Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

European Remembrance
(CERV-2025-CITIZENS-REM)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship, EU Values and Joint Operations
EACEA.B.3 – Citizens and EU Values

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of European Remembrance under the **Citizens, Equality, Rights and Value Programme (CERV)**. The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 (EU Financial Regulation)[1]
- the basic act (CERV Regulation 2021/692[2]).

The call is launched in accordance with the 2023-2025 Work Programme[3] and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

⚠️ Please note that this call is subject to the final adoption of the amending Decision C(2022) 5057 as regards the list of parent Directorates-General and the delegation of additional tasks to the European Education and Culture Executive Agency. In case there are substantial changes, we may have to modify the call (or even cancel it).

The call covers the following **topics representing 4 call priorities:**

- **CERV-2025-CITIZENS-REM-TRANSITION (Topic 1) Democratic transition, (re-)building and strengthening society based on the rule of law, democracy and fundamental rights**

- **CERV-2025-CITIZENS-REM-HOLOCAUSTJEW (Topic 2) Strengthening the remembrance of the Holocaust against Jewish people**

- **CERV-2025-CITIZENS-REM-GENCRIME (Topic 3) Strengthening the remembrance of the Holocaust, genocides, war crimes and crimes against humanity to reinforce democracy in the EU**

- **CERV-2025-CITIZENS-REM-HISTMIGRATION (Topic 4) Migration, de-colonisation, slavery and multicultural European societies**

Each project application under the call must address only one of these topics. Applicants wishing to apply for more than one topic, must submit a separate proposal under each topic.

We invite you to read the **call documentation** carefully, and in particular this Call document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA — Annotated Grant Agreement.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the Call document outlines the:

  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)

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[1] Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

[2] Regulation (EU) 2021/692 of the European Parliament and of the Council of 28 April 2021 establishing the Citizens, Equality, Rights and Values Programme (OJ L 156, 5.5.2021, p. 1).

[3] Commission Implementing Decision C/2024/4922 final of 18.07.2024 concerning the adoption of the work programme for 2023-2025 and the financing decision for the implementation of the Citizens, Equality, Rights and Values Programme.

- timetable and available budget (sections 3 and 4)

- admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

- criteria for financial and operational capacity and exclusion (section 7)

- evaluation and award procedure (section 8)

- award criteria (section 9)

- legal and financial set-up of the Grant Agreements (section 10)

- how to submit an application (section 11)

- the Online Manual outlines the:

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

- recommendations for the preparation of the application

- the AGA — Annotated Grant Agreement contains:

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant *(including cost eligibility, payment schedule, accessory obligations, etc)*.

You are also encouraged to visit the Europe for Citizens Programme Project Results website, REC Programme results webpage, the Daphne Toolkit and EU Funding & Tenders Portal to consult the list of projects funded previously in the framework of the calls CERV-2021-CITIZENS-REM, CERV-2022-CITIZENS-REM, CERV-2023-CITIZENS-REM and CERV-2024-CITIZENS-REM.

1. Background

The legacy of recent European history is a crucial pillar of the values the EU stands for.

At a time marked by historical distortion and revisionism, a return of war in Europe due to the Russian aggression against Ukraine, and an unprecedented rise of antisemitism and other forms of hatred in Europe, following the terrorist attacks by Hamas on Israel on 7 October 2023 and the war that ensued, remembrance of and education about common 20th century European experiences become even more pertinent for all parts of society, particularly for the next generation and people in positions of power.

For European remembrance, the call will support projects that commemorate, research, and educate about defining experiences in 20th century Europe. These include the causes and consequences of authoritarian and totalitarian regimes, resistance against these regimes and path to democratic transition and (re-)-building democratic institutions, the darkest hours of Europe's history – the Holocaust, genocide, war crimes and crimes against humanity, and the legacy of colonialism and migration within and to Europe.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

Objectives

Supporting projects aimed at commemorating defining events in modern European history of the 20th century, including the causes and consequences of authoritarian and totalitarian regimes, slavery and colonialism, and the Holocaust, and at raising awareness among European citizens, of their common history, culture, cultural heritage and values, thereby enhancing their understanding of the Union, its origins, purpose, diversity and achievements and of the importance of mutual understanding and tolerance. Gender mainstreaming will be cross-cutting to all the priorities.

Policy initiatives supported:

- EU Strategy on combating antisemitism and fostering Jewish life 2021-2030
- EU anti-racism action plan for 2020-2025
- EU Roma strategic framework on equality, inclusion and participation (2020-2030)
- LGBTIQ Equality Strategy 2020-2025
- No place for hate: a Europe united against hatred
- Gender Equality Strategy (2020-2025)
- Guide to EU citizenship
- 2020 European Democracy Action Plan
- Upcoming European Democracy Shield, under the mandate of Commissioner McGrath

Themes and priorities (scope)

European Remembrance is fundamentally linked to the realisation and protection of EU values and rights today. The European experience of the 20th century, including totalitarian and authoritarian regimes and their crimes, the democratic transition based on the rule of law, the history of migration and de-colonisation all contribute to encouraging Europeans to be vigilant and to defend fundamental rights, democracy and the rule of law, and particularly the rights of minorities.

Proposals are encouraged to serve the implementation of EU policies and more precisely to serve the implementation of the policy initiatives -mentioned above.

Across the different priorities, an overarching aim is to promote a more nuanced understanding of historic events and their memory. Applicants are encouraged to apply different lenses when addressing the call's priorities. Applicants are encouraged to work towards a European understanding of a common history, including "negative history", and to reconcile divergent and alternative regional and national narratives. In this endeavour, applicants are encouraged to integrate a gender and minority groups perspective into their projects. However, the focus of the proposal should remain on European Remembrance.

Applicants must ensure a meaningful participation of their target groups, taking into account their target group's characteristics, including their gender, ethnic origin, religious belief, sexual orientation or colour of skin.

Projects can be national or transnational. Transnational projects are particularly encouraged.

Each project application under the call must address only one of these topics:

1. CERV-2025-CITIZENS-REM-TRANSITION - Democratic transition, (re-) building and strengthening society based on the rule of law, democracy and fundamental rights

The EU is a community of values, and all its Member States committed to respect the principles of **democracy, the rule of law, and respect for fundamental rights**. Europe's experiences in the 20th century demonstrates the need for resilient democracies and the need for people to actively engage in and protect democratic institutions and values. Historical experience such as in the 1920s and 1930s, when some European democracies went through particularly challenging times, are stark reminders of the importance to promote democracy, also in a historical perspective. Today, democracy faces several challenges, which underlined the need to strengthen public trust in democratic processes and institutions and to recall the importance of democracy in people's daily life.

Democratic transitions (defined as the transition from a non-democratic to a democratic system, a transition undertaken by several European countries before joining the EU) are not only political and legal processes but also societal transformations.
The transition and consolidation of democracies through institutional and legal reforms has been essential. In addition, delivering justice to victims and affected communities after the fall of totalitarian and authoritarian regimes (including communist and fascist dictatorships) can aid in societal healing, bolster and reinforce resilience against present and future threats to democracies.

Projects under this topic can focus on:

- The ongoing development and nurturing of democracies in the context of past transitions from authoritarian and totalitarian regimes (including communist and fascist dictatorships) across various European countries, reveals important lessons for defending and upholding EU values such as democracy, the rule of law, and fundamental rights.

- They can also reflect on both shared patterns and national specificities, while underlining the lasting impact of the totalitarian or authoritarian past and how its difficult legacy continues to be remembered, interpreted, and engaged with today.
- Examining and giving visibility to acts of resistance and organised opposition to past totalitarian and authoritarian regimes, as part of the ongoing effort to nurture and protect democracy in the face of enduring and emerging challenges.
- Transition from authoritarian and totalitarian regimes (including communist and fascist dictatorships) towards democracy.
- Promoting remembrance and education about past events in which fundamental rights such as freedom of expression, assembly, thought, conscience, religion, and electoral rights were suppressed under past totalitarian and authoritarian regimes. These examples serve to reinforce the importance of protecting democratic values today, including the right to express dissenting opinions and ensuring a political space where opposition voices can be freely and safely heard.
- Exploring the means of historical justice, be it through trials, restitution or amnesty, and possibility still today to work on restorative justice.

The elements described above to strengthen democracies, such as fighting foreign interference, strengthen citizen engagement, critical thinking, media literacy, and societal resilience, are closely related to the context of remembrance, as they help ensure that the dramatic events of the past are not repeated in contemporary Europe.

2. CERV-2025-CITIZENS-REM-HOLOCAUSTJEW - Strengthening the remembrance of the Holocaust against Jewish people

The Shoah is a defining legacy for the EU. Six million Jewish children, women and men were murdered, and all others were persecuted. While other groups were persecuted, the Nazis have set up across Europe and beyond a state policy with the sole aim to kill every single Jews they could find.

First-hand accounts of the Shoah continue to have the most powerful impact on following generations. As there are less and less survivors to share the story of their survival, the importance of memorial sites and education increases, as well as the work done by second and third generations of survivors and associations.

Current events show the growing instrumentalization of the Holocaust by Kremlin propaganda claiming to denazify Ukraine. In parallel, there is also a politicization of the Holocaust in several EU Member States, and a tendency to minimize the atrocities of the Shoah. In addition, since the 7 October 2023 attacks by Hamas, we have seen a growing conflation of the Shoah with the conflicts in the Middle East. Citizens should be empowered to counter this conflation.

Holocaust distortion fuels antisemitism. In addition, hate speech relating to the condoning, denial or gross trivialisation of the Holocaust is prohibited under the Council Framework Decision on combating certain forms and expressions of racism and xenophobia by means of criminal law[4].

Wounds of mass atrocities of the 20th century are still open today, fuelling divergences among Europeans. Free, open and independent research, education and memory on all aspects of the Shoah is essential to increase understanding. This includes telling the story of collaborators, bystanders, and saviours. This implies exploring Europe's negative history with the aim to reconcile divergent and alternative regional and national narratives related to the Shoah and its immediate aftermath.

European citizens should become ambassadors of this memory. Teachers, policymakers, university students (especially history students) could be among key target audiences and be empowered to develop a common European history, to counter historical falsification, distortion and inversion. Target groups could include newcomers and migrants that do not have a direct link with the Shoah. Target groups could also include journalists, to raise awareness about Holocaust distortion and Holocaust-related contemporary events (such as for example Neo-Nazi marches).

In line with the EU Strategy on combating antisemitism and fostering Jewish life (2021-2030), as well as with other key policy initiatives, this topic supports projects that can focus on developing networks of Young European Ambassadors to promote Shoah remembrance. This topic will also support projects that develop and support networks that use places of memory, 'where the Holocaust happened' for educational purposes.

Projects under this topic could focus on:

- Addressing how the Shoah took place, how the crimes were committed, which actors were involved, the roles of collaborators and bystanders, as well as the roles of saviours and Righteous among the Nations. As well as pre-war and immediate postwar historical developments.
- Countering Holocaust denial, distortion, trivialisation and victims' inversion. This includes countering false comparisons, conspiracy theories propagated online,

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4 Council Framework Decision 2008/913/JHA of 28 November 2008 on combating certain forms and expressions of racism and xenophobia by means of criminal law EUR-Lex - 32008F0913 - EN - EUR-Lex

and conflation with the Middle East conflict.
- Countering historical falsification and memory competition related to the Shoah, especially among Europeans that shared a common history but have divergent views on their common past.
- Addressing divergent and opposite national historical narratives, on regional basis, of the history of the Shoah, including parallelism with other negative common shared historical regional events.
- Promoting memory activism related to the Shoah including by supporting grassroot commemorative work.
- Digitalising historical material and testimonies of witnesses for education and training purposes.
- Marking International Holocaust Remembrance Day and national Holocaust remembrance days.
- Combating glorification of Nazism, countering neo-Nazis manifestations and activities.
- Promoting provenance research on looted art to foster awareness raising, mutual learning or training activities.

3. CERV-2025-CITIZENS-REM-GENCRIME - Strengthening the remembrance of the Holocaust, genocides, war crimes and crimes against humanity to reinforce democracy in the EU

Projects under this topic should focus on the non-Jewish victims of the Holocaust, including Roma and LGBTIQ people, as well as other genocides, war crimes and crimes against humanity of the 20th century's Europe.

Projects under this topic should NOT address the Holocaust against Jewish people which is covered by Topic 2.

The European Union is founded on the principles of human dignity, freedom, democracy, equality, and the rule of law. Europe's 20th century was marked by horrific crimes, genocides including Holocaust, war crimes and crimes against humanity as well as the crimes committed under authoritarian and totalitarian regimes, including those of communist and fascist dictatorships. The remembrance of these gravest crimes committed on European soil plays a critical role in upholding these values.

Strengthening collective memory of such crimes contributes not only to preventing their recurrence but also to reinforcing democratic resilience, fostering civic engagement, and building a common European culture of remembrance.

The legacy of these crimes requires continuous sharing, remembering, teaching as well as research. Education targeting all generations, in particular young people on the importance of safeguarding democracy and fundamental rights should draw on the lessons from these crimes. This also implies countering distortion, denial and trivialisation of the historical facts.

Among these atrocities, the Roma Holocaust—often overlooked or insufficiently acknowledged—requires dedicated attention. Remembering the Roma Holocaust (Porajmos) and other genocides is essential not only to honour the victims and survivors but also to address its lasting impact on the situation of Roma today who are significantly lagging behind in all areas of life. The continued presence of antigypsyism and structural discrimination underscores the urgent need to integrate Roma history and memory into broader European narratives. The importance of initiatives raising awareness on the Roma genocide, advancing reconciliation efforts, helping to challenge

prejudice is recalled by the **EU Roma Strategic Framework and its aligned Council Recommendation.**

During the Holocaust, amongst other minorities, LGBTIQ people were also persecuted by the Nazi regime, and were often imprisoned in concentration camps[5]. In addition, many LGBTIQ people suffered severe abuse and forced labour, facing marginalization both during and after the war, with their experiences largely unrecognized for decades. As a result, the history of LGBTIQ persons in Europe is marked by both struggle and resilience, shaped by periods of persecution as well as progress toward equality. The preservation and recognition of LGBTIQ history and memory are essential to building an inclusive European identity rooted in dignity, diversity, and human rights, thus acknowledging their vital role in Europe's democratic and cultural legacy.

Projects under this topic could focus on:

- Addressing how genocides, including Holocaust, war crimes and crimes against humanity were organised, which actors were involved and how they were committed, the roles of collaborators, perpetrators and bystanders.
- Finding new ways of remembering, educating and teaching about these crimes to protect society against resurging threats of hatred, such as racism, xenophobia, antigypsyism and LGBTIQ phobia. They can include artistic work on Holocaust-related memory projects, as well as stimulating memory activism. These new methods should be inclusive, where applicable participatory and create an enabling learning environment.
- Countering historical falsification and memory competition related to the genocide of the Roma and other genocides, war crimes and crimes against humanity, especially among Europeans that shared a common history but have divergent views on their common past.
- Countering denial, distortion, trivialization, and especially on false comparisons.
- Addressing divergent and opposite national historical narratives, on regional basis, of these darkest hours of Europe history and other negative common shared historical events.
- Promoting memory activism by supporting grassroot commemorative work.
- digitalising historical material and testimonies of witnesses for education and training purposes.
- Fostering intergenerational dialogue by involving young people and older generations in transmitting the memory and understanding.
- Engaging newcomers and migrants and teach about Europe's history of genocides, including Holocaust, war crimes and crimes against humanity, contributing to a shared understanding of the values underpinning the European Union.
- Foster awareness raising, mutual learning or training activities that accurately reflect the persecution of Roma, LGBTIQ people, and other minorities during the Holocaust and other times in the history.

4. CERV-2025-CITIZENS-REM-HISTMIGRATION - Migration, de-colonisation, slavery and multicultural European societies

Migration, de-colonisation, enslavement, and imperialism are embedded in the European history, and all have profound consequences for society today.

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[5] The §175 of the German Criminal Code in force from 1871 to 1994 criminalized homosexuality. It is estimated that around 140,000 men were convicted under this law.

Migration has a long and varied history in Europe but is often treated solely as a present- day phenomenon. However, population movements in Europe, from economic, political migration to expulsion and deportation after the Second World War, from fleeing violence and persecution to migration after the creation of the EU, have marked 20th century European history. The specific history of female migration can also be considered. Migration is multi-faceted and the experiences of migration into, out of or within Europe are lessons for future generations.

Forced migration, internal displacement and expulsion is an experience shared by many Europeans during the period of war. This includes the forced displacement and persecution of Roma populations during and after the Second World War, and its long-term consequences.

There is a wider acceptance of the need to address the past. The discussion on structural racism including antigypsyism entails an examination of the past, present and future of the cultural fabric of Europe.

Colonialism, slavery, and imperialism have left a mark on global history. Prejudices and stereotypes can be addressed by acknowledging the historical roots of racism, including from an intersectional perspective. De-colonisation, the dismantlement of colonial empires particularly in the 20th century and the emerging post-colonial European societies are shaped by this experience until today. While for many, colonialism is considered a chapter in history, the consequences of imperialistic rule inside and outside Europe are felt still today and are intertwined with structural racism and discrimination. However, these debates have been absent for far too long and need to be firmly embedded in a European narrative. Ensuring remembrance is an important part of encouraging inclusion and understanding.

Following the decolonisation process in international relations in the early 20th century, the UN World Conference on Combating Racism, Racial Discrimination, and Xenophobia established that structural inequalities are caused by the consequences of colonialism and slavery. Stemming from this observation, in its EU Anti-Racism Action Plan 2020-2025, the Commission made efforts to communicate on addressing the historical roots of racism.

Projects under this topic could focus on:

- Exploring the legacy of colonialism and its ongoing impact on contemporary multicultural European societies, with a view to contributing to the objectives of the EU Anti-Racism Action Plan 2020-2025, including addressing topics such as discrimination and racism.
- Raising awareness of Roma history and culture to contribute to strengthening multicultural European societies, in line with the EU Roma Strategic Framework for equality, inclusion and participation.
- Examining common European experiences of migration linked to historical events such as wars, transition moments, colonisation and de-colonisation, economic impacts, or persecution.
- Adopting an intersectional approach to cover several minority groups, including Jews, Roma, Overseas citizens, and other minority groups with a long history of migration, to promote a more nuanced understanding of multicultural European societies.

Activities that can be funded (scope)

Projects are expected to:

− Link different types of organisations to create synergies (between non-profit, grassroot, local, regional and national administration, academia, with museums, memorial and learning sites and educational institutions).

− Develop different types of activities (training activities, exhibitions, public debates, non-formal education, awareness raising, research, collection and digitisation of testimonies, publications, online tools, innovative and creative actions, etc.).

− Establish and conduct trainings for rights defenders, civil servants, members of the judiciary, law enforcement officials, journalists and policymakers.

− Promote inclusive, participatory and forward-looking approaches to remembrance, with a focus on education, intergenerational dialogue and outreach to diverse audiences.

− Establish and conduct education activities. Target groups can include pupils, students, young people, teachers, and other education professionals.

− Provide opportunities for inter-generational exchanges between witnesses and future generations.

− Support and empower memory activists and local grassroot organisations.

− Involve people from different target groups and gender, including, where possible, people facing racism, antisemitism, antigypsyism, LGBTIQ-phobia or other forms of discrimination and intolerance, as well as newcomers and migrants.

Projects should have a European dimension and preferably be implemented on a transnational level (involving the creation and operation of transnational partnerships and networks).

Projects' implementation are expected to promote gender equality and non-discrimination mainstreaming. This includes a gender analysis, mapping relevant gender-differences in the context of European Remembrance. To this end, applicants are encouraged to watch the recording of DG JUST online workshop on gender mainstreaming project proposals. Applicants are also encouraged to consult the key questions listed on the EIGE website when conducting their gender analysis. Unintended negative effects of the intervention on either gender should be avoided (do no harm approach). Applicants are expected to design and implement their communication and dissemination activities in a non-discriminatory and gender-sensitive way. The same applies to the design and implementation of monitoring and evaluation activities. Applicants are also expected to integrate a gender-perspective across their communication, dissemination and monitoring in their proposals.

Expected impact

− Contribution to the implementation of the policy initiatives supported by the call for proposals.

− Engagement of Europeans from different backgrounds – including young people and people who are multipliers (state administrators, law enforcement officials, members of the judiciary, policymakers, right-defenders, teachers, educators, etc) in advocating, strengthening and supporting democratic institutions and structures based on the rule of law.

− Serve the development of a common historical narrative, of a European culture of remembrance, including on Europe's negative history.

− Digitisation of historical material and testimonies of eyewitnesses for education and training purposes.

− Inclusion of a European dimension in relevant national and international debates on important historical events and moments of recent European history.

− Facilitate debate on divergent and opposite national historical narratives, especially on common negative history, at regional and European levels, leading to creating a common shared history.

− Identification, safeguarding and availability in particular online, of archival material, testimonies and authentic sites for education purposes, commemoration and research.

− Engagement of Europeans in combating racism, antisemitism, antigypsyism, anti-Muslim hatred, LGBTIQ-phobia and all types of intolerance.

− Increased number of transnational coalitions on European memory.

− Enhanced combating of historical distortion, revisionism and negationism, including Holocaust denial, distortion and trivialization.

− Stronger awareness of the contribution of minorities, such as Jews, Roma, Muslims, LGBTIQ people and other minorities to the cultural richness, diversity and common history of Europe.

− Ensure remembrance of victims of antigypsyism, violence and persecution throughout history.

− Enhanced knowledge of the history of antisemitism and Jewish life in Europe.

− Enhanced knowledge of the history of antigypsyism and Roma culture in Europe.

− Enhanced knowledge of the history and legacies of colonialism, enslavement and the slave trade and the overall historical roots of racism; recognition of the histories of People of African descents (PADs) in Europe.

3. Available budget

The estimated available call budget is **EUR** 18.000.000.

Specific budget information per topic can be found in the table below:

Topic	Topic budget
Topic 1 - CERV-2025-CITIZENS-REM-TRANSITION	**EUR 1.900.000**
Topic 2 - CERV-2025-CITIZENS-REM-HOLOCAUSTJEW	**EUR 9.000.000**
Topic 3 - CERV-2025-CITIZENS-REM-GENCRIME	**EUR 2.400.000**
Topic 4 - CERV-2025-CITIZENS-REM-HISTMIGRATION	**EUR 4.700.000**

We reserve the right not to award all available funds or to redistribute them between the call topics, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	19 June 2025
Deadline for submission:	1 October 2025 – 17:00:00 CET (Brussels time)
Evaluation:	October 2025 – March 2026
Information on evaluation results:	March 2026
GA signature:	April – July 2026

5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page on the EU Funding & Tenders Portal in the Calls for proposals section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project
- Application Form Part B — contains the technical description of the project *(template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*
- Part C (KPI) tool — contains additional project data regarding the project's contribution to EU programme key performance indicators *(to be filled in directly online, all sections to be completed)*

Mandatory annexes and supporting documents *(templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*:

- *Lump-Sum Budget C*alculator *(template available to be downloaded from the Portal Submission System, completed and re-uploaded)*

- List of previous projects (key projects for the last 4 years) *(template available in Part B)* (N/A for newly established organisations)

- for any participant organisation implementing activities involving children (persons under the age of 18):

  - private entities must submit their child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#)

  - public entities must provide at least a declaration on honour on the respect of child protection requirements (*template available to be downloaded from the Portal Submission System, completed and re-uploaded) (see section 6 Ethics and EU values)*.

- Other annexes will not be retained for consideration and will not be evaluated.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding *(especially eligibility, financial and operational capacity, exclusion, etc)*. Before signing the grant agreement, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable**, **accessible and printable** (please check carefully the layout of the documents uploaded).

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc)*.

For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:
- for lead applicants (i.e., the "Coordinator"): be non-profit legal entities (public or private bodies) or an international organisation.
- for co-applicants: be non-profit or for profit legal entities (public or private bodies). Organisations which are for profit may apply only in partnership with public entities, private non-profit organisations or with international organisations
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - countries associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature (list of participating countries)

Other eligibility conditions:
- Activities must take place in any of the eligible countries.
- The minimum grant requested cannot be lower than EUR 50.000
- Projects can be either national or transnational.
- The application must involve **at least two applicants** (lead applicant and at least one co-applicant, **not being an affiliated entity or associated partner**).

Beneficiaries and affiliated entities must register in the Participant Register — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc *(see section 13)*.

Specific cases and definitions

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees

for the protection of the EU financial interests equivalent to that offered by legal persons[6].

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'[7]. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations for participation in the programme *(see list of participating countries above)* may participate in the call and can sign grants if the negotiations are concluded before grant signature and if the association covers the call (i.e. is retroactive and covers both the part of the programme and the year when the call was launched).

EU restrictive measures — Special rules apply for entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)[8]. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092[9]. Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc.). Currently such measures are in place for. Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see Council Implementing Decision (EU) 2022/2506, as of 16 December 2022).

🛈 For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Consortium composition

Proposals must be submitted by a consortium of at least 2 applicants (lead applicant ("Coordinator") and at least one co-applicant, not being affiliated entity or associated partner).

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities *(such as environment, social, security, industrial and trade policy, etc)*. Projects must also respect EU values and European Commission policy regarding reputational matters (*e.g. activities*

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[6] See Article 200(2)(c) EU Financial Regulation 2024/2509.
[7] For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation 2024/2509.
[8] Please note that the EU Official Journal contains the official list, and, in case of conflict, its content prevails over that of the EU Sanctions Map.
[9] Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

involving capacity building, policy support, awareness raising, communication, dissemination, etc)[10].

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries *(see above)*.

The project can be either national or transnational.

Duration

Projects should normally range between 12 and 24 months.

Extensions are possible, if duly justified and through an amendment.

Project budget

Minimum grant amount: EUR 50.000 (The minimum grant requested cannot be lower than EUR 50.000)

The grant awarded may be lower than the amount requested.

Ethics and EU values

Projects must comply with:

— highest ethical standards

— EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and

— other applicable EU, international and national law (including the General Data Protection Regulation 2016/679).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the Gender Mainstreaming Toolkit. Project activities should contribute to the equal empowerment of women and men in all their diversity, ensuring that that they achieve their full potential and enjoy the same rights. They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex *(sex-disaggregated data)*, disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Private organisations with activities involving children must moreover have a child protection policy covering the four areas described in the Keeping Children Safe Child Safeguarding Standards. This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff,

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10 See, for instance, Guidance on funding for activities related to the development, implementation, monitoring and enforcement of Union legislation and policy.

including reporting rules, and continuous training. Public entities with activities involving children must provide at least a declaration on the respect of child protection requirements (template available to be downloaded from the Portal Submission System, completed and re-uploaded) (see section 5 Admissibility and documents).

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the Participant Register during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc)*. The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations

- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information

- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities *(see below, section 10)*

- prefinancing paid in instalments

- (one or more) prefinancing guarantees *(see below, section 10)*

or

- propose no prefinancing

- request that you are replaced or, if needed, reject the entire proposal.

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

— general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

— description of the consortium participants

— list of previous projects (key projects for the last 4 years) *(template available in Part B, n/a for newly established organisations)*.

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[11]:

— bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)

— in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)

— guilty of grave professional misconduct[12] (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

— committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

— shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

— guilty of irregularities within the meaning of Article 1(2) of EU Regulation 2988/95 (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

— created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with

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[11] See Articles 138 and 143 of EU Financial Regulation 2024/2509.
[12] 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- intentionally and without proper justification resisted[13] an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that[14]:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation)

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria *(see sections 7 and 9)* and then ranked according to their scores.

For proposals with the same score (within a topic or budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

1) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

⚠️ No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc*.

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation

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[13] 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.
[14] See Article 143 EU Financial Regulation 2024/2509.

committee or other concerns. Full compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access *(see also Funding & Tenders Portal Terms and Conditions)*. Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

1. **Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; contribution to the implementation of the relevant EU equality strategies and policies[15]; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation, building synergies and avoiding duplication with previous projects **(40 points)**

2. **Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks & risk management, monitoring and evaluation); ethical issues and measures/policies to guarantee child safeguarding (for activities involving children) and compliance with EU values are addressed; feasibility of the project within the proposed time frame **(40 points)**

3. **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends **(20 points)**

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[15] EU Strategy on combating antisemitism and fostering Jewish life 2021-2030; EU anti-racism action plan for 2020-2025; EU Roma strategic framework on equality, inclusion and participation; the LGBTIQ Equality Strategy (2020-2025); No place for hate: a Europe united against hatred; the Gender Equality Strategy (2020-2025); Guide to EU citizenship; 2020 European Democracy Action Plan; Upcoming European Democracy Shield, under the mandate of Commissioner McGrath.

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality	n/a	40
Impact	n/a	20
Overall (pass) scores	**70**	**100**

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally, the starting date will be after grant signature and at the maximum, within 6 months after the grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons— but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Milestones and deliverables

Activities must be grouped into work packages. (For the distribution of the work packages please see "Budget categories for this call" below)

For each work package, an objective and lists of tasks/activities, milestones and deliverables must be defined. The deliverables and milestones must be quantifiable and measurable. Their structure should be logical and guided by identifiable outputs with clear indicators.

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables will be mandatory for all projects:

- Reports on the implementation of work packages, one report for each work package/event (template available on the Funding & Tender Opportunities Portal, section Project reporting templates, file name "Event description sheet (CERV REM, CIV and NETW)")

Other deliverables may be linked to Work packages, such as: policy recommendations, training materials, event conclusions, publications, analyses, audio-visual materials, dissemination materials.

The following milestone will be mandatory for all projects:

- Milestone related to "**EU survey on Justice, Right and Values**". Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a weblink to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project evaluation. The granting authority will aggregate the results of all the projects financed under the CERV programme.

Other milestones are optional.

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (requested grant amount): *see section 6 above*.

The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the variable amounts it has prefixed, and the estimates indicated by the beneficiaries in their project budget. Project budget should be established by filling out the mandatory annex Lump-Sum Budget Calculator: *see section 5 above.*

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call:

- Lump sum contributions[16]

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the Lump-Sum Budget Calculator provided in the Portal Submission System

- One lump sum listed in the Lump-Sum Budget Calculator must correspond to one Work Package ('event') in the Application Form.

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[16] Decision of 26 March 2021 authorising the use of lump sums for actions under the Citizens, Equality, Rights and Values Programme (2021-2027).

- 1 lump sum = 1 work package = 1 'event' = one or several activities

- An 'event' happens within a defined timeframe and can include one or several activities (e.g. conferences, workshops, trainings, seminars, debates, webinars, exhibitions, campaigns, surveys, research etc), aiming at gathering people (i.e. involving direct and verifiable participation of the target group(s)) to discuss a thematic defined in advance. An event aims at reaching a determined output as defined in the work package of reference.

- The lump sum calculation is based on two parameters: number of direct participants and number of eligible countries per 'event'. 'Events' can take place either in-situ or online.

- In order to be eligible for funding, the total number of direct participants involved in the event must comply with the minimum requirements of participants/countries as set in the lump sum decision.

- Double funding is not allowed. Direct participants can be counted only once for the whole work package/'event' even if they participate in several activities. In addition, activities involving the same direct participants but belonging to different work packages should in principle not have overlapping timeframe (i.e. taking place on the same/consecutive days). Should that occur, the same direct participants must be counted only once under one work package.

- Kick-off meetings with project coordinators: costs for the in-situ kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night), upon grant agreement signature and invitation sent by the granting authority.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **60%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest*.*

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

⚠ Please be aware that payments will be automatically lowered if you or one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for **keeping records** on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement *(art 23)*.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet, point 4.4 and art 22)*.

For beneficiaries, it is one of the following:

— limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

— unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

— individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

— rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

— additional communication and dissemination activities: Yes

Other specificities

Consortium agreement: Yes

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

🛈 For more information, *see AGA — Annotated Grant Agreement*.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account.

Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Calls for proposals section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

 − Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online

 − Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

 − KPI tool containing additional project data. To be filled in directly online, all sections to be completed.

 − Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your

proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.

- Provide a list of sources used to generate content and citations, including those generated by the AI tool.

- Double-check citations to ensure they are accurate and properly referenced.

- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.

- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual

- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)

- Portal FAQ (for general questions).

Please also consult the Call and Topic pages regularly, since we will use them to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk.

Non-IT related questions should be sent to: the CERV National Contact Point of your country (if established) or otherwise to the following email address: EACEA-CERV@ec.europa.eu. Please indicate clearly the reference of the call to which your question relates *(see cover page)*.

13. Important

⚠️ **IMPORTANT**

- **Don't wait until the end —** Complete your application sufficiently in advance of the deadline to avoid any last-minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc)* will be entirely at your risk. Call deadlines can NOT be extended.

- **Consult** the Portal Call and Topic pages regularly. We will use them to publish updates and additional information on the call (call and topic updates).

- **Funding & Tenders Portal Electronic Exchange System —** By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the Portal Terms & Conditions.

- **Registration —** Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.

- **Consortium roles—** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

  The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator —** In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.

- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.

- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **Completed/ongoing projects —** Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).

- **No-profit rule —** Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No cumulation of funding/no double funding —** It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).

- **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see AGA — Annotated Grant Agreement, art 6.2.E)*.

- **Multiple proposals —** Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).

  Organisations may participate in several proposals.

  BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).

- **Resubmission —** Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection —** By submitting the application, all applicants accept the call conditions set out in this this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

- **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language —** You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).