

**EUROPE FOR CITIZENS PROGRAMME 2014-2020**



**PROGRAMME GUIDE**

Version valid as of January 2017

European Commission, Directorate-General for Migration and Home Affairs

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

Education, Audiovisual and Culture Executive Agency

[http://eacea.ec.europa.eu/europe-for-citizens\\_en](http://eacea.ec.europa.eu/europe-for-citizens_en)

**This guide concerns only action grants, operating grants are subject to a specific call for proposals.**

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## **1. 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 Lisbon Treaty at the end of 2009 led to a number of changes towards bringing the Union closer to its citizens and fostering greater cross-border debate about Union policy issues. The new Article 11 of the Treaty on European Union introduces a whole new dimension of participatory democracy.

Europe has a challenging agenda for the next seven 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 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 185 468 000 for the period 2014-2020 will be allocated for the "Europe for Citizens" Programme.

## **2. Purpose of the Programme Guide**

The aim of this Programme Guide is to assist all those interested in developing projects or receiving financial support under the "Europe for Citizens" Programme (2014-2020) and to help them understand the objectives of the Programme and the types of activities that can be supported.

It gives detailed information on:

- funding opportunities under the "Europe for Citizens" Programme;
- application procedures;
- selection procedures;
- general rules relevant to Union grants;
- calendar for the submission of applications;

## **CHAPTER I: GENERAL OVERVIEW OF THE EUROPE FOR CITIZENS PROGRAMME**

### **1. Objectives and priorities of the Europe for Citizens Programme**

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.

#### **General and specific objectives**

**Under the overall aim of bringing the Union closer to citizens the general objectives 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.

**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.

### **Multiannual priorities of the "Europe for Citizens" Programme**

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

### **2. General features of the Europe for Citizens Programme**

#### **Equal access**

The Europe for Citizens 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. Particular attention will be given to hard-to-reach groups.

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.

### **Transnationality and local dimension**

European Citizenship can best be experienced in an environment which goes beyond a national vision. Transnationality represents therefore an important feature of this 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.

### **Intercultural dialogue**

The European Commission committed itself to promoting intercultural dialogue through different initiatives and Programmes. The Europe for Citizens 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.

### **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 within this Programme to the promotion of volunteering, in particular through the European Solidarity Corps (see below).

### **European Solidarity Corps**

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

The Corps will be rooted in the core EU values of engagement and solidarity. By joining the Corps, participants will express their commitment and willingness to devote a period of their lives to helping others. By supporting others, including the most vulnerable in our societies and communities, young people will not only put the core EU value of solidarity into practice, but also acquire skills and experience, including language skills, that can be valuable when looking for a job or considering further education and training.

In a first phase, the European Solidarity Corps will build on existing EU programmes including the Europe for Citizens programme.

In this context, project promoters are encouraged to make use of the European Solidarity Corps. A dedicated European Solidarity Corps web-portal will be set up by the Commission.

Information is available on the Internet at the following addresses:

<http://europa.eu/solidarity-corps>

[https://eacea.ec.europa.eu/europe-for-citizens\\_en](https://eacea.ec.europa.eu/europe-for-citizens_en)

Please note that promoters making use of members of the European Solidarity Corps must comply with the requirements laid down by the *European Solidarity Corps Charter* (see [https://europa.eu/youth/solidarity/charter\\_en](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 Agency does not provide directly or indirectly an insurance coverage to the volunteers/members used by the promoters for their projects. It is therefore for each promoter to ensure that the volunteers/members they are making use of are properly insured for their activities.

### **3. Structure of the Europe for Citizens Programme and types of grants**

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 Europe for Citizens Programme.**

**ACTION GRANTS** can be granted for projects (within both strands), i.e. for actions with a limited lifetime during which proposed specific activities are implemented.

**OPERATING GRANTS** are different from action grants in that they provide financial support for costs required for the proper conduct of 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.

**This guide concerns only action grants, operating grants are subject to a specific call for proposals.**

#### 4. Calendar 2014-2020 and publication of selection results

The deadlines for submission of applications are scheduled as follows:

##### ACTION GRANTS

##### Strand 1. European remembrance

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

##### Strand 2. Democratic engagement and civic participation

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

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

##### Publication of the selection results

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 lists of selected projects will be published on the following website:

[http://eacea.ec.europa.eu/europe-for-citizens/selection-results\\_en](http://eacea.ec.europa.eu/europe-for-citizens/selection-results_en)

Moreover, applicants will be informed in writing.



## 5. Programme budget

The Programme has an overall budget of **187 718 000 euro** 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. 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](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.

## 6. Management of the Europe for Citizens Programme and contacts

### The European Commission

Directorate General for Migration and Home Affairs (DG HOME) is responsible for the development and smooth running of the Europe for Citizens Programme. It manages the budget and defines objectives, strategies and priority areas of action for the Programme, 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.

### 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 majority of activities of the Europe for Citizens 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](http://eacea.ec.europa.eu/europe-for-citizens_en)

### Contact:

**EACEA - Unit C1 Europe for Citizens<sup>1</sup>**  
Avenue du Bourget, 1 (BOUR 01/04A)  
B-1140 Brussels - Belgium

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<sup>1</sup> Please note that the Agency will move at the beginning of 2017. You may check the website for further information.

Fax: +32 2 296 23 89

[http://eacea.ec.europa.eu/europe-for-citizens\\_en](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@ec.europa.eu (Town twinning & Networks of Towns)

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

**Operating grants:**

[EACEA-C1-OPERATINGGRANTS@ec.europa.eu](mailto:EACEA-C1-OPERATINGGRANTS@ec.europa.eu)

**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 address:

[http://ec.europa.eu/citizenship/about-the-europe-for-citizens-programme/the-europe-for-citizens-programme-in-the-member-states/index\\_en.htm](http://ec.europa.eu/citizenship/about-the-europe-for-citizens-programme/the-europe-for-citizens-programme-in-the-member-states/index_en.htm)

**Member States and other participating countries**

The EU Member States take part in the implementation of the Europe for Citizens 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. The project proposals have to be submitted using the grant application electronic form (eForm).

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

**1. Submission procedure**

**Step1: Register organisations**

In order to submit an application, applicants and all the organisations that will participate in the application must provide their Participant Identification Code (PIC) in the application form. The PIC

can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted on the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.<sup>2</sup>

Moreover, applicants (and only applicants) must attach the following documents:

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

The Unique Registration Facility allows applicants, to upload or update the information related to their legal status.

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

#### Step 2: Creation 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 eForm button.

You must complete all of the data fields of the eForm. In addition, you must complete and attach to the eForm the document considered as integral part of the application:

- for all the strands/measures: the Declaration on Honour.

A successfully submitted application MUST contain its submission number, which will be automatically recorded upon its submission.

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

For more information regarding the submission procedure please consult the "Proposal Submission User Guide: How to create, complete and submit an Application eForm" at the EACEA website.

#### **Complementary documents to be sent ONLY upon request of the EACEA**

The following documents might be requested by the EACEA:

For all the strands/measures:

- a copy of an official VAT document if your organisation has a VAT number;
- a copy of the resolution, law, decree or decision establishing the entity in question (applicable only to non-profit organisations and twinning committees);

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<sup>2</sup> The Unique Registration Facility is a tool shared by other services of the European Commission. If your organisation-already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

- 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.

The official forms of these documents are also available at: [http://eacea.ec.europa.eu/europe-for-citizens\\_en](http://eacea.ec.europa.eu/europe-for-citizens_en)

For Town-Twinning and Networks of Towns:

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

## **2. Selection procedure**

The awarding of grants from the European Union is subject to the principles of transparency, equal treatment and non-discrimination. Throughout the selection procedure applications will be assessed against the following criteria: eligibility, exclusion, selection and award criteria.

In the following chapters criteria applying to all strands (point 2) and specific criteria per strand (point 3) will be presented.

### **2.1 Eligibility criteria for all strands**

Applications must fully comply with the eligibility criteria common to all strands of the Programme (see box below) as well as with the specific eligibility and award criteria applicable to each measure (see below point 3).

The eligibility criteria are divided into three main categories: a) applicant and partners, b) project nature and dimension and c) application. "Partners" should be understood as organisations involved in the project.

This guide provides an overview table on the eligibility criteria applying under the "Europe for Citizens" Programme (see ANNEX I).

Only the applications that have been judged eligible are assessed against award criteria<sup>3</sup>. The reliability of the verification of the eligibility criteria by the eForm is supervised by the EACEA's staff. If a project proposal does not meet these criteria, it will be rejected without being further evaluated.

#### **A. Applicant and partners**

##### ***1. Legal status***

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

##### ***2. Established in a participating country***

The applicants and partners must be established in one of the countries participating to the

<sup>3</sup> *The applicants, who do not respect the eligibility criteria, cannot succeed in submission process. Upon unsuccessful submission of the application, the "error message" 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.*

Programme. At least one EU Member State must be involved.

- **Participating countries**

The Programme is open to the 28 Member States of the European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

- **Potentially participating countries**

The Programme is potentially open to the following categories of countries provided that they have signed a Memorandum of Understanding with the Commission.

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.

### ***3. Type of organisation***

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

### ***4. Number of Partners***

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

## **B. Project nature and dimension**

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

### **1 Number of participants**

### **2 Budget**

### **3 Venue and number of activities**

### **4 Eligibility period/project duration**

## **C. Application**

### **1. Official application form**

The project proposal is admissible if it is submitted using grant application electronic form (eForm). **Applications submitted on paper by post, fax or e-mail will NOT be accepted for further evaluation.** For more details please see chapter 1 “Submission Procedure”.

### **2. Deadline**

The project proposals have to be submitted within the deadlines and start within the relevant eligibility period (see Calendar).

### **3. Official languages**

The official application form (eForm) has to be completed in full in one of the 24 EU official languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish

(See: [http://ec.europa.eu/dgs/translation/translating/officiallanguages/index\\_en.htm](http://ec.europa.eu/dgs/translation/translating/officiallanguages/index_en.htm))

## 2.2 Exclusion criteria for all strands

Applicants requesting a grant exceeding EUR 60.000 must sign a 'declaration on honour' certifying that they are not in any of the situations referred to in Articles 106(1), 107 and 109(2)(a) of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union<sup>4</sup> (the Financial Regulation) and set out below. This 'declaration on honour' constitutes an integral part of the application form.

Applicants will be excluded from participating in the 'Europe for citizens' Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify, including by decisions of the EIB and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Responsible Authorising Officer or those of the country where the Grant Agreement/Grant Decision is to be performed;
- they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity where such illegal activity is detrimental to the Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation;

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interests;
- are guilty of misrepresenting the information required by the Agency as a condition of participation in the grant award procedure, or fail to supply that information.
- find themselves in one of the situations of exclusion, referred to in Article 106(1) of the Financial Regulation, for the grant award procedure.

<sup>4</sup> OJ L 298, 26.10.2012, p.1

[http://ec.europa.eu/budget/biblio/documents/regulations/regulations\\_en.cfm](http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm)

In accordance with Article 109 of the Financial Regulation, administrative and financial penalties which are proportionate may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

### 2.3 Selection criteria for all strands

Eligible project proposals undergo an in-depth evaluation of the financial and operational capacity of the applicant organisations.

**Financial capacity** means that the applicant has stable and sufficient sources of funding to maintain its activity throughout the project. The applicant shall submit a “declaration on honour” attesting of its financial capacity. Additionally, in case of a grant request that exceeds EUR 60.000, the financial capacity will be assessed on the basis of the following document to be submitted by the applicant:

- the Financial Capacity form accompanied by the 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.

**N.B. The financial capacity check does not apply to public bodies.**

If the 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:

- ask for further information;
- require a bank guarantee;
- offer a Grant Agreement/Grant Decision without pre-financing;
- offer a Grant Agreement/Grant Decision with a pre-financing paid in instalments.
- reject the application;

**Operational capacity** means that the applicant must show the necessary competencies and motivation to carry out the proposed project. The operational capacity will be assessed on the basis of the applicants' experience in managing the projects in the field concerned. The applicant shall submit a “declaration on honour” and for grant request above EUR 60.000, the Agency may require additional supporting documents. This information is to be provided under a specific section of the application form developed for this purpose.

### 2.4 Award criteria for all strands

The award criteria allow the European Commission and the EACEA to evaluate the quality of submitted applications in relation to the objectives of the 'Europe for Citizens' Programme. On the basis of these criteria, grants will be awarded to those applications which maximise the overall effectiveness of the 'Europe for Citizens' Programme.

Eligible applications are analysed by an *Evaluation Committee* composed of European Commission and EACEA officials. Its work is based on the quality assessment of the eligible applications undertaken by experts. The *Evaluation Committee* proposes a list of projects for granting on the basis of their assessment score and of the available budgetary resources.

The following award criteria are applying to all projects:

<b>% of points available</b>	
<b>30%</b>	<p><b>Consistency with the objectives of the Programme and Programme Strand:</b></p> <ul style="list-style-type: none"> <li>• Appropriateness of the <b>objective</b> of the submitted project with regard to the objectives of the Europe for Citizens Programme, strand and measure.</li> <li>• The proposed <b>activities</b> and expected <b>outcomes</b> should contribute to the achievement of the objectives of the Programme, strand and measure.</li> <li>• The thematic focus must be in line with the objectives of the Programme, strand and measure and taking into consideration the multiannual priorities.</li> </ul>
<b>35%</b>	<p><b>Quality of the activity plan of the project:</b></p> <ul style="list-style-type: none"> <li>• The activities must be appropriate to reach the project's needs and objectives.</li> <li>• Coherence: correspondence between the different objectives of the proposed activities and adaption of the proposed inputs and resources to the objectives.</li> <li>• Effectiveness: effects should be obtained at reasonable cost.</li> <li>• Projects have to present a clearly elaborated European dimension.</li> <li>• Projects gather different types of organisations (local authorities, NGOs, research institutes, etc.) or develop different types of activities (research, non-formal education, public debates, exhibitions, etc.) or involve citizens coming from different target groups, including – for Remembrance projects and Civil Society Projects ONLY - members of the Solidarity Corps.</li> <li>• Projects use new working methods or propose innovative activities or with less opportunities.</li> </ul>
<b>15%</b>	<p><b>Dissemination:</b></p> <ul style="list-style-type: none"> <li>• Each project supported by the Programme must make the necessary efforts for ensuring the exploitation and dissemination of its results.</li> <li>• The proposed project should create a multiplier effect among a wider audience than that directly participating in the activities.</li> <li>• A realistic and practical dissemination plan should be in place in order to allow an effective transfer and exchange of the results foreseen by the project.</li> </ul>
<b>20%</b>	<p><b>Impact and Citizen involvement:</b></p> <ul style="list-style-type: none"> <li>• The number of organisations, participants and countries involved should be large enough to ensure a real European outreach of the proposed project.</li> <li>• Impact: Preference will be given to grants for projects with a high impact irrespective of their size, in particular those which are directly linked to Union policies with a view to participate in the shaping of the Union policy agenda.</li> <li>• Sustainability: Proposed projects/activities should aim at reaching middle or long-term effects.</li> <li>• The proposed activities should give participants the possibility to engage actively in the project and with the issue raised.</li> <li>• A balance should be sought between citizens who are already active within organisations/institutions and citizens who are not yet involved.</li> <li>• Projects involve citizens from underrepresented groups or with less opportunities.</li> <li>• For Remembrance projects and Civil Society Projects ONLY: Priority will be given</li> </ul>



	to projects involving members of the European Solidarity Corps.
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### **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.

### **2.5. Award of grant**

Only after completion of the selection procedure described above, the selection process can be considered as finalised and the list of proposals selected for co-financing can be published.

Up to the limits of funds available, eligible proposals with the highest score 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.

## **3. Selection procedure: specific criteria of the Programme Strands**

### **3.1. Strand 1 – European Remembrance**

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

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

This Strand will support activities that invite to reflection on European cultural diversity and on common values in the broadest sense. In this context, it aims to finance projects reflecting on causes of **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.

**The projects under this strand are expected** to include different types of organisations (local authorities, NGOs, research institutes, etc.) or developing different types of activities (research, non-formal education, public debates, exhibitions, etc.) or involving citizens coming from different target groups, including members of the Solidarity Corps where appropriate.

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

### **Selection procedure**

In addition to the general eligibility, exclusion and selection criteria described above (see 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. Applicant and partners**

**1. Type of organisation:** Public local/regional authorities or non -profit organisations, including civil society organisations, survivors' associations, and cultural, youth, educational and research organisations, associations of twinned towns.

**2. 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**

**1. Budget**

Maximum eligible grant for a project: **100 000 EUR.**

**2. Venue of activities**

The activities must take place in any of the eligible countries.

**3. Eligibility period/project duration**

The project must start within the relevant eligibility period (see Calendar).

Maximum project duration is **18 months.**

### **3.2. 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. It is also expected that funded activities will make use of structuring methods to ensure a lasting effect of funded activities. The strand also covers projects and initiatives that develop opportunities for mutual understanding, intercultural learning solidarity, societal engagement and volunteering at Union level.

#### **3.2.1. 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.

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

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

## 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 Town Twinning Projects have to be fulfilled.

### Specific criteria for Town Twinning Projects

#### A. Applicant and partners

##### **1. Type of organisation**

Towns/municipalities or their twinning committees or other non-profit organisations representing local authorities.

##### **2. 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

##### **1. Number of participants**

A project must involve a minimum of **25** invited participants. "Invited participants" are international participants<sup>5</sup> sent by the eligible partner/s.

##### **2. Budget**

Maximum eligible grant for a project: **25 000 EUR**

##### **3. Venue**

The activities must take place in any of the eligible countries participating to the project.

##### **4. 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 Calendar).

Maximum duration of the meeting: **21 days**.

### 3.2.2. 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.

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<sup>5</sup> Namely "international participants" sent by project partners from eligible countries other than the country hosting a Town Twinning event.

***Networks of Towns are expected to:***

- Integrate a **range of activities around the subject(s) of common interest** to be addressed in the context of the Programme's objectives or multiannual priorities
- Have **defined target groups** for which the selected themes are particularly relevant and involve community members active in the subject area (i.e. experts, local associations, citizens and citizens' groups directly affected by the theme, etc.);
- 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.

**Selection procedure**

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

**Specific criteria for Networks of Towns:**

**A. Applicant and partners**

**1. Type of organisation/ Applicants:**

- 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

**2. Partners:**

In addition to the applicants mentioned above under point 1. non-profit civil society organisations can be partners to those projects.

**2.1. Number of Partners**

A project must involve municipalities from at least **4** eligible countries of which at least one is an EU Member State.

**B. Project nature and dimension**

**1. Number of participants**

A project must involve a minimum of **30%** of invited participants. "Invited participants" are international participants sent by the eligible partner/s.

**2. Budget**

Maximum eligible grant for a project: **150 000 EUR**

**3. Venue and number of activities**

The activities must take place in any of the eligible countries. At least **4** events per project have to be foreseen.

**4. 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 calendar).

Maximum project duration is **24 months**.

### 3.2.3. 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 concretely 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 concrete 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 three types of activities:

- ✓ **Promotion of societal engagement and solidarity:** activities able to promoting debate/campaigns/actions on the themes of common interest in the larger 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 on a specific topic to be yearly defined, 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.

#### 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

###### **1. Type of organisation**

**Applicants:** non-profit organisations, including civil society organisations, educational, cultural or research institutions.

**Partners:** Public local/regional authorities or non-profit organisations, including civil society organisations, educational, cultural or research institutions, town-twinning committees and networks.

###### **2. Number of Partners**

A project must involve organisations from at least **3** eligible countries of which at least one is an EU Member State.

## **B. Project nature and dimension**

### **1. Budget**

The project proposals must respect the criterion related to the maximum eligible grant to be awarded per project.

Maximum eligible grant for a project: **150 000 EUR.**

### **2. Venue of activities**

The activities must take place in any of the eligible countries.

### **3. Eligibility period/project duration**

The project must start within the relevant eligibility period (see calendar).

Maximum project duration is **18 months.**

## **CHAPTER III FINANCIAL AND CONTRACTUAL CONDITIONS**

As with all European Union grants, financial contributions awarded under the Europe for Citizens Programme are subject to the rules deriving from the Financial Regulation and its Rules of Application<sup>6</sup> 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**

The Union grant cannot finance the entire costs of the project.

### **Grant Decision and Grant Agreement**

When a project is approved, the beneficiary receives either a Grant Decision or a Grant Agreement depending on the place 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

<sup>6</sup> Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362 of 31.12.2012, p.1)

immediately. The EACEA will be the last party to sign. *The Grant Agreement* applies to the beneficiaries established outside of the EU.

A model of the Grant Decision and Grant Agreement will be available on the following website:

[http://eacea.ec.europa.eu/europe-for-citizens\\_en](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' of the EACEA website [https://eacea.ec.europa.eu/about-eacea/document-register\\_en](https://eacea.ec.europa.eu/about-eacea/document-register_en).

### **Obligations arising from the Grant Decision and Grant Agreement**

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

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

### **Principle of non-retroactivity**

No grant may be awarded retrospectively for projects already completed.

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.

Starting the project before signing the Grant Agreement or notification of the Grant Decision is done at the risk of the organisation and does not make it more likely a grant will be awarded and in no circumstances the EACEA will be bound to fund such projects.

### **Principle of non-cumulative award**

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.

### **No-profit principle**

Grants shall not have the purpose or effect of producing a profit within the framework of the action of the beneficiary.

This principle shall not apply to grants based on lump sums and to grants lower than or equal to EUR 60.000.

### **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 for postpone of the project **greater than three months** will NOT be accepted.

### **Calculation of the grant**

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

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

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

For Town Twinning, the lump sum is based only on the number of participants invited, i.e. international participants sent by partners from countries eligible 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), it may be useful to provide for preparatory or research activities, or activities linked to social networks. For this purpose, the system provides for limited lump sums which are in line with the number of participants in these activities. These amounts cover all preparatory activities together; in other words, the lump sum is linked to the total number of participants and not to the number of preparatory activities performed. Only one lump sum of this type can be awarded per project.

This lump sum system is subject to five requirements:

#### **a- Unicity**

The system is a unique approach for all the actions in the programme, irrespective of their particularities (with the exception of the Town Twinning measure).

#### **b- Simplicity**

The system does not require any calculations; it can be used immediately.

#### **c- Transparency**

The system is transparent: it allows the *ex ante* or *ex post* grant to be identified immediately.



#### **d- Equal treatment**

The system is non-discriminatory, since all candidates – irrespective of their country of origin – are treated on the basis of the same parameters.

#### **e- Efficiency**

The system allows for faster processing of the final reports and, consequently, faster payment.

### **Payment procedures**

#### **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.

On the basis of the assessment of the beneficiary's *financial capacity* a **pre-financing** payment of the grant may be transferred to the beneficiary. The pre-financing is aimed at providing cash flow to the beneficiary. The EACEA may require a beneficiary which has been awarded a grant exceeding 60.000 euro to provide a pre-financing guarantee in advance, for up to the same amount as the pre-financing in order to limit the financial risks linked to pre-financing payment. In such case the pre-financing payment is conditioned by the reception of the guarantee. (see point pre-financing guarantee).

#### 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 is applicable up to 50% of the grant.

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**).

#### **Payment of the balance**

#### **Final reporting**

The grant will be paid to the beneficiary after submission to, and acceptance by the EACEA of a payment request included in the final report form.

The final report has to be submitted with official final report forms 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 (balance) payment, the beneficiary must send the final report 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](http://eacea.ec.europa.eu/europe-for-citizens/beneficiaries-space_en)

#### **Calculation of the final (balance) 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 project proposal 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 in the form of pre-financing. The EACEA also reserves the right to reduce the amount of the grant if the organisation has not fully implemented the selected project.

### **Pre-financing guarantee**

In the event, the applicant's financial capacity is not satisfactory, the EACEA may require an organisation which has been awarded a grant exceeding 60.000 euro 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 by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in a third country, the EACEA may agree that a bank or financial institution established in that third country may provide the guarantee, if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

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

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or 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.

### **Subcontracting and award of procurement contract**

The beneficiary may resort to subcontracting for specific technical services requiring specialised skills (relating to the legal, accounting, tax, human resources fields, etc.) or implementation contracts. The costs incurred by the beneficiary for this type of services may therefore be considered eligible costs provided they meet all the other criteria of the Grant Agreement/Grant Decision and of the Call for Proposals.

Where implementation of the project requires the procurement of goods, works or services (implementation contract), beneficiaries must award the contract to the economically most advantageous offer, i.e. the bid offering the best value for money, or, as appropriate to the tender offering the lowest price, ensuring that there is no conflict of interests and that documentation is retained in case of audit.

Subcontracting is the externalisation to a third party of specific tasks or activities which form part of the action as described in the proposal of the beneficiary. Subcontracting must satisfy the conditions applicable to implementation contracts and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation.

### **Audits**

Selected projects applications may be subject to checks, audits and evaluations according to the provisions of the Grant Decision/Grant Agreement. The responsible person 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 €60.000.

### **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.

### **Visibility and Publicity**

By the beneficiaries

All activities funded under the Europe for Citizens Programme have to contribute to promoting this Programme. Enhancing visibility of the Europe for Citizens Programme means for example that activities and products funded within the Programme must clearly mention that they have received Commission support.

Commission support 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 to the name or logo of the Union, the European Commission, and the 'Europe for Citizens' Programme on all their 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://europa.eu/european-union/documents-publications/publishers\\_en](https://europa.eu/european-union/documents-publications/publishers_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.

By the EACEA and/or the European Commission

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 30<sup>th</sup> 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 via Internet:

- 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.

### **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](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 forums). 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 Europe for citizens 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 will analyse the situation of valorisation under this Programme and will then carry out various activities for strengthening this dimension and supporting project promoters in

this respect.

### **Data protection**

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

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

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

[http://eacea.ec.europa.eu/about/documents/calls\\_gen\\_conditions/eacea\\_grants\\_privacy\\_statement.pdf](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

Furthermore, information provided may lead to an entry in the Early Detection and Exclusion System Database (EDES-Database) managed by the European Commission, in compliance with Regulation (EU, Euratom) 2015/1929 (the revised FR). Information exchanged within the EDES will be centralised in this database. The database shall contain information on economic operators that could represent a threat to the Union's financial interests, economic operators who are in one of the exclusion situations listed in Article 106 (1) and economic operators on which financial penalties are imposed (Article 106 (13) of the revised FR), in the form of cases created therein. The EDES foresees the right of economic operator to be informed of the data stored in the database upon its request to the Commission. The information contained in the database shall be updated, where appropriate, following a request for rectification or erasure of the data stored.

For more information, please visit:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

### **Legal basis**

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

- Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation No 1605/2002.
- Commission Delegated Regulation No 1268/2012 of 29 October 2012 on the rules of application of Regulation 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
- Council Regulation (EU) No 390/2014 of 14 April 2014 establishing the 'Europe for Citizens Programme' 2014-2020.

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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
<b>A. APPLICANT &amp; PARTNERS</b>				
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 countries participating to the Programme				
A.3 TYPE of organisation				
<b>PUBLIC BODIES or NON PROFIT ORGANISATION WITH LEGAL PERSONALITY</b>	<b>APPLICANTS/PARTNERS:</b>  Public local/regional authorities  Non-profit organisations including CSOs  Survivor's associations  Cultural/youth/educational/research organisations  Associations of twinned towns	<b>APPLICANTS/PARTNERS:</b>  Towns/Municipalities  Twinning committees representing local authorities  Non-profit organisations representing local authorities	<b>APPLICANTS/PARTNERS:</b>  Towns/Municipalities  Town Twinning committees/networks  Other levels of local/regional authorities  Federations/associations of local authorities  Non-profit organisations representing local authorities  <b>Only as PARTNERS:</b>  Non-profit CSOs	<b>APPLICANTS/PARTNERS:</b>  Non-profit organisations including CSOs  Educational/cultural/research institutions  <b>Only as PARTNERS:</b>  Public local/regional authorities  Town Twinning committees/networks
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			
At least 2 eligible countries		X		
At least 3 eligible countries				X
At least 4 eligible countries			X	
<b>B. PROJECT NATURE AND DIMENSION</b>				
B.1 NUMBER OF PARTICIPANTS: MINIMUM per project				
	N/A	25 invited participants	30% of invited participants	N/A
B.2 BUDGET: MAXIMUM eligible grant for a project (EUR)				
	100.000	25.000	150.000	150.000
B.3 VENUE and 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
B4: ELIGIBILITY PERIOD/PROJECT DURATION – The project must start within the relevant eligibility period				
MAXIMUM PROJECT DURATION	18 months	21 days (maximum duration of the meeting)	24 months	18 months
<b>C. APPLICATION</b>				
C.1 Official application form : The project proposal is eligible if it is submitted using the currently available grant application electronic form (eForm)				
C.2 Deadline: Project proposals have to be submitted within the deadlines and start within the relevant eligible period ( see Calendar p. 8)				
C.3 Official language: The official application form (eForm) has to be completed in full in one of the 23 EU official languages				

**ANNEX II: UNIT COST AMOUNTS AND LUMP SUMS**

**1. Action 1 (European Remembrance), action 2.2 (City networks), action 2.3 (Civil society projects)**

**Unit costs**

The unit cost is based on two parameters which constitute the main elements of any Citizenship 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 Actions 1. European Remembrance, 2.2 City networks, 2.3 Civil society projects**

<b>Number of participants →</b>	<b>25/50</b>	<b>51/75</b>	<b>76/100</b>	<b>101/125</b>	<b>126/150</b>	<b>151/175</b>	<b>176/200</b>	<b>201/225</b>	<b>226/250</b>	<b>251/275</b>	<b>276/300</b>	<b>&gt;300</b>
<b>Number of countries ↓</b>												
<b>1-3</b>	12500	15000	17500	20000	22500	25000	27500	30000	32500	35000	37500	37500
<b>4-6</b>	15000	17500	20000	22500	25000	27500	30000	32500	35000	37500	40000	40000
<b>7-9</b>	17500	20000	22500	25000	27500	30000	32500	35000	37500	40000	42500	42500
<b>10-12</b>	20000	22500	25000	27500	30000	32500	35000	37500	40000	42500	45000	45000
<b>13-15</b>	22500	25000	27500	30000	32500	35000	37500	40000	42500	45000	47500	47500
<b>&gt;15</b>	25000	27500	30000	32500	35000	37500	40000	42500	45000	47500	50000	50000

**Lump sums for the preparatory activities linked to Actions 1 European Remembrance and 2.3 Civil Society Projects**

These amounts are for 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. Only one lump sum of this type can be allocated per project. With regard to preparatory actions, these amounts are cumulative with the established unit costs for the projects (cf. Table 1).

**TABLE 2**

Total number of participants in the preparatory activities	
<b>≤ 5</b>	<b>EUR 2 250</b>
<b>&gt; 5 and ≤ 10</b>	<b>EUR 5 250</b>
<b>&gt; 10 and ≤ 15</b>	<b>EUR 7 500</b>
<b>&gt; 15</b>	<b>EUR 10 000</b>



## 2. Lump sums for Action 2.1. Twinning

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

**TABLE 3**

<b>Number of participants</b>	<b>Lump sum (euros)</b>
<b>&gt;175</b>	<b>25 000</b>
<b>161/175</b>	<b>24 000</b>
<b>146/160</b>	<b>22 000</b>
<b>131/145</b>	<b>20 000</b>
<b>116/130</b>	<b>18 000</b>
<b>101/115</b>	<b>16 500</b>
<b>86/100</b>	<b>14 500</b>
<b>71/85</b>	<b>12 000</b>
<b>56/70</b>	<b>10 000</b>
<b>41/55</b>	<b>7 500</b>
<b>25/40</b>	<b>5 000</b>