



Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

Call for proposals to support the application of the EU Charter of
Fundamental Rights
(CERV-2026-CHAR-LITI)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU Values and Joint Operations
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CALL FOR PROPOSALS

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0. Introduction

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

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

The call is launched in accordance with the 2026-2027 Work Programme³ and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

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

	Topic	Priority
1	CERV-2026-CHAR-LITI-CHARTER	Raising awareness of and building capacity for the EU Charter of Fundamental Rights
2	CERV-2026-CHAR-LITI-CIVIC	Promoting an enabling civic space

Each project application under the call must address only one of these topics/priorities. Furthermore, the same application can only be submitted to one topic/priority.

The lead applicant (i.e. Coordinator) cannot submit more than one application under this call for proposals, across all topics/priorities. In case of multiple

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

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

³ Commission Implementing Decision C(2025) 8076 final of 01.12.2025 concerning the adoption of the work programme for 2026-2027 and the financing decision for the implementation of the Citizens, Equality, Rights and Values Programme.

proposals submitted by the same lead applicant, all the proposals will be rejected and will not be evaluated further.

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

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

- the [Call document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are encouraged to visit the [Funding and Tender Opportunities Portal](#) to consult the list of previously funded projects in the framework of the calls CERV-2022-CHAR-LITI, CERV-2023-CHAR-LITI, CERV-2024-CHAR-LITI and CERV-2025-CHAR-LITI.

1. Background

The Charter of Fundamental Rights of the European Union ('the Charter') brings together a broad range of fundamental rights and reaffirms that the EU is built on the values of fundamental rights, democracy and the rule of law. Its binding nature has enabled the EU legal order to develop into a beacon of fundamental rights protection.

To improve the application of the Charter and increase the public's knowledge about it, the European Commission presented in 2020 the Strategy to strengthen the application of the Charter of Fundamental Rights ('Charter Strategy'⁴). In the Charter Strategy, the Commission set out measures to support the application of the Charter in cooperation with key stakeholders: national, local and regional authorities, civil society organisations and human rights defenders, National Human Rights Institutions, equality bodies and ombudspersons, justice practitioners, EU institutions and general public. Marking the mid-point of the implementation of the Strategy, in 2025, the Commission's annual report on the application of the Charter took the form of a mid-term review, which assessed the implementation of the measures taken to strengthen the application of the Charter on both EU and Member State level.

The Commission confirmed its intention to support the use and awareness of the Charter through the Citizens, Equality, Rights and Values programme. It noted that capacity building is central for better assisting people in using and benefitting from their fundamental rights. Moreover, the Commission invited Member States to promote people's awareness of their fundamental rights, and of where to turn when their rights are breached, in particular by empowering local actors.

As part of the Charter strategy, the Commission committed to supporting an enabling environment for civil society actors, including by stepping up its efforts regarding funding opportunities. Operating at local, regional, national and international level, civil society helps to promote and protect the values enshrined in Article 2 of the Treaty of the European Union and the Charter of Fundamental Rights of the European Union. However, many civil society organisations (CSOs) and human rights defenders report persistent measures that restrict the environment in which they operate, including disproportionate registration requirements, limited access to funding, or other restrictions. These actors also increasingly face threats such as attacks on staff or premises, smear and disinformation campaigns, and strategic lawsuits against public participation (SLAPPs) targeting CSOs directly, alongside concerns about dissolution of associations, dismantling of dialogue structures, funding cuts, illegal surveillance, digital or cyber-security threats, and growing transnational repression.

This can have a knock-on effect, leading CSOs to limit their engagement and discouraging them from fully exercising their roles and promoting fundamental rights. Furthermore, these threats and attacks disproportionately affect CSOs working on topics related to democracy, the rule of law and fundamental rights, and groups that are underrepresented, marginalised and in vulnerable situations⁵.

In this context, the Commission, as part of the European Democracy Package, has adopted its first-ever EU Strategy for Civil Society, recognising the sector's crucial role and placing a specific focus on ensuring an open, safe and enabling civic space through targeted support and protection. This Strategy builds on the 2023 Recommendation on promoting the engagement and effective participation of civil society organisations in public policy-making processes, which further stresses the need for national authorities

⁴ COM/2020/711

⁵ See, for example, Resolution 2021/2103(INI) of the European Parliament, FRA, Protecting civil society – Update 2023

to create an enabling environment for civil society and human rights defenders, including through monitoring and protection.

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

Objectives

Protect, promote and raise awareness of fundamental rights enshrined in the Charter by providing financial support to civil society organisations active at local, regional, national and transnational level. These organisations play a key role in promoting and cultivating those rights, thereby strengthening the protection and promotion of Union values and respect for the rule of law and contributing to building a more democratic Union, democratic dialogue, transparency and good governance.

The main objectives of these priorities are 1) to build the capacity of civil society organisations (CSOs) and their awareness of the Charter and support them in carrying out activities to ensure that the Charter is upheld, and 2) to support the objectives of a thriving, safe and enabling civic space, by strengthening the monitoring of civic space and reinforcing the protection of civil society actors, in particular those facing restrictions, threats or intimidation.

As part of this priority, the call will also focus on building capacity of these actors on the enforcement and strategic litigation of fundamental rights.

This call for proposals will support several EU policy initiatives, in particular the 2020 Strategy to strengthen the application of the Charter of Fundamental Rights in the EU (the Charter strategy) and the annual Charter Reports, the EU Strategy for Civil Society and the 2023 Recommendation on civic participation, with regards to the protection and promotion of a thriving civic space in the EU.

Themes and priorities (scope)

This call for proposals will promote the founding rights and values of the Union by building primarily civil society organisations' awareness on and capacity to apply the Charter and to carry out activities to ensure that the fundamental rights enshrined in the Charter are upheld. This call for proposals also aims to support projects which contribute to ensuring an open, safe and enabling civic space by providing support and protection to civil society organisations, and those focusing on strategic litigation in these areas.

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

Each project application under the call must address only one of these topics/priorities. Furthermore, the same application can only be submitted to one topic/priority.

1. Raising awareness of and building capacity for the EU Charter of Fundamental Rights (CERV-2026-CHAR-LITI-CHARTER)

The Charter strategy underlines the importance of strengthening the application of the Charter through awareness raising and capacity building initiatives. Accordingly, projects under this priority are intended to raise the fundamental rights knowledge of relevant actors. While building on the central role of civil society organisations and human rights defenders, funded projects could involve national, regional and local authorities as partners (co-applicants), with the aim of supporting joint capacity building and awareness raising efforts.

The projects funded under this priority should address the capacity building and

awareness raising needs on the Charter. In particular, relevant projects should focus on raising awareness and building capacity on at least one of the following topics: the Charter in general and/or the contents of an individual Charter right or several of the fundamental rights enshrined in the Charter; the Charter's scope of application⁶; the remedies available in cases of breaches of the Charter rights⁷. In accordance with its Article 51, the Charter is applicable to Member States only when they are implementing EU law. Given the specific scope of application of this instrument, unlike that of international human rights agreements, and considering the increasing number of references to the Charter in the case law of the Court of Justice of the EU, there is a specific need to promote an understanding of when the Charter applies, i.e. when EU law is being implemented, and of the fundamental rights enshrined in the Charter.

2. Promoting an enabling civic space (CERV-2026-CHAR-LITI-CIVIC)

A thriving civic space requires an enabling legal, administrative and regulatory environment in which civil society organisations (CSOs) are supported and empowered, protected from threats, and able to operate freely. This call therefore aims to reinforce the conditions for such an environment by supporting actions that strengthen both the monitoring of civic space and the protection and resilience of CSOs and human rights defenders working to uphold EU values.

Monitoring of civic space

Projects should establish or enhance systematic and comprehensive monitoring systems to regularly assess the environment in which CSOs operate at national level. These should build on and align as closely as possible with existing frameworks—such as the indicators developed by the European Union Agency for Fundamental Rights and data from international organisations—as well as national monitoring systems, to ensure comparability and consistency.

Such proposals can cover in particular the following:

- Focus on breaches of fundamental rights affecting CSOs and human rights defenders, including the right to freedom of association;
- Capture emerging issues such as digital threats and transnational repression within the EU;
- Improve data collection, analysis and reporting, enabling the early identification of risks, including SLAPPs;
- Support timely, coordinated and evidence-based responses to civic space threats by relevant actors.

Enhanced monitoring is essential to identify risks, trends and threats affecting CSOs and human rights defenders, including SLAPPs and transnational repression, and to enable timely, evidence-based and coordinated responses through improved data collection, analysis and reporting.

Projects should clearly outline the specific added value of such monitoring activities and underline how these build on existing monitoring frameworks.

⁶ Projects addressing Article 45 may cover 'Freedom of movement and of residence', as grandfathered in the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

⁷ Reflecting the findings of the 2023 Annual report on the application of the EU Charter of Fundamental Rights, Effective legal protection and access to justice, [COM/2023/786 final](#).

Protection and resilience of civil society organisations and human rights defenders

Projects should support and enhance the protection of CSOs, their members and human rights defenders under threat, including by facilitating access to dedicated support services such as reporting channels, legal assistance, psychosocial support and emergency funding. Actions may address a wide range of threats, including legal and administrative pressures, verbal or physical attacks, online harassment, smear campaigns, cybersecurity risks and SLAPPs.

Projects should cover one of the following areas, with a particular focus on providing concrete and targeted protection measures for CSOs and human rights defenders, e.g.:

- Strengthen the resilience of civil society actors, including through capacity-building on digital and cyber-security;
- Strengthening capacity of CSOs to communicate effectively around their activities and to build effective, visible and impactful advocacy activities;
- Improve access to information on available protection mechanisms, for instance through platforms or tools centralising support services;
- Focus on setting up or strengthening the coordination of protection efforts at national and cross-border level, including through cooperation mechanisms, networks, or platforms that bring together relevant actors to ensure coherent, timely and effective responses to threats;
- Aim to provide an overview of existing protection mechanisms at national level or create platforms or tools to centralise information for relevant support services, including support services for the digital and cyber threats experienced by civil society organisations and human rights defenders.

Activities may further include monitoring, awareness-raising, training and victim support for those targeted by SLAPPs, as well as efforts to overcome cross-border barriers to protection.

Projects may focus only on monitoring, or protection, or resilience, or propose actions addressing activities falling under all these areas. Proposals should remain practical and focus on direct support to CSOs at risk or facing threats due to a shrinking civic space.

In addition, proposals can address exclusively strategic litigation to advance the enforcement of the Charter and build the capacity of CSOs and to develop strategic approaches to cases. Strategic litigators are key to fostering the promotion and protection of Charter rights, and proposals should aim to strengthening their capacity and specialised knowledge on the Charter and on how to develop a strategic approach to cases, including on targeting SLAPPs in a strategic manner. In this context, the support and assistance to victims provided by civil society organisations, NHRIs and equality bodies and Ombuds institutions is instrumental.

Transnational partnerships with mutual learning possibilities for partners in several EU Member States are particularly encouraged to apply, as well as networks of relevant actors at national level such as National Human Rights Institutions (NHRIs), equality bodies, Ombuds institutions, and the national Charter Focal Points.

Activities that can be funded (scope)

The following activities can be covered:

1. Raising awareness of and building capacity for the EU Charter of Fundamental Rights (CERV-2026-CHAR-LITI-CHARTER)

- Awareness raising and capacity building activities aiming to increase the knowledge of civil society organisations in particular, but also human rights

defenders, and other key partners, on the use of the Charter, especially on its scope of application, the fundamental rights it contains and the remedies available in cases of breaches.

Activities could also contain the following elements:

- Facilitating cooperation between civil society organisations and other key actors on enforcing the Charter, such as NHRIs, equality bodies, Ombuds institutions and Member State authorities (at national, regional and local level);
- Training and train-the-trainer activities for professionals (such as experts, lawyers and legal advisers, communicators, policy and advocacy advisers, professionals from national, regional and local authorities), including through operational guidance and learning tools;
- Mutual learning, exchange of good practices, development of working and learning methods, including mentoring programmes that may be transferable to other countries;
- Development of methods for fundamental rights impact assessments and for stakeholder consultation;
- Analytical activities, such as sex-disaggregated data collection and research, and the creation of tools or databases on fundamental rights (e.g. databases of jurisprudence);
- Communication activities, including dissemination of information and awareness raising about the fundamental rights enshrined in the Charter and redress mechanisms, relevant to the priorities of the call.

2. Promoting an enabling civic space (CERV-2026-CHAR-LITI-CIVIC)

- Analytical activities and creation of a methodology, based on existing indicators where possible, to monitor the civic space in EU Member States, including activities to:
 - Encourage and facilitate cooperation and coordination between all actors potentially involved in such monitoring activities;
 - Enhance the capacity of staff, in particular within civil society organisations to carry out monitoring activities, and to inform and disseminate the results of such monitoring activities at EU and national level.
- Mutual learning, exchange of good practices, including those that may be transferable to other countries;
- Communication activities, including dissemination of information and awareness raising about the state of play on civic space, including towards the EU level;
- Capacity building for civil society organisations on monitoring the civic space, including developments of tools, including IT and digital tools, and services to:
 - Support and protect civil society organisations, their members as well as human rights defenders, working to protect and promote EU values, facing threats and under attack;
 - Facilitate access to special procedures or channels to report threats and attacks, and document and analyse the environment in which civil society organisations work;

- Ensure that existing victim support services and emergency helplines are available and tailored to individuals working for civil society organisations and persons close to them, when their safety is under a credible actual or potential risk due to their work.
- Development of synergies and protocols of cooperation among the actors working to protect the civic space at local, regional, national and European level and between them and the national and European authorities.

For both topics/priorities the projects' design, implementation, monitoring and evaluation are expected to mainstream fundamental rights as enshrined in the Charter, including freedom of expression, (gender) equality and non-discrimination, rights of the child, or right to an effective remedy and to a fair trial.

The proposal should explain how and why specific rights enshrined in the Charter need to be mainstreamed in relation to the goals pursued in the project. The assessment should be aligned with the project's scope and tailored to its target group. It should include a reflection on the activities' potential impacts on fundamental rights, as relevant.

The proposals are expected to clarify how they intend to address any unintended negative effects of the intervention on e.g. specific groups at risk of discrimination, with a particular attention to the underrepresented sex or to children (do no harm approach).

Monitoring and evaluation frameworks should include indicators that facilitate tracking the project's contribution to the fundamental rights mainstreamed in the proposal. Contributions to fundamental rights mainstreaming should be realistic and proportionate to the project's scope and size.

Expected impact

1. Raising awareness of and building capacity for the EU Charter of Fundamental Rights (CERV-2026-CHAR-LITI-CHARTER)

- Increased awareness of and capacity to apply the Charter and the fundamental rights it enshrines by CSOs, NHRIs, equality bodies, ombuds institutions, other human rights defenders, and Member State authorities at national, regional and local level;
- Increased prevention of fundamental rights breaches;
- Improved knowledge of available redress mechanisms under national and EU law and how to make the best use of them for the benefit of rights holders;
- Improved cooperation on fundamental rights issues among CSOs, NHRIs, equality bodies, ombuds institutions, other human rights defenders and Member State authorities at national, regional and local level.

2. Promoting an enabling civic space (CERV-2026-CHAR-LITI-CIVIC)

- Increased awareness of the situation of civic space in the Member States based on sound evidence and comparable indicators;
- Improved protection and resilience of CSOs, their members and human rights defenders to carry out their work and have greater capacity to respond to threats and attacks, including online;
- Improved access and knowledge of CSOs and human rights defenders about

available protection mechanisms at national or European level;

- Increased reporting of attacks faced by CSOs and human rights defenders and prompt and targeted responses to such attacks;
- Strengthened cooperation and networks among those protecting the civic space at local, national and Union level, including national and EU authorities;
- Improved cooperation and joint capacity among CSOs and human rights defenders to assess and respond to regulatory and legislative obstacles;
- Increased dialogue on the situation of civic space, and the development of positive narratives on CSOs and human rights defenders protecting and promoting fundamental rights, rule of law and democracy;
- Improved capacity and ability of CSOs, NHRIs, equality bodies, legal professionals, practitioners, ombuds institutions, and other human rights defenders to develop and implement litigation strategies, and strategic litigation approaches;
- Increased awareness of the use of clearly unfounded or abusive court proceedings against civil society organisations and human rights defenders (strategic lawsuits against public participation or SLAPP).

3. Available budget

The estimated available call budget is **EUR 26 000 000**.

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

Topic	Topic budget
CERV-2026-CHAR-LITI-CHARTER	EUR 9 500 000
CERV-2026-CHAR-LITI-CIVIC	EUR 16 500 000

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


4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	20 May 2026
<u>Deadline for submission:</u>	<u>15 September 2026 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	October 2026 - February 2027
Information on evaluation results:	March 2027
GA signature:	June 2027

5. Admissibility and documents


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

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

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

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

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*)
- Part C (KPI tool) — contains additional project data regarding the project's contribution to EU programme key performance indicators (*to be filled in directly online; all sections to be completed*)
- **Supporting documents** (*templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - CVs (standard) of core project team
 - activity reports of last year (n/a for newly established organisations⁸)
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*) (n/a for newly established organisations)
 - For any participant organisation implementing activities involving children (persons under the age of 18):
 - Private entities must provide their child protection policy (CPP) covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#).
 - Public entities must provide a declaration of honour (template available [to be downloaded from the Portal Submission System](#) – completed and attached to the Application) or their child protection policy (CPP), if any (*see section 6 Ethics and EU values*).

 Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding (*especially eligibility, financial and operational capacity*,

⁸ Newly established organisations: an organisation that cannot provide validated documents such as activity reports or financial accounts as it has less than 12 months of existence

exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

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

Proposals are limited to maximum **45 pages** (Part B). Evaluators will not consider any additional pages.

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

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

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- For lead applicants (i.e. the ‘Coordinator’): be non-profit legal entities (private bodies);
- For co-applicants: be non-profit or for profit legal entities (public or private bodies). Organisations which are for profit may apply only in partnership with private non-profit organisations;
- Be formally established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))

Other eligibility conditions:

- Activities must take place in any of the eligible countries (EU Member States);
- The EU grant applied for cannot be lower than EUR 75 000;
- The lead applicant (i.e. Coordinator) cannot submit more than one application under this call for proposals, across all topics/priorities. In case of multiple proposals submitted by the same lead applicant, all the proposals will be rejected and will not be evaluated further.
- The project can be either national or transnational; the application may involve one or more organisations (lead applicant and co-applicants).

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

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

Specific cases and definitions

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

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

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁹.

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

Programme Contact Points are eligible as coordinator or beneficiary in this call, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)
- allocation of the costs in a way that leads to a fair, objective and realistic result.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹⁰. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)¹¹. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092¹². Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc.). Currently such measures are in place for Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see [Council Implementing Decision \(EU\) 2022/2506](#), as of 16 December 2022).

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

⁹ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

¹⁰ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

¹¹ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹² Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

Eligible activities

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

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

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

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*). Projects must also respect EU values and European Commission policy regarding reputational matters (*e.g. activities involving capacity building, policy support, awareness raising, communication, dissemination, etc*)¹³.

Financial support to third parties is not allowed.

Geographic location (target countries)

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

Duration

Projects should normally range between 12 and 24 months.

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

Project budget

The requested grant amount cannot be lower than EUR 75 000.

Project budgets (maximum grant amount): No limit.

The grant awarded may be lower than the amount requested.

Ethics and EU values

Projects must comply with:

- highest ethical standards
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law (including the General Data Protection Regulation [2016/679](#)).

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

¹³ See, for instance, [Guidance on funding for activities related to the development, implementation, monitoring and enforcement of Union legislation and policy](#).

([sex-disaggregated data](#)), disability or age whenever possible.

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

Private entities implementing activities involving children must moreover have a child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training. Public entities with activities involving children must provide at least a declaration on the respect of child protection requirements (template available to be downloaded from the Portal Submission System, completed and re-uploaded), (see section 5 Admissibility and documents).

7. Financial and operational capacity and exclusion

Financial capacity

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

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

The check will normally be done for coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the project requested grant amount is not more than EUR 60 000.

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

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

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

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

Operational capacity

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

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

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

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

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year (n/a for newly established organisations)
- list of previous projects (key projects for the last 4 years) (*template available in Part B*), (n/a for newly established organisations).

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

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

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹⁴:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁵ (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)

¹⁴ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

¹⁵ 'Professional misconduct' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- intentionally and without proper justification resisted¹⁶ an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that¹⁷:

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

8. Evaluation and award procedure

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

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

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


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

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

¹⁶ 'Resisting an investigation, check or audit' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

¹⁷ See Article 143 EU Financial Regulation [2024/2509](#).

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

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

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Full compliance will be a pre-condition for signing the grant.

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

9. Award criteria

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

- 1. Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation, building synergies and avoiding duplication with previous projects (40 points)
- 2. Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks & risk management, monitoring and evaluation); ethical issues and measures/policies to guarantee compliance with EU values are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money (40 points)
- 3. Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points)

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

Maximum points: 100 points.

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

Overall threshold: 70 points.

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

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

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

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

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

Starting date and project duration

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

Project duration: *see section 6 above*.

Milestones and deliverables

Activities must be grouped into work packages which are major sub-divisions of the project (*e.g. Project Management and Coordination, Communication and Dissemination, etc*).

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

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

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a

weblink to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project evaluation. The granting authority will aggregate the results of all the projects financed under the CERV programme.

Form of grant, funding rate and maximum grant amount

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

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

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost, and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs, and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

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

Budget categories for this call:


- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
 - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost¹⁸: Yes

¹⁸ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

- volunteers unit cost¹⁹: Yes (without indirect costs)
- travel and subsistence unit cost²⁰: Yes²¹
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible/non-refundable VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

 **Volunteers costs** — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a prefixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA — Annotated Grant Agreement, art 6.2.A.5](#).

Reporting and payment arrangements

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

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.


¹⁹ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

²⁰ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

²¹ See [EU Grants AGA — Annotated Grant Agreement](#), art 6 on eligible costs: travel and subsistence costs must be declared using the unit cost according to Annex 2a of the grant agreement. If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35 the actual costs may be used.

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

All payments will be made to the coordinator.

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

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

Prefinancing guarantees

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

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

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

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

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

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

Certificates

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

Liability regime for recoveries

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

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

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

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

Provisions concerning the project implementation

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

- rights of use on results: Yes

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

- additional communication and dissemination activities: Yes

Other specificities

Consortium agreement: Yes

Non-compliance and breach of contract

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



For more information, *see* [AGA — Annotated Grant Agreement](#).

11. How to submit an application

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

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

a) create a user account and register your organisation

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

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

b) submit the proposal

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

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners²²) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

²² See section 13 for more information on consortium roles and the roles of coordinator, affiliated entities and associated partners.

- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

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

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

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

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

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

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

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

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool.
- Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

12. Help

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

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

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

Please also consult the Call and Topic pages regularly, since we will use them to publish call updates, including an invitation to the info session for applicants after the opening of the call (if any). (For invitations, we will contact you directly in case of a call update).

Contact

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

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

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Call and Topic pages regularly. We will use them to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

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

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (*see [AGA — Annotated Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants cannot submit more than one proposal as coordinator under this call. Multiple proposals will be rejected.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **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.

- **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](#).