



Administrative aspects of the Call for proposals to promote gender equality

CERV-2024-GE

JUST.H3: Budget, Programmes and Financial Management
Jitka Verdickt

Evaluation Timeline (indicative)



Priorities and budget allocation

Overall call allocation: **10.1 MEUR**

Minimum grant : **100.000 EUR**

4 MEUR

1. Tackling the root causes of the **gender care gap** by promoting a gender transformative approach and challenging gender stereotypes

6,1 MEUR

2. Supporting the implementation of the provisions of the **Pay Transparency Directive**

Eligibility: Common eligibility criteria for both priorities

- maximum duration of the action is 24 months (between 12 and 24)
- EU grant applied for cannot be lower than EUR 100 000
- project can be either national or transnational
- activities must take place in any of the eligible countries

Eligibility: Specific eligibility requirement per priority

Priority 2: Supporting the implementation of the provisions of the **Pay Transparency Directive**

- **Lead applicants: EU national authorities** responsible for implementation of the provisions of the Pay Transparency Directive
- **Co-applicants: widely open** (public, private, profit, non-profit organisations from CERV eligible countries and international organisations)
- **Only 1** application per MS is allowed
- The application may involve one or more organisations (lead applicant and co-applicants)

Eligibility: target countries

- proposals MUST relate to activities taking place in the eligible countries
- activities must take place in any of the eligible countries
- International organisation may be registered outside eligible countries, but they must implement their project in the eligible countries

Eligibility: eligible countries

- be international organisation or 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](#))
- [list-3rd-country-participation_cerv_en.pdf \(europa.eu\)](#)
- **Serbia, Albania, Kosovo, Ukraine and Bosnia and Herzegovina** have signed an association agreement. Status of Serbia, Kosovo and Bosnia and Herzegovina is already updated. Albania and Ukraine: ratification is in progress.
- **Moldova, Montenegro and North Macedonia** expressed their interest to join CERV but have not made significant progress in the negotiations.

Lessons learnt: overview of past calls

Year	Scope	Budget (MEUR)	Submitted	Eligible	Awarded/ Main	Reserve	Lack of relevance/ quality
2017	Restricted call to national authorities for projects that analyse existing gender gaps and develop effective measures to tackle them, in particular the gender gap in pensions (REC-RGEN-PENS-AG-2017)	3	14	13	10	2	1
2018	Open call supporting (REC-RGEN-WWLB-AG-2018) A) equal participation of women and men in public fora, in leadership positions in politics and in the corporate sector; B) public authorities and civil society in relation with the 'New Start to Support Work-Life Balance for Parents and Carers' initiative	3.7	50 (35+15)	49	12 (8 + 4)	6 (3 + 3)	16
2019	Restricted call for proposals to national authorities on closing gender gaps over the life cycle - work-life balance for women and men - a better sharing of care (REC-RGEN-WWLB-AG-2019)	3	10	9	8	1	0
2020	Open call to raise awareness and tackle gender stereotypes in education, in particular in early childhood education and care and in schools, and in educational and occupational choices in a digitalised world (REC-RGEN-WWLB-AG-2020)	3.933	45	45	11	4	24
2022	1) equal participation and representation of women and men in political and economic decision making 2) tackling gender stereotypes, including with a focus on youth, and in advertising and the media (CERV-2022-GE)	6.8	155	144 (40 + 104)	21 (14 + 7)	4 (3+1)	68

Lessons learnt

Information on past awarded projects under the [2017](#), [2018](#), [2019](#) , [2020](#) and [2022](#) similar calls is available in F&T.

[The 2019 call](#): Restricted call for proposals to national authorities on closing gender gaps over the life cycle - work-life balance for women and men - **a better sharing of care**

[The 2018 call](#): Open call supporting A) equal participation of women and men in public fora, in leadership positions in politics and in the corporate sector; **B) public authorities and civil society in relation with the 'New Start to Support Work-Life Balance for Parents and Carers' initiative**

[The 2017 call](#): Restricted call to national authorities for projects that **analyse existing gender gaps and develop effective measures to tackle them**, in particular the gender gap in pensions

Lessons learnt

The 2017 call: Restricted call to national authorities for projects that analyse existing gender gaps and develop effective measures to tackle them, in particular the gender gap in pensions:

10 out of 12 selected projects submitted their applications in partnership:

- ✓ Transparent Pension Future - Securing women's economic independence in old age (AT)
- ✓ Pay Gap, Care Gap, Pension Gap: Interlinking Key Gender Gaps for Germany for monitoring Gender Equality and taking action (DE)
- ✓ My Work.My Pension: Make informed decisions over the whole life cycle (SI)
- ✓ Addressing the Gender Pension Gap in Greece (EL)
- ✓ "Equal rights – Equal pay – Equal pensions" Expanding the scope of implementation of gender equality actions and legal standards towards achieving gender equality and combating poverty in Croatia (HR)
- ✓ Reduction of Gender Pay Gap (LT)
- ✓ CLosing the gEnder pension gAp by increasing women's awaReness (IT)
- ✓ Income, wealth and gender: study and practical web tool for understanding gender pay and pension gaps in Estonia - the country with biggest gender pay gap in EU (EE)
- ✓ Income Gap over the life cycle: an analysis of firm effects and pension reforms (FR)
- ✓ Mind the Gap in Pensions; Simulation and knowledge dissemination on gender gaps, their underlying causes, and how they could be reduced. (BE)

You can learn more about these projects here: https://ec.europa.eu/info/funding-tenders/opportunities/docs/cap/rec/rec-rngen-pens-ag-2017/1847600-project_abstracts_rec-rngen-pens-ag-2017_en.pdf

Lessons learnt

The 2019 call: Restricted call for proposals to national authorities on closing gender gaps over the life cycle - work-life balance for women and men - a better sharing of care

8 projects were selected – all of them were submitted in partnership. See the below links for more information about them

- **ACTION DAD (SI)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881669/program/31076817/details>
- **REFLEX - REconciliation and FLEXibility: reconciling new work and care needs (IT)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881621/program/31076817/details>
- **Promoting work-life balance in companies and a better sharing of care between men and women (EL)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881730/program/31076817/details>
- **Towards gender equality through increased capabilities for work-life balance (EE)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881752/program/31076817/details>
- **EQUAL – Towards closing the gender gap in balancing professional and private lives of employees (RS)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881697/program/31076817/details>
- **Everybody's Talking: Work-Life Balance Goes Mainstream (LT)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881615/program/31076817/details>
- **Balance for all (LV)**: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881676/program/31076817/details>
Re-define Work-Life for Women and Men (HR): <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/881746/program/31076817/details>

Projects & Results

Search

[Clear all](#) <

Programming period

2021-2027

Programme / Programme group

Citizens, Equality, Rights and Values Program

CERV-2022-GE

Project ID

Type...

Project Acronym

Type...

Topic

Type...

21 funded project(s)

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

Mi piace Spiderman... e allora? - A toolkit to deconstruct gender stereotypes in school

The idea of working on an educational toolkit that teachers could use in class to build awareness of

ID 101087999
Acronym SPD

Rewrite: Gender Narratives in the Media

The project addresses the call priority for projects tackling gender stereotypes in the media and it

ID 101088096
Acronym RGNM

An inter-municipal youth-led forum for substantive gender equality in local decision-making

The Cities4Her project rests on the assumption that ensured substantive women's representation in de

ID 101088190
Acronym Cities4Her

Empowering Women in Active Society

European data reveals important gender differences of youth in expressing political interest and kno

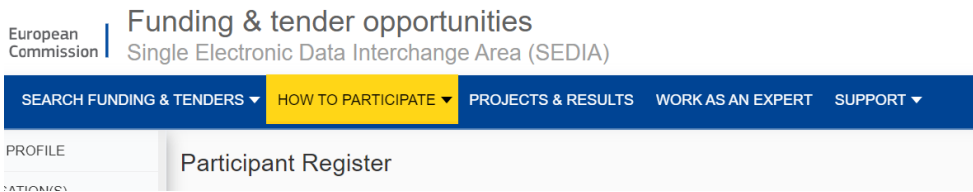


APPLICATION + EVALUATION PROCESS

Registration of participants

At the submission phase, it is required that all participants register and get a “PIC”. The validation of the legal entities will be done only at a later stage and only for the proposals selected for funding.

[Funding & tenders \(europa.eu\)](https://ec.europa.eu/eas/eas-portal/)



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](#)

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

¹⁴ For more information about the "Registration of participants", please [check this video](#).

How to apply

Find the call on the [Funding & tender opportunities portal](#)

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

Call ID: CERV-2024-GE

Find calls for proposals and tenders

civ Search

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Defence Fund (EDF)	European Parliament (EP)	EU Anti-fraud Programme (EUAF)

Call for proposals to promote gender equality

CERV-2024-GE

Topic Call for proposal

Internal navigation

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Start submission

Start submission

 Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

CERV Lump Sum Grants [CERV-LS], CERV Lump Sum Grant [CERV-AG-LS]

Start submission

Create a proposal

Create proposal

Deadline
09 April 2024 17:00:00 Brussels Local Time
47 days left until closure

Call data
Call: CERV-2024-GE
Topic: CERV-2024-GE
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

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

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual IT How To
IT Helpdesk FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

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

Find your organisation

PIC Short name

Search for your organisation

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

PIC: 913842918
Test Camelia-Valeria
place Rogier
Brussels,BE

PIC: 892863661
SME Test
Rue ABC, 3
Brussels,BE



PIC: 933341955
Charalampos Xenogiannis
champ du champ de mard 5
brussels,BE
VAT: BE0820975039

PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-Rouge 20
Uccle,BE

Your role

Please indicate your role in this proposal

Main contact
 Contact person

 Tpl_Application Form (Part B) (CERV)
 Tpl_Detailed Budget Table (CERV LSII)

Rich Text Format
Microsoft Excel Macro-Enable...

113 KB No
202 KB No



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Create proposal



Deadline

09 April 2024 17:00:00 Brussels Local Time

47 days left until closure

Call data

Call: **CERV-2024-GE**

Topic: **CERV-2024-GE**

Type of action: **CERV-LS**

Type of MGA: **CERV-AG-LS**



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



Download part B templates



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Find your organisation

PIC ⓘ *

956444445

Short name ⓘ *

Baird Consulting SCS

230

Search



Reminder!

-Under priority 1 (Tackling gender care gap): applicants must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations. The application must involve at least 2 applicants. At least one of them must be non-profit organisation.
-Under priority 2 (Pay Transparency Directive implementation): lead applicants must be EU national authorities responsible for implementation of the provisions of the Pay Transparency Directive, co-applicants (if any) must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations.



Reminder!

-Please note that the amounts for each beneficiary to be indicated in section "Budget" in Part "A" of the application form are not the total costs of each partner. They correspond to the maximum EU grant for each partner from the Detailed budget table.

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



What do I need to fill out to submit a complete application?

PART A

Administrative info

- Fill out on online screens
- Data on project partners & budget
- Information about contact persons
→ pdf will be generated

PART B

Technical description in 3 sections:

- relevance, quality and impact**
- Download template, fill in, upload pdf
- Data on needs analysis, methodology, activities & results

PART C

Indicators

- Fill out in online screens
- Data on main activities and n. of people involved

ANNEXES

Detailed budget table

CVs

Annual Activity Report

List of past EU funded projects

Child protection policy (if children directly involved)

Letter(s) of support

Other annexes

Your application must be **readable, accessible and printable.**

Proposal forms



Deadline

09 April 2024 17:00:00 Brussels Local Time

46 days left until closure

Call data

Call: **CERV-2024-GE**

Topic: **CERV-2024-GE**

Type of action: **CERV-LS**

Type of MGA: **CERV-AG-LS**



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

Proposal data

Acronym: **Implementing PTD**

Draft ID: **SEP-211035132**

Download Part B templates



Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:



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

Application form, part B and annexes

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 *

Upload

Detailed budget table *

xls format !

Upload

CVs *

Upload

Annual activity reports

Upload

List of previous projects *

Upload

Child protection policy

Upload

Letters of support

Upload

Other annexes

Upload

Call: CERV-2024-GE

(Call for proposals to promote gender equality)

Topic: CERV-2024-GE

Type of Action: CERV-LS

(CERV Lump Sum Grants)

Proposal number: SEP-211035132

Proposal acronym: Implementing PTD

Type of Model Grant Agreement: CERV Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

1 - General information



Field(s) marked * are mandatory to fill.

Topic	CERV-2024-GE	Type of Action	CERV-LS
Call	CERV-2024-GE	Type of Model Grant Agreement	CERV-AG-LS
Acronym *	Implementing PTD		
Proposal title *	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &		
Language	English		
Duration in months	24		
Free keywords	Implementation of PTD		
Priorities	Pay Transparency Directive Implementation by MS - Supporting the implementation of the provisions of the		

Abstract *



Ministry of Labour and Social Affairs of XY Implementing PTD (up to 2000 characters)

Application forms

Proposal ID **SEP-211035132**

Acronym **Implementing PTD**

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes No



Declarations

?

Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).
- 3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project.
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. *

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID **SEP-211035132**

Acronym **Implementing PTD**

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	Baird Consulting SCS	Belgium	Coordinator	Show Participant's Details

Application forms

Proposal ID **SEP-211035132**

Acronym **Implementing PTD**

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Baird Consulting Scs	BE	350 000.00
	Total		350 000.00

Application forms

Proposal ID **SEP-211035132**

Acronym **Implementing PTD**

4 - Other questions

Not applicable for this topic

Application forms

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

General Information

Title - missing entry

Show Error

Baird Consulting SCS

Main Contact Position - missing entry

Show Warning

< Other questions

Validation result

Exit form >

Table of contents

Validate form

Save form

Save & exit form

Application forms

Validation result

There are no validation errors.

Part B (max. 45 pages), read carefully all instructions

Project summary (see Abstract Part A)

1. *Relevance:* Background and general objectives, Needs analysis and specific objectives, Complementarity with other actions and innovation

2. *Quality:* Concept and methodology; Consortium cooperation and division of roles consortium; Project teams and staff; Outside resources (subcontracting, seconded staff, etc.); Consortium management and decision-making; Project management, quality assurance and monitoring and evaluation strategy; Cost effectiveness and financial management; Critical risks and risk management strategy

3. *Impact:* Impact and ambition (short, medium and long-term effects of the project, impact on target groups,...); Communication, dissemination and visibility; Sustainability, long-term impact and continuation

4. *Workplan* (Work Packages, activities, resources and timing, subcontracting)

5. *Other:* Ethics and EU Values, including possible impact on children and their rights, privacy/data protection issues

6. *Declarations* – Double funding, FSTP (N/A)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting).

Citizens, Equality, Rights and Values Programme (CERV)

Type of project and thematic area

Type of project (main activity):

- | | |
|---|---|
| <input type="checkbox"/> Mutual learning and exchange of good practices | <input type="checkbox"/> Awareness raising, information and dissemination |
| <input checked="" type="checkbox"/> Training | <input type="checkbox"/> Analytical activities |
| <input type="checkbox"/> ICT tools | |

Part C

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
0	0	0
TOTAL: 0		

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


Male	Female	Non-binary
0	0	0
TOTAL: 0		

Number of persons participating in training activities:

Male	Female	Non-binary
0	0	0
TOTAL: 0		

TOTAL PERSONS REACHED : 0

Administrative forms (Part A)

Edit forms 

Edit Part C (KPI)


View history

Print preview



For more details on
How to fill in part C
please consult:

[FAQ 21991](#)
[FAQ 22031](#)

Edit forms 


Edit Part C (KPI)

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 *

TEST_Part_B.pdf



Delete



Detailed budget table *

TEST-Detailed_Budget_Table.xlsx



Delete



CVs

TEST_CVs.pdf



Delete



Annual activity reports



Upload



List of previous projects

TEST-ListOfPreviousProjects.pdf



Delete



Child protection policy



Upload



Letters of support



Upload



Other annexes



Upload




[← BACK TO PARTICIPANTS LIST](#)

VALIDATE

SUBMIT

Warnings at validation and submission of a proposal


Validations

 The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Eligibility warnings

 Reminder!

-Please note that the amounts for each beneficiary to be indicated in section "Budget" in Part "A" of the application form are not the total costs of each partner. They correspond to the maximum EU grant for each partner from the Detailed budget table.

 Reminder!

-Under priority 1 (Tackling gender care gap): applicants must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations. The application must involve at least 2 applicants. At least one of them must be non-profit organisation.

-Under priority 2 (Pay Transparency Directive implementation): lead applicants must be EU national authorities responsible for implementation of the provisions of the Pay Transparency Directive, co-applicants (if any) must be public or private bodies established in EU MS and in [countries \(to be\) associated to CERV](#) or international organisations.

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

I am convinced that I comply with eligibility criteria

946

OK

- Besides formal warnings, which might be also blocking factor, submission system includes several eligibility conditions **Reminders**.
- These reminders appear at validation/ submission stage.
- They are not blocking factor.
- If you comply with eligibility criteria, please disregard them.



Your proposal was submitted on: **22 February 2024 21:52:37 (Brussels Local Time)**

Your proposal is part of call **CERV-2024-GE**. The call deadline is 09 April 2024 17:00:00 (Brussels Local Time).

Your proposal ID is **101182528**. This number is important and will be used as future reference during the evaluation process.

Revisit your proposal

You can edit your proposal and re-submit at any time before the deadline 09 April 2024 17:00:00 (Brussels Local Time).

[Update proposal](#)

You may download a digitally signed and time-stamped version of your submitted proposal.

[Download](#)

You may download the spreadsheet files you attached to your proposal

[Download spreadsheets](#)

You may withdraw your proposal at any time before call closure. When withdrawing, your proposal will not be considered in the evaluation stage.

[Withdraw proposal](#)

Tips

- **Submit** a (next to) final version of your proposal **several days before the deadline**
- **Avoid** editing (your part of) the proposal with **more than one user** from your organisation at the same time
- **Do not** edit the proposal in **more than one browser tab/window** at the same time
- **Save** your changes **frequently!** No data is saved until you click on “Save”
- **Do not use** file names containing **special characters** for files you upload. Only alphanumerical characters: A-Z, a-z, 0-9, _ (underscore), - (dash), . (dot) or space are allowed
- **Convert** the detailed budget table from format **.xism** into **.xlsx** before uploading it
- **Do not encrypt** or **digitally sign** your PDF files
- **Double-check after upload** of files whether they can be opened without problems, and that these files are fully readable (no words are missing or cut) and don't contain links to webpages

For further information, please consult the following pages:

[IT How To: Proposal forms](#)
[Part B - Uploading the annex forms](#)

Evaluation

How we evaluate proposals

EVALUATION CRITERIA

- Admissibility
- Eligibility
- Exclusion
- Selection
- Award

Admissibility & Eligibility

Admissibility

- **Electronically: SEP Grant Application Form**
- **To complete: Part A, Part B, Part C, Annexes**

Your application must be **readable, accessible and printable**.

- **Mandatory annexes and supporting documents** (some templates are available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded):
 - **detailed budget table** (template available in the Portal Submission System - **to be re-uploaded filled out in the format .xlsx**)
 - **CVs (standard)** of core project team
 - **activity reports of last year** of the coordinator
 - **list of previous projects** of the coordinator (key projects for the last 4 years) (template available in Part B)
 - for participants with activities involving children: their **child protection policy** covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). It should be clearly indicated in the application which partner(s) will work directly with children/minors.

Eligibility

- **Profile of the applicant/partners**
- **Consortium composition (e.g., transnational, multi-beneficiary proposal)**
- **Application (e.g., min and max EU grant requested)**

Exclusion

Self-declaration in Part A

Applicants/partners cannot participate in case they are:

- bankrupt, subject to insolvency or winding-up procedures...
- in breach of their obligations relating to the payment of taxes or social security contributions...
- guilty of grave professional misconduct...
- guilty of fraud, corruption, links to criminal organisation, money-laundering...

→ See Articles 136 and 141 of [EU Financial Regulation 2018/1046](#).

Selection criteria

- **Operational capacity – is evaluated along with award criteria**
 - CVs of the key project staff members
 - Annual activity report of last year of the coordinator (N/A for public bodies)
- **Financial capacity** (no checks for public bodies) → documents NOT to be provided at application stage; only later, during the grant preparation, if proposal is selected for funding

Award Criteria

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

Award criteria

Relevance (40/100; threshold 25/40)

- Priorities of the call for proposals
- Needs assessment (*incl. gender equality & non-discrimination perspective*)
- Identification of target groups
- Contribution to the EU strategic, policy and legislative context
- European trans-national dimension
- Potential for transfer of good practices

Award criteria

Quality (40/100)

- Methodology = Link between needs - objectives - activities - results; meaningful participation of target groups
- Organisation of work between partners, time schedule
- Risk identification, monitoring & evaluation (*incl. gender equality & non-discrimination perspective*)
- Ethics and measures in place to guarantee compliance with the EU values
- Feasibility of project in timeframe, Financial feasibility & cost-effectiveness

Award criteria

Impact (20/100)

- Results/outcomes, immediate changes on the target groups (*incl. gender equality & non-discrimination perspective*)
- Dissemination strategy (*incl. gender equality & non-discrimination perspective*)
- Multiplier effect
- Sustainability after end of EU funding, long-term impact, long-term socio-economic consequences

Pay attention to Ethics and EU values (5.1 section of Part B)

- **Respect of EU values** as enshrined in Article 2 of the Treaty on European Union (TEU) and in Art. 21 of the Charter of Fundamental Rights of the EU (measures and policies in place to ensure compliance of project with EU values)
- **Respect of the rights of the child** as described in the Charter of Fundamental Rights of the EU and in the United Nations Convention on the Rights of the Child (UNCRC) ;
 - For proposals targeting children, demonstrate understanding and respect of the rights of the child, including on child participation, provide a Child Protection Policy (if direct in-person or online contact with children), (for more guidance see [FAQ 21985](#) and [FAQ 21975](#) and [FAQ21974](#))
- **Ensure gender and non-discrimination mainstreaming** in the project cycle (for more guidance see [FAQ 18231](#) and [FAQ18228](#))

Reference documents

[Reference Documents \(europa.eu\)](#)

- [Standard proposal template](#)
- [Call document](#)
- [Detailed budget table](#)
- [Model Grant Agreement](#)
- [CERV 2023-2024 Work Programme](#)
- [Regulation establishing the CERV programme](#)
- [Decision authorising the use of lump sums for actions under the CERV programme](#)
- [Decision on unit costs for travel and subsistence](#)
- [Decision on unit costs for volunteers](#)
- [Guidance: how to manage your lump sum grant](#)

Assistance

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](#)
- FAQs 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 Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For help related to this call you may contact the [CERV Contact Point](#) of your country, if established.

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: EC-CERV-CALLS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).



Q & A

CERV-2024-GE

