



Directorate-General for Communication

## **Call for proposals**

**FOR THE CO-FINANCING OF CITIZENS' ENGAGEMENT ACTIONS IN THE AREA OF  
COMMUNICATION IN VIEW OF THE EUROPEAN ELECTIONS OF 2024**

**EP-COMM-SUBV-NAT-E-2023**

**Version 1**  
05/04/2023

**Application deadlines:**  
**16 May 2023 (1st round) and 28 September 2023 (2nd round)**

# CALL FOR PROPOSALS

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## **Introduction: key facts about the citizens' engagement grants in the area of communication**

The Directorate General for Communication of the European Parliament (EP) will award grants<sup>1</sup> in the area of communication **to advance public awareness of the European Parliament's role in our lives delivering democracy, increase civic participation and mobilise voters in the European Elections 2024 (EE24).**

Potential applicants are national **non-profit organisations** or groups thereof, having legal personality with the aim of promoting European values or **non-profit legal persons** or groups thereof, complying with the criteria described in the following sections.

This call for proposals provides for two rounds of applications with the following deadlines: **16 May 2023 (first round) and 28 September 2023 (second round)**. Applicants may submit one proposal in each of the two rounds but may only receive one grant under this call for proposals. Grant beneficiaries will have a grant term of about **ten months or less (projects should finish, at the latest, on 30 June 2024)**.

Engagement grants aspire to **co-finance** (with contributions from **EUR 5.000 to EUR 60.000<sup>2)</sup>** actions with the potential to make tangible change: to build capacity for civic education, connect more deeply with communities, and bring even more citizens into the voting process.

Communication actions to be co-financed should aim at informing citizens on the importance of democratic engagement in the EU and enabling them to become change-makers<sup>3</sup>. Actions to be co-financed also include communication activities of change-makers who will further engage with their networks in order to take part in the EE24. All actions can take place during the grant term, however within a specific envisaged timeline: actions focusing on capacity building around democratic engagement and the achievements of the EU ("delivery") should take place in 2023 and early 2024, while mobilising voters to participate in the elections ("democracy") should take place just a few weeks before the European Election Day(s).

Projects should be **non-partisan**, communicate the role of the EP and empower citizens (change-makers) to advocate on the importance of voting, take action through voting, and ultimately, increase participation in the EE24.

As it was the case with previous calls, the projects are expected to mobilise grass-root organisations and active citizens (change-makers) through training, workshops, competitions, university initiatives, quizzes, social media campaigning and other formats of active civic engagement. They're also expected to change the culture around participative democracy and bring more individuals (especially young<sup>4</sup> people) and organisations in the together.eu<sup>5</sup> community.

Once awarded, grant beneficiaries will need to submit their organisation's profile, campaigns and events in the together.eu platform. All activities organised will need to become publicly available content of the together.eu platform. The EP will publish and update regularly on together.eu all the EE24 communication assets and will encourage grant beneficiaries to download them.

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<sup>1</sup> In line with EU Financial Regulation (Regulation 2018/1046 available at: <https://eur-lex.europa.eu/legalcontent/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012>

<sup>2</sup> Up to 80% of the action's eligible costs.

<sup>3</sup> See definition in point 1.2 below.

<sup>4</sup> Individuals aged 15 - 29 years old.

<sup>5</sup> See definition in point 1.2 below.

<https://together.eu/>

## Further information and helpful guides for applicants

Applicants are invited to read this call for proposals and its annexes, as well as:

- Recommendations for the preparation of the application, and how to register and submit proposals online via the EU Funding & Tenders Portal ('Portal'):

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)

- Details about information applicants will have to provide in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc.):

<https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eyy2022/3-guide-for-applicants.pdf>

## 1 Background and purpose of the call for proposals

### **1.1 The legal basis**

The regulatory framework for grants is set out in Regulation 2018/1046 (EU Financial Regulation), in particular Articles 58.2(e) and 180.4.

### **1.2 The definitions**

For the purposes of this call:

- "Change-makers" are individuals who will further organise non-partisan engagement activities around 2024 European Elections, building an informed and engaged electorate and increasing voter participation in their communities (for example: universities, schools, sport or other clubs, grassroots organisations, associations etc.). Change-makers are or will become members of the together.eu community, and will inspire others to participate in civic engagement using the together.eu platform as a resource.

- "together.eu" (<https://together.europarl.europa.eu/> and <https://together.eu/>, available in all official EU languages) is a pan-European community of individuals launched at the initiative of the EP to maintain an ongoing dialogue between the EP and the EU citizens, to foster European identity and democratic engagement, and to provide information to citizens. Any interested individual or organisation may become part of this community by registering at together.eu and adhering to the code of conduct. The together.eu also stands for community management platform, enabling users to take action - to lead, participate or organise events, and start a campaign via various website functionalities.

- "Volunteer" means a person working on a non-compulsory basis for an organisation without payment.

### **1.3 The purpose**

The EP's citizen's engagement grants in field of communication consist of one-time grants **to build an informed and engaged European electorate, and increase democratic participation in the European Union (EU).**

The purpose of this call is to select proposals for the award of grants for one or a series of actions aimed at engaging an as wide as possible segment of European citizens in an effort to bring forward the role and work of the EP and the importance of materialising parliamentary democracy by voting in the 2024 European Elections (EE24). The EP will roll out its institutional EE24 communication campaign in early 2024 to inform the public about the European Elections, and to increase voter turnout. Activities to be organised by grant beneficiaries are meant to complement and support this campaign. Consequently, grant beneficiaries are expected to adapt their activities' timeline according to the different phases of the EP campaign.

Projects co-financed by the EP under this call should cover a wide range of non-partisan communication activities related to European democracy and community-based engagement.

### **How will these grants make a difference?**

Engagement grants will enable civil society organisations and change-makers to harness the potential of their networks and their capacity to reach out to other citizens. Grants will fund communication activities, so that even more citizens become informed about the role of the EP in our daily lives, and, moreover, play an active role in the EE24 by mobilising others to vote.

The actions financed under this call shall provide European citizens with the skills, knowledge and motivation they need to effectively participate in the EE24 **and to encourage and support others to participate in their turn**

The actions financed under this call for proposals will interact with the together.eu platform in various ways, explained in point 2.4 below.

## **2 Objectives of the call for proposals and actions to be co-financed**

### **2.1 Objectives and expected results of the call for proposals**

The objectives of the actions financed under this call are:

- To grow awareness among European citizens from as diverse public as possible about the role and democratic values of the EU, provide understanding of the benefits that the EP provides, how EP affects our daily lives and why it is therefore important to vote by participating in the forthcoming EE24, also in the context of the together.eu community (delivering democratic engagement).
- To support increased non-partisan civic engagement of European citizens and organisations from as diverse groups as possible while promoting the idea of the importance of voting, thus encouraging active involvement (also as change-makers), with focus on mobilising voters in the run up to European Election Day(s), also in the context of the together.eu community.

Following on the objectives described in the point above, the expected results of the actions financed under this call are to:

- Build capacity and strategically engage with other civil society organisations (at national or local level) and active citizens (potential and existing change-makers) to support and facilitate their engagement activities and provide them with information and tools to effectively spread the message in favour of democratic participation (through together.eu community) in light of the forthcoming EE24.
- Raise awareness of citizens about the benefits brought by European parliamentary democracy, the powers the EP has to affect our daily lives, and why it is therefore important to vote in the EE24. Actions should inform the citizens on why and how to participate in EE24, to advance civic education and to build an informed and engaged electorate (also through together.eu community).
- Empower organisations and active citizens (change-makers) to increase participation in voting by mobilising their networks and communities further (through together.eu), as well as support and facilitate their initiatives.
- Support civil society organisations, change-makers and their networks and communities in the final voting phase (few days prior to EE24 and on the European Election Day(s)<sup>8</sup>).

Overall, all actions **should and are expected to increase the number of citizens and organisations registering<sup>9</sup> to together.eu** and encourage their active participation in the together.eu community.

### **2.2 Actions eligible for co-financing under this call**

The EP is looking to co-finance projects articulating a coherent, consistent and cost-efficient

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<sup>8</sup> Election day(s) are a key moment in communicating European Elections. The 'days' aspect refers to the fact that citizens go to the ballot which represents a final opportunity to vote.

<sup>9</sup> "Sign up" stands for the process of first time registration, which means to create a new account on the together.eu platform.

work programme encompassing a variety of engagement actions.

Engagement actions are communication activities or a series of various communication activities (offline, online and/or in a hybrid form) dedicated to supporting democratic engagement among citizens, interacting with citizens about the EE24, and ultimately increasing voter participation. The use of participatory, interactive and creative methods is strongly encouraged. Additionally, actions could be formatted in a way that makes them available and appealing to media, such as local press and their journalists, local TV and radio channels or to bloggers and vloggers or other local multipliers and opinion leaders. Actions could also aim at supporting and facilitating initiatives of organisations and change makers intended to complement and support the European Parliament's campaign for the Elections.

**The actions to be co-financed under this call should:**

- advance public awareness of **the EP's role in our lives (delivering democratic engagement)** and **increase civic participation (mobilising voters) in the EE24**. The actions should be relevant to the intended target audience and be linked, by priority, to the EP's communication strategy in view of the forthcoming EE24;

- **have a non-partisan nature**<sup>10</sup>, objectivity, impartiality and inclusiveness, notably in the form of involvement. This is a key condition in implementing actions co-financed under this call;

- respect the principles of **political neutrality**, the priorities and values of the EP, the code of conduct of the together.eu platform, as well as the conditions of participation stated in the EP model grant agreement, including the principle of no double-funding for costs of carrying out the action (see Article II.19.4.h of the agreement). Failure to respect these principles may result in the proposal being rejected or (after the signature of the grant agreement) the EP terminating the grant agreement and recovering any part of the grant that has already been paid;

- account for **proper choice of actions that corresponds with the envisaged timeline of their implementation, in line with the timeline of the EP's EE24 information campaign:**

- Growing awareness about the EP, its role in the European democracy, the achievements of the EU ("delivery") and the importance of civic engagement should mark the actions that are foreseen for 2023 and the beginning of 2024.
- Mobilising citizens to vote ("democracy") should mark the actions that are foreseen just a few weeks before the European Election Day(s) in 2024;
- Given that the EP's EE24 information campaign for the few weeks before the Election Day(s) will be fleshed out later this year, it can be expected that proposals for actions around "delivery" will be primarily submitted during the 1st round of this call for proposals, while those around "democracy" will be primarily submitted during the 2nd round of this call (the respective deadlines are set out in point 4.1 below).

- seek to increase the skills, knowledge or networks of an individual or groups. Actions should support and enable new and existing change-makers to take part in the together.eu community, ultimately **increasing the number of citizens and organisations registering to together.eu** and facilitating their active engagement further. Therefore, concepts and formats have to be connected to the together.eu community and planned activities should be published on the together.eu platform, with the aim of further growing the community.

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<sup>10</sup> In case where the Members of the Parliament and/or candidates for the 2024 elections are involved, participation of all political tendencies represented in the EP should be respected. It is recommended to focus on the importance of voting, and not political candidates, especially during the institutional EE24 communication campaign in 2024. As of April 2024, actions co-financed under this call cannot include Members of candidates.





- activities involving engaging with companies (possibly within corporate social responsibility (CSR) programmes of respective companies) in order to provide information and promote elections.

Engagement actions that may be eligible under this call also include activities aimed at effectively supporting and developing the together.eu community so as to enable its members to undertake meaningful communication actions for promoting democratic engagement and participation to EE24. Such activities include:

- establishing and facilitating regular contacts with together.eu change-makers in cooperation with EPLOs and encouraging regular contacts (cross-referencing) with other relevant networks (e.g. media, national agencies, organisations, universities and other information networks);
- connecting together.eu change-makers with schools in the European Parliament Ambassador School Programme (EPAS) programme in the region (in cooperation with EPLOs);
- inviting and including together.eu change-makers as active participants to engagement activities such as training, events, workshops, citizens' dialogues and any other form of offline or online interaction;
- organising capacity-building activities (via engaging trainings, activity sessions and seminars) for together.eu change-makers, which would also allow them to exchange good practices;
- supporting actions organised by together.eu change-makers by providing non-financial support, such as making available suitable venues (including IT and other logistical support) for the organisation of a small-scale together.eu conference, a seminar or a meeting. Such support could also take the form of events co-organised by the grant beneficiary and the together.eu change-makers, especially events that follow-up a capacity building activity carried out by the beneficiary;
- setting up dedicated "together.eu" corners, with promotional material, and a possibility to sign up to the together.eu platform on the spot;
- providing change-makers with available EU publications (e.g brochures, pamphlets, educational materials) or information, including other available information resources, also for further dissemination (for both offline and online purposes);
- providing off-site internet access where available;
- providing contact details of EU bodies, institutions and agencies.

In case of actions including events, the applicant can either be the main organiser, a co-organiser, or can participate in an existing programme/event/festival dedicated to informing event participants about the EE24 and supporting democratic engagement among citizens. The events should have at least 50 actively engaged participants. Preference is given to already existing events/festivals/programme in which the applicant is a participant.

When a beneficiary joins an existing event, special care should be taken that the event must be **politically neutral**, in line with the priorities and values of the European Parliament and be compliant with the conditions of participation stated in the EP Model Grant Agreement, including the principle of no double-funding (see Article II.19.4.h).

Therefore, resources should be focussed on engaging citizens about the work of the EP and the EE24 (campaigning) and not on the organisation of large-scale events where the bulk of the funding would be allocated to logistics and travel instead of on communication of the cause. The project proposals should place an emphasis on the desired outcome and citizens' engagement (increase in involvement of the together.eu) instead of spending on logistics.

**Action proposals to receive financial support under this call must be submitted in one of the following two action categories:**

- Civil society engagement actions (point 2.2.1 below).
- Engagement actions by change-makers (point 2.2.2 below).

More specific terms (in addition to the abovementioned ones) for co-financing these two categories of actions under this call are as follows:

**2.2.1 Civil society engagement actions**

*a) Scope*

Civil society engagement actions are actions or events implemented on a local, national or transnational level (of up to five Member States) and on an online or offline basis by a legal person (for instance, a civil society organisation, a public or private body hosting a Europe Direct Center, a University or other educational entity, a public or private stakeholder or other multiplier network, etc.).

*b) Type of potential beneficiaries:*

National non-profit organisations or groups thereof, having legal personality with the aim of promoting European values primarily at national level.

*c) Maximum EP contribution requested:*

The maximum EP contribution for an action proposal submitted under this category is **EUR 60,000**.

Eligible costs to be covered could include administrative costs (the cost of the persons involved in the action), expenses for the organisation of activities (such as venue rentals, etc.), expenses of volunteers (travel, accommodation or other) and general costs not directly linked to the implementation of the action (up to 7% of the direct eligible costs).

In the case of multiple Member States, the outreach of the action should be balanced between each Member State.

*d) Indicative budget for this category:*

EUR 3.100.000.

**2.2.2 Engagement actions by change-makers**

*a) Scope*

Engagement actions by change-makers (already registered members of the together.eu community) are low-scale communication actions or events implemented at local, national or transnational level (i.e. in up to three Member States) and on an online or offline basis by a legal person or a small group thereof having a legal personality.

*b) Type of potential beneficiaries:*

Non-profit legal persons or groups thereof having legal personality. Applicants must be registered as members/volunteers of the together.eu community and aim at promoting European values at national or at pan-European level, as well as grow and mobilise the community.

*c) Minimum and maximum EP contribution requested:*

The EP contribution for an action proposal submitted under this category ranges between **EUR 5.000 and EUR 15.000**.

Eligible costs to be covered could include administrative costs (the cost of the persons involved in the action), expenses for the organisation of activities (such as venue rentals, etc.), expenses of volunteers (travel, accommodation or other) and general costs not directly linked to the implementation of the action (up to 7% of the direct eligible costs).

*d) Indicative budget for this category:*

EUR 850.000.

### **2.3 Impact of the sanitary or other situation**

In light of potential health emergencies and the war in Ukraine, the grant beneficiary must take all the necessary mitigating measures to limit any damage this situation could cause on its project, including in terms of financial commitments. If need be, the parties may agree on modifications to the planned actions, especially in the form of replacing physical events with online ones. After evaluating the situation, the EP reserves the right to suspend or cancel the implementation of the grant agreement.

The beneficiary will ensure that its actions respect all relevant security, safety and sanitary measures required by national authorities and the EP.

### **2.4 Cooperation between the grant beneficiary and the European Parliament**

Grant beneficiaries and the EP (in particular the European Parliament Liaison Offices - EPLO) will cooperate closely during the grant implementation stage with a view to ensuring that the respective action will deliver its objectives. To that end:

- Grant beneficiaries will keep the EPLO responsible for the implementation of the grant agreement informed of the preparation, implementation and follow-up of all planned actions falling under the scope of the grant agreement.
- The EPLO responsible for the implementation of the grant agreement will have the possibility to provide advice to the grant beneficiary on how to best organise and carry out an action in accordance with the EP communication guidelines and branding.
- The EPLO will be invited to any event organised under the grant agreement, enjoying privileged access whenever it requests it.
- The EPLO may provide additional non-financial organisational support to the grant beneficiary in organising actions, for instance by addressing invitations to MEPs to participate to the action concerned or providing communication material.

- Grant beneficiaries may address to the EPLO concerned any question or request related to the grant agreement and its implementation, which the EPLO may take forward to the EP's competent services.
- Without prejudice to the reporting requirements provided for by the grant agreement, the grant beneficiary will provide to the EP at any moment and upon request information allowing the evaluation of how the supported actions were carried out and what their real impact was.
- Regular physical or online meetings between the grant beneficiary and the EPLO concerned may be organised as of the starting date of the action in order to ensure the timely implementation of the planned actions.

In the run up to EE24, content and information will be available on the websites of the EP, notably on the together.eu platform and its Download centre, and a dedicated public Elections website. Grant beneficiaries will integrate the available communication materials in the implementation of their projects in order to ensure a consistent visual identity of the EP and adapt their activities' timeline according to the different phases of the EP's EE24 campaign (see point 2.2 above).

Grant beneficiaries will also actively interact with the together.eu platform in three ways:

- the EP will publish and update regularly in together.eu all the EE24 communication assets, which grant beneficiaries will be able to download;
- grant beneficiaries will take an active part in the together.eu platform by creating and/or maintaining a partner profile, to share their campaigns and events in the dedicated sections of the together.eu platform and upload in the partners' page their initiatives, campaigns, as well as ideas for actions. Beneficiaries will keep their profiles and information up-to-date in the effort to grow the community further by adding content to the platform;
- grant beneficiaries will encourage participants in their co-financed activities to register to the together.eu platform.

Lastly, grant beneficiaries may be asked to refocus or adjust, where possible, their actions to take into account emerging communication needs that could not be defined when this Call was drafted. In such cases, the EP will communicate the details in a timely manner. Grant beneficiaries will then adjust their communication activities accordingly, e.g. by replacing or repositioning the planned activities, modifying the target groups addressed in information and engagement activities; focusing on specific issues ('hot topics') arising from political and societal shifts.

### **2.5 Information to include in the proposals**

Proposals for actions must be clearly and well-defined and sufficiently developed, having taken all time-schedule and budget considerations into account. They must respect the conditions set out in this call for proposals.

Proposals must include:

- **A detailed description and planning of offline and/or online activities** to be implemented by the grant beneficiary

- indicating the type of activity, physical location (if offline) or channel(s) (if online),
- the envisaged date or period,
- the description of each activity,
- the person or team involved in carrying out the project,
- the possible use of volunteers, as well as

- the estimated number of people who will be reached both directly and indirectly.
- Projects must be conceived in a way that ensures a wide outreach<sup>12</sup> and maximises the impact of the planned action, including on social media and/or through the provision of interactive tools to encourage and facilitate citizens' engagement and to ensure consistency with the EP's communication campaigns. Actions must be ready to start as of the award of the grant; however, applicants may include alternative dates as regards the envisaged date or period for implementing the action, so as to cover the case where their proposal is included in a reserve list and gets selected for co-financing at a later stage.
  - A description of ways and means with which the beneficiary will ensure the **close cooperation with the European Parliament Liaison Office** (including sharing information, reporting on the progress, as well as discussing problems and solutions) and endeavour to involve MEPs in the planned actions falling under the scope of the grant.
  - (In the case of an action under point 2.2.1 of this call) a **communication plan** providing an overview of all communication activities planned by the beneficiary before, during and after the action to be implemented under the grant. The communication plan should provide the channels and media strategy foreseen (own, earned and paid), and proposed materials to be designed and produced, together with the associated budget.
  - The specific **Key Performance Indicators** for measuring the outreach of the action as well as a description of methods the beneficiary will use in order to collect **feedback from participants** to planned actions and measure the real effect of the action (see point 2.6 below).
  - A description of any **follow-up actions** the beneficiary envisages after the action, with a view to further disseminating, promoting and discussing at European, national or local level the ideas collected during the communication activities with a view to their concrete implementation by relevant decision-makers and also, possibly, citizens themselves. Follow-up actions taking place after the expiry of the grant agreement cannot be considered as eligible costs.
  - (In the case of an action under point 2.2.1 of this call) a description of the **monitoring system** to be put in place during the implementation of the action, including methods for risk assessment and mitigation (in case an action cannot be carried out for any reason).

## **2.6 Performance indicators for the actions**

In accordance with the EU Financial Regulation<sup>13</sup>, the final contribution of the EP to the costs of an action should be based on the achievement of results measured through performance indicators.

The global key performance indicators to measure the achievement of the principal objective of the call for proposals are the number of communication actions co-financed and the hours of attention (estimated exposure) generated by the co-financed actions.

The proposals must set out their own quantified targets using the performance indicators in Annex I.2 to the application form (mandatory). Grant beneficiaries will be requested to report

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<sup>12</sup> In this context, outreach refers to direct and indirect effort to spread information, ideas and practices to the widest group of audiences possible.

<sup>13</sup> In particular see recital 56, and Article 131.4.

on the actual achievements of the action against the predefined targets. The proposal should also indicate methodology for collecting this data/source of information and to evaluate the results of the action. Applicants should report on the relevant performance indicators based on the most recent data available.

Performance indicators include:

1. Expected total number of activities (offline and online).
2. Expected average number of participants per activity (offline and online).
3. Expected total number of media (offline and online) reports on the project and its results.
4. Number of new individuals and organisations who registered to the together.eu platform.
5. (Only for actions under point 2.2.1 of this call) Expected total number of specific web pages / sections / social media posts to be published.
6. (Only for actions under point 2.2.1 of this call) Expected total number of views/impressions of the specific web pages / sections / social media posts.
7. (Only for actions under point 2.2.1 of this call) Expected number of follow-up actions.

### **3 Available budget and financial setup of the grant agreement**

#### **3.1. Available budget**

The indicative maximum available budget for this call is **EUR 3.950.000**. The indicative amount for civil society engagement actions is EUR 3.100.000 and for engagement actions carried out by change-makers EUR 850.000.

The EP reserves the right not to award all available funds depending on the proposals received and the results of the evaluation.

#### **3.2. Form of the grant, duration, funding rate and maximum grant amount**

##### ***3.2.1 Signature of the grant agreement***

Applicants which have submitted an action proposal and have been selected for co-financing based on the criteria laid down in this call for proposals will be invited to sign a grant agreement with the EP.

The grant agreement will set the framework for the grant and its terms and conditions, including the action implementation, the provision of financial support by the EP, reporting and payments.

The model grant agreement that will be used (and all other relevant templates and guidance documents) are available on EP website as well as on the Funding and Tender Portal.

##### ***3.2.2 Starting date and project duration***

The project starting date and duration will be fixed in the Grant Agreement (*Article 1.2*).

The action must be implemented between the starting date of the grant and 30 June 2024. No activity may be undertaken before the signature of the Grant Agreement.

### **3.2.3 Funding rate and maximum grant amount**

The grant shall take the form of reimbursement of a specified proportion of certain types of costs (eligible costs) actually incurred by the beneficiary and its affiliated entities.

The grant is limited to a maximum funding rate of 80 % of the action's eligible costs with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call and EUR 15.000 for proposals under point 2.2.2 of this call. Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the grant (co-financing principle).

The sources of financing other than the EP grant must not include a grant awarded by another EU institution or under another EU financial instrument or programme.

Accordingly, in order to avoid double funding of the same costs (see Article II.19.4.h of the grant agreement), the applicant must indicate the sources and amounts of EU funding received or applied for regarding the same action or similar actions or for its functioning (operating grants) as well as any other funding received or applied for regarding the same action. Applicants that receive or have applied to receive funding from another source of the EU budget for implementing the action that is the subject of their application will be declared ineligible.

More information on the categories of costs eligible and on how to estimate the budget of the envisaged action may be found in the guidelines for applicants in Annex III.

The grant parameters (maximum grant amount, funding rate, total eligible costs, etc.) will be fixed in the grant agreement (Article I.3).

The non-profit rule will not apply for this call for the cases under the conditions of Article 192(3) of the EU Financial Regulation.

The final grant amount may be reduced in case of non-compliance with the grant agreement (e.g. incomplete or improper implementation, breach of obligations, etc.) or non-achievement of results measured through the specified performance indicators.

### **3.3 Budget categories and cost eligibility rules**

The budget categories and cost eligibility rules are fixed in the grant agreement (*Article II.19 and II.21*).

Budget categories for this call are the following:

#### **A. Personnel costs:**

A.1: employees, natural persons under direct contract, seconded persons.

A.2: volunteers (on the basis of unit costs). Costs for volunteers cannot represent more than 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal. The grant shall not exceed the estimated eligible costs other than the costs for volunteers work.

B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by the EP (either as part of the grant agreement or when approving the final report).

Subcontracting is allowed except for project's core tasks (generally subcontracting of 30% of



the total eligible cost or more will be subject to specific justification and subject to strict limits). For more information on subcontracting, applicants may refer to the [Guide for applicants](#)).

#### C. Purchase costs:

- C.1 Travel and subsistence,
- C.2 Equipment - depreciation,
- C.3 Other goods, works and services.

D. Indirect costs (i.e. general costs not directly linked to the implementation of the co-financed action) - on the basis of 7% of flat rate.

#### *Specific cost eligibility conditions for this call:*

- VAT: non-deductible VAT is eligible (VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).
- Volunteers costs — For the purpose of this call for proposals, the work performed by volunteers is considered as eligible personnel costs in accordance with Articles 181, 186 and 190 of Regulation (EU, Euratom) 2018/1046, and shall take the form of unit costs. The amounts of the unit costs to be used by the beneficiary as the basis for declaring such eligible personnel costs are set out in the [Guide for applicants](#).

The conditions for eligibility of costs are defined in Article 186(3) of the EU Financial Regulation.

- For proposals under point 2.2.1 of this call, applicants are requested to include in their proposal a civil and liability insurance or other equivalent insurance covering their planned activities. The costs will be eligible under other goods, works and services (category C.3).



For more information, see the [Guide for applicants](#).

### **3.4 Reporting and payment arrangements**

The reporting and payment arrangements are fixed in the grant agreement (*Article I.4*).

After grant signature, beneficiaries will receive a pre-financing payment to start working on the project (up to 70% of the maximum grant amount). The pre-financing will be paid 30 days from the entry into force of the grant agreement.

There will be no interim payment. For proposals under point 2.2.1 of this call, the beneficiary may be required to submit to the EP, in the middle of the implementation period, an interim information report setting out progress in implementing the action.

At the end of the project and, at the latest, within two months from the end date of the grant agreement, the beneficiary will submit a final report and a request for payment of the balance. Following evaluation and verification of this information, the EP will calculate the final grant amount. If the amount of the pre-financing payment is higher than the final grant amount, the beneficiary will be requested to pay back the difference (recovery).

All payments will be made to the beneficiary that has signed the grant agreement.

The beneficiary is responsible for keeping records on all the work done and the costs declared (*Article II.27.2*).



For more information, see the [Guide for applicants](#).

## 4 Timetable of the call for proposals and procedure to apply

### 4.1 Overall timetable of the call for proposals

Timetable and deadlines	
Call publication	5 April 2023
Call opening:	27 April 2023 (1st round) 17 May 2023 (2nd round)
Deadline for submission:	16 May 2023 (17:00 CET) (1st round) 28 September 2023 (17:00 CET) (2nd round)
Evaluation:	May-July 2023 (1st round) October-November 2023 (2nd round)
Information on evaluation results:	July 2023 (1st round) December 2023 (2nd round)
Grant agreement signature:	August-September 2023 (1st round) January 2024 (2nd round)
Implementation of the action:	As of the signature of the grant agreement (September 2023 at the earliest) - June 2024
Implementation of follow-up actions:	June 2024 - December 2024

### 4.2. Procedure to apply

#### **4.2.1 The way to apply and deadline**

Proposals must be submitted within the deadlines mentioned in point 4.1. Applicants may submit one proposal in each of the two rounds but may only receive one grant under this call for proposals.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

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

Proposals must be **complete** and contain all parts and mandatory annexes and supporting documents. Proposals must fulfil the formal requirements (i.e. inclusion of translations of project's abstract). **ATTENTION: Proposals that are not complete or do not fulfil the formal requirements will be considered inadmissible and automatically rejected (see also point 5 below).**

The Application Form consists of:

- Part A (to be filled in directly online) — contains administrative information about the applicant and the summarised budget for the project. (Mandatory);
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action; (Mandatory);
- Annex I.1 - Detailed budget table (to be uploaded); (Mandatory);
- Annex I.2 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);
- Other annexes and supporting documents (to be uploaded) are listed in the part B of the application form as well as in the section 12 of this document.

At proposal submission, the person encoding the proposal will have to confirm that it has the **mandate to act** for the applicant and that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary will have to confirm this again by signing a declaration of honour.


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

Proposals are limited to **20 pages (for actions under point 2.2.1 of this call) and 10 pages (for actions under point 2.2.2 of this call), excluding the Annexes**. Evaluators will not consider any pages exceeding the above limits.

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

#### *Mandatory annexes and supporting documents*

Mandatory **annexes and supporting documents** (directly available in the Submission System) are mentioned in section 12.

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

It is highly recommended that applications are submitted before the above mentioned deadline in order to avoid potential delays which might be caused by a large number of simultaneous applications.

#### **4.2.2 Supporting documents**

The supporting documents may be submitted in any EU official language. Applicants are not required to provide translated documents, except for supporting documents aimed at demonstrating the operational capacity of the applicant, which must be submitted either translated or together with a summary in English.

Supporting documents must be clearly entitled and numbered as per the checklist for applicants.

### **4.2.3 Information and assistance during the procedure**

The EP reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the proposal. However, this does not include any kind of negotiation. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the proposal.

In case of questions or clarification requests, applicants may always refer to this call, as well as to other available documentation, notably:

- [Online Manual](#)
- [Portal FAQ](#) (for general questions).

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

Non-IT related questions may be sent to the following email addresses: [dqcomm-subvention@europarl.europa.eu](mailto:dqcomm-subvention@europarl.europa.eu).

Such questions must indicate clearly the reference of the call and topic to which the question relates (*see cover page*) and be submitted up to five working days before the deadline for submission. Questions drafted in English or French will receive a reply within five working days. It should be noted that this time-limit could be extended in case a translation from any EU official language to English or French would be required. Replies will be provided in English or French.

### **4.2.4 Notification of results**

Applicants will be notified of the results of the evaluation (be it selection or rejection of a proposal) following the respective decision of the EP. Successful applicants will be required to confirm their application following the notification of results. Failure to do so may lead the EP to reconsider its decision.

## **5 Admissibility of proposals**

Failure to comply with any of the following admissibility criteria will lead to the rejection of an application:

- applications must be sent no later than the deadline for submitting applications referred to in point 4.1 above;
- applications must be submitted following the electronic submission procedure described in point 4.2.1 above. No other method of submission will be accepted;
- applications must be complete. Mandatory annexes and supporting documents (directly available in the Submission System) are listed in section 12 of this document. Mandatory annexes and supporting documents must be submitted by the deadline for submitting application referred to in point 4.1. Failure to submit documents and annexes indicated as mandatory will lead to the inadmissibility and rejection of the proposal without further consideration.

## **6 Eligibility**

In order for an application to be considered eligible, it must satisfy all the conditions set out below. If any of these conditions is not satisfied at the moment of submission, the application

will be rejected without being further evaluated. If it appears during implementation or at the stage of submitting the action's final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of any EU funds unduly paid.

### **6.1 Eligible participants**

The purpose of this call for proposal is to award grants co-financing engagement actions by **national non-profit organisations** or **non-profit legal persons** or groups thereof, having legal personality **with the aim of promoting European values primarily at national level.**

The actions to be supported under this call are **mono-beneficiary actions**. This means that only one legal person can apply for a grant.

To be eligible for a grant, applicants must be able to demonstrate that they satisfy the criteria mentioned below.

#### **- For actions under point 2.2.1 of this call, applicants must be:**

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation<sup>14</sup>.

#### **- For actions under point 2.2.2 of this call, applicants must be:**

- A non-profit legal person (including small-scale civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Registered in the together.eu community as active members via the together.eu platform.
- Based in a Member State of the European Union.
- With no political affiliation<sup>15</sup>.

Entities which would have Members of the European Parliament

- holding executive functions on their administrative Board or any other executive body of their organisation or

- as their legal representative,

would be declared ineligible for this call for proposals. The same applies for entities that qualify as a political party active at European, national, regional or local level, as well as for their youth organisations or foundations.

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<sup>14</sup> Political affiliation means membership of or close association with a political party.

<sup>15</sup> Political affiliation means membership of or close association with a political party.

## Supporting documents

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

In addition, all applicants must sign and submit as part of their application a declaration on their honour certifying that they comply with the above-mentioned eligibility criteria (see Section 12 - List of Annexes).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

## Specific cases

Affiliated entities are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. Affiliated entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant. Supporting documents proving the legal link between the applicant and the affiliated entity - if not provided with the application - will be requested during the evaluation phase of the application.

Other entities may participate in the action, such as subcontractors.

EU restrictive measures - special rules apply for certain entities (e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, subcontractors or recipients of financial support to third parties (if any).

The European Parliament may request supplementary explanations and (or) documentary evidence on the compliance with the restrictive measures from an applicant at any moment of the procedure.

### **Exclusion of multi-beneficiary schemes**

Several applicants cannot submit one common action proposal. In addition, grant agreements may only be signed with a single beneficiary.

However, cooperation schemes may be implemented as follows:

- Applicants may submit a proposal coordinated with another proposal by one or more other grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements.

The affiliated entities of the applicant may implement the action in full or in part without being considered as subcontractors. Affiliated entities are legal entities having a link with the applicant, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and

non-exclusion criteria of an applicant. In this case, the existence of such a link must be demonstrated by the applicant.

### **6.2 Eligible activities**

To be eligible, the activities and projects must meet the objectives of this call set out in point 2.1 above and take an appropriate form in line with point 2.2 above. **Applications will only be considered eligible if their content corresponds, wholly or in part, to the sections 2.1 and 2.2 of this document.** Activities must be presented in the proposal in accordance with point 2.5 above and be accompanied by the set of appropriate key performance indicators as provided for in point 2.6 above.

### **6.3 Duration**

Actions or projects should take place in the period between signature of the grant agreement and the European elections in May 2024 (date still to be confirmed), with follow-up actions until December 2024.

### **6.4 Ethics**

Proposed actions should also comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.

## **7 Exclusion and selection criteria**

In order for an application to be further assessed, the applicant must not fall under an exclusion ground set out in point 7.1 below and must satisfy the financial and operational requirements set out in point 7.2 below. If any of these criteria is not met at the moment of submission, the application will be rejected without being further evaluated. If it appears during implementation or at the stage of submitting the action's final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of any EU funds unduly paid.

### **7.1 Exclusion criteria**<sup>16</sup>

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)<sup>17</sup> or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)

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<sup>16</sup> Articles 136, 137 and 142 of Regulation (EU, Euratom) 2018/1046.

<sup>17</sup> See Article 136 of EU Financial Regulation [2018/1046](#).

- guilty of grave professional misconduct<sup>18</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if<sup>19</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## Supporting documents

Applicants must sign and submit as part of their application a declaration on their honour (see Section 12 - List of Annexes).certifying that they are not in one of the situations referred to in Articles 136 (1) and 141 (1) of the Financial Regulation.

### **7.2 Selection criteria - Financial capacity**

Applicants must have **stable and sufficient sources** of finance allowing them to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

More specifically:

- for proposals under point 2.2.1 of this call, applicants must have an average annual turnover/income in the last three financial years for which accounts have been closed of, at least, 100 % of the total amount requested to the EP;

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<sup>18</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>19</sup> See Article 141 EU Financial Regulation [2018/1046](#).



- for proposals under point 2.2.2 of this call, applicants should have an average annual turnover/income in the last two financial years of, at least, 20% of the total amount of the action.

### **Supporting documents**

All applicants must sign and submit as part of their application a declaration on their honour certifying that they have the financial capacity to carry out the proposed action (see Section 12 - List of Annexes).

The EP may request applicants to provide supporting documents such as financial statements (including balance sheet, the profit and loss accounts), if it has reasonable ground to question the financial capacity of the applicant.

If, based on the available information, the EP concludes that the applicant's financial capacity is not satisfactory, it may decide to award the grant but limit the pre-financing payment referred to in point 3.4 of this call accordingly.

### **7.3 Selection criteria - Operational capacity**

Applicants must have the appropriate **competence, know-how, qualifications and resources** to successfully implement the proposed action.

This capacity will be assessed on the basis of the competence and experience of the applicants and, where applicable, their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the action implementation starts.

More specifically:

- for proposals under point 2.2.1 of this call, applicants must have:
  - At least 12 months of proven communication experience (calculated as the addition of duration of individual past actions) as an organisation with the explicit aim of promoting European values in actions similar or comparable to the proposed action and
  - Human resources whose competencies and qualifications include good communication skills (oral and written) in the national language as well as in English or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)<sup>20</sup>, project management and sound knowledge in European affairs;
- for proposals under point 2.2.2 of this call, applicants must have:
  - Experience carrying out successfully at least one similar or comparable communication action to the proposed action over the 12 months preceding their application.

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<sup>20</sup> More information on this Framework can be found on the website of the Council of Europe:  
<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

- Good communication skills (oral and written) in the national language as well as in English or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe)<sup>21</sup>
- The capacity necessary to organise and carry out the proposed action.

### **Supporting documents**

All applicants must sign and submit as part of their application a declaration on their honour certifying that they have the operational capacity to carry out the proposed action (see Section 12 - List of Annexes).

In addition to this declaration, applications must also include:

- The curriculum vitae or description of the profile of the person/persons responsible for managing and implementing the action.
- (For proposals under point 2.2.1 of this call) A comprehensive and detailed list of previous projects and activities similar to the proposed action and performed in the last 3 years.
- (For proposals under point 2.2.1 of this call) the applicant's annual activity report for the 3 most recent available financial years (if available).

## **8 Evaluation and award procedure**

The proposals will have to follow the standard submission and evaluation procedure.

Proposals will be checked for formal requirements (admissibility and eligibility) and those that have been found admissible and eligible will be then evaluated by an evaluation committee for the financial and operational capacity and award criteria and then ranked according to their quality score.

All applicants will be informed about the evaluation result (evaluation result letter). Successful proposals with the highest scores will be invited for grant preparation; other proposals may be put on a reserve list (if no budget is available for financing the proposed action) or rejected. Applicants, whose proposal has been put on a reserve list, may be contacted for grant preparation should budget become available, following the order of the evaluation result.

Invitation for grant preparation does NOT constitute a formal commitment for funding. The EP will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation may involve contacts between the EP and the beneficiaries in order to fine-tune, as necessary, technical or financial aspects of the project. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

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<sup>21</sup> See previous footnote.

## 9 Award criteria

All admissible proposals passing the eligibility, exclusion and selection criteria will be assessed in accordance with the following award criteria and ranked in order of merit based on the total number of points awarded. Grants will be awarded to the highest scoring proposals up to the available budget.

In order to ensure the best possible geographical spread and attract the widest audience, action proposals from the same country will be ranked against each other and only the best scored ones may be shortlisted.

For proposals under point 2.2.1 of this call:

Award criteria	Maximum score
<p><b>1. Relevance of the proposal in relation to the objectives of the call</b></p> <ul style="list-style-type: none"> <li>• Relevance of the proposed action with the objectives and expected results of this call, including the link to the together.eu community (point 2.1 above) - 10 points.</li> <li>• Relevance of the proposed action with the target audience (point 2.2 above) - 10 points.</li> <li>• Relevance of the proposed action with the priority communication subjects of the EP, in particular as regards the 2024 European elections (point 2.2 above) - 5 points.</li> </ul>	25
<p><b>2. Quality of the proposal</b></p> <ul style="list-style-type: none"> <li>• Quality of the proposed action and its objectives/deliverables: level of detail in the presentation and description of the action, choice of intended audience and outreach, integration with the together.eu platform, involvement and proposed participation of MEPs from all European political groups, means of giving visibility to the EP, use of innovative or creative communication formats, follow-up actions - 10 points.</li> <li>• Quality of the proposed methodology for carrying out the action: organisation of the work and resources (how the roles and responsibilities of the project team are distributed for each task, global allocation of time and resources to the project and to each task), consistency of the proposed actions with the envisaged timeline of the EP EE24 information campaign, ways and means of cooperating with the EPLO, monitoring of the implementation of the action (including risk assessment and mitigation strategy) - 10 points.</li> <li>• Sustainability of the proposal (Quality of the proposal in terms of environmental, economic, and social sustainability, as well as accessibility of the proposed communication tools) - 5 points</li> </ul>	25
<p><b>3. Communication and outreach</b></p> <ul style="list-style-type: none"> <li>• Quality and detail of the communication actions in line with the EP's communication plan, objectives and branding, listing specific</li> </ul>	30

<p>communication actions in support of the proposed project planned before, during and after the event - 10 points.</p> <ul style="list-style-type: none"> <li>• Expected direct reach of the action (as measured based on the performance indicators) - 10 points.</li> <li>• Expected indirect reach of the action (as measured based on the performance indicators) - 10 points.</li> </ul>	
<p><b>4. Budget and cost effectiveness</b></p> <ul style="list-style-type: none"> <li>• Clarity and detail of the description of the estimated costs and the budget of the proposed action and accuracy in calculating these costs (including the expected working hours, subcontracting costs, etc.), as well as level of detail in the information on co-financing sources - 10 points.</li> <li>• Cost effectiveness and consistency between the estimated costs and the objectives and deliverables of the proposed action - 10 points.</li> </ul>	20
<b>Overall score</b>	<b>100</b>

For proposals under point 2.2.2 of this call:

<b>Award criteria</b>	<b>Maximum score</b>
<p><b>1. Relevance of the proposal in relation to the objectives of the call</b></p> <ul style="list-style-type: none"> <li>• Relevance of the proposed action with the objectives and expected results of this call, including the link to the together.eu community and the priority communication subjects of the EP, in particular as regards the 2024 European elections.</li> </ul>	25
<p><b>2. Quality of the proposal</b></p> <ul style="list-style-type: none"> <li>• Quality of the proposed action and its objectives/deliverables: level of detail in the presentation and description of the action, choice of intended audience and outreach, integration with the together.eu platform, involvement and proposed participation of MEPs from all European political groups, means of giving visibility to the EP, use of innovative or creative communication formats, follow-up actions - 15 points.</li> <li>• Quality of the proposed methodology for carrying out the action: organisation of the work and resources (how the roles and responsibilities of the project team are distributed for each task, global allocation of time and resources to the project and to each task), consistency of the proposed actions with the envisaged timeline of the EP EE24 information campaign, ways and means of cooperating with the EPLO, monitoring of the implementation of the action (including risk assessment and mitigation strategy) - 10 points.</li> </ul>	25

<b>3. Communication and outreach</b> <ul style="list-style-type: none"> <li>• Quality and detail of the communication actions in line with the EP's communication plan, objectives and branding, listing specific communication actions in support of the proposed project planned before, during and after the event - 15 points.</li> <li>• Expected outreach of the action (as measured based on the performance indicators) - 15 points.</li> </ul>	30
<b>4. Budget and cost effectiveness</b> <ul style="list-style-type: none"> <li>• Clarity and detail of the description of the estimated costs and the overall budget of the proposed action and consistency of the overall budget with the objectives of the proposed action</li> </ul>	20
<b>Overall score</b>	<b>100</b>

Proposals of both abovementioned categories that obtain less than 50 points will not be considered for the award of a grant. Proposals that pass the 50 points threshold will be considered for funding — within the limits of the available call budget.

In order to ensure the best possible geographical spread and attract the widest audience, the evaluation committee will also take into account the geographical balance.

## **10 Use of the results of the actions and publicity**

### **10.1 Use of the results of the actions**

Without prejudice to the fact that ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiary, the beneficiary will grant the Union the right to use the results of the action for the purposes specified in the grant agreement.

### **10.2 Publicity**

#### ***10.2.1 Publicity by the beneficiary***

In accordance with the grant agreement, grants beneficiaries must clearly acknowledge the European Union's contribution in all communication or publications or in conjunction with any activity for which the grant is used. Beneficiaries should ensure the visibility of the EU funding in a proactive manner, displaying at least the European Union emblem in association with the EP logo and/or the together.eu logo.

The obligation to display the European Union emblem and the EP logo does not confer to the beneficiary a right of exclusive use. The beneficiary shall not appropriate the European Union emblem, EP logo, the together.eu logo or any similar trademark or logo, either by registration or by any other means.

For the abovementioned purposes and under the conditions specified therein, the beneficiary is exempted from the obligation to obtain prior permission from the EP to use the European Union emblem and the EP and/or together.eu logo.

Guidelines on the use of the EU emblem are available at [http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf)

More information on the visual identity of the EP, notably the EP logo guidelines (graphic charter) and the terms of use of the EP logo by third parties, may be found on the website of the EP at the following address: <http://www.europarl.europa.eu/downloadcentre/en/visual-identity>.

Where possible, a disclaimer should be used in conjunction with the EP logo (Cf. guidelines for applicants).

### **10.2.2 Publicity by the EP**

Actions receiving a grant under this call for proposals may be promoted via the community “together.eu”.

All information relating to grants awarded in the course of a financial year shall be published on the EP website no later than 30 June of the year following the financial year in which the grants were awarded. The EP will publish the following information:

- name of the beneficiary,
- address of the beneficiary,
- subject of the grant, and
- amount awarded.

## **11 Data protection**

Please see the privacy statement of the EP communication grants programme.

## **12 List of Annexes to this call for proposals**

Annex I: Application Form

- Part A (to be filled in directly online) — contains administrative information about the applicant and the summarised budget for the project.
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action
- Annex I.1: Detailed estimated budget (*to fill in and return with the application form*)
- Annex I.2: Key Performance Indicators (KPI) (*to fill in and return with the application*)
- Annex I.3: Declaration on honour (*to fill in and return with the application form*)
- Annex I.4: Financial Identification Form (*to fill in and return with the application form*)
- Annex I.5: The curriculum vitae or description of the profile of the person/persons responsible for managing the action (to be uploaded as PDF files and return with the application form)

- Annex I.6: For proposals under point 2.2.1 of this call: comprehensive and detailed list of previous projects and activities (to be uploaded as PDF files and return with the application form)
- Annex I.7: For proposals under point 2.2.1 of this call, if available, the applicant's annual activity report for the 3 most recent available financial years (to be uploaded as PDF files and return with

Annex II: Model Grant Agreement (*for information only*)

Annex III: Guidelines for applicants (*for information only*)

## 13 Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected.
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language. For reasons of efficiency, we strongly advise you to use English or French for the entire application. You should include a translation of your project's abstract in English or French. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 4.2.3 of this document).
- **Data Protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.
  - The controller is the Financial Support Unit in the Directorate General for Communication, Directorate for EPLOs.
  - e-mail: [FSU-grants@europarl.europa.eu](mailto:FSU-grants@europarl.europa.eu)
- **Transparency** — In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.