



Thank you for your participation in our Q&A Session on the call Citizens' engagement and participation which took place on 29 June 2023!

#CERV #EUfunding

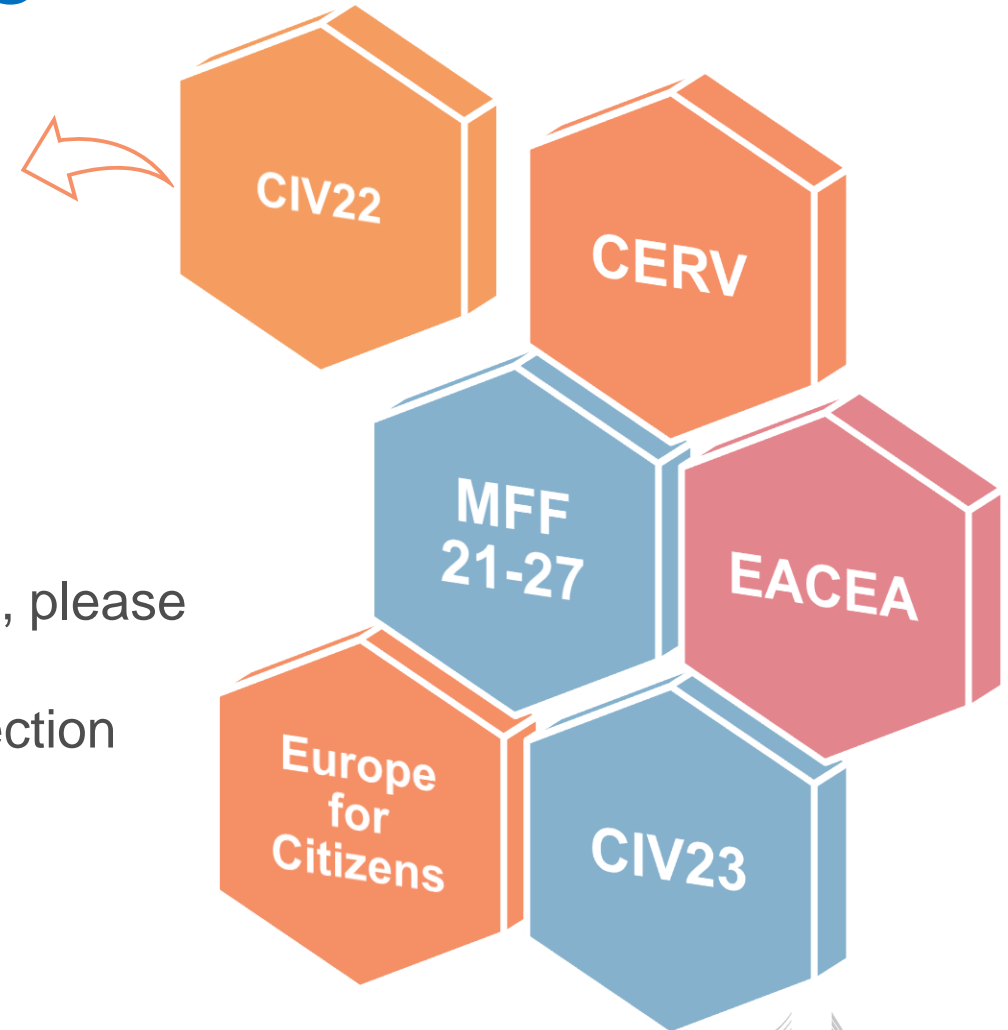


Details on previously funded projects

CIV22 call outcomes

- 168 submitted proposals
- 79 awarded grants
- Average EU grant amount: € 240.000
- Average consortium: 6 partners

For an overview of former projects and their results, please consult [Europe for Citizens Map - Landing Page \(europea.eu\)](https://europea.eu), and [Funding & tenders \(europea.eu\)](https://europea.eu) section “Projects funded under this topic”.



CERV background & programme structure

Union Values

Protect and promote Union values by providing financial support to civil society organisations, active at local, regional, national and transnational level.

Equality and rights

- promote rights, non-discrimination, equality, including gender equality, and advance gender and non-discrimination mainstreaming
- combating racism, xenophobia and all forms of intolerance
- protect and promote the rights of the child
- protect and promote the rights of people with disabilities
- protect and promote EU citizenship rights and the right to the protection of personal data

Citizens' engagement

- raise awareness of the common European history
- promote citizens' engagement and participation in the democratic life of the Union
- promote exchanged between citizens of different Member states

Daphne

- preventing and combating gender based violence against women and girls and domestic violence
- preventing and combating all forms of violence against children, young people and other groups at risk
- supporting and protecting victims

CIV23 EU policy initiatives

This call for proposals will support several EU policy initiatives, including:

- [European democracy action plan](#)
- [EU Citizenship report 2020](#)
- [Strategy to strengthen the application of the Charter of Fundamental Rights in the EU](#)
- Commission Recommendation on protecting journalists and human rights defenders who engage in public participation from manifestly unfounded or abusive court proceedings ("[Strategic lawsuits against public participation](#)")
- Communication of 25 November 2021 on [protecting election integrity and promoting democratic participation](#)

CIV23 call objectives and aims

Promoting citizens' and representative associations' **participation** in and **contribution to** the **democratic and civic life** of the Union by making known and publicly **exchanging their views** in all areas on Union action

supporting projects promoted by transnational partnerships and networks directly involving citizens

gathering a diverse range of people from different backgrounds in activities directly linked to EU policies

giving citizens an opportunity to actively participate in the EU policymaking process in areas related to the programme's objectives

encouraging citizens understanding of the policy making process and how to engage in the democratic life of the EU

CIV23 call priorities

Engaging citizens and communities in discussions and actions relating to:

DEBATING THE FUTURE OF EUROPE

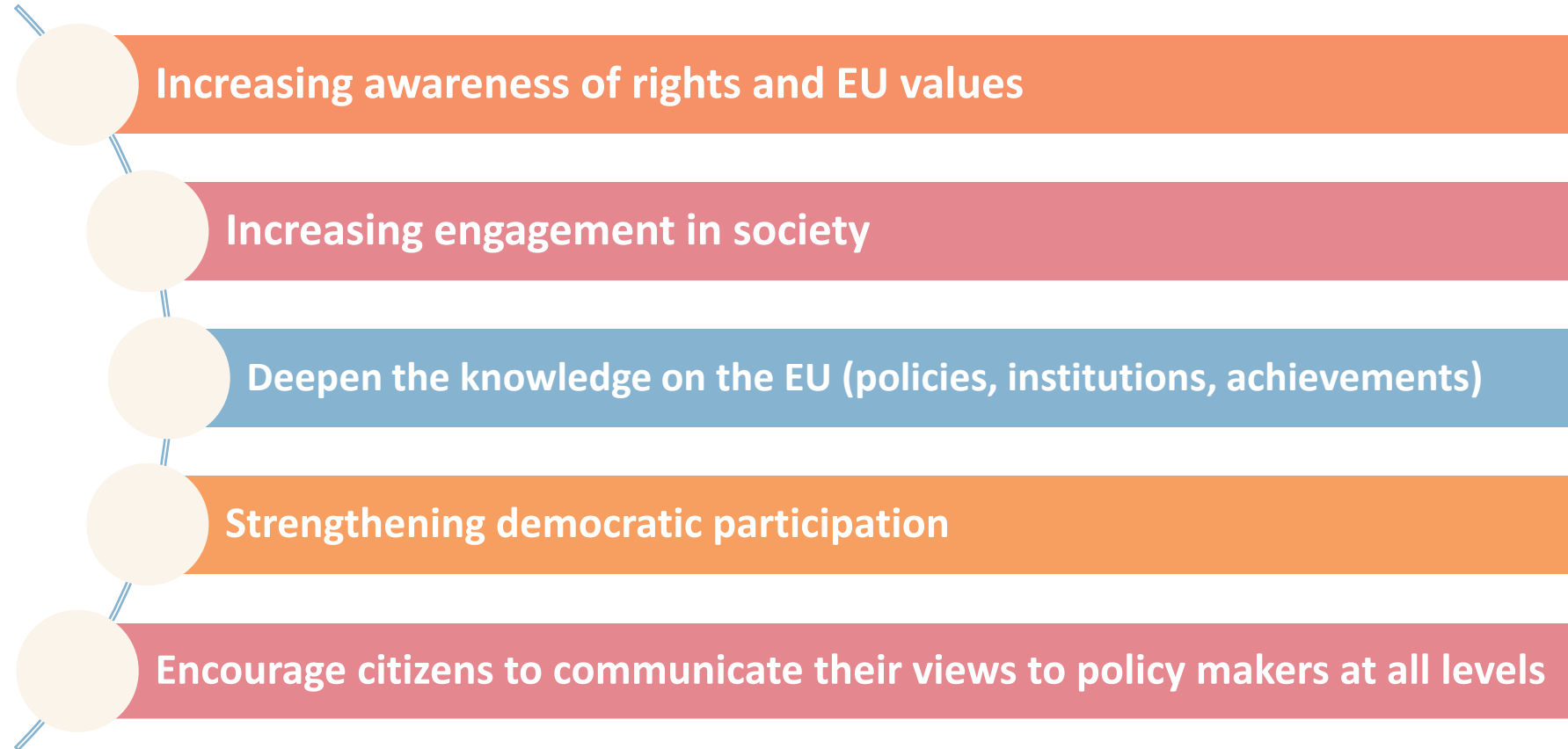
CLIMATE AND ENVIRONMENT

SOLIDARITY

**COUNTERING DISINFORMATION AND
PROMOTING MEDIA LITERACY**

- Other priorities can be addressed
- More than one priority can be chosen
- What and how : focus on awareness raising but also on how to concretely engage

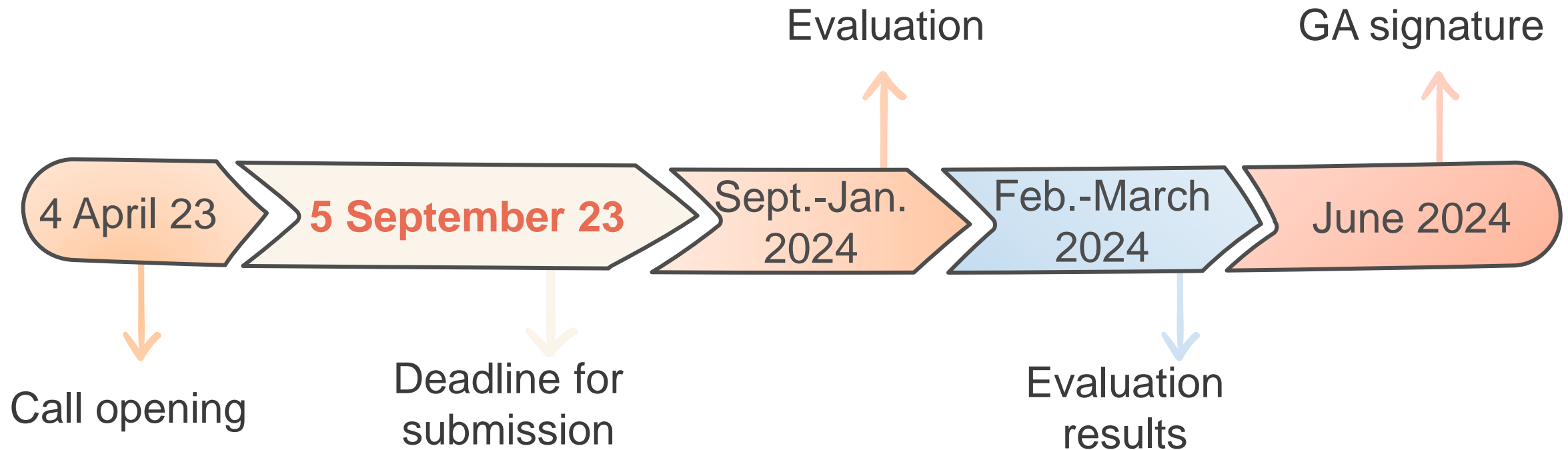
CIV23 expected impact



Timetable, main aspects, project activities, evaluation procedure

CERV-2023-CITIZENS-CIV

Timetable – Section 4. in Call document



Main aspects of CIV23

Lead applicants

Non-profit private legal entities or public universities from EU MS + [list of participating countries in CERV](#)

Co-applicants

Non-profit private legal entities (public or private) or from EU MS + [list of participating countries in CERV](#) and international organisations

Consortium composition

Transnational: 2 applicants from 2 different countries not being affiliated entities or associated partners

Minimum grant amount

75 000 Eur (maximum – No limit)

Project duration

12 – 24 months

Form of grant

Lump sum contributions (no. of participants & countries; online/in-situ)

10 Overall budget for the call

25 400 000 Eur

For complete information please refer to the [Call document](#)

Project activities – Section 10. of Call doc.

Projects should be built around the organisation of several **events** gathering citizens.

An event happens within a defined timeframe and can include different types of activities: **conferences, workshops, trainings, seminars, debates, webinars, exhibitions, film screenings/making, campaigns, surveys, research, flashmobs, etc.**


One event corresponds to one work-package in the application form.

1 work package = 1 event (1 Lump Sum) = one or several activities

e.g. one WP on Youth participation in elections = 1 event = 1 LS = comprises several activities: one in situ focus group & analysis, mapping, research

Lump sum grants – Section 10. in Call doc

[ls-decision_cerv_en.pdf \(europa.eu\)](#)

Project title:				
Event (Work Package) Number	Event type: in situ OR online <i>(manual input)</i>	Number of countries <i>(manual input)</i>	Number of participants <i>(manual input)</i>	Lump sums (EUR) <i>(automatic)</i>
1	Online	2-3	101-200	EUR 13.070
2	In_situ	4-6	25/50	EUR 15.855
3	Online	13-15	>300	EUR 27.175
4	Online	7-9	201-300	EUR 20.925
5	Online	4-6	201-300	EUR 18.285
6	In_situ	10-12	126/150	 EUR 31.715
			Total Amount	EUR 127.025
The "Total Amount" in this calculator must be equal to the "Total" of the "Requested grant amount" in the Part A, section 3-Budget.				

- Simplified form of grant
- Established by EU decision
- Budget based on pre-fixed amounts
- Each LS corresponds to a work package → focus on **outputs**

LS parameters:

Online/In situ

Number of participants

Number of countries participants come from

Pre-fixed amounts

Decision authorising the use of lump sums

Table 1 (REM, CIV, NT)

For in-situ events

	PARTICIPANTS										
	25/50	51/75	76/100	101/125	126/150	151/175	176/200	201/225	226/250	251/275	> 276
COUNTRIES											
1-3	13.215	15.855	18.500	21.145	23.785	26.430	29.070	31.715	34.360	37.000	39.645
4-6	15.855	18.500	21.145	23.785	26.430	29.070	31.715	34.360	37.000	39.645	42.285
7-9	18.500	21.145	23.785	26.430	29.070	31.715	34.360	37.000	39.645	42.285	44.930
10-12	21.145	23.785	26.430	29.070	31.715	34.360	37.000	39.645	42.285	44.930	47.570
13-15	23.785	26.430	29.070	31.715	34.360	37.000	39.645	42.285	44.930	47.570	50.215
>15	26.430	29.070	31.715	34.360	37.000	39.645	42.285	44.930	47.570	50.215	52.860

Table 2

For online events

	PARTICIPANTS		
	101-200	201-300	>300
COUNTRIES			
2-3	13.070	15.640	16.605
4-6	15.710	18.285	19.245
7-9	18.355	20.925	21.890
10-12	21.000	23.570	24.530
13-15	23.640	26.210	27.175
>15	26.285	28.855	29.820

- 1) For an **in-situ event**, with number of unique participants **ranging** from 25-50, coming from 1-3 countries, the lump sum contribution amounts to 13.215 Eur.
- 2) For an **online event**, with number of unique participants **ranging** from 101-200, coming from 2-3 countries, the lump sum contribution amounts to 13.070 Eur.

- Project management is embedded in the pre-fixed amounts of the LS therefore NO WP on project management and coordination
- Lump sum contributions can cover personnel costs, subcontracting costs and purchase costs (except financial support to third parties), please refer to the Lump sum Decision for the complete list on p.5

Reporting

For proposals which will be selected following Evaluation process, at the end of the project, the final report will be based on:

- Technical report on the implementation of the project
- Completion of work packages
- Report on the implementation of the event – Event Description Sheet
 - Type of event/lump sum (In-situ or online)
 - Nr of participants
 - Nr of countries they come from
 - Description of implemented activities

EVENT DESCRIPTION SHEET	
<small>(To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.)</small>	
<small>⚠ Please provide one sheet per event (one event = one workpackage = one lump sum.)</small>	
PROJECT	
Participant:	[No] - [legal name] ([short name])
PIC number:	[PIC number]
Project name and acronym:	[project title] — [acronym]
EVENT DESCRIPTION	
Event number:	[number]
Event name:	[name]
Type:	[insert, e.g. workshop, seminar, training, conference, etc]
In situ/online:	[in-situ/online/]
Location:	[country(ies)], [city(ies)]
Date(s):	[date(s)]
Website(s) (if any):	
Participants	
Female:	
Male:	
Non-binary:	
From country 1 [name]:	
From country 2 [name]:	
From country 3 [name]:	
...	
Total number of participants:	From total number of countries:
Description	
<small>Provide a short description of the event and its activities.</small>	

Lump sum parameters

Participants

- Participants can come from all eligible countries, not only the countries of the consortium
- Participants must only be counted once within the same lump sum
- 'Local events' are eligible (= events with participants coming from 1 country)

Countries

- Minimum 1 person from a country for the country to be counted
- Participants coming from Spain and Greece to attend an event in Croatia → 3 countries, Spain, Greece, and Croatia if local citizens & project staff will attend the event

☐ You **need** to keep (e.g.)

- ☐ What activities were implemented and by which partner?
- ☐ Publications, studies, dissemination materials, websites
- ☐ Documents to prove the no. of participants and countries
 - Agendas, signed attendance sheets with a column on the country of residence, travel tickets, hotel bookings, online logs, reports from online tools *Webex, Teams...* photos, videos...

☐ You **don't need**, follow national rules

- ☐ Time-sheets
- ☐ Pay-slips or contracts
- ☐ Depreciation policy
- ☐ Invoices
- ☐ Specific records on actual costs incurred

Co-financing principle

The grant cannot finance the entire cost of the project, beneficiaries may bear additional costs which are not captured by the Union contribution.

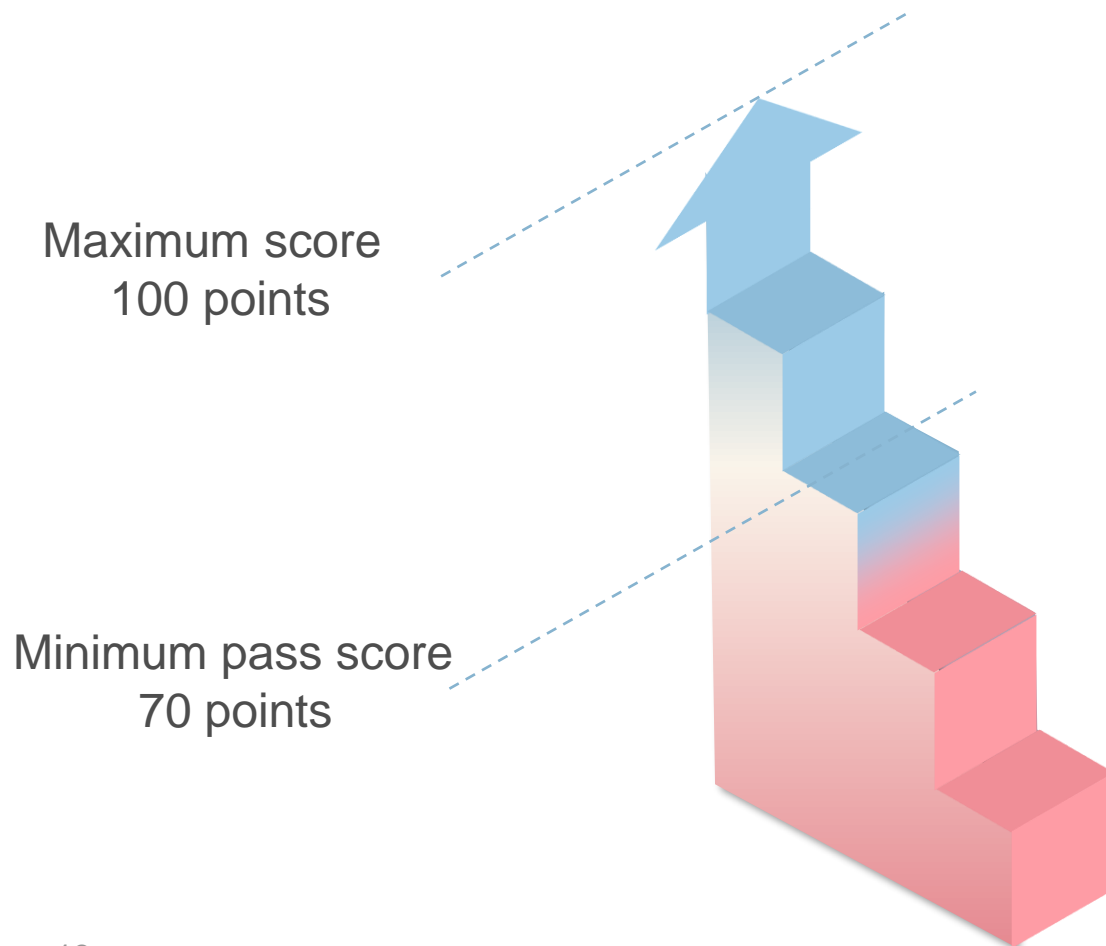
As explained in the "[Decision authorising the use of lump sums](#)", the contribution amounts have been defined taking into account the principle of co-financing.

As respect of the co-financing principle is generally assumed in the context of lump sums, applicants do not have to provide information about sources of funding other than the EU grant, nor do they have to specify a co-financing percentage.

Evaluation process

Admissibility	Proposals must be submitted before 5 September 2023, 17h00 CET Electronic submission Proposals must include Part A+B+C+Lump Sum budget calculator (+supporting documents if applicable)
Eligibility	Lead applicant and co-applicant – Section 6. in Call document 2 applicants from 2 different countries Activities in eligible countries Compliance with EU Values, gender mainstreaming and safeguarding children's rights
Financial, Operational Capacity and Exclusion	Applicants must have stable and sufficient resources Applicants must have know-how, qualifications and staff resources Bankrupt, fraudulent organisations – Article 136, 143 of the Financial Regulation
Award	Relevance, Quality, Impact

Award criteria – Section 9. in Call document



Relevance	max 40 points min 25 points
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Quality	max 40 points min – n/a
---------	----------------------------

Impact	max 20 points min n/a
--------	--------------------------

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.

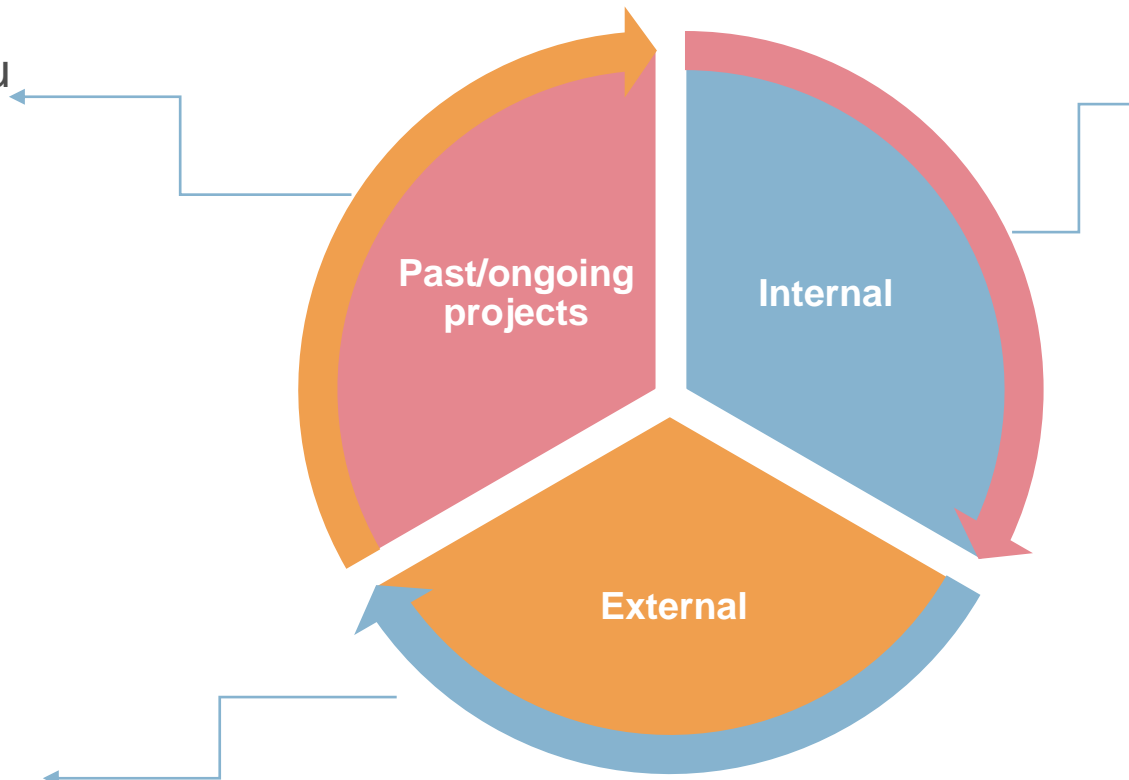
Article 2 of the Treaty on the European Union

...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...

How can you show adherence to EU values

What **projects** have you carried out to promote non-discrimination and EU values? Have these projects advanced EU values particularly Non-discrimination?

External - What kind of advocacy actions have you done in favour of EU values esp. non-discrimination?



Internal policies - What have you done to promote non-discrimination in your own organisations?

Integrating a gender perspective into projects

[Introduction to Gender Mainstr...](#) → Download document
"Introduction_to_Gender_Mainstreaming_for_applicants"

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

Needs assessment

- Are project objectives designed, based on a robust analysis and aligned to strategic gender needs?
- Are women's needs in the area of your project the same as those of men?
- Have men and women been consulted to identify needs and opportunities?

Monitoring & Evaluation

- Are people from all gender involved in the monitoring and evaluation?
- Are indicators to measure project progress and goals gender sensitive?
- Does your data collection and interpretation approach allow to capture gender differences?

Implementation & Dissemination

- Are any gender specific factors (location, mobility, care work) limiting participation in the project?
- Are there specific changes introduced by the project and would they impact women and men?
- Is the project using gender sensitive language?

International Child Safeguarding Standards

International Child standards ...

Please upload CPP under “supporting documents”.

Relevant only for organisations which work which work with, impact on, or come into contact with children (children are persons under 18 years old)

Represents a commitment to ensure that your organisation will “do no harm” and that you meet the responsibilities set out in the UN Convention on the Rights of the Child.

The policy must be published online and transparent to everyone.

It will include information on staff recruitment, vetting, procedures and rules for staff such as reporting and training.

Child Protection Policy (CPP) Areas

POLICY

PEOPLE

PROCEDURES

ACCOUNTABILITY

Tips to establish a Child Protection Policy

- The document must apply to the organisation itself and the situations the organisation encounters with children. It can not be a compilation of international and/or national legislation or list of links to UNCRC, CoE, the Charter of Fundamental rights. One document per organisation – not one document for the whole consortium.
- Recruitment process must be clearly described, including background checks (vetting), criminal record certificates from all countries where a candidate had worked. The same procedure has to apply to trainees, volunteers and other categories of staff.
- Employees should have planned a continuous training on the safeguarding policies and on child protection.
- The document must be clear enough and the wording strong enough (not may/should but must/have to).
- Procedures and rules must be crystal clear to staff, including reporting rules: to whom, ideally reporting templates should be available and attached to the child protection/safeguarding policy.
- We strongly recommend appointing a child protection officer e.g. who ensures that staff know the standards and who can act as a go-to person for any concerns on child safeguarding.
- The child protection policy should be available online, i.e. transparent to all those who come in contact with the organisation. CPP should be dated and signed.

How to apply?

CERV-2023-CITIZENS-CIV



[Find **partners** - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

To find partners, contact your CERV National Contact Point

[How to authenticate with **EU Login** - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

[Check if your **organisation** is already **registered**, or register it.](#)

[Register an organisation - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

- **New applicants** – register organisation to receive **PIC** (Participant Identification Code)
- Already registered organisations – **use existing PIC**
- **Correct and functional e-mail addresses**
- You can apply even if PIC is 'DECLARED'
- **You will be requested to upload documents related to validation later on, only in February – March 2024.**

Create proposal

Create proposal



Deadline

05 September 2023 17:00:00 Brussels Local Time

147 days left until closure

Call data

Call: CERV-2023-CITIZENS-CIV

Topic: CERV-2023-CITIZENS-CIV

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



Coordinator

SME Test

1

SME Test

[Add Affiliated Entity](#)

SME Test

Brussels, BE

PIC: 892863661

[Change organisation](#)

[Contact organisation](#)

Contacts: 1

[Add contact](#)

Main contact

Natalia MEREANU

[Add Partner](#)

[Add Associated partner](#)



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](#)

Your role

Please indicate your role in this proposal *

- ☒ Main contact
☐ Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym *

Enter value

Short Summary *

Enter value

[SAVE AND GO TO NEXT STEP](#)

Part A

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

Declaration

Declaration 1 acceptance is mandatory

Show Error

Table of contents

Validate form

Save form

Save & exit form

Proposal acronym: testProposalNat

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

Estimated EU contribution

Part B - Calculator

Project title:		Test Proposal Nat		
Event (Work Package) Number	Event type: in situ OR online (manual input)	Number of countries (manual input)	Number of participants (manual input)	Lump sums (EUR) (automatic)
1	Online	4-6	201-300	EUR 18.285
2	In_situ	7-9	76/100	EUR 23.785
3	Online	2-3	101-200	EUR 13.070
4	In_situ	10-12	76/100	EUR 26.430
5	In_situ	7-9	126/150	EUR 29.070
6	In_situ	7-9	176/200	EUR 34.360
7	In_situ	4-6	76/100	EUR 21.145
8	Online	>15	>300	EUR 29.820
9	In_situ	1-3	25/50	EUR 13.215
			Total Amount	EUR 209.180

Part A

Application forms

Proposal ID SEP-210945496

Acronym TestProposalNat

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Sme Test	BE	109 180.00
2	Test France	FR	100 000.00
Total			209 180.00

- Build your budget by using the Calculator
- Distribute the budget per Partner in Part A
- The EU grant applied for cannot be lower than EUR 75 000
- No maximum budget limit
- Total in the Calculator must correspond to the Total in Part A

Part B

Part B - Narrative

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- Maximum 70 pages
- Several sections do not apply to LS grants, please leave empty, e.g.:

Costs (n/a for Lump Sum Grants)

Staff effort (n/a for Lump Sum Grants)

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

Calculator *



Upload

List of previous projects



Upload

Child protection policy



Upload

Other annexes



Upload

Part B

1 lump sum = 1 WP = 1 event = one or more activities

Part B - Narrative

Work Package 1: Online event					
Duration:		MX - MX		Lead Beneficiary: 1-Short name	
Objectives					
Activities and division of work (WP description)					
Task No	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Work Package 2: In situ event					
Duration:		MX - MX		Lead Beneficiary: 1-Short name	
Objectives					
Activities and division of work (WP description)					
Task No	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Part B - Calculator

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1	Online	4-6	201-300	EUR 18.285
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8	Online	>15	>300	EUR 29.820
9	In_situ	1-3	25/50	EUR 13.215
Total Amount				EUR 209.180

Work Package 1: [Name, e.g. Project management and coordination] is NOT APPLICABLE for this lump sum Call

Part B, Milestones, Deliverables

Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report]...	[PU — Public] [SEN — Sensitive] ...		

- Milestones – control points, optional
- Deliverables – at least 1 DLV per WP/event
- [Report on the implementation of the event – event description sheet](#)
- If applicable please include other deliverables such as policy recommendations, videos, training materials, publications, etc.

Part C

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-210944721	CERV-2023-CITIZENS-CIV	CERV-2023-CITIZENS-CIV	CERV-LS

Main Activity Type

☐ Training Activities

☐ Awareness Raising Activities

☐ Mutual Learning Activities

☐ Analytical Activities

☐ ICT Tools

Please add at least 1 item(s)

People Reached

Deliverable Number	Activity Name	Activity Type	Activity Mode	Duration (days)	Male Attendees / Male Reached	Female Attendees / Female Reached	Non-binary Attendees / Non-binary Reached	Total Attendees / Persons Reached	
-	-	Awareness Raising Activities	Online	-	-	-	-	0	+
Deliverable Number *	Activity Name *	Activity Type *	Activity Mode *	Duration (days) *	Male Attendees / Male Reached *	Female Attendees / Female Reached *	Non-binary Attendees / Non-binary Reached *	Total Attendees / Persons Reached *	
<input type="text"/>	<input type="text"/>	<div>Awareness Raising Activities</div>	<div>Online</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	
<div>This is a mandatory field.</div>	<div>This is a mandatory field.</div>			<div>This is a mandatory field.</div>	<div>This is a mandatory field.</div>	<div>This is a mandatory field.</div>	<div>This is a mandatory field.</div>		

Configuration Info

Validation Summary

View PDF

Cancel changes

Save data

Best practices - consortium

- A consortium should be composed of partners from at least 2 different countries bringing together complementary expertise.
- Carefully choose your partners to avoid situation when they may withdraw at a later stage.
- Partners who provide low quality input to the drafting of application might not provide high quality input into the project.
- Ensure that partners are responsive.
- Make sure that your partners are ready to implement the project if selected.
- If selected, the distribution of the tasks and budget within the consortium would not change
- In case of successful applications, the partnership will have to sign a **Consortium Agreement**.
- Validation rules, list of documents you will be invited to provide if selected [rules-lev-lear-fca_en.pdf \(europa.eu\)](#)

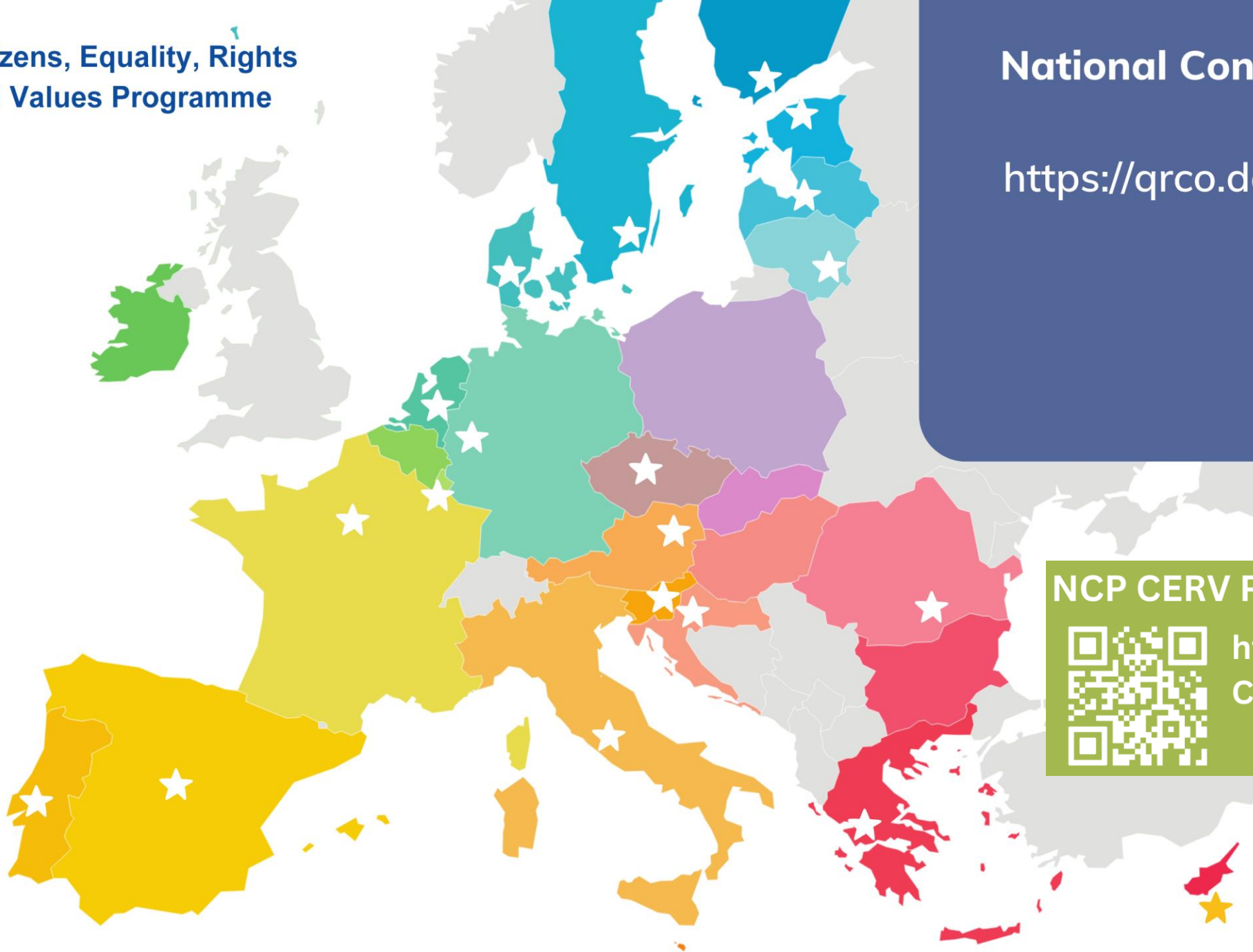
Best practices - proposal

- Familiarise yourself with EU policy priorities to put your proposal into perspective.
- Review and understand the award criteria (relevance, quality, impact).
- Set up realistic objectives with relevance to participating organisations, define concrete targets and sustainable expected results.
- Allow time for drafting, reviewing and redrafting.
- Submit proposal at least 1 day in advance.
- Please use the budget calculator, other formats will not be considered (e.g. actual costs).
- Kindly ensure that the total budget in Part A matches the total in the Calculator.
- Should the project envisage activities with children, provision of the Child Protection Policy is mandatory.
- Please ensure consistency across your proposal, e.g. that every WP is linked to a lump sum.
- Ensure that the **e-mail addresses** listed on the Portal, linked to your organisation are correct and functional.
- Contact your nearest [CERV Contact Point](#).

CERV National Contact Points



Citizens, Equality, Rights
and Values Programme



National Contact Points
LINK

<https://qrco.de/cervNCPs>



NCP CERV Partner Search



[https://qrco.de/
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Thank you & keep in touch!

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