different parts where information relevant to the organisations involved in a project and the participants to events can be filled in:

- In section C3 you should encode the participants from the Partner and Applicant organisations involved in the project;
- Section C5a is filled in line with the formula for the calculation of the grant. For all strands/measures (a part from Town Twinning), the grant is calculated based on the number of participants, the number of countries involved and the number of events developed. The amounts here should reflect the composition of the planned events in view of the number of eligible participants and eligible countries involved per event.
- Section C5b refers to the lump sum for preparatory activities (only for projects in strand 1 - European remembrance and 2.3 - Civil Society Projects). This amount corresponds to the total number of participants from the Applicant and Partners involved in the preparatory activities, if any.
- In Section F you should indicate the number of people indirectly reached by each foreseen activity (including the use of social networks, webinars, media, etc.)

20. Should the Legal Entity form and the Financial Identification form be attached to the e-form?

The following documents should NOT be attached to the e-form:

- Legal Entity form
- Financial Identification form

They have to be attached only at the moment of the Registration of the Organisations (Step 1 - see Programme Guide at p.12 - EN)

You should upload the requested documents in the Applicant Portal (<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>)

If you have technical questions about the Portal and how to upload documents, you can contact the helpdesk at: EC-RESEARCH-IT-HELPDESK@ec.europa.eu

During Step 2, when you create and fill in your application e-form, you must attach to the e-form only the Declaration on Honour filled in by the Applicant (not the Partners).

21. Is a Financial Capacity form requested?

Financial capacity form applies only to non-public bodies and if the requested grant is **higher than € 60 000**. In such case, 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 must be attached to the duly completed financial capacity form. Please be aware that the Financial Capacity Form is a complementary document to be sent **ONLY** upon request of the EACEA (Programme Guide p.12 – EN)