

EUROPE FOR CITIZENS PROGRAMME 2014-2020



PROGRAMME GUIDE FOR ACTIONS GRANTS

Version valid for the Calls as of January 2020

European Commission

Education, Audiovisual and Culture Executive Agency

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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. 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 2019-2020

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 by the European Commission after consultation of 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 website of the Education, Audiovisual and Culture Executive Agency (EACEA) https://eacea.ec.europa.eu/europe-for-citizens_en and European Commission: https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/citizenship-programme/docs/2020_annex-annual-work-programme_en.pdf

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 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

The European Solidarity Corps is a European Union initiative which creates opportunities for young people to volunteer or work in projects in their own country or abroad that benefit communities and people around Europe.

In its current phase, the European Solidarity Corps builds on existing EU instruments including the Europe for Citizens Programme. Therefore, applicants may use the Europe for Citizens programme to raise awareness about the European Solidarity Corps make use of it. In particular, applicants 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 Commission¹.

All the eligible countries within the Europe for Citizens programme (see paragraph 5.2.1) can participate to the European Solidarity Corps initiative.

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.

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
- <https://eacea.ec.europa.eu/sites/european-solidarity-corps>

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.

¹ https://europa.eu/youth/solidarity_en

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

3.2.1. Deadlines, eligibility period and project duration

The deadlines for submission of applications are scheduled as follows:

Strand 1. European remembrance

Deadline for submission*	Eligibility period: Projects must start between
4 February	1 September 2020 and 28 February 2021

Strand 2. Democratic engagement and civic participation

Measure	Deadline for submission*	Eligibility period: Projects must start between
Town-Twinning		
	4 February	1 July 2020 and 31 March 2021
	1 September	1 February 2021 and 31 October 2021
Networks of Towns		
	3 March	1 September 2020 and 28 February 2021
	1 September	1 March 2021 and 31 August 2021
Civil Society Projects		
	1 September	1 March 2021 and 31 August 2021

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

*Applications must be submitted before 17.00h (CET) of the final date for submission of applications.

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 as registered document to the legal Representative through the [Funding & Tender Opportunities Portal](#)² at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the

² <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

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.

The Legal representative of the applicant organisation will receive an email explaining when the letter notifying the results is available in the [Funding & Tender Opportunities Portal](#).

It is the responsibility of the applicant to submit in the application the correct email address of the Legal Representative.

If the formal notification in the Funding & Tender Opportunities Portal is not opened for a period of more than 10 days (for projects), the Agency will consider the formal notification acknowledged.

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 Justice and Consumers (DG JUST) 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:

https://ec.europa.eu/home-affairs/what-we-do/policies/citizenship-programme/national-contact-points_en

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

Before submitting an electronic application, applicants will have to register their organisation in the Participant register hosted in the [Funding & Tender Opportunities Portal](#) and receive a Participant Identification Code (PIC9-digit number), serving as the unique identifier of their organisation in the Participant Register. The PIC will be requested in the application form.

The Participant Register hosted in the Funding & Tender Opportunities Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload all relevant documents related to their organisation (such as: registration documents, legal status, annual accounts).

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. If you encounter a technical problem during submission process, please keep evidence proving that you tried to submit an application before the deadline.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Agency may contact the applicant during the evaluation process³.

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

³ Articles 151 and 200(3) FR

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 provided by the applicant and ONLY upon request

For all the strands/measures:

Applicants might be contacted by the EU Validation Services (Research Executive Agency Validation Services) - via the messaging system embedded in the Participant Register - and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. All necessary details and instructions will be provided via this separate notification.

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. Within the evaluation process, if deemed necessary, the applications might be translated.

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.

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.

5.2. ELIGIBILITY CRITERIA FOR ALL STRANDS

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

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

Applications must fully comply with the eligibility criteria common to all strands of the Programme as well as with the specific eligibility 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). Natural persons are NOT eligible under this programme.

The applying organisation must be recognised as a "legal person" under its national law and thus provided with its independent legal personality, with the capacity to sign contracts and assume its own responsibility. In addition, the entity in question should be entitled to defend itself, in its own name, in litigation procedures and without the intervention of any parent organisation.

By way of exception, entities without legal personality can be eligible for grants provided that the following conditions set in the Financial Regulation 2018/1046 (in particular by Article 196 and 197(2) c)) are fulfilled:

- their representatives have the capacity to undertake legal obligations on behalf of the entity,
- the entity has the financial and operational capacity equivalent to that of a legal person.

Both conditions must be fulfilled.

The validation of legal entities in the Participant Register (i.e. the verification of the legal existence and the attribution of a specific 'legal status') is performed by the REA Validation Service on the basis of the Financial Regulation 2018/1046 applicable to the Budget of the European Union and the 'EU Grants and Tenders – Rules on Legal Entity Validation, LEAR appointment and Financial Capacity Assessment' (published in the Participant Register at the following link http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-rules-lev-lear-fvc_en.pdf).

Applicants must be established in the following eligible countries

- the **Member States** of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia,

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.

Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

- Albania, Bosnia & Herzegovina, the Republic of North Macedonia, Montenegro, Serbia and Kosovo⁶.

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.

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.

Potentially participating countries

The Programme is potentially open to the following categories of countries provided that they have signed an International Agreement 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.

So far, Albania, North Macedonia, Montenegro, Serbia, Bosnia & Herzegovina and Kosovo* have signed an agreement on participation to the Europe for Citizens Programme. Should any of the potential participating countries in the *Europe for Citizens* Programme sign an International agreement during 2020, this information will be published on the website of the Education, Audiovisual & Culture Executive Agency (EACEA).

Type of organisation

The mission as outlined in the organisation's statutes must be consistent with the objectives of the Europe for Citizens Programme, strand and measure under which the project application has been submitted.

⁶ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Organisations receiving operating grants under the Europe for Citizens programme are not eligible as lead applicants for project grants.

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

Number of partners

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 (as in paragraph 3.2.1)/project duration

5.3. EXCLUSION CRITERIA FOR ALL STRANDS

5.3.1. Exclusion

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

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the 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 judgment that the applicant is guilty of any of the following:

- (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or

- (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

5.3.2. Remedial measures⁷

If an applicant declares one of the situations of exclusion listed above (see section 5.3.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 5.3.1.

5.3.3. Rejection from the call for proposals

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

- (a) is in an exclusion situation established in accordance with section 5.3.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion)⁸ may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

5.3.4. Supporting documents⁹

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available at https://eacea.ec.europa.eu/europe-for-citizens/funding_en.

The applicants sign a declaration in their names and on behalf of partner organisations. This Declaration on Honour constitutes an integral part of the application (eForm).

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.

⁷ Article 136(7) FR

⁸ Article 138 FR

⁹ Article 137 FR

Financial capacity means that applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate to its funding. 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).

The Validation Services of the Research Executive Agency (REA) may contact applicant organisations on behalf of the Education, Audiovisual & Culture Executive Agency (EACEA), requesting further documentation to assess their financial capacity.

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;
- 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. EU Delegations can be consulted in relation to the Operational capacity in relation to applications submitted by organisations established in countries other than the Member States.

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 staff. 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.

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>This criterion evaluates to which extent:</p> <p>The objective(s) of the submitted project correspond to the general and specific objectives of the Programme</p> <p>The themes addressed within a project take into consideration the multi-annual priorities of the Programme.</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>This criterion evaluates to which extent: 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 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>This criterion evaluates to which extent:</p> <p>The project makes the necessary efforts to ensure the exploitation and dissemination of its results.</p> <p>The proposed project 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</p>

	communication technologies.
20%	<p><u>Impact and Citizen involvement:</u></p> <p>This criterion evaluates to which extent:</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> <p>For</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 who takes the Decision.

Up to the limits of funds available, eligible proposals with the highest score may 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, in particular among younger generations, 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 reflect 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,
- **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 *lato 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 and/or other levels of local authorities 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 travelling delegations from eligible project partner 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 within at least 4 project events; such Network of Towns' events are expected to have a defined time-frame and include different types 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 travelling delegations from eligible partner countries other than the country hosting an event.¹⁰.
- 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 Section 5) the following specific eligibility criteria for networks of towns have to be fulfilled.

Specific criteria for Networks of Towns:

A. Applicant and partners

- **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

¹⁰ 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.

- **Venue and number of activities:** The activities must take place in different eligible programme countries. At least 4 events per project have to be foreseen.
- **Eligibility period/project duration:** The project must start within the relevant eligibility period, (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 2018/1046¹¹ 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 project¹².

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.

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**.

¹¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, PE/13/2018/REV/1, OJ L 193, 30.7.2018, p. 1–222

¹² 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.

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 Unit costs and **Lump sum financing system** fixed per "tranches". The same parameters are valid for all participating countries.

The lump sums and unit costs cover all the eligible costs of the actions, i.e.¹³:

¹³ 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>

- 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. "invited participants" are travelling delegations from eligible project partner countries other than the country hosting a town twinning event.

For the other strands/measures, the lump sum and the unit costs are 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 and unit costs are 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/unit costs 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.
- 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 70% 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. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

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 Register.

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.

6.2.3. Reduction due to improper implementation or breach of other obligations

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

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

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, 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. PROCESSING OF PERSONAL DATA

The reply to any call for proposals/Invitation to submit a proposal involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC¹⁴.

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by the by the staff of the "Europe for Citizens" Unit in the Agency.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046¹⁵. For more information see the Privacy Statement on: https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement-eacea_grants.pdf

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) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, PE/13/2018/REV/1, OJ L 193, 30.7.2018, p. 1–222
- 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

¹⁴ OJ L 295, 21.11.2018, p. 39–98, date of entry into force 11/12/2018

¹⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

'Europe for Citizens' programme.

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: The mission as outlined in the organisation’s statutes must be consistent with the objectives of the Europe for Citizens Programme, strand and measure under which the project application has been submitted. NOTA BENE: Organisations receiving operating grants under the Europe for Citizens programme are not eligible as lead applicants for project grants.					
PUBLIC BODIES or NON PROFIT ORGANISATION WITH LEGAL PERSONALITY	APPLICANTS/PARTNERS:	APPLICANTS/PARTNERS:	APPLICANTS/PARTNERS:	APPLICANTS/PARTNERS:	APPLICANTS/PARTNERS:
	Public local/regional authorities Non-profit organisations including CSOs Survivor's associations Cultural/youth/educational/research organisations	Towns/Municipalities Other levels of local authorities Twinning committees representing local authorities Non-profit organisations representing local authorities	Towns/municipalities 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;	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.	
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 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