



# Call for proposals to promote civil society organisations' awareness of, capacity building and implementation of the EU Charter of Fundamental Rights CERV-2024-CHAR-LITI

## Information session

**Organised within the framework of the  
CERV Civil Dialogue**

*European Education and Culture  
Executive Agency  
28 May 2024*

# Agenda

- 09:45 - 10:00: Welcome, presentation of the agenda and introduction of speakers - Liesa SIEDENTOPP, EACEA
- 10:00 - 10:30: PART I – Presentation of the CHAR-LITI Call
  - ❖ Main features and Eligibility conditions of the CERV-2024-CHAR-LITI Call - Cristina MARCUZZO, EACEA
  - ❖ Financial aspects - Serena IANNIELLO, EACEA
- 10:30 – 10:50: Questions & Answers
- 10:50 - 11:05: National Contact Points (NCPs) for the CERV Programme and their role in assisting applicants - Stefanie ISMAILI-ROHLEDER, CERV NCP Germany
- 11:05 - 11:20: Break
- 11:20 - 11:50: PART II – Submission and evaluation process
  - ❖ The submission process - Csilla DOBOSI, EACEA
  - ❖ The evaluation process - Maité VANWESEMAEL, EACEA
- 11:50 – 12:05: Legal validation and Financial capacity Assessment - Radu SORA and Florin PUIU, REA Central Validation Service
- 12:05 - 12:35: Questions & Answers
- 12:35 - 12:45: Feedback from the meeting and Closing remarks - Cristina MARCUZZO, EACEA

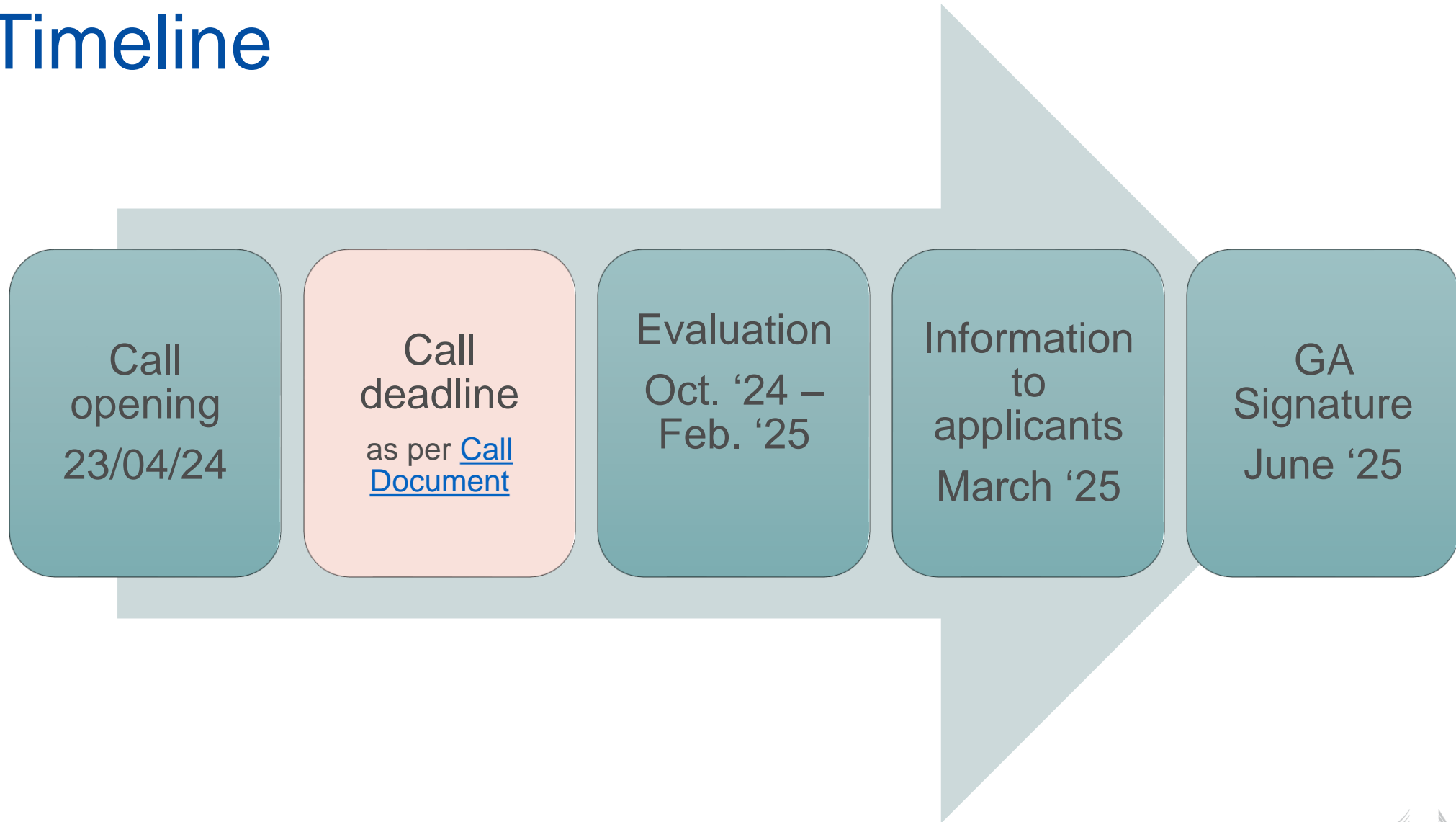


# Presenting the 2024 CHAR-LITI Call for Proposals

# Main features and Eligibility conditions of the CERV-2024-CHAR-LITI Call

Cristina MARCUZZO, EACEA

# Timeline



# Who is eligible to apply?

- ✓ **Coordinator:** non-profit private body (EU)
- ✓ **Co-applicants:** non-profit or profit public or private bodies (EU)
- ✓ Single applicant or consortium
- ✓ Beneficiaries must be formally established in an EU Member State (including overseas countries and territories (OCTs) !
- ✓ Activities must take place in any of the eligible countries (as above) !
- ✓ Applications will be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted

# Key figures

- **Available budget** : EUR 16 000 000
- **Project duration**: between 12 and 24 months
- **Project budget**: min: **EUR 75 000 (eligibility criterion)** – max: no limit
  - **Co-financing**: the maximum funding rate is **90%**
  - **Budget-based mixed actual cost grant**
  - **Budget categories and cost eligibility rules** - see [Call document](#)

# 2024 Call - Priorities: topics

Each application must address only **ONE** of these topics:

1. Capacity building and awareness raising on the EU Charter of Fundamental Rights
2. Promoting rights and values by empowering the civic space
3. Strategic litigation
4. Protecting EU values and rights by combating hate crime and hate speech
5. Supporting an enabling environment for the protection of whistleblowers



# 2024 Call - main novelties

- **Budget split per topic\*:**

CERV-2024-CHARLITI-CHARTER	EUR 3 100 000
CERV-2024-CHARLITI-CIVIC	EUR 3 000 000
CERV-2024-CHARLITI-LITIGATION	EUR 2 400 000
CERV-2024-CHARLITI-SPEECH	EUR 5 500 000
CERV-2024-CHARLITI-WHISTLE	EUR 2 000 000

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

# Financial aspects

Serena IANNIELLO, EACEA

# Budget Categories

- A. Personnel Costs
- B. Subcontracting Costs
- C. Purchase Costs
- D. Other Costs Categories
- E. Indirect Costs

# A. Personnel Costs

- A.1 Employees
- A.2 Natural persons under direct contract
- A.3 Seconded persons
- A.4 SME Owners and natural person beneficiaries
- A.5 Volunteers

A.2 and A.3 Costs for natural persons working under a direct contract other than an employment contract and, costs for seconded persons by a third party against payment are eligible as personnel costs if:

(a) they work under conditions similar to those of an employee

and

(b) the result of the work belongs to the beneficiary (unless agreed otherwise)

## A.4 The work of SME owners and natural person beneficiaries may be declared as personnel costs

This budget category covers the costs of two types of persons:

- Persons who are directly owners or co-owners (regardless of their percentage of ownership) of the beneficiary, if the beneficiary is an SME and the person is not an employee of the beneficiary
- Beneficiaries who are natural persons; i.e. who signed the Grant Agreement on her/his own name as individuals, not on behalf of another legal person (e.g. a company)

A.5 The work of volunteers for the action (i.e. persons who freely work for an organisation, on a non-compulsory basis and without being paid)

The total costs declared under this category:

- may not exceed the maximum amount for volunteers for the action (which corresponds to 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal)
- may not exceed the maximum amount for volunteers for each beneficiary set out in Annex 2a
- may not make the maximum EU contribution to costs higher than the total eligible costs without volunteers

## Volunteers (Decision C(2019)2646<sup>2</sup>)

Type: unit costs

Units: days spent working on the action

Amount per unit (daily rate):

Country	Daily rate in €
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia	47
Australia, Canada, Hong King, Israel, Japan, Kuwait, Macao, New Zealand, Qatar, United Arab Emirates, United States of America, Switzerland.	92
Albania, Angola, Antigua and Barbuda, Argentina, Barbados, Bosnia and Herzegovina, Brazil, Chile, Colombia, Comoros, Cook Islands, Dominica, Gabon, Grenada, Ivory Coast, Former Yugoslav Republic of Macedonia, Kosovo, Lebanon, Libya, Mexico, Montenegro, Nigeria, Peru, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And the Grenadines, Sao Tome and Principe, Serbia, Seychelles, Thailand, Türkiye, Ukraine, Uruguay, Venezuela, Zambia, Zimbabwe	45
Afghanistan, Azerbaijan, Bahamas, Bolivia, Burkina Faso, Cameroon, China, Congo, Costa Rica, Djibouti, Dominican Republic, Ecuador, El Salvador, Georgia, Guatemala, Guinea-Bissau, Haiti, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Micronesia, Morocco, Mozambique, Namibia, Palestine,	32
Panama, Papua New Guinea, Paraguay, Senegal, South Africa, Surinam, Swaziland, Russia, Trinidad and Tobago, Vanuatu	
Algeria, Armenia, Bangladesh, Belarus, Belize, Benin, Bhutan, Botswana, Myanmar, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Congo – Democratic Republic of the-, Cuba, Korea (DPR), Egypt, Eritrea, Ethiopia, Equatorial Guinea, Fiji Island, Gambia, Ghana, Guinea, Guyana, Honduras, India, Indonesia, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Moldova, Mongolia, Nauru, Nepal, Nicaragua, Niger, Niue, Pakistan, Palau, Philippines, Rwanda, Samoa, Sierra Leone, Solomon, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Timor-Leste – Democratic Republic of, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Uzbekistan, Vietnam, Yemen	17



## B. Subcontracting Costs

- Subcontracting concerns the implementation of ‘action tasks’, i.e. parts of the project tasks that have been outsourced
- Coordination tasks **cannot be subcontracted**
- Rules to apply for the award of contracts:
  - best value for money (or if appropriate the lowest price)
  - ensure they are no conflict of interests between your organisation and the company providing you the service

Subcontracting (Article 6.2.B) ≠ Implementation contracts (Article 6.2.C)

# Can we hire contractors from outside of the EU?

## Article 6 - Eligible and ineligible costs

To be eligible all costs must meet the eligibility conditions set out in Article 6, and in particular they must comply with the applicable national law on taxes, labour and social security (..).

## Article 11 — Proper implementation of the action

The beneficiaries must implement the action (...) in compliance with the provisions of **the Agreement**, the **call conditions** and all legal obligations under applicable EU, international and national law.

# C. Purchase costs

## C.1 Travel & Subsistence:

Travel

Accommodation

Subsistence

## C.2 Equipment

## C.3 Other goods, works and services



## C.1 Travel and subsistence costs:

This budget category covers travels needed for the action, broken down in the following subcategories:

- Travel
- Accommodation
- Subsistence

[Commission Decision of 12 January 2021](#) amended on 26 July 2023

## Travel

Type: unit costs

Units: travel (journeys) for the action

Amount per unit:


*standard:*

*for travel of 50 -399km (inside EU countries):*

Country	Unit costs in €	Country	Unit costs in €	Country	Unit costs in €
AT	60	FI	36	PL	20
BE	46	FR	64	PT	40
BG	12	HR	36	RO	16
CZ	20	HU	28	SE	56
DE	64	IE	36	SI	27
DK	76	IT	52	SK	20
EE	16	LT	20		
EL	36	LV	16		
ES	52	NL	49		

for travel of 50 -399km (land-based; between EU countries):

MS	AT	BE	BG	CZ	DE	DK	EE	EL	ES	FI	FR	HR	HU	IE	IT	LT	LU	LV	NL	PL	PT	RO	SE	SI	SK
AT				58	65						64	58	58		58					58		58		58	58
BE					82						82						50		82						
BG								37				36	26									17			
CZ	58				65						64	36	26							20		19		37	21
DE	65	82		65		76					82	65			65		82		65	65				65	
DK					76														76				76		
EE																22		22							
EL			37																						
ES											82										54				
FI																							55		
FR	64	82		64	82				82						82		82		82						
HR	58		36	36	65								36		50							36		37	
HU	58		26	26								36			50					26		26		37	26
IE																									
IT	58				65						82	50	50											50	
LT							22											19		20					
LU		50			82						82								82						
LV							22									19				20					
NL		82			65	76					82						82								
PL	58			20	65								26			20		20				20			21
PT								54																	
RO	58		17	19								36	26							20					21
SE						76				55															
SI	58			37	65							37	37		50										37
SK	58			21									26							21		21		37	

 No connection below 400 km

for travel of 50-399km not covered above:

- for calls with opening date as from 26 July 2023: **EUR 245**

*for travel of 400 km or more\* (air or rail or combined air/rail):*

Distance Band	Unit costs in €	Distance Band	Unit costs in €	Distance Band	Unit costs in €
400-600	245	1601-2000	369	4501-6000	796
601-800	261	2001-2500	429	6001-7500	900
801-1200	276	2501-3500	541	7501-10000	1 201
1201-1600	288	3501-4500	659	10001-Max	1 376

All distances need to be measured using the [rail calculator](#) and [flight calculator](#)

*special rates:*

*for travel from EU countries to EU outermost regions or OCTs:*

Remote region	Unit costs in €	Remote region	Unit costs in €	Remote region	Unit costs in €
Aruba	1 343	French Guiana	905	Saint Helena	2 395
Bonaire	1 344	Martinique	958	Saint Martin	939
Curaçao	1 302	Mayotte	1 170	Saint Pierre and Miquelon	1 832
French Polynesia	2 204	New Caledonia	2 065	Wallis and Fotuna	2 398
Greenland	1 118	Réunion	1 040		
Guadeloupe	801	Saba	1 286		

*for travel to/from location 400 km or more from a primary airport (e.g. certain regions in Finland): increase applicable unit cost by 50%*

## Accommodation

Type: unit costs

Units: nights spent on travel for the action

Amount per unit:

Country	Accommodation - € per night	Country	Accommodation - € per night	Country	Accommodation - € per night
Albania	101	Greece	107	North Macedonia	95
Algeria	157	Hungary	105	Norway	145
Armenia	115	Iceland	190	Palestine	140
Austria	126	Ireland	139	Poland	103
Azerbaijan	136	Israel	187	Portugal	109
Belarus	108	Italy	114	Romania	109
Belgium	137	Jordan	140	Serbia	105
Bosnia and Herzegovina	90	Kosovo	92	Slovakia	98
Bulgaria	110	Latvia	95	Slovenia	113
Croatia	104	Lebanon	154	Spain	117
Cyprus	120	Libya	146	Sweden	158
Czechia	107	Lichtenstein	135	Switzerland	178
Denmark	158	Lithuania	94	Syria	145
Egypt	152	Luxembourg	163	Tunisia	99
Estonia	107	Malta	141	Türkiye	116
Finland	146	Moldova	133	Ukraine	122
France	166	Montenegro	98	United Kingdom	151
Germany	119	Morocco	129		
Georgia	134	Netherlands	133		



## Subsistence

Type: unit costs

Units: days spent on travel for the action

Amount per unit (daily rate):

Country	Subsistence daily rate in €	Country	Subsistence daily rate in €	Country	Subsistence daily rate in €
Albania	50	Greece	82	North Macedonia	50
Algeria	85	Hungary	64	Norway	80
Armenia	70	Iceland	85	Palestine	60
Austria	102	Ireland	108	Poland	67
Azerbaijan	70	Israel	105	Portugal	83
Belarus	90	Italy	98	Romania	62
Belgium	102	Jordan	60	Serbia	60
Bosnia and Herzegovina	65	Kosovo	60	Slovakia	74
Bulgaria	57	Latvia	73	Slovenia	84
Croatia	75	Lebanon	70	Spain	88
Cyprus	88	Libya	50	Sweden	117
Czech Republic	70	Lichtenstein	80	Switzerland	80
Denmark	124	Lithuania	69	Syria	80
Egypt	65	Luxembourg	98	Tunisia	60
Estonia	80	Malta	88	Türkiye	55
Finland	113	Moldova	80	Ukraine	80
France	102	Montenegro	60	United Kingdom	125
Germany	97	Morocco	75		
Georgia	80	Netherlands	103		

## C.2 Equipment:

Purchases of **equipment, infrastructure or other assets** used for the action must be **declared as depreciation costs**.

Only the portion of the costs that corresponds to the rate of actual use for the action during the action duration can be taken into account.

Costs for renting or leasing equipment, infrastructure or other assets are also eligible, if they do not exceed the depreciation costs of similar equipment, infrastructure or assets and do not include any financing fees.

### C.3 Other goods, works and services:

This budget category covers the costs for goods and services that were purchased for the action, such as:

- costs for consumables and supplies
- communication and dissemination costs
- costs related to intellectual property rights (IPR)
- costs for certificates on financial statements (CFS) and certificates on methodology (CoMUC; where necessary)
- costs for financial guarantees (only if required by the granting authority)

# E. Indirect Costs

This budget category covers all costs for the action that are not directly linked to it (i.e. overheads)

Indirect costs are declared as a fixed flat-rate



# General Costs Eligibility Conditions

**Actually incurred**

Incurred during the  
**project lifetime**

Incurred in **connection**  
**with the action**

**Identifiable** and  
**verifiable**

Comply with **national**  
**law**

Reasonable, justified  
and compliant with  
**sound financial**  
**management** (economy  
and efficiency)

# Specific Cost Eligibility Conditions for this Call

- personnel costs:
  - SME owner/natural person unit cost: **Yes**
  - volunteer unit cost: **Yes (without indirect costs)**
- travel and subsistence unit cost: **Yes**
- equipment costs: **depreciation**
- other cost categories:
  - **costs for financial support to third parties: Not Allowed**
- indirect cost flat-rate: **7% of the eligible direct costs**
- VAT: **non-deductible VAT is eligible**
- in-kind contributions for free **are allowed, but cost-neutral, i.e. they cannot be declared as cost**
- kick-off meeting's costs: **Yes**
- project websites' costs: **No**
- other ineligible costs: **No**

# National Contact Points for the CERV Programme

Stefanie ISMAILI-ROHLEDER, CERV NCP Germany



28 May 2024



Citizens, Equality, Rights  
and Values Programme

# NATIONAL CONTACT POINTS

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@CHAR-LITI Info Session

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LINK TO PRESENTATION:

<https://qrco.de/CERV-NCP-Pres>









## OUR MISSION

### INFORMATION

- providing information about the Programme & its **FUNDING OPPORTUNITIES** and about the policy initiatives in the areas covered by the Programme.

### ADVICE

- facilitating the participation of stakeholders and giving advice to applicants;
- increasing the **CAPACITY** of stakeholders to take part in the Programme.

### SUPPORT

- facilitating the **MATCH-MAKING** between potential partner entities on a transnational level;
- supporting applicants during the **APPLICATION PROCESS**.

### DISSEMINATION

- dissemination of **BEST PRACTICE** projects;
- increasing knowledge and awareness of Programme results.

**CERV** CITIZENS,

EQUALITY, RIGHTS

AND VALUES  
EU FUNDING PROGRAMME



## CERV Project Partner Search

This **partner search** is offered by the **National Contact Points** of the **CERV programme**. Here you can share your proposals in the making, project ideas, or interests in view of the **upcoming funding calls**, so that other (potential) participants & partners from around the EU can find or contact you! You can be either a prospective project leader wishing to find more partners, or a prospective project partner looking to find projects in which to participate. You could also state your wish to act as an advisor in certain fields of the programme.

**HERE**  
you can find  
the current entries.

NCP CERV Partner Search



[https://qrco.de/  
CERVps](https://qrco.de/CERVps)

Search Filter: CITIZENS-T... leader

Search in All Submissions All time

Advanced Filters

Funding Call(s) includes CITIZENS-TOWN-TT Preferred Role in the ... includes leader

+ Add New Filter

Apply Filter

9	☆	Jun 7, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Marilia Charalambide	info@citizens-act.org
10	☆	Jun 7, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Athos Charalambides	info@emphasyscentre.
11	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Lucia Merlino	lucia.merlino@comunit
12	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Lucia Merlino	lucia.merlino@comunit
13	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	Vasilis Christofi	vasilis@cing.ac.cy
14	☆	Jun 6, 2023	CHAR-LITI-CIVIC	CHAR	Partner	José Martínez MARín	proyectospolicia@ayto
15	☆	Jun 2, 2023	EQUAL		Leader, Partner	Madeline YONGYE	contact@onepeople.in
Total		141					

...	Organisation / Entity	Country...	City ...	T T
	IASIS	Greece	Athens	Youth
pl	Centre for Promotion and D...	Polska	Łódź	social
bav...	Panevėžys County Gabrielė...	Lithuania	Panevėžys	SSea
rg	OTI Group	Cyprus	Latsia	resear
/	Materia Group - AgeCare (...)	Cyprus	Nicosia	ageis
/	Youth Empowerment Found...	Cyprus	Nicosia	Socia
	TRAMES Onlus	Italy	Firenze	Envir
at	Ayuntamiento de Ascó	Spain	Asco	Cultu
	Citizens ACT	Cyprus	Nicosia	Hum

NCP CERV Partner Search



<https://qrco.de/CERVps>

# JOINT EVENTS



## CERV Citizens' Forum

Your place to find projects & partners for CERV calls!

- Learn more about [current CERV calls](#)
- Receive [direct support](#) from the CERV national contact points
- [Present your project idea or topic](#) and moderate a break-out room (or [participate](#) in break-out rooms initiated by other participants)
- Create [new projects or join projects](#) in the making
- Expand your project team and create [synergies](#)





## NEXT EVENTS

tbc

CERV CITIZENS' FORUM  
Call: Town Twinning

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concrete/more dates will be announced on the  
registration form



## NCP Event Registration



[https://qrco.de/  
CERV-forum](https://qrco.de/CERV-forum)



[www.facebook.com/  
CERVprogramme](https://www.facebook.com/CERVprogramme)







# Proposals' submission and evaluation



# Submission process

Csilla DOBOSI, EACEA

- Where to find the Call
- How to create your application
- Proposal structure

# Where to find the CHAR-LITI Call

Go to the [Funding & tenders opportunities portal](#)

The screenshot displays the 'EU Funding & Tenders Portal' with the 'Funding' menu item highlighted in yellow. Below the navigation bar, the breadcrumb path is 'Home > Funding > Calls for proposals', with 'Calls for proposals' highlighted in a red box. A red box also highlights the search input field containing 'CERV-2024-CHAR-LITI'. The search results show two entries:

- Promoting rights and values by empowering the civic space**  
CERV-2024-CHAR-LITI-CIVIC | Call for proposal  
Opening date: 23 April 2024 | Next deadline: 18 September 2024 | Single-stage  
Programme: Citizens, Equality, Rights and Values Programme (CERV) | Type of action: CERV Project Grants
- Protecting EU values and rights by combating hate speech and hate crime**  
CERV-2024-CHAR-LITI-SPEECH | Call for proposal  
Opening date: 23 April 2024 | Next deadline: 18 September 2024 | Single-stage  
Programme: Citizens, Equality, Rights and Values Programme (CERV) | Type of action: CERV Project Grants

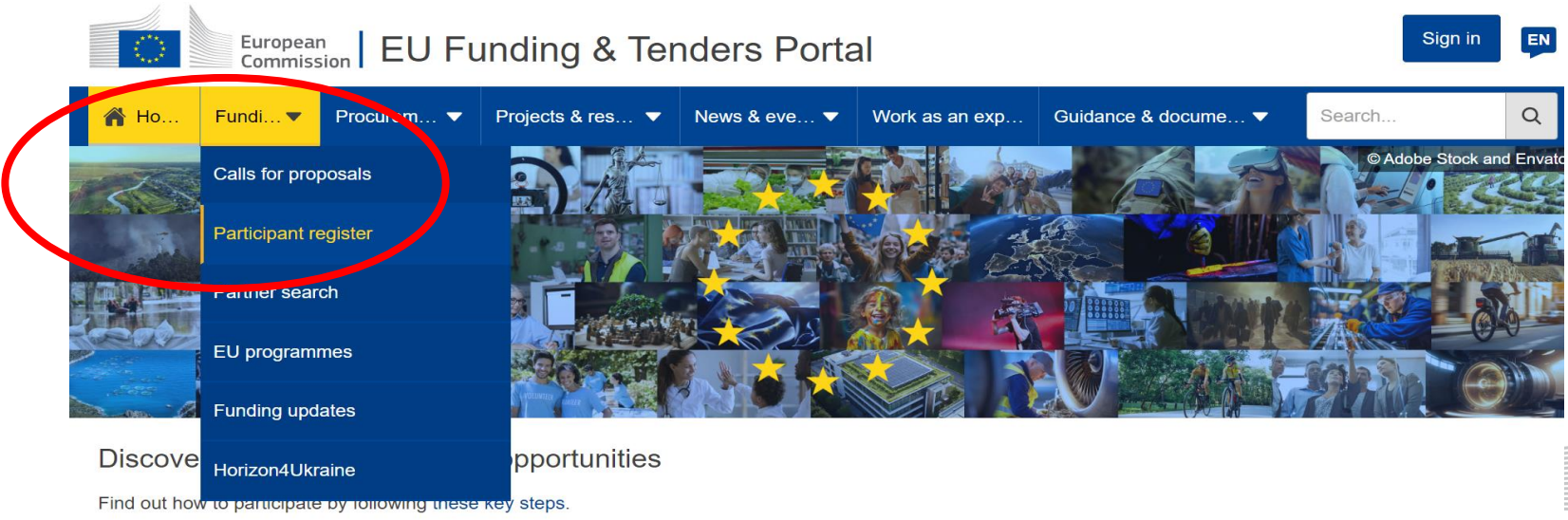
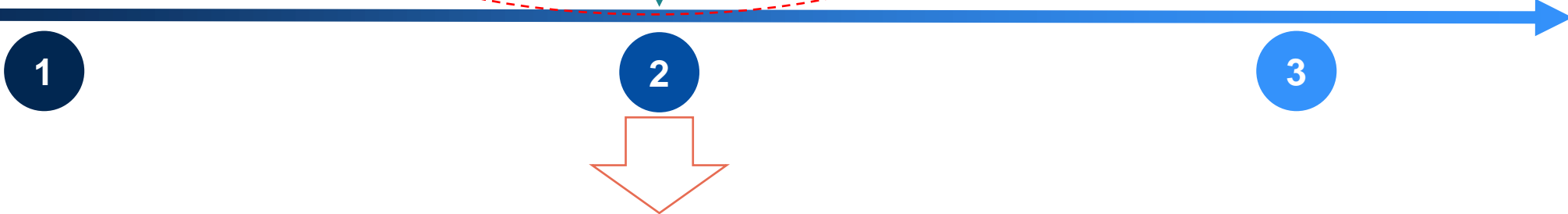
# Before you create your application

(to get a Participant Identification Code-PIC)

Create your EU login account

Register your organisation

Create & submit your proposal



# How to create your application

Read the **Call document** and the **FAQ** carefully before starting your application

## General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Go back

## Topic conditions and documents

1. **Eligible countries:** as described in the [Call document](#).
2. **Eligibility and admissibility conditions:** as described in the [Call document](#).
3. **Proposal page limits and layout:** Please refer to Part B of the [Standard proposal template](#).
4. **Evaluation:** Evaluation criteria, scoring, threshold and process are described in the [Call document](#).
5. **Indicative timetable for evaluation and grant agreement:** as described in the [Call document](#).

show more...

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the one you are asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal

Please select the type of your submission:

CERV Project Grants [CERV-PJG], CERV Action Grant Budget-Based [CERV-AG]

Start submission

Need help?

When you are ready, click on **'Start submission'**

# How to create your application

## Roles in the consortium

1. Lead Applicant/Coordinator – takes care of the project management and coordination
2. Co-applicants/Partners - help you reach objectives and solve problems
  - Consortium agreement (at contracting stage)

Reminder: All the entities involved need to be registered with a PIC number.

# Admissibility criteria



Respect deadline for submission of application



Electronically: SEP Grant Application Form using the forms provided inside the system



Complete: Part A, part B, part C (KPIs), supporting documents

# How to create your application

## Create proposal



### Deadline

06 June 2023 17:00:00 Brussels Local Time

91 days left until closure

### Call data

Call: €

Topic:

Type of action:

Type of MGA: €



Topic and type of action can only be changed by creating a new proposal.

### Download Part B templates



Download part B templates



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system in accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals b  
**You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version v

### Find your organisation

PIC \*

Short name \*

Organisations you have been previously associated with. (Click to select)

**PIC: 888801495**

Test France

Rue Paris  
Paris,FR

**PIC: 923131832**

Aero LTD

MaartStreet 12  
Almere,US  
VAT: 125648321

**PI**

Be

Vin  
Uc

**PIC: 911571663**

Test\_BE

Rue Test 1  
Ville Test BE

**PIC: 911571469**

Test\_FR

Rue Test 2  
Ville Test FR

**Enter the PIC of your organisation**



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

## Proposal forms



### Deadline

25 May 2023 17:00:00 Brussels Local Time

98 days left until closure

### Call data

Call: CERV-2023-CHAR-LITI

Topic: CERV-2023-CHAR-LITI-SPEECH

Type of action: CERV-PJG

Type of MGA: CERV-AG



Topic and type of action can only be changed by creating a new proposal.

### Proposal data

Acronym: WWW

Draft ID: SEP-210931690

### Download Part B templates



Download part B templates

Part B

### Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

### Service Desk:



EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



+32 2 29 92222

Part A Part C

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

### Administrative forms (Part A)

Edit forms

Edit Part C

View history

Print preview

### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B \*

CVs

Annual activity reports

List of previous projects

Child protection policy

Letters of support

Other annexes

Upload

Upload

Upload

Upload

Upload

Upload

Upload

Supporting documents

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT



# How to create your application

## Participants

In this step you as coordinator should manage and review the participants of your proposal. ×

**i** Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 ?

**Call data:**

Call: CERV-2022-CHAR-LITI  
Topic: CERV-2022-CHAR-LITI  
Type of action: CERV-PJG  
Type of MGA: CERV-AG

**⚠** Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**

Acronym: xxx  
Draft ID: SEP-210809076

**Coordinator**

1 ✎ Test Camelia-Valeria **Add Affiliated Entity +** **Contacts: ?** **Add contact +**

**- Main contact** ✎ >

PIC: 913842918

**Change organisation** **Contact organisation**

**Add Partner +** **Add Associated partner +**

**SAVE** **SAVE AND GO TO NEXT STEP** **NEXT**

# 1. Part A

## Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

# Part A : Budget table

No	Name of beneficiary	Country	Role	Personnel costs - without volunteers EUR	Personnel costs volunteers EUR	Subcontracting costs EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment EUR	Purchase costs - Other goods, works and services EUR	Financial support to third parties/ EUR	Indirect costs EUR	Total eligible costs EUR	Ineligible costs/ EUR	Total estimated project costs and contributions EUR	Funding rate	Maximum EU contribution to eligible costs EUR	Requested EU contribution to eligible costs EUR	Max grant amount EUR	Income generated by the project EUR	In kind contributions EUR	Financial contributions EUR	Own resources/ EUR	Total estimated project income/ EUR	
1	Janitsem Tomasz Janisz	PL	Coordinator	0	0	0	0	0	0	0	0.00	0.00	0	0.00	90	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>				0	0	0	0	0	0	0	0.00	0.00	0	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

AGA — Annotated Grant Agreement

# 2. Part B

- 1. Relevance
- 2. Quality
- 3. Impact
- 4. Work plan
- 5. Other
- 6. Declarations

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# 3. Part C (KPI) (New)

Citizens, Equality, Rights and Values Programme (CERV)

Type of project and thematic area

Type of project (main activity):

- Mutual learning and exchange of good practices
- Training
- ICT tools
- Awareness raising, information and dissemination
- Analytical activities

Please add at least one item.

Select one as per the main activity type of your project (even if there are several)

Output, result and impact indicators

Persons reached

Number of persons reached:

Number of persons participating in mutual learning and exchange of good practices activities:

Male *	Female *	Non-binary *
<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>
<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>

TOTAL: 0

Number of persons participating in awareness raising, information and dissemination activities:

Male *	Female *	Non-binary *
<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>
<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>

TOTAL: 0

Number of persons participating in training activities:

Male *	Female *	Non-binary *
<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>	<input type="text" value="###,###,###"/>
<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>	<small>This is a mandatory field.</small>

TOTAL: 0

Fill in the gender segregated data (estimates)

# Help

European Commission | EU Funding & Tenders Portal

Sign in EN

Home > Guidance & documents > Frequently Asked Questions (FAQ)

## Frequently Asked Questions (FAQ)

For questions related to specific calls or topics, please refer to the Topic Q&A section on the topic page (search)

**Filters** 48 item(s) found

**Quick search**

Select... Q

Match whole words only

Type ▾

Programme Citizens, Equality, Rights and Values Programme (CE...)

Is it possible to add as beneficiary, via an amendment, a H...  
Active

As the purpose of the Council implementing decision is to protect the Union budget and...

How do I fill in my bank account as an expert?

to change the EU Login details?

is a LEAR (Legal Entity Linted Representative) what are LEAR's rights asks?

to assign PLSIGN?

ular FAQs

Guidance & documents

Guidance & manuals

Reference documents

How to participate

FAQ

Helpdesk & support

Videos

- [Helpdesk & support on the F&T](#)
- [Online manual](#)
- [Portal FAQ](#)
- [National Contact Points](#)
- [EACEA-CERV@ec.europa.eu](mailto:EACEA-CERV@ec.europa.eu) → add **“CHAR-LITI”** in the subject of your email
- [Citizens, Equality, Rights and Values programme webpage](#)

# Reference documents

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

- CERV Regulation
- Work Programme
- Standard application form (in pdf)
- Model grant agreement and contract
- Reporting templates

European Commission | EU Funding & Tenders Portal

Home > Funding > Procurement > Projects & results > News & events > Work as an expert > Guidance & documents

Home > Guidance & documents > Reference documents

## Reference documents

Filters

- 2021 - 2027
- Citizens, Equality, Rights and V...

Programme Citizens, Equality, Rights and Values Programme (CERV)

### Grants

This page includes reference documents of the programmes managed by the Commission and the Commission work programmes up to model grant agreements and the reference documents.

### Procurement

Reference Documents related to tendering opportunities are published here.

Filter...

- > Legislation
- > Work programme & call documents
- > Grant agreements and contracts
- > Simplified cost decisions
- > Guidance
- > Templates & forms
- > Experts lists
- > Funding & Tenders Portal

# Evaluation process

Maïté VANWESEMAEL, EACEA



# The evaluation process

Appointment of an  
evaluation  
committee

Initial checks against  
eligibility, admissibility  
and exclusion criteria,  
usually done by the  
Agency staff

Evaluation against award  
criteria and operational  
capacity completed by  
the evaluation  
committee assisted by  
independent outside  
experts

Ranking list of  
proposals

# Award criteria – Scoring (100 points)

<b>Award criteria</b>	<b>Minimum pass score</b>	<b>Maximum score</b>
Relevance	25	40
Quality – Project design and implementation	n/a	40
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

# Award criteria – Relevance (40 points)

- **Relevance** to the priorities and objectives of the call
- Clearly defined **needs assessment** (gender perspective)
- Clearly defined **target group** Contribution to the **EU strategic and legislative context**
- **European/transnational dimension**
- Transfer of **good practices**
- Potential to develop mutual **cross-border** cooperation

# Award criteria – Quality (40 points)

- **Clarity and consistency** of the project
- **Methodology** for implementation (gender perspective)  
« timetable; allocation of resources; distribution of tasks between partners; risks & risk management; monitoring and evaluation »
- **Logical links** between identified problems-needs-solutions
- **Feasibility** of the project within the proposed time frame
- **Financial feasibility** and **cost-effectiveness**

# Adherence to EU values

Eligibility criteria

Ethics and EU values (5.1 section of Part B)

## Article 21 of the EU Charter of Fundamental Rights

*...Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. ...Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.*

## Article 2 of the Treaty on the European Union

*...The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities...*

# Award Criteria – Impact (20 points)

- Ambition and expected short, medium and long-term **impact** of results **on target groups/public**
- **Communication and Dissemination** strategy (**gender perspective**)
- Positive **multiplier effect**
- Long-term impact and **sustainability**

# Tips in brief

- In line with one of the policy priorities with a clear focus
- Realistic objectives and relevance to participating organisations & target groups
- Concrete targets and expected results
- Well established methodology
- Consistent with realistic project objectives, methodology, activity and budget
- Strong partnership (if in consortium)
- Realistic and sustainable results – visibility and media coverage

# Tips in brief

- Have the project idea firmly in mind before starting to complete the application
- Take time to understand how the application is structured
- Be sure your project fits into the CHAR-LITI objectives and priorities
- Ensure that partner involvement (work packages and budget) has been fully discussed and agreed
- Allow time for drafting and reviewing and redrafting
- Avoid editing the proposal with more than one user from your organisation at the same time



# Suggestions to prepare with your partners (if consortium)

- ✓ Be familiar with partners' profile for a proper project implementation
- ✓ Partners who provide low quality input to the drafting of application might not provide high quality input into the project
- ✓ Make sure that your partners are ready to implement the project if selected
- ✓ Clarify the number & dates & venues of meetings in advance
- ✓ Make sure you have an adequate project team for implementation
- ✓ Consortium agreement

# Resources for your consideration



[Gender Mainstreaming Toolkit](#)

[Gender statistics and indicators | EIGE \(europa.eu\)](#)

[Gender evaluation | EIGE \(europa.eu\)](#)

[Gender monitoring | EIGE \(europa.eu\)](#)

[Gender analysis | EIGE \(europa.eu\)](#)

[Gender awareness-raising | EIGE \(europa.eu\)](#)



# REA Central Validation Service

## Legal validation and Financial capacity Assessment

**Radu SORA**  
**Florin PUIU**

# Presentation Outline

REA Central  
Validation Service

Legal validation and  
Legal entity  
appointed  
representative  
(LEAR)

Communication

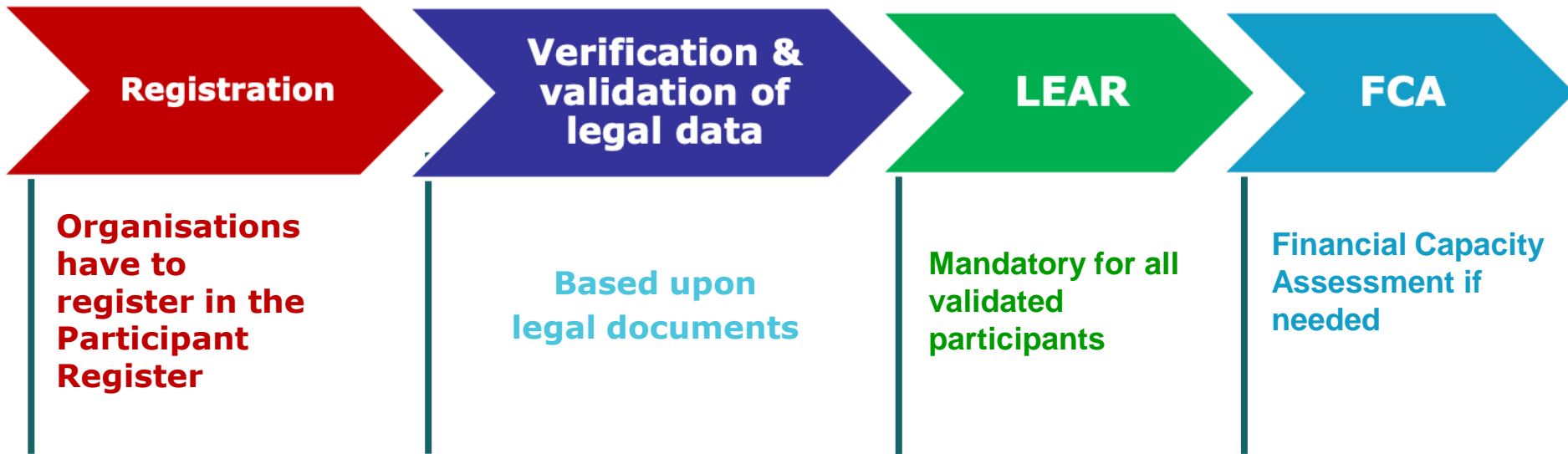
Financial capacity  
assessment

Guidance  
documents

# REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Encoding **Bank Account requests**
- Prepares the **Financial Capacity Assessment**
- Performs **ownership control assessments** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

# Validation Process Overview



# COMMUNICATION VIA PARTICIPANT REGISTER

# Registration of an organisation (at proposal stage)

Participant Register

 Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

**Search for a  
registered  
organisation**

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

**New  
registration**



# How to register in the Participant Register

The screenshot shows the 'Participant's Register' interface. At the top, a progress bar indicates six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name \* (text input, 240 characters)
- Registration country \* (dropdown menu)
- Registration number (text input, 50 characters)
- VAT number \* (text input, 20 characters) with a 'not applicable' toggle switch

At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

Identification

(e.g. Legal name, VAT number)



Organisation data



Legal information



Authorised users

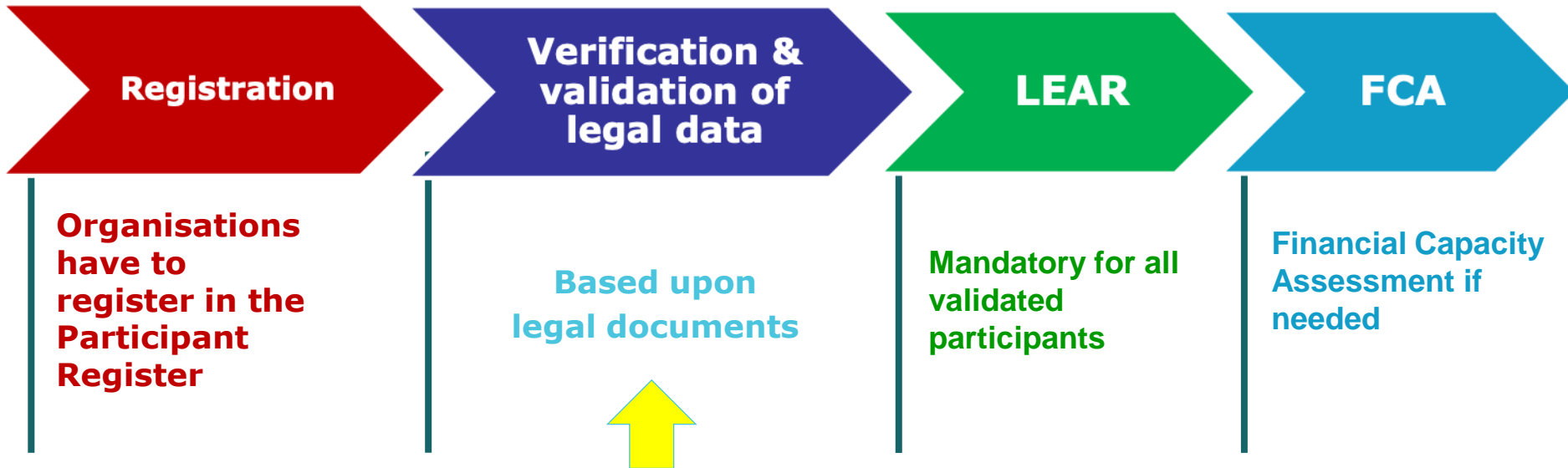
(e.g. Name, e-mail address of the self-registrant and the back-up)

Registration completed



New Participant Identification Code (PIC)  
in a "declared" status

Validation Process Overview



COMMUNICATION VIA PARTICIPANT REGISTER

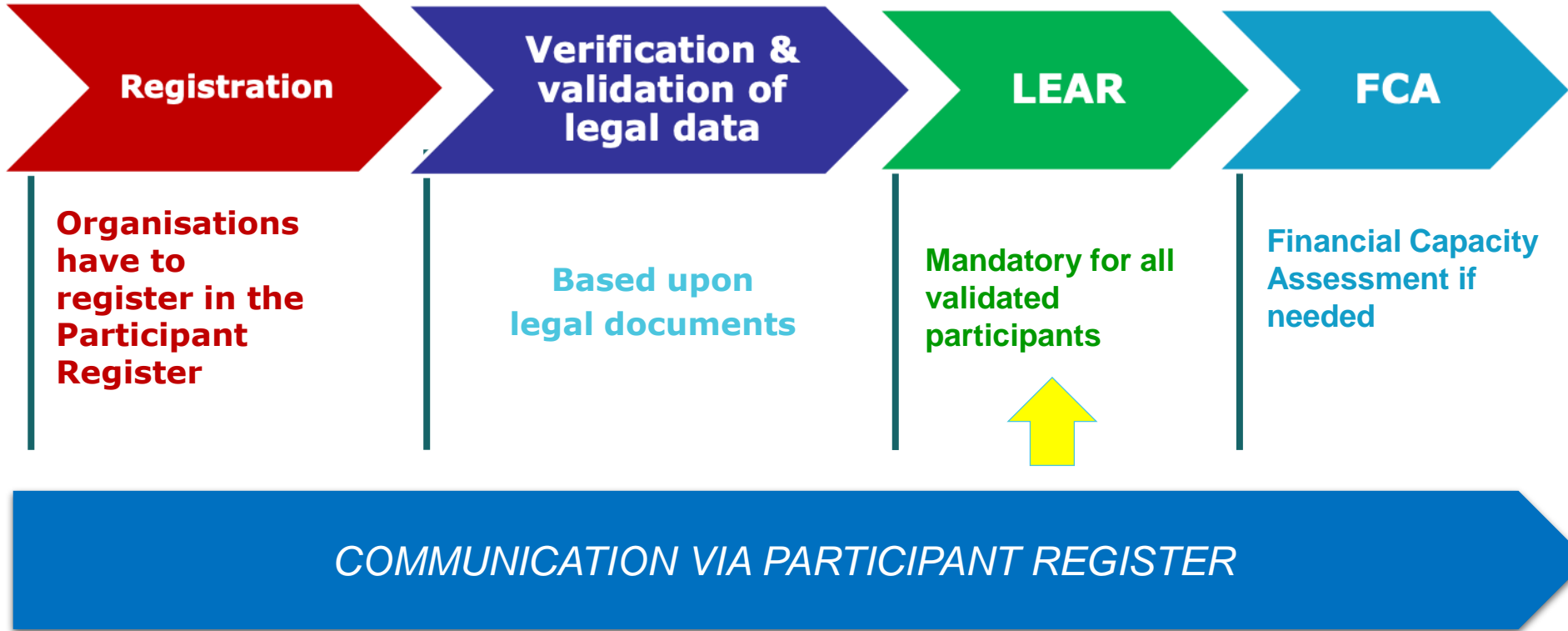
# Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant is done **once**, when the entity has to sign its first Grant Agreement or Contract and it is reused for future participations in EU grant and procurement actions
- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders

# Legal validation documents

- ✓ **Legal entity form** (template to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 1 year)
  - ✓ *If not registered for VAT – proof of VAT exemption*
- ✓ **Registration extract** (< 1 year) – for private law bodies
- ✓ **Law/decreed/decision** – for public law bodies
- ✓ **Treaty** – for international organisations
- ✓ **Statutes** – for non-profit organisations

## Validation Process Overview



# LEAR role and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory.

The LEAR:

- Notifies the EU of changes in legal data/status
- Submits legal and financial documents if required
- Manages access rights of persons in the organisation (but *not* at the project level)
- Nominates 'Account Administrators' and individuals authorised to sign:
  - ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
  - ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

# LEAR appointment documents

1. LEAR appointment letter and Roles and Duties of LEARs (duly signed by both the legal representative and the LEAR)
2. Declaration of Consent to the EU Funding & Tenders Portal Terms and Conditions (duly signed by legal representative)
3. Official proof of identity (ID-card/passport with photo and signature) of the legal representative and the LEAR
4. Proof of empowerment of the legal representative

*Scanned version of these documents shall be uploaded in the Participant Register. Originals of 1 and 2 must be kept in the entity's premises.*

# Communication

(e.g. request to submit legal documents or to appoint a LEAR)

**All communication is exclusively managed through the Participant Register**

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

to me ▾

## Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

**Messages are notified via e-mail** to the contact person  
(i.e. self-registrant or the appointed LEAR)



# Access lost to a declared or valid PIC

## Declared PIC

- In case the self-registrant left the organisation and no one has access to a declared PIC – a new PIC needs to be created and REA CVS informed

## Valid PIC

- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

# Financial Capacity Assessment (FCA)

## Legal basis

- Financial Regulation (2018/1046) articles 196 and 198
- Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.
- Call for Proposals (see the section “7. Financial capacity”)

## When is the FCA needed?

✓ all COORDINATORS, except for:

**public bodies** (including local, regional or national authorities)

**individual** requested grant amount of **LESS than EUR 60,000**

✓ **may be requested** for other beneficiaries/ affiliated entities

# FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

...or Self Declaration on the accounts

if the requested EU-contribution exceeds  
EUR 750.000 (art. 196 FR)

## Financial Audit report

### Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

## Self Declaration on the accounts

I, the undersigned  
declare that the  
accounts are:

- VALID
- no audit required

Signed

## Balance Sheet

## Profit & Loss account

## Explanatory notes

## Annexes to the FS

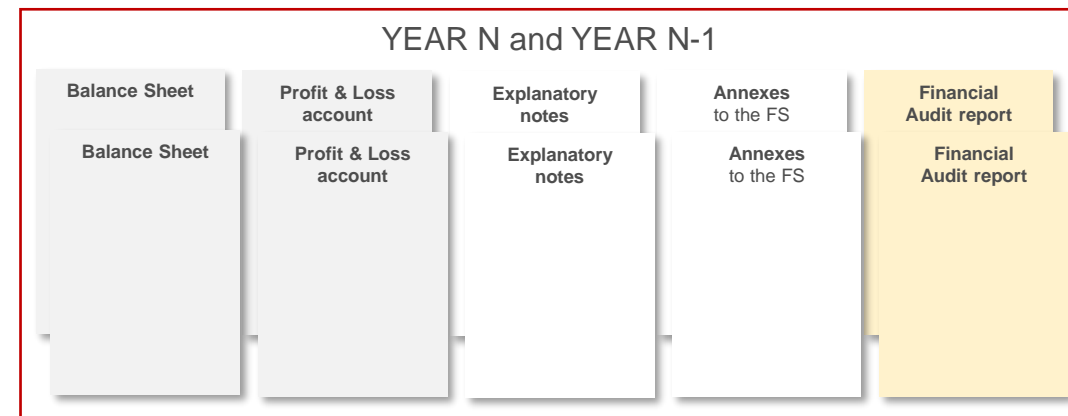
# FCA supporting documents (via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report



## For the 2 most recent closed and approved financial years

- official language (for EU languages)
- unofficial translation (for non-EU languages)
- dated
- signed

## Newly established entities


✓ Business plan

Business plan

Once completed, the assessment is valid for **18 months**  
from the closing date

# Financial Capacity Assessment: Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	<b>Financial capacity</b> 	<b>Messages</b> <b>1</b>	Documents	SME
-------------------	-------------------	-------------------------	---------------	---	--------------------------	-----------	-----




You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available [here](#).

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data Required	<b>Provide necessary financial information</b>

# Financial Capacity Assessment: Requests in Participant Register


PIC 890116427

Organisation Data   Legal Information   Authorised users / LEAR   Bank Accounts   Financial capacity    **Messages 1**   Documents   SME

[+ New message](#)

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

Subject ↑	Message	Context ↓	Date ↓	Actions
 * Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	<a href="#">View</a>

« ‹ 1 › »

# Guidance documents



Rules on Legal validation, LEAR appointment and financial capacity assessment:  
[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)



How to register in the Participant Register:  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>



Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>



Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

Thank you !