



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU values and Joint operations  
**B.3 – Citizens and EU Values**

### GRANT AGREEMENT

**Project 101053918 — Union**

#### PREAMBLE

This **Agreement** ('the Agreement') is **between** the following parties:

**on the one part,**

the **European Education and Culture Executive Agency (EACEA)** ('EU executive agency' or 'granting authority'), under the powers delegated by the European Commission ('European Commission'),

**and**

**on the other part,**

1. 'the coordinator':

**OBEC TESEDIKOVO (OBEC TESEDIKOVO)**, PIC 938908591, established in TESEDIKOVO 860, TESEDIKOVO 925 82, Slovakia,

Unless otherwise specified, references to 'beneficiary' or 'beneficiaries' include the coordinator and affiliated entities (if any).

If only one beneficiary signs the grant agreement ('mono-beneficiary grant'), all provisions referring to the 'coordinator' or the 'beneficiaries' will be considered — mutatis mutandis — as referring to the beneficiary.

The parties referred to above have agreed to enter into the Agreement.

By signing the Agreement and the accession forms, the beneficiaries accept the grant and agree to implement the action under their own responsibility and in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

- Annex 1 Description of the action<sup>1</sup>
- Annex 2 Estimated budget for the action
- Annex 3 Accession forms (if applicable)<sup>2</sup>
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)<sup>3</sup>
- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable)

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).

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**DATA SHEET****1. General data**

Project summary:

Project summary
A significant benefit of the project will be its overall nature. It will give citizens the opportunity to rethink questions about a common European future, strengthen the sense of a common European unity and enable us to learn more about our common past and cultural diversity. We prefer symbols of cooperation, friendship, understanding and solidarity. We want to show the public the system of how to contribute to the development of international relations uniting all generations and different nations. This European Citizens, Equality, Rights and Values Program (CERV) can be a great help in building strong international relations, where there is a possibility of mutual exchange of know-how, opinions and experiences and where the chance of future joint cooperation between generations is created. The strategic goal of this project is to address the values of the priorities that the EU has set for itself under this program and the methods from the citizens' point of view, which would also direct the EU to further activities. One of the main goals is to highlight cultural values, traditions, customs, but we must not forget the historical events of the past, which are an integral part of the program in the spirit of multiculturalism and intercultural dialogue. In addition to the past, another goal is to focus on the present. At present, we are increasingly surrounded by negative discrimination in several spheres, in personal life, at work, in education, in politics. We are of the opinion that we should actively communicate with citizens on issues such as discrimination in society or migration. Gender equality is the foundation of society. The aim is to communicate actively with participants on current EU issues and the needs of different sections of the population.

Keywords:

- EU integration
- Democratic engagement and civic participation
- Human rights
- European identity
- Discrimination
- Gender

Project number: 101053918

Project name: Citizens action, Union reaction!

Project acronym: Union

Call: CERV-2021-CITIZENS-TOWN

Topic: CERV-2021-CITIZENS-TOWN-TT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

Grant managed through EU Funding &amp; Tenders Portal: Yes (eGrants)

Project starting date: first day of the month following the entry into force date

Project end date: starting date + months of duration

Project duration: 9 months

Consortium agreement: No

**2. Participants****List of participants:**

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	OBEC TESEDIKOVO	OBEC TESEDIKOVO	SK	938908591	27 485.00



N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
2	AP	RATISKOVICE	OBEC RATISKOVICE	CZ	937003123	0.00
3	AP	NAGYRÉDEI	NAGYRÉDEI SZENT IMRE ÁLTALÁNOS ISKOLA ÉS ALAPFOKÚ MŰVÉSZETI ISKOLA	HU	946242955	0.00
4	AP	BAILE TUSNAD	ORASUL BAILE TUSNAD	RO	948278500	0.00
5	AP	Tab	Tab Város Önkormányzata	HU	929238661	0.00
6	AP	ZEMNE	OBEC ZEMNE	SK	947985851	0.00
<b>Total</b>						27 485.00

**Coordinator:**

- OBEC TESEDIKOVO (OBEC TESEDIKOVO)

**3. Grant****Maximum grant amount, total estimated eligible costs and contributions and funding rate:**

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
27 485.00	27 485.00

**Grant form:** Lump Sum**Grant mode:** Action grant**Budget categories/activity types:** Lump sum contributions**Cost eligibility options:** n/a**Budget flexibility:** No**4. Reporting, payments and recoveries****4.1 Continuous reporting** (art 21)**Deliverables:** see Funding & Tenders Portal Continuous Reporting tool**4.2 Periodic reporting and payments****Reporting and payment schedule** (art 21, 22):

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	n/a
					Final payment	90 days from
1	1	9	Periodic report	60 days after end of reporting period		

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
						receiving periodic report

**Prefinancing payments and guarantees: n/a**

**Reporting and payment modalities (art 21, 22):**

Mutual Insurance Mechanism (MIM): No

Restrictions on distribution of initial prefinancing: The prefinancing may be distributed only if the minimum number of beneficiaries set out in the call conditions (if any) have acceded to the Agreement and only to beneficiaries that have acceded.

Interim payment ceiling (if any): 100% of the maximum grant amount

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK830200000000021921132

Conversion into euros: n/a

Reporting language: Language of the Agreement or other EU official language, if specified in the call conditions

**4.3 Certificates** (art 24): n/a

**4.4 Recoveries** (art 22)

**First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

**Joint and several liability for enforced recoveries (in case of non-payment):**

Limited joint and several liability of other beneficiaries — up to the maximum grant amount of the beneficiary

Joint and several liability of affiliated entities — n/a

## **5. Consequences of non-compliance, applicable law & dispute settlement forum**

**Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

**Dispute settlement forum** (art 43):

Standard dispute settlement forum:

EU beneficiaries: EU General Court + EU Court of Justice (on appeal)

Non-EU beneficiaries: Courts of Brussels, Belgium (unless an international agreement provides for the enforceability of EU court judgements)

## **6. Other**

**Specific rules (Annex 5):** Yes

**Standard time-limits after project end:**

Confidentiality (for X years after final payment): 5

Record-keeping (for X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Reviews (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Audits (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Extension of findings from other grants to this grant (no later than X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

Impact evaluation (up to X years after final payment): 5 (or 3 for grants of not more than EUR 60 000)

## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

This Agreement sets out the rights and obligations and terms and conditions applicable to the grant awarded for the implementation of the action set out in Chapter 2.

### **ARTICLE 2 — DEFINITIONS**

For the purpose of this Agreement, the following definitions apply:

**Actions —** The project which is being funded in the context of this Agreement.

**Grant —** The grant awarded in the context of this Agreement.

**EU grants —** Grants awarded by EU institutions, bodies, offices or agencies (including EU executive agencies, EU regulatory agencies, EDA, joint undertakings, etc.).

**Participants —** Entities participating in the action as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties.

**Beneficiaries (BEN) —** The signatories of this Agreement (either directly or through an accession form).

**Affiliated entities (AE) —** Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

**Associated partners (AP) —** Entities which participate in the action, but without the right to charge costs or claim contributions.

**Purchases —** Contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks (see Annex 1).

**Subcontracting —** Contracts for goods, works or services that are part of the action tasks (see Annex 1).

**In-kind contributions —** In-kind contributions within the meaning of Article 2(36) of EU Financial

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<sup>4</sup> For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:

- (a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
- (b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

Regulation 2018/1046, i.e. non-financial resources made available free of charge by third parties.

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

**Irregularities** — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95<sup>7</sup>.

**Grave professional misconduct** — Any type of unacceptable or improper behaviour in exercising one's profession, especially by employees, including grave professional misconduct within the meaning of Article 136(1)(c) of EU Financial Regulation 2018/1046.

**Applicable EU, international and national law** — Any legal acts or other (binding or non-binding) rules and guidance in the area concerned.

**Portal** — EU Funding & Tenders Portal; electronic portal and exchange system managed by the European Commission and used by itself and other EU institutions, bodies, offices or agencies for the management of their funding programmes (grants, procurements, prizes, etc.).

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101053918 — Union** ('action'), as described in Annex 1.

### **ARTICLE 4 — DURATION AND STARTING DATE**

The duration and the starting date of the action are set out in the Data Sheet (see Point 1).

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT**

#### **5.1 Form of grant**

<sup>5</sup> Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

<sup>7</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

The grant is an action grant<sup>8</sup> which takes the form of a lump sum grant for the completion of work packages.

## 5.2 Maximum grant amount

The maximum grant amount is set out in the Data Sheet (see Point 3) and in the estimated budget (Annex 2).

## 5.3 Funding rate

Not applicable

## 5.4 Estimated budget, budget categories and forms of funding

The estimated budget for the action (lump sum breakdown) is set out in Annex 2.

It contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package.

Annex 2 also shows the types of contributions (forms of funding)<sup>9</sup> to be used for each work package.

## 5.5 Budget flexibility

Budget flexibility does not apply; changes to the estimated budget (lump sum breakdown) always require an amendment (see Article 39).

Amendments for transfers between *work packages* are moreover possible only if:

- the work packages concerned are not already completed (and declared in a financial statement) and
- the transfers are justified by the technical implementation of the action.

# ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

## 6.1 and 6.2 General and specific eligibility conditions

Lump sum contributions are eligible ('eligible contributions'), if:

- (a) they are set out in Annex 2 and
- (b) the work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex 1 and during in the period set out in Article 4 (with the exception of work/results relating to the submission of the final periodic report, which may be achieved afterwards; see Article 21)

They will be calculated on the basis of the amounts set out in Annex 2.

<sup>8</sup> For the definition, see Article 180(2)(a) EU Financial Regulation 2018/1046: '**action grant**' means an EU grant to finance "an action intended to help achieve a Union policy objective".

<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

### 6.3 Ineligible contributions

‘Ineligible contributions’ are:

- (a) lump sum contributions that do not comply with the conditions set out above (see Article 6.1 and 6.2)
- (b) lump sum contributions for activities already funded under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget), except for the following case:
  - (i) Synergy actions: not applicable
- (c) other:
  - (i) country restrictions for eligible costs: not applicable.

### 6.4 Consequences of non-compliance

If a beneficiary declares lump sum contributions that are ineligible, they will be rejected (see Article 27).

This may also lead to other measures described in Chapter 5.

## **CHAPTER 4 GRANT IMPLEMENTATION**

### **SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS**

#### **ARTICLE 7 — BENEFICIARIES**

The beneficiaries, as signatories of the Agreement, are fully responsible towards the granting authority for implementing it and for complying with all its obligations.

They must implement the Agreement to their best abilities, in good faith and in accordance with all the obligations and terms and conditions it sets out.

They must have the appropriate resources to implement the action and implement the action under their own responsibility and in accordance with Article 11. If they rely on affiliated entities or other participants (see Articles 8 and 9), they retain sole responsibility towards the granting authority and the other beneficiaries.

They are jointly responsible for the *technical* implementation of the action. If one of the beneficiaries fails to implement their part of the action, the other beneficiaries must ensure that this part is implemented by someone else (without being entitled to an increase of the maximum grant amount and subject to an amendment; see Article 39). The *financial* responsibility of each beneficiary in case of recoveries is governed by Article 22.

The beneficiaries (and their action) must remain eligible under the EU programme funding the grant

for the entire duration of the action. Lump sum contributions will be eligible only as long as the beneficiary and the action are eligible.

The **internal roles and responsibilities** of the beneficiaries are divided as follows:

(a) Each beneficiary must:

- (i) keep information stored in the Portal Participant Register up to date (see Article 19)
- (ii) inform the granting authority (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action (see Article 19)
- (iii) submit to the coordinator in good time:
  - the prefinancing guarantees (if required; see Article 23)
  - the financial statements and certificates on the financial statements (CFS): not applicable
  - the contribution to the deliverables and technical reports (see Article 21)
  - any other documents or information required by the granting authority under the Agreement
- (iv) submit via the Portal data and information related to the participation of their affiliated entities.

(b) The coordinator must:

- (i) monitor that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for all communications between the consortium and the granting authority, unless the Agreement or granting authority specifies otherwise, and in particular:
  - submit the prefinancing guarantees to the granting authority (if any)
  - request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority
  - submit the deliverables and reports to the granting authority
  - inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) distribute the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22).

The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including affiliated entities).

However, coordinators which are public bodies may delegate the tasks set out in Point (b)(ii) last



indent and (iii) above to entities with ‘authorisation to administer’ which they have created or which are controlled by or affiliated to them. In this case, the coordinator retains sole responsibility for the payments and for compliance with the obligations under the Agreement.

Moreover, coordinators which are ‘sole beneficiaries’<sup>10</sup> (or similar, such as European research infrastructure consortia (ERICs)) may delegate the tasks set out in Point (b)(i) to (iii) above to one of their members. The coordinator retains sole responsibility for compliance with the obligations under the Agreement.

The beneficiaries must have **internal arrangements** regarding their operation and co-ordination, to ensure that the action is implemented properly.

If required by the granting authority (see Data Sheet, Point 1), these arrangements must be set out in a written **consortium agreement** between the beneficiaries, covering for instance:

- the internal organisation of the consortium
- the management of access to the Portal
- different distribution keys for the payments and financial responsibilities in case of recoveries (if any)
- additional rules on rights and obligations related to background and results (see Article 16)
- settlement of internal disputes
- liability, indemnification and confidentiality arrangements between the beneficiaries.

The internal arrangements must not contain any provision contrary to this Agreement.

## ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

## ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

### 9.1 Associated partners

The following entities which cooperate with a beneficiary will participate in the action as ‘associated partners’:

- **OBEC RATISKOVICE (RATISKOVICE)**, PIC 937003123
- **NAGYRÉDEI SZENT IMRE ÁLTALÁNOS ISKOLA ÉS ALAPFOKÚ MŰVÉSZETI ISKOLA (NAGYRÉDEI)**, PIC 946242955
- **ORASUL BAILE TUSNAD (BAILE TUSNAD)**, PIC 948278500

<sup>10</sup> For the definition, see Article 187(2) EU Financial Regulation 2018/1046: “Where several entities satisfy the criteria for being awarded a grant and together form one entity, that entity may be treated as the **sole beneficiary**, including where it is specifically established for the purpose of implementing the action financed by the grant.”

- **Tab Város Önkormányzata (Tab)**, PIC 929238661
- **OBEC ZEMNE (ZEMNE)**, PIC 947985851

Associated partners must implement the action tasks attributed to them in Annex 1 in accordance with Article 11. They may not charge contributions to the action (no lump sum contributions) and the costs for their tasks are not eligible (may not be included in the estimated budget in Annex 2).

The tasks must be set out in Annex 1.

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interests), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the associated partners.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the associated partners.

## 9.2 Third parties giving in-kind contributions to the action

Other third parties may give in-kind contributions to the action (i.e. personnel, equipment, other goods, works and services, etc. which are free-of-charge), if necessary for the implementation.

Third parties giving in-kind contributions do not implement any action tasks. They may not charge contributions to the action (no lump sum contributions) and the costs for the in-kind contributions are not eligible (may not be included in the estimated budget in Annex 2).

The third parties and their in-kind contributions should be set out in Annex 1.

## 9.3 Subcontractors

Subcontractors may participate in the action, if necessary for the implementation.

Subcontractors must implement their action tasks in accordance with Article 11. The beneficiaries' costs for subcontracting are considered entirely covered by the lump sum contributions for implementing the work packages (irrespective of the actual subcontracting costs incurred, if any).

The beneficiaries must ensure that their contractual obligations under Articles 11 (proper implementation), 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the subcontractors.

The beneficiaries must ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the subcontractors.

## 9.4 Recipients of financial support to third parties

If the action includes providing financial support to third parties (e.g. grants, prizes or similar forms of support), the beneficiaries must ensure that their contractual obligations under Articles 12 (conflict of interest), 13 (confidentiality and security), 14 (ethics), 17.2 (visibility), 18 (specific rules for carrying out action), 19 (information) and 20 (record-keeping) also apply to the third parties receiving the support (recipients).

The beneficiaries must also ensure that the bodies mentioned in Article 25 (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.) can exercise their rights also towards the recipients.

## **ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS**

### **10.1 Non-EU participants**

Participants which are established in a non-EU country (if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>11</sup>
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

Special rules on dispute settlement apply (see Data Sheet, Point 5).

### **10.2 Participants which are international organisations**

Participants which are international organisations (IOs; if any) undertake to comply with their obligations under the Agreement and:

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: to use either independent public officers or external auditors which comply with comparable standards as those set out in EU Directive 2006/43/EC
- for the controls under Article 25: to allow for the checks, reviews, audits and investigations by the bodies mentioned in that Article, taking into account the specific agreements concluded by them and the EU (if any).

For such participants, nothing in the Agreement will be interpreted as a waiver of their privileges or immunities, as accorded by their constituent documents or international law.

Special rules on applicable law and dispute settlement apply (see Article 43 and Data Sheet, Point 5).

### **10.3 Pillar-assessed participants**

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<sup>11</sup> Directive 2006/43/EC of the European Parliament and of the Council of 17 May 2006 on statutory audits of annual accounts and consolidated accounts or similar national regulations (OJ L 157, 9.6.2006, p. 87).

Pillar-assessed participants (if any) may rely on their own systems, rules and procedures, in so far as they have been positively assessed and do not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries.

‘Pillar-assessment’ means a review by the European Commission on the systems, rules and procedures which participants use for managing EU grants (in particular internal control system, accounting system, external audits, financing of third parties, rules on recovery and exclusion, information on recipients and protection of personal data; see Article 154 EU Financial Regulation 2018/1046).

Participants with a positive pillar assessment may rely on their own systems, rules and procedures, in particular for:

- record-keeping (Article 20): may be done in accordance with internal standards, rules and procedures
- currency conversion for financial statements (Article 21): may be done in accordance with usual accounting practices
- guarantees (Article 23): for public law bodies, prefinancing guarantees are not needed
- certificates (Article 24):
  - certificates on the financial statements (CFS): may be provided by their regular internal or external auditors and in accordance with their internal financial regulations and procedures
  - certificates on usual accounting practices (CoMUC): are not needed if those practices are covered by an ex-ante assessment

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant’s internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds

- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

Participants whose pillar assessment covers procurement and granting procedures may also do purchases, subcontracting and financial support to third parties (Article 6.2) in accordance with their internal rules and procedures for purchases, subcontracting and financial support.

Participants whose pillar assessment covers data protection rules may rely on their internal standards, rules and procedures for data protection (Article 15).

The participants may however not rely on provisions which would breach the principle of equal treatment of applicants or beneficiaries or call into question the decision awarding the grant, such as in particular:

- eligibility (Article 6)
- consortium roles and set-up (Articles 7-9)
- security and ethics (Articles 13, 14)
- IPR (including background and results, access rights and rights of use), communication, dissemination and visibility (Articles 16 and 17)
- information obligation (Article 19)
- payment, reporting and amendments (Articles 21, 22 and 39)
- rejections, reductions, suspensions and terminations (Articles 27, 28, 29-32)

If the pillar assessment was subject to remedial measures, reliance on the internal systems, rules and procedures is subject to compliance with those remedial measures.

Participants whose assessment has not yet been updated to cover (the new rules on) data protection may rely on their internal systems, rules and procedures, provided that they ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the personal data.

Participants must inform the coordinator without delay of any changes to the systems, rules and procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

Pillar-assessed participants that have also concluded a framework agreement with the EU, may moreover — under the same conditions as those above (i.e. not call into question the decision awarding the grant or breach the principle of equal treatment of applicants or beneficiaries) — rely on provisions set out in that framework agreement.

## **SECTION 2 RULES FOR CARRYING OUT THE ACTION**

### **ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION**

#### **11.1 Obligation to properly implement the action**

The beneficiaries must implement the action as described in Annex 1 and in compliance with the provisions of the Agreement, the call conditions and all legal obligations under applicable EU, international and national law.

#### **11.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

### **ARTICLE 12 — CONFLICT OF INTERESTS**

#### **12.1 Conflict of interests**

The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest ('conflict of interests').

They must formally notify the granting authority without delay of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

The granting authority may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

#### **12.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28) and the grant or the beneficiary may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

### **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

### 13.1 Sensitive information

The parties must keep confidential any data, documents or other material (in any form) that is identified as sensitive in writing ('sensitive information') — during the implementation of the action and for at least until the time-limit set out in the Data Sheet (see Point 6).

If a beneficiary requests, the granting authority may agree to keep such information confidential for a longer period.

Unless otherwise agreed between the parties, they may use sensitive information only to implement the Agreement.

The beneficiaries may disclose sensitive information to their personnel or other participants involved in the action only if they:

- (a) need to know it in order to implement the Agreement and
- (b) are bound by an obligation of confidentiality.

The granting authority may disclose sensitive information to its staff and to other EU institutions and bodies.

It may moreover disclose sensitive information to third parties, if:

- (a) this is necessary to implement the Agreement or safeguard the EU financial interests and
- (b) the recipients of the information are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- (a) the disclosing party agrees to release the other party
- (b) the information becomes publicly available, without breaching any confidentiality obligation
- (c) the disclosure of the sensitive information is required by EU, international or national law.

Specific confidentiality rules (if any) are set out in Annex 5.

### 13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>12</sup> and its implementing rules).

Deliverables which contain classified information must be submitted according to special procedures agreed with the granting authority.

Action tasks involving classified information may be subcontracted only after explicit approval (in writing) from the granting authority.

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<sup>12</sup> Commission Decision 2015/444/EC, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).



Classified information may not be disclosed to any third party (including participants involved in the action implementation) without prior explicit written approval from the granting authority.

Specific security rules (if any) are set out in Annex 5.

### **13.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Specific ethics rules (if any) are set out in Annex 5.

### **14.2 Values**

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

Specific rules on values (if any) are set out in Annex 5.

### **14.3 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 15 — DATA PROTECTION**

### **15.1 Data processing by the granting authority**

Any personal data under the Agreement will be processed under the responsibility of the data controller of the granting authority in accordance with and for the purposes set out in the Portal Privacy Statement.

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>13</sup>.

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<sup>13</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).



## 15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>14</sup>).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

The beneficiaries may grant their personnel access to personal data only if it is strictly necessary for implementing, managing and monitoring the Agreement. The beneficiaries must ensure that the personnel is under a confidentiality obligation.

The beneficiaries must inform the persons whose data are transferred to the granting authority and provide them with the Portal Privacy Statement.

## 15.3 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE

### 16.1 Background and access rights to background

The beneficiaries must give each other and the other participants access to the background identified as needed for implementing the action, subject to any specific rules in Annex 5.

‘Background’ means any data, know-how or information — whatever its form or nature (tangible or intangible), including any rights such as intellectual property rights — that is:

- (a) held by the beneficiaries before they acceded to the Agreement and

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<sup>14</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (‘GDPR’) (OJ L 119, 4.5.2016, p. 1).

(b) needed to implement the action or exploit the results.

If background is subject to rights of a third party, the beneficiary concerned must ensure that it is able to comply with its obligations under the Agreement.

## 16.2 Ownership of results

The granting authority does not obtain ownership of the results produced under the action.

‘Results’ means any tangible or intangible effect of the action, such as data, know-how or information, whatever its form or nature, whether or not it can be protected, as well as any rights attached to it, including intellectual property rights.

## 16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes

The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action or afterwards.

The right to use the beneficiaries’ materials, documents and information is granted in the form of a royalty-free, non-exclusive and irrevocable licence, which includes the following rights:

- (a) **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- (b) **distribution to the public** (in particular, publication as hard copies and in electronic or digital format, publication on the internet, as a downloadable or non-downloadable file, broadcasting by any channel, public display or presentation, communicating through press information services, or inclusion in widely accessible databases or indexes)
- (c) **editing or redrafting** (including shortening, summarising, inserting other elements (e.g. meta-data, legends, other graphic, visual, audio or text elements), extracting parts (e.g. audio or video files), dividing into parts, use in a compilation)
- (d) **translation**
- (e) **storage** in paper, electronic or other form
- (f) **archiving**, in line with applicable document-management rules
- (g) the right to authorise **third parties** to act on its behalf or sub-license to third parties the modes of use set out in Points (b), (c), (d) and (f), if needed for the information, communication and publicity activity of the granting authority and
- (h) **processing**, analysing, aggregating the materials, documents and information received and **producing derivative works**.

The rights of use are granted for the whole duration of the industrial or intellectual property rights concerned.

If materials or documents are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

Where applicable, the granting authority will insert the following information:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

#### **16.4 Specific rules on IPR, results and background**

Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

#### **16.5 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such a breach may also lead to other measures described in Chapter 5.

### **ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY**

#### **17.1 Communication — Dissemination — Promoting the action**

Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results by providing targeted information to multiple audiences (including the media and the public), in accordance with Annex 1 and in a strategic, coherent and effective manner.

Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority.

#### **17.2 Visibility — European flag and funding statement**

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

### 17.3 Quality of information — Disclaimer

Any communication or dissemination activity related to the action must use factually accurate information.

Moreover, it must indicate the following disclaimer (translated into local languages where appropriate):

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or [name of the granting authority]. Neither the European Union nor the granting authority can be held responsible for them.”

### 17.4 Specific communication, dissemination and visibility rules

Specific communication, dissemination and visibility rules (if any) are set out in Annex 5.

### 17.5 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

## **SECTION 3 GRANT ADMINISTRATION**

### **ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS**

#### **19.1 Information requests**

The beneficiaries must provide — during the action or afterwards and in accordance with Article 7 — any information requested in order to verify eligibility of the lump sum contributions declared, proper implementation of the action and compliance with the other obligations under the Agreement.

The information provided must be accurate, precise and complete and in the format requested, including electronic format.

#### **19.2 Participant Register data updates**

The beneficiaries must keep — at all times, during the action or afterwards — their information stored in the Portal Participant Register up to date, in particular, their name, address, legal representatives, legal form and organisation type.

#### **19.3 Information about events and circumstances which impact the action**

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of the following:

- (a) **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests, in particular:
  - (i) changes in their legal, financial, technical, organisational or ownership situation (including changes linked to one of the exclusion grounds listed in the declaration of honour signed before grant signature)
  - (ii) linked action information: not applicable
- (b) **circumstances** affecting:
  - (i) the decision to award the grant or
  - (ii) compliance with requirements under the Agreement.

#### **19.4 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

### **ARTICLE 20 — RECORD-KEEPING**

#### **20.1 Keeping records and supporting documents**

The beneficiaries must — at least until the time-limit set out in the Data Sheet (see Point 6) — keep records and other supporting documents to prove the proper implementation of the action (proper implementation of the work and/or achievement of the results as described in Annex 1) in line with the accepted standards in the respective field (if any); beneficiaries do not need to keep specific records on the actual costs incurred.

The records and supporting documents must be made available upon request (see Article 19) or in the context of checks, reviews, audits or investigations (see Article 25).

If there are on-going checks, reviews, audits, investigations, litigation or other pursuits of claims under the Agreement (including the extension of findings; see Article 25), the beneficiaries must keep these records and other supporting documentation until the end of these procedures.

The beneficiaries must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law. The granting authority may accept non-original documents if they offer a comparable level of assurance.

## 20.2 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 21 — REPORTING

### 21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. **deliverables, milestones, outputs/outcomes, critical risks, indicators**, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

### 21.2 Periodic reporting: Technical reports and financial statements

In addition, the beneficiaries must provide reports to request payments, in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2):

- for additional prefinancements (if any): **an additional prefinancing report**
- for interim payments (if any) and the final payment: a **periodic report**

The prefinancing and periodic reports include a technical and financial part.

The technical part includes an overview of the action implementation. It must be prepared using the template available in the Portal Periodic Reporting tool.

The financial part of the additional prefinancing report includes a statement on the use of the previous prefinancing payment.

The financial part of the periodic report includes:

- the financial statement (consolidated statement for the consortium)
- the explanation on the use of resources (or detailed cost reporting table): not applicable
- the certificates on the financial statements (CFS): not applicable.

The **financial statement** must contain the lump sum contributions indicated in Annex 2, for the work packages that were completed during the reporting period.

For the last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for work packages that were not completed (e.g. due to force majeure or technical impossibility).

Lump sum contributions which are not declared in a financial statement will not be taken into account by the granting authority.

By signing the financial statement (directly in the Portal Periodic Reporting tool), the coordinator confirms (on behalf of the consortium) that:

- the information provided is complete, reliable and true
- the lump sum contributions declared are eligible (in particular, the work packages have been completed, that the work has been properly implemented and/or the results were achieved in accordance with Annex 1; see Article 6)
- the proper implementation and/or achievement can be substantiated by adequate records and supporting documents (see Article 20) that will be produced upon request (see Article 19) or in the context of checks, reviews, audits and investigations (see Article 25).

In case of recoveries (see Article 22), beneficiaries will be held responsible also for the lump sum contributions declared for their affiliated entities (if any).

### 21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

### 21.4 Reporting language

The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

### 21.5 Consequences of non-compliance

If a report submitted does not comply with this Article, the granting authority may suspend the payment deadline (see Article 29) and apply other measures described in Chapter 5.

If the coordinator breaches its reporting obligations, the granting authority may terminate the grant or the coordinator's participation (see Article 32) or apply other measures described in Chapter 5.



## **ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE**

### **22.1 Payments and payment arrangements**

Payments will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

They will be made in euro to the bank account indicated by the coordinator (see Data Sheet, Point 4.2) and must be distributed without unjustified delay (restrictions may apply to distribution of the initial prefinancing payment; see Data Sheet, Point 4.2).

Payments to this bank account will discharge the granting authority from its payment obligation.

The cost of payment transfers will be borne as follows:

- the granting authority bears the cost of transfers charged by its bank
- the beneficiary bears the cost of transfers charged by its bank
- the party causing a repetition of a transfer bears all costs of the repeated transfer.

Payments by the granting authority will be considered to have been carried out on the date when they are debited to its account.

### **22.2 Recoveries**

Recoveries will be made, if — at beneficiary termination, final payment or afterwards — it turns out that the granting authority has paid too much and needs to recover the amounts undue.

The general liability regime for recoveries (first-line liability) is as follows: At final payment, the coordinator will be fully liable for recoveries, even if it has not been the final recipient of the undue amounts. At beneficiary termination or after final payment, recoveries will be made directly against the beneficiaries concerned.

Beneficiaries will be fully liable for repaying the debts of their affiliated entities.

In case of enforced recoveries (see Article 22.4):

- the beneficiaries will be jointly and severally liable for repaying debts of another beneficiary under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4)
- affiliated entities will be held liable for repaying debts of their beneficiaries under the Agreement (including late-payment interest), if required by the granting authority (see Data Sheet, Point 4.4).

### **22.3 Amounts due**

#### **22.3.1 Prefinancing payments**

The aim of the prefinancing is to provide the beneficiaries with a float.



It remains the property of the EU until the final payment.

For **initial prefinancements** (if any), the amount due, schedule and modalities are set out in the Data Sheet (see Point 4.2).

For **additional prefinancements** (if any), the amount due, schedule and modalities are also set out in the Data Sheet (see Point 4.2). However, if the statement on the use of the previous prefinancing payment shows that less than 70% was used, the amount set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.

Prefinancing payments (or parts of them) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

### 22.3.2 Amount due at beneficiary termination — Recovery

In case of beneficiary termination, the granting authority will determine the provisional amount due for the beneficiary concerned.

This will be done on the basis of work packages already completed in previous interim payments. Payments for ongoing/not yet completed work packages which the beneficiary was working on before termination (if any) will therefore be made only later on, with the next interim or final payments when those work packages have been completed.

The **amount due** will be calculated in the following step:

Step 1 — Calculation of the total accepted EU contribution

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the 'accepted EU contribution' for the beneficiary, on the basis of the beneficiary's lump sum contributions for the work packages which were approved in previous interim payments.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the 'total accepted EU contribution' for the beneficiary.

The **balance** is then calculated by deducting the payments received (if any; see report on the distribution of payments in Article 32), from the total accepted EU contribution:

$$\begin{aligned} &\{\text{total accepted EU contribution for the beneficiary} \\ &\text{minus} \\ &\{\text{prefinancing and interim payments received (if any)}\} \end{aligned}$$

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount due, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered and ask this amount to be paid to the coordinator (**confirmation letter**).

### 22.3.3 Interim payments

Interim payments reimburse the eligible lump sum contributions claimed for work packages implemented during the reporting periods (if any).

Interim payments (if any) will be made in accordance with the schedule and modalities set out the Data Sheet (see Point 4.2).

Payment is subject to the approval of the periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Incomplete work packages and work packages that have not been delivered or cannot be approved will be rejected (see Article 27).

The **interim payment** will be calculated by the granting authority in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for the reporting period, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions from beneficiary termination (if any). The resulting amount is the ‘total accepted EU contribution’.

#### Step 2 — Limit to the interim payment ceiling

The resulting amount is then capped to ensure that the total amount of prefinancing and interim payments (if any) does not exceed the interim payment ceiling set out in the Data Sheet (see Point 4.2).

Interim payments (or parts of them) may be offset (without the beneficiaries’ consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

### 22.3.4 Final payment — Final grant amount — Revenues and Profit — Recovery

The final payment (payment of the balance) reimburses the remaining eligible lump sum contributions claimed for the implemented work packages (if any).

The final payment will be made in accordance with the schedule and modalities set out in the Data Sheet (see Point 4.2).

Payment is subject to the approval of the final periodic report and the work packages declared. Their approval does not imply recognition of compliance, authenticity, completeness or correctness of their content.

Work packages (or parts of them) that have not been delivered or cannot be approved will be rejected (see Article 27).

The **final grant amount for the action** will be calculated in the following steps:

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

#### Step 1 — Calculation of the total accepted EU contribution

The granting authority will first calculate the ‘accepted EU contribution’ for the action for all reporting periods, by calculating the lump sum contributions for the approved work packages.

After that, the granting authority will take into account grant reductions (if any). The resulting amount is the ‘total accepted EU contribution’.

#### Step 2 — Limit to the maximum grant amount

Not applicable

#### Step 3 — Reduction due to the no-profit rule

Not applicable

The **balance** (final payment) is then calculated by deducting the total amount of prefinancing and interim payments already made (if any), from the final grant amount:

$$\begin{aligned} &\{\text{final grant amount} \\ &\text{minus} \\ &\{\text{prefinancing and interim payments made (if any)}\}\}. \end{aligned}$$

If the balance is **positive**, it will be **paid** to the coordinator.

The final payment (or part of it) may be offset (without the beneficiaries' consent) against amounts owed by a beneficiary to the granting authority — up to the amount due to that beneficiary.

For grants where the granting authority is the European Commission or an EU executive agency, offsetting may also be done against amounts owed to other Commission services or executive agencies.

Payments will not be made if the payment deadline or payments are suspended (see Articles 29 and 30).

If the balance is **negative**, it will be **recovered** in accordance with the following procedure:

The granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to recover, the final grant amount, the amount to be recovered and the reasons why
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and date for payment.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

### 22.3.5 Audit implementation after final payment — Revised final grant amount — Recovery

If — after the final payment (in particular, after checks, reviews, audits or investigations; see Article 25) — the granting authority rejects lump sum contributions (see Article 27) or reduces the grant (see Article 28), it will calculate the **revised final grant amount** for the beneficiary concerned.

The **beneficiary revised final grant amount** will be calculated in the following step:

Step 1 — Calculation of the revised total accepted EU contribution

#### Step 1 — Calculation of the revised total accepted EU contribution

The granting authority will first calculate the 'revised accepted EU contribution' for the beneficiary, by calculating the 'revised accepted contributions'.

After that, it will take into account grant reductions (if any). The resulting 'revised total accepted EU contribution' is the beneficiary revised final grant amount.

If the revised final grant amount is lower than the beneficiary's final grant amount (i.e. its share in the final grant amount for the action), it will be **recovered** in accordance with the following procedure:

The **beneficiary final grant amount** (i.e. share in the final grant amount for the action) is calculated as follows:

$$\frac{\{\text{total accepted EU contribution for the beneficiary}\}}{\text{divided by}}$$

total accepted EU contribution for the action}  
 multiplied by  
 final grant amount for the action}.

The granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to recover, the amount to be recovered and the reasons why and
- requesting observations within 30 days of receiving notification.

If no observations are submitted (or the granting authority decides to pursue recovery despite the observations it has received), it will confirm the amount to be recovered (**confirmation letter**), together with a **debit note** with the terms and the date for payment.

Recoveries against affiliated entities (if any) will be handled through their beneficiaries.

If payment is not made by the date specified in the debit note, the granting authority will **enforce recovery** in accordance with Article 22.4.

## 22.4 Enforced recovery

If payment is not made by the date specified in the debit note, the amount due will be recovered:

- (a) by offsetting the amount — without the coordinator or beneficiary's consent — against any amounts owed to the coordinator or beneficiary by the granting authority.

In exceptional circumstances, to safeguard the EU financial interests, the amount may be offset before the payment date specified in the debit note.

For grants where the granting authority is the European Commission or an EU executive agency, debts may also be offset against amounts owed by other Commission services or executive agencies.

- (b) by drawing on the financial guarantee(s) (if any)
- (c) by holding other beneficiaries jointly and severally liable (if any; see Data Sheet, Point 4.4)
- (d) by holding affiliated entities jointly and severally liable (if any, see Data Sheet, Point 4.4)
- (e) by taking legal action (see Article 43) or, provided that the granting authority is the European Commission or an EU executive agency, by adopting an enforceable decision under Article 299 of the Treaty on the Functioning of the EU (TFEU) and Article 100(2) of EU Financial Regulation 2018/1046.

The amount to be recovered will be increased by **late-payment interest** at the rate set out in Article 23.5, from the day following the payment date in the debit note, up to and including the date the full payment is received.

Partial payments will be first credited against expenses, charges and late-payment interest and then against the principal.

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>15</sup> applies.

For grants where the granting authority is an EU executive agency, enforced recovery by offsetting or enforceable decision will be done by the services of the European Commission (see also Article 43).

## 22.5 Consequences of non-compliance

**22.5.1** If the granting authority does not pay within the payment deadlines (see above), the beneficiaries are entitled to **late-payment interest** at the reference rate applied by the European Central Bank (ECB) for its main refinancing operations in euros, plus the percentage specified in the Data Sheet (Point 4.2). The ECB reference rate to be used is the rate in force on the first day of the month in which the payment deadline expires, as published in the C series of the *Official Journal of the European Union*.

If the late-payment interest is lower than or equal to EUR 200, it will be paid to the coordinator only on request submitted within two months of receiving the late payment.

Late-payment interest is not due if all beneficiaries are EU Member States (including regional and local government authorities or other public bodies acting on behalf of a Member State for the purpose of this Agreement).

If payments or the payment deadline are suspended (see Articles 29 and 30), payment will not be considered as late.

Late-payment interest covers the period running from the day following the due date for payment (see above), up to and including the date of payment.

Late-payment interest is not considered for the purposes of calculating the final grant amount.

**22.5.2** If the coordinator breaches any of its obligations under this Article, the grant may be reduced (see Article 29) and the grant or the coordinator may be terminated (see Article 32).

Such breaches may also lead to other measures described in Chapter 5.

## ARTICLE 23 — GUARANTEES

### 23.1 Prefinancing guarantee

If required by the granting authority (see Data Sheet, Point 4.2), the beneficiaries must provide (one or more) prefinancing guarantee(s) in accordance with the timing and the amounts set out in the Data Sheet.

The coordinator must submit them to the granting authority in due time before the prefinancing they are linked to.

The guarantees must be drawn up using the template published on the Portal and fulfil the following conditions:

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<sup>15</sup> Directive (EU) 2015/2366 of the European Parliament and of the Council of 25 November 2015 on payment services in the internal market, amending Directives 2002/65/EC, 2009/110/EC and 2013/36/EU and Regulation (EU) No 1093/2010, and repealing Directive 2007/64/EC (OJ L 337, 23.12.2015, p. 35).

- (a) be provided by a bank or approved financial institution established in the EU or — if requested by the coordinator and accepted by the granting authority — by a third party or a bank or financial institution established outside the EU offering equivalent security
- (b) the guarantor stands as first-call guarantor and does not require the granting authority to first have recourse against the principal debtor (i.e. the beneficiary concerned) and
- (c) remain explicitly in force until the final payment and, if the final payment takes the form of a recovery, until five months after the debit note is notified to a beneficiary.

They will be released within the following month.

## **23.2 Consequences of non-compliance**

If the beneficiaries breach their obligation to provide the prefinancing guarantee, the prefinancing will not be paid.

Such breaches may also lead to other measures described in Chapter 5.

## **ARTICLE 24 — CERTIFICATES**

Not applicable

## **ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS**

### **25.1 Granting authority checks, reviews and audits**

#### **25.1.1 Internal checks**

The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports.

#### **25.1.2 Project reviews**

The granting authority may carry out reviews on the proper implementation of the action and compliance with the obligations under the Agreement (general project reviews or specific issues reviews).

Such project reviews may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiary concerned and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent, outside experts. If it uses outside experts, the coordinator or beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The coordinator or beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information and data in addition to deliverables and reports already submitted. The granting authority may request beneficiaries to provide such information to it directly. Sensitive information and documents will be treated in accordance with Article 13.



The coordinator or beneficiary concerned may be requested to participate in meetings, including with the outside experts.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including to the outside experts) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the review findings, a **project review report** will be drawn up.

The granting authority will formally notify the project review report to the coordinator or beneficiary concerned, which has 30 days from receiving notification to make observations.

Project reviews (including project review reports) will be in the language of the Agreement.

### 25.1.3 Audits

The granting authority may carry out audits on the proper implementation of the action and compliance with the obligations under the Agreement.

Such audits may be started during the implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the beneficiary concerned and will be considered to start on the date of the notification.

The granting authority may use its own audit service, delegate audits to a centralised service or use external audit firms. If it uses an external firm, the beneficiary concerned will be informed and have the right to object on grounds of commercial confidentiality or conflict of interest.

The beneficiary concerned must cooperate diligently and provide — within the deadline requested — any information (including complete accounts, individual salary statements or other personal data) to verify compliance with the Agreement. Sensitive information and documents will be treated in accordance with Article 13.

For **on-the-spot visits**, the beneficiary concerned must allow access to sites and premises (including for the external audit firm) and must ensure that information requested is readily available.

Information provided must be accurate, precise and complete and in the format requested, including electronic format.

On the basis of the audit findings, a **draft audit report** will be drawn up.

The auditors will formally notify the draft audit report to the beneficiary concerned, which has 30 days from receiving notification to make observations (contradictory audit procedure).

The **final audit report** will take into account observations by the beneficiary concerned and will be formally notified to them.

Audits (including audit reports) will be in the language of the Agreement.

## 25.2 European Commission checks, reviews and audits in grants of other granting authorities



Where the granting authority is not the European Commission, the latter has the same rights of checks, reviews and audits as the granting authority.

### **25.3 Access to records for assessing simplified forms of funding**

The beneficiaries must give the European Commission access to their statutory records for the periodic assessment of simplified forms of funding which are used in EU programmes.

### **25.4 OLAF, EPPO and ECA audits and investigations**

The following bodies may also carry out checks, reviews, audits and investigations — during the action or afterwards:

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

If requested by these bodies, the beneficiary concerned must provide full, accurate and complete information in the format requested (including complete accounts, individual salary statements or other personal data, including in electronic format) and allow access to sites and premises for on-the-spot visits or inspections — as provided for under these Regulations.

To this end, the beneficiary concerned must keep all relevant information relating to the action, at least until the time-limit set out in the Data Sheet (Point 6) and, in any case, until any ongoing checks, reviews, audits, investigations, litigation or other pursuits of claims have been concluded.

### **25.5 Consequences of checks, reviews, audits and investigations — Extension of findings**

#### **25.5.1 Consequences of checks, reviews, audits and investigations in this grant**

Findings in checks, reviews, audits or investigations carried out in the context of this grant may lead to rejections (see Article 27), grant reduction (see Article 28) or other measures described in Chapter 5.

Rejections or grant reductions after the final payment will lead to a revised final grant amount (see Article 22).

Findings in checks, reviews, audits or investigations during the action implementation may lead to a request for amendment (see Article 39), to change the description of the action set out in Annex 1.

Checks, reviews, audits or investigations that find systemic or recurrent errors, irregularities, fraud or breach of obligations in any EU grant may also lead to consequences in other EU grants awarded under similar conditions ('extension to other grants').

<sup>16</sup> Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1).

<sup>17</sup> Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

Moreover, findings arising from an OLAF or EPPO investigation may lead to criminal prosecution under national law.

### 25.5.2 Extension from other grants

Findings of checks, reviews, audits or investigations in other grants may be extended to this grant, if:

- (a) the beneficiary concerned is found, in other EU grants awarded under similar conditions, to have committed systemic or recurrent errors, irregularities, fraud or breach of obligations that have a material impact on this grant and
- (b) those findings are formally notified to the beneficiary concerned — together with the list of grants affected by the findings — within the time-limit for audits set out in the Data Sheet (see Point 6).

The granting authority will formally notify the beneficiary concerned of the intention to extend the findings and the list of grants affected.

If the extension concerns **rejections of lump sum contributions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings
- (b) the request to submit revised financial statements for all grants affected
- (c) the correction rate for extrapolation, established on the basis of the systemic or recurrent errors, to calculate the amounts to be rejected, if the beneficiary concerned:
  - (i) considers that the submission of revised financial statements is not possible or practicable or
  - (ii) does not submit revised financial statements.

If the extension concerns **grant reductions**: the notification will include:

- (a) an invitation to submit observations on the list of grants affected by the findings and
- (b) the **correction rate for extrapolation**, established on the basis of the systemic or recurrent errors and the principle of proportionality.

The beneficiary concerned has **60 days** from receiving notification to submit observations, revised financial statements or to propose a duly substantiated **alternative correction method/rate**.

On the basis of this, the granting authority will analyse the impact and decide on the implementation (i.e. start rejection or grant reduction procedures, either on the basis of the revised financial statements or the announced/alternative method/rate or a mix of those; see Articles 27 and 28).

### 25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

Such breaches may also lead to other measures described in Chapter 5.

**ARTICLE 26 — IMPACT EVALUATIONS****26.1 Impact evaluation**

The granting authority may carry out impact evaluations of the action, measured against the objectives and indicators of the EU programme funding the grant.

Such evaluations may be started during implementation of the action and until the time-limit set out in the Data Sheet (see Point 6). They will be formally notified to the coordinator or beneficiaries and will be considered to start on the date of the notification.

If needed, the granting authority may be assisted by independent outside experts.

The coordinator or beneficiaries must provide any information relevant to evaluate the impact of the action, including information in electronic format.

**26.2 Consequences of non-compliance**

If a beneficiary breaches any of its obligations under this Article, the granting authority may apply the measures described in Chapter 5.

**CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE****SECTION 1 REJECTIONS AND GRANT REDUCTION****ARTICLE 27 — REJECTION OF CONTRIBUTIONS****27.1 Conditions**

The granting authority will — at interim payment, final payment or afterwards — reject any lump sum contributions which are ineligible (see Article 6), in particular following checks, reviews, audits or investigations (see Article 25).

The rejection may also be based on the extension of findings from other grants to this grant (see Article 25).

Ineligible lump sum contributions will be rejected.

**27.2 Procedure**

If the rejection does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the rejection, the amounts and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the rejection (payment review procedure).

If the rejection leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

**27.3 Effects**

If the granting authority rejects lump sum contributions, it will deduct them from the lump sum contributions declared and then calculate the amount due (and, if needed, make a recovery; see Article 22).

## **ARTICLE 28 — GRANT REDUCTION**

### **28.1 Conditions**

The granting authority may — at beneficiary termination, final payment or afterwards — reduce the grant for a beneficiary, if:

- (a) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) the beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

The amount of the reduction will be calculated for each beneficiary concerned and proportionate to the seriousness and the duration of the errors, irregularities or fraud or breach of obligations, by applying an individual reduction rate to their accepted EU contribution.

### **28.2 Procedure**

If the grant reduction does not lead to a recovery, the granting authority will formally notify the coordinator or beneficiary concerned of the reduction, the amount to be reduced and the reasons why. The coordinator or beneficiary concerned may — within 30 days of receiving notification — submit observations if it disagrees with the reduction (payment review procedure).

If the grant reduction leads to a recovery, the granting authority will follow the contradictory procedure with pre-information letter set out in Article 22.

### **28.3 Effects**

If the granting authority reduces the grant, it will deduct the reduction and then calculate the amount due (and, if needed, make a recovery; see Article 22).

## **SECTION 2 — SUSPENSION AND TERMINATION**

### **ARTICLE 29 — PAYMENT DEADLINE SUSPENSION**

## 29.1 Conditions

The granting authority may — at any moment — suspend the payment deadline if a payment cannot be processed because:

- (a) the required report (see Article 21) has not been submitted or is not complete or additional information is needed
- (b) there are doubts about the amount to be paid (e.g. ongoing extension procedure, queries about eligibility, need for a grant reduction, etc.) and additional checks, reviews, audits or investigations are necessary, or
- (c) there are other issues affecting the EU financial interests.

## 29.2 Procedure

The granting authority will formally notify the coordinator of the suspension and the reasons why.

The suspension will **take effect** the day the notification is sent.

If the conditions for suspending the payment deadline are no longer met, the suspension will be **lifted** — and the remaining time to pay (see Data Sheet, Point 4.2) will resume.

If the suspension exceeds two months, the coordinator may request the granting authority to confirm if the suspension will continue.

If the payment deadline has been suspended due to the non-compliance of the report and the revised report is not submitted (or was submitted but is also rejected), the granting authority may also terminate the grant or the participation of the coordinator (see Article 32).

## ARTICLE 30 — PAYMENT SUSPENSION

### 30.1 Conditions

The granting authority may — at any moment — suspend payments, in whole or in part for one or more beneficiaries, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or

serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

If payments are suspended for one or more beneficiaries, the granting authority will make partial payment(s) for the part(s) not suspended. If suspension concerns the final payment, the payment (or recovery) of the remaining amount after suspension is lifted will be considered to be the payment that closes the action.

## 30.2 Procedure

Before suspending payments, the granting authority will send a **pre-information letter** to the beneficiary concerned:

- formally notifying the intention to suspend payments and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

At the end of the suspension procedure, the granting authority will also inform the coordinator.

The suspension will **take effect** the day after the confirmation notification is sent.

If the conditions for resuming payments are met, the suspension will be **lifted**. The granting authority will formally notify the beneficiary concerned (and the coordinator) and set the suspension end date.

During the suspension, no prefinancing will be paid to the beneficiaries concerned. For interim payments, the periodic reports for all reporting periods except the last one (see Article 21) must not contain any financial statements from the beneficiary concerned (or its affiliated entities). The coordinator must include them in the next periodic report after the suspension is lifted or — if suspension is not lifted before the end of the action — in the last periodic report.

## ARTICLE 31 — GRANT AGREEMENT SUSPENSION

### 31.1 Consortium-requested GA suspension

#### 31.1.1 Conditions and procedure

The beneficiaries may request the suspension of the grant or any part of it, if exceptional circumstances — in particular *force majeure* (see Article 35) — make implementation impossible or excessively difficult.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the suspension takes effect; this date may be before the date of the submission of the amendment request and
- the expected date of resumption.

The suspension will **take effect** on the day specified in the amendment.

Once circumstances allow for implementation to resume, the coordinator must immediately request another **amendment** of the Agreement to set the suspension end date, the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the amendment. This date may be before the date of the submission of the amendment request.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

## 31.2 EU-initiated GA suspension

### 31.2.1 Conditions

The granting authority may suspend the grant or any part of it, if:

- (a) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed or is suspected of having committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.), or
- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (c) other:
  - (i) linked action issues: not applicable
  - (ii) additional GA suspension grounds: not applicable.

### 31.2.2 Procedure

Before suspending the grant, the granting authority will send a **pre-information letter** to the coordinator:

- formally notifying the intention to suspend the grant and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite the observations it has received, it will confirm the suspension (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.



The suspension will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification).

Once the conditions for resuming implementation of the action are met, the granting authority will formally notify the coordinator a **lifting of suspension letter**, in which it will set the suspension end date and invite the coordinator to request an amendment of the Agreement to set the resumption date (one day after suspension end date), extend the duration and make other changes necessary to adapt the action to the new situation (see Article 39) — unless the grant has been terminated (see Article 32). The suspension will be **lifted** with effect from the suspension end date set out in the lifting of suspension letter. This date may be before the date on which the letter is sent.

During the suspension, no prefinancing will be paid. Moreover, no work may be done. Ongoing work packages must be interrupted and no new work packages may be started.

The beneficiaries may not claim damages due to suspension by the granting authority (see Article 33).

Grant suspension does not affect the granting authority's right to terminate the grant or a beneficiary (see Article 32) or reduce the grant (see Article 28).

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the date the consortium ends work on the action ('end of work date') and
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

The termination will **take effect** on the termination date specified in the amendment.

If no reasons are given or if the granting authority considers the reasons do not justify termination, it may consider the grant terminated improperly.

#### 32.1.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the granting authority does not receive the report within the deadline, only lump sum contributions



which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Improper termination may lead to a grant reduction (see Article 28).

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

The coordinator may request the termination of the participation of one or more beneficiaries, on request of the beneficiary concerned or on behalf of the other beneficiaries.

The coordinator must submit a request for **amendment** (see Article 39), with:

- the reasons why
- the opinion of the beneficiary concerned (or proof that this opinion has been requested in writing)
- the date the beneficiary ends work on the action ('end of work date')
- the date the termination takes effect ('termination date'); this date must be after the date of the submission of the amendment request.

If the termination concerns the coordinator and is done without its agreement, the amendment request must be submitted by another beneficiary (acting on behalf of the consortium).

The termination will **take effect** on the termination date specified in the amendment.

If no information is given or if the granting authority considers that the reasons do not justify termination, it may consider the beneficiary to have been terminated improperly.

### 32.2.2 Effects

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the second request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the second request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

Improper termination may lead to a reduction of the grant (see Article 31) or grant termination (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

### **32.3 EU-initiated GA or beneficiary termination**

#### **32.3.1 Conditions**

The granting authority may terminate the grant or the participation of one or more beneficiaries, if:

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (e) a beneficiary (or person with unlimited liability for its debts) is subject to bankruptcy proceedings or similar (including insolvency, winding-up, administration by a liquidator or court, arrangement with creditors, suspension of business activities, etc.)
- (f) a beneficiary (or person with unlimited liability for its debts) is in breach of social security or tax obligations

- (g) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has been found guilty of grave professional misconduct
- (h) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed fraud, corruption, or is involved in a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
- (i) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) was 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)
- (j) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed:
  - (i) substantial errors, irregularities or fraud or
  - (ii) serious breach of obligations under this Agreement or during its award (including improper implementation of the action, non-compliance with the call conditions, submission of false information, failure to provide required information, breach of ethics or security rules (if applicable), etc.)
- (k) a beneficiary (or person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5)
- (l) despite a specific request by the granting authority, a beneficiary does not request — through the coordinator — an amendment to the Agreement to end the participation of one of its affiliated entities or associated partners that is in one of the situations under points (d), (f), (e), (g), (h), (i) or (j) and to reallocate its tasks, or
- (m) other:
  - (i) linked action issues: not applicable
  - (ii) additional GA termination grounds: not applicable.

### 32.3.2 Procedure

Before terminating the grant or participation of one or more beneficiaries, the granting authority will send a **pre-information letter** to the coordinator or beneficiary concerned:

- formally notifying the intention to terminate and the reasons why and
- requesting observations within 30 days of receiving notification.

If the granting authority does not receive observations or decides to pursue the procedure despite

the observations it has received, it will confirm the termination and the date it will take effect (**confirmation letter**). Otherwise, it will formally notify that the procedure is discontinued.

For beneficiary terminations, the granting authority will — at the end of the procedure — also inform the coordinator.

The termination will **take effect** the day after the confirmation notification is sent (or on a later date specified in the notification; ‘termination date’).

### 32.3.3 Effects

#### (a) for **GA termination**:

The coordinator must — within 60 days from when termination takes effect — submit a **periodic report** (for the last open reporting period until termination).

The granting authority will calculate the final grant amount and final payment on the basis of the report submitted and taking into account the lump sum contributions for activities implemented before termination takes effect (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

If the grant is terminated for breach of the obligation to submit reports, the coordinator may not submit any report after termination.

If the granting authority does not receive the report within the deadline, only lump sum contributions which are included in an approved periodic report will be taken into account (no contributions if no periodic report was ever approved).

Termination does not affect the granting authority’s right to reduce the grant (see Article 28) or to impose administrative sanctions (see Article 34).

The beneficiaries may not claim damages due to termination by the granting authority (see Article 33).

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

#### (b) for **beneficiary termination**:

The coordinator must — within 60 days from when termination takes effect — submit:

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

The granting authority will calculate the amount due to the beneficiary on the basis of the reports submitted in previous interim payments (i.e. beneficiary's lump sum contributions for completed and approved work packages).

Lump sum contributions for ongoing/not yet completed work packages will have to be included in the periodic report for the next reporting periods when those work packages have been completed.

If the granting authority does not receive the report on the distribution of payments within the deadline, it will consider that:

- the coordinator did not distribute any payment to the beneficiary concerned and that
- the beneficiary concerned must not repay any amount to the coordinator.

If the request for amendment is accepted by the granting authority, the Agreement is **amended** to introduce the necessary changes (see Article 39).

If the request for amendment is rejected by the granting authority (because it calls into question the decision awarding the grant or breaches the principle of equal treatment of applicants), the grant may be terminated (see Article 32).

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 41 (assignment of claims)) continue to apply.

## **SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS**

### **ARTICLE 33 — DAMAGES**

#### **33.1 Liability of the granting authority**

The granting authority cannot be held liable for any damage caused to the beneficiaries or to third parties as a consequence of the implementation of the Agreement, including for gross negligence.

The granting authority cannot be held liable for any damage caused by any of the beneficiaries or other participants involved in the action, as a consequence of the implementation of the Agreement.

#### **33.2 Liability of the beneficiaries**

The beneficiaries must compensate the granting authority for any damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement, provided that it was caused by gross negligence or wilful act.

The liability does not extend to indirect or consequential losses or similar damage (such as loss of profit, loss of revenue or loss of contracts), provided such damage was not caused by wilful act or by a breach of confidentiality.

**ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES**

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>18</sup>).

**SECTION 4 FORCE MAJEURE****ARTICLE 35 — FORCE MAJEURE**

A party prevented by force majeure from fulfilling its obligations under the Agreement cannot be considered in breach of them.

‘Force majeure’ means any situation or event that:

- prevents either party from fulfilling their obligations under the Agreement,
- was unforeseeable, exceptional situation and beyond the parties’ control,
- was not due to error or negligence on their part (or on the part of other participants involved in the action), and
- proves to be inevitable in spite of exercising all due diligence.

Any situation constituting force majeure must be formally notified to the other party without delay, stating the nature, likely duration and foreseeable effects.

The parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the action as soon as possible.

**CHAPTER 6 FINAL PROVISIONS****ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES****36.1 Forms and means of communication — Electronic management**

EU grants are managed fully electronically through the EU Funding & Tenders Portal (‘Portal’).

All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there (except if explicitly instructed otherwise by the granting authority).

Communications must be made in writing and clearly identify the grant agreement (project number and acronym).

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<sup>18</sup> Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

Communications must be made by persons authorised according to the Portal Terms and Conditions. For naming the authorised persons, each beneficiary must have designated — before the signature of this Agreement — a ‘legal entity appointed representative (LEAR)’. The role and tasks of the LEAR are stipulated in their appointment letter (see Portal Terms and Conditions).

If the electronic exchange system is temporarily unavailable, instructions will be given on the Portal.

### **36.2 Date of communication**

The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.

The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed (see Portal Terms and Conditions).

If a communication is exceptionally made on paper (by e-mail or postal service), general principles apply (i.e. date of sending/receipt). Formal notifications by registered post with proof of delivery will be considered to have been received either on the delivery date registered by the postal service or the deadline for collection at the post office.

If the electronic exchange system is temporarily unavailable, the sending party cannot be considered in breach of its obligation to send a communication within a specified deadline.

### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

The address for paper communications to the granting authority (if exceptionally allowed) is the official mailing address indicated on its website.

For beneficiaries, it is the legal address specified in the Portal Participant Register.

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

The provisions in the Data Sheet take precedence over the rest of the Terms and Conditions of the Agreement.

Annex 5 takes precedence over the Terms and Conditions.

The Terms and Conditions take precedence over the Annexes other than Annex 5.

Annex 2 takes precedence over Annex 1.

## **ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES**

In accordance with Regulation No 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

<sup>19</sup> Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time-limits (OJ L 124, 8/6/1971, p. 1).



The day during which that event occurs is not considered as falling within the period.

‘Days’ means calendar days, not working days.

## ARTICLE 39 — AMENDMENTS

### 39.1 Conditions

The Agreement may be amended, unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

Amendments may be requested by any of the parties.

### 39.2 Procedure

The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.

The coordinator submits and receives requests for amendment on behalf of the beneficiaries (see Annex 3). If a change of coordinator is requested without its agreement, the submission must be done by another beneficiary (acting on behalf of the other beneficiaries).

The request for amendment must include:

- the reasons why
- the appropriate supporting documents and
- for a change of coordinator without its agreement: the opinion of the coordinator (or proof that this opinion has been requested in writing).

The granting authority may request additional information.

If the party receiving the request agrees, it must sign the amendment in the tool within 45 days of receiving notification (or any additional information the granting authority has requested). If it does not agree, it must formally notify its disagreement within the same deadline. The deadline may be extended, if necessary for the assessment of the request. If no notification is received within the deadline, the request is considered to have been rejected.

An amendment **enters into force** on the day of the signature of the receiving party.

An amendment **takes effect** on the date of entry into force or other date specified in the amendment.

## ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

### 40.1 Accession of the beneficiaries mentioned in the Preamble

The beneficiaries which are not coordinator must accede to the grant by signing the accession form (see Annex 3) directly in the Portal Grant Preparation tool, within 30 days after the entry into force of the Agreement (see Article 44).



They will assume the rights and obligations under the Agreement with effect from the date of its entry into force (see Article 44).

If a beneficiary does not accede to the grant within the above deadline, the coordinator must — within 30 days — request an amendment (see Article 39) to terminate the beneficiary and make any changes necessary to ensure proper implementation of the action. This does not affect the granting authority's right to terminate the grant (see Article 32).

#### **40.2 Addition of new beneficiaries**

In justified cases, the beneficiaries may request the addition of a new beneficiary.

For this purpose, the coordinator must submit a request for amendment in accordance with Article 39. It must include an accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool.

New beneficiaries will assume the rights and obligations under the Agreement with effect from the date of their accession specified in the accession form (see Annex 3).

Additions are also possible in mono-beneficiary grants.

### **ARTICLE 41 — TRANSFER OF THE AGREEMENT**

In justified cases, the beneficiary of a mono-beneficiary grant may request the transfer of the grant to a new beneficiary, provided that this would not call into question the decision awarding the grant or breach the principle of equal treatment of applicants.

The beneficiary must submit a request for **amendment** (see Article 39), with

- the reasons why
- the accession form (see Annex 3) signed by the new beneficiary directly in the Portal Amendment tool and
- additional supporting documents (if required by the granting authority).

The new beneficiary will assume the rights and obligations under the Agreement with effect from the date of accession specified in the accession form (see Annex 3).

### **ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING AUTHORITY**

The beneficiaries may not assign any of their claims for payment against the granting authority to any third party, except if expressly approved in writing by the granting authority on the basis of a reasoned, written request by the coordinator (on behalf of the beneficiary concerned).

If the granting authority has not accepted the assignment or if the terms of it are not observed, the assignment will have no effect on it.

In no circumstances will an assignment release the beneficiaries from their obligations towards the granting authority.

**ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES****43.1 Applicable law**

The Agreement is governed by the applicable EU law, supplemented if necessary by the law of Belgium.

Special rules may apply for beneficiaries which are international organisations (if any; see Data Sheet, Point 5).

**43.2 Dispute settlement**

If a dispute concerns the interpretation, application or validity of the Agreement, the parties must bring action before the EU General Court — or, on appeal, the EU Court of Justice — under Article 272 of the Treaty on the Functioning of the EU (TFEU).

For non-EU beneficiaries (if any), such disputes must be brought before the courts of Brussels, Belgium — unless an international agreement provides for the enforceability of EU court judgements.

For beneficiaries with arbitration as special dispute settlement forum (if any; see Data Sheet, Point 5), the dispute will — in the absence of an amicable settlement — be settled in accordance with the Rules for Arbitration published on the Portal.

If a dispute concerns administrative sanctions, offsetting or an enforceable decision under Article 299 TFEU (see Articles 22 and 34), the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice — under Article 263 TFEU.

For grants where the granting authority is an EU executive agency (see Preamble), actions against offsetting and enforceable decisions must be brought against the European Commission (not against the granting authority; see also Article 22).

**ARTICLE 44 — ENTRY INTO FORCE**

The Agreement will enter into force on the day of signature by the granting authority or the coordinator, depending on which is later.

**SIGNATURES**

For the coordinator

For the granting authority

## **ANNEX 1**



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

## **Description of the action (DoA)**

**Part A**

**Part B**

## DESCRIPTION OF THE ACTION (PART A)

### COVER PAGE

*Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.*

<b>PROJECT</b>	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
<b>Project number:</b>	101053918
<b>Project name:</b>	Citizens action, Union reaction!
<b>Project acronym:</b>	Union
<b>Call:</b>	CERV-2021-CITIZENS-TOWN
<b>Topic:</b>	CERV-2021-CITIZENS-TOWN-TT
<b>Type of action:</b>	CERV-LS
<b>Service:</b>	EACEA/B/03
<b>Project starting date:</b>	first day of the month following the entry into force date
<b>Project duration:</b>	9 months

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List of milestones (outputs/outcomes) .....	10
List of critical risks .....	10

## PROJECT SUMMARY

### Project summary

*Grant Preparation (General Information screen) — Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.*

*Use the project summary from your proposal.*

A significant benefit of the project will be its overall nature. It will give citizens the opportunity to rethink questions about a common European future, strengthen the sense of a common European unity and enable us to learn more about our common past and cultural diversity. We prefer symbols of cooperation, friendship, understanding and solidarity. We want to show the public the system of how to contribute to the development of international relations uniting all generations and different nations. This European Citizens, Equality, Rights and Values Program (CERV) can be a great help in building strong international relations, where there is a possibility of mutual exchange of know-how, opinions and experiences and where the chance of future joint cooperation between generations is created. The strategic goal of this project is to address the values of the priorities that the EU has set for itself under this program and the methods from the citizens' point of view, which would also direct the EU to further activities. One of the main goals is to highlight cultural values, traditions, customs, but we must not forget the historical events of the past, which are an integral part of the program in the spirit of multiculturalism and intercultural dialogue. In addition to the past, another goal is to focus on the present. At present, we are increasingly surrounded by negative discrimination in several spheres, in personal life, at work, in education, in politics. We are of the opinion that we should actively communicate with citizens on issues such as discrimination in society or migration. Gender equality is the foundation of society. The aim is to communicate actively with participants on current EU issues and the needs of different sections of the population.

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	OBEC TESEDIKOVO	OBEC TESEDIKOVO	SK	938908591
2	AP	RATISKOVICE	OBEC RATISKOVICE	CZ	937003123
3	AP	NAGYRÉDEI	NAGYRÉDEI SZENT IMRE ÁLTALÁNOS ISKOLA ÉS ALAPFOKÚ MŰVÉSZETI ISKOLA	HU	946242955
4	AP	BAILE TUSNAD	ORASUL BAILE TUSNAD	RO	948278500
5	AP	Tab	Tab Város Önkormányzata	HU	929238661
6	AP	ZEMNE	OBEC ZEMNE	SK	947985851

## LIST OF WORK PACKAGES

<b>Work packages</b> <i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
<b>Work Package No</b>	<b>Work Package name</b>	<b>Lead Beneficiary</b>	<b>Effort (Person-Months)</b>	<b>Start Month</b>	<b>End Month</b>	<b>Deliverable No(s)</b>
WP1	Citizens action, Union reaction!	1 - OBEC TESEDIKOVO	1.00	1	9	D1.1

**Work package WP1 – Citizens action, Union reaction!**

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1. OBEC TESEDIKOVO
<b>Work Package Name</b>	Citizens action, Union reaction!		
<b>Start Month</b>	1	<b>End Month</b>	9

**Objectives**

- the possibility of reconsidering issues about a common European future
- to strengthen the sense of common European unity
- closer to our common past and cultural otherness
- building strong international relations
- the possibility of mutual exchange of know-how, opinions and experiences
- work towards future intergenerational cooperation
- highlight cultural values, traditions, customs
- active communication on the topic of discrimination in society and migration
- presentation of the meaning of volunteering
- to ensure a better understanding of what the EU is doing for the benefit of its citizens
- carry out discussions, workshops, lectures that include active civic participation

**Description**

T1.1 Why to help, Volunteering goes after the young!”, Honors and rewards of all volunteers who helped in times of pandemic, The meanings of volunteering in the world and a demonstration of solidarity and good deeds for people in need - Activity focused on volunteering and reward for volunteers. By demonstrating volunteering, we want to encourage young people to become involved in organizations and to realize that their volunteering will influence their personal development to prepare them for life.

T1.2 To the past - Charter of Fundamental Rights of the European Union - The activity will focus on an important historical event. The charter talks about several aspects and we will present them through the activity

T1.3 The benefits of joining the EU, what the EU does for us at a time when we need help (pandemic, discrimination ...)

- Through this activity, participants will understand the benefits of our EU, its diversity, and realize that we need it to make our lives work normally compared to other countries.

T1.4 Migrants in the labor market "- problems, perspectives, concepts about migration - Activity focused on migration. This issue remains misunderstood by EU citizens. By explaining the concepts and possible perspectives, we can influence the negative opinion of participants on this issue.

T1.5 Monument to the evicted and deported, The power of cultural heritage for humanity - Through the activity, we want to achieve knowledge of intercultural identity, cultural heritage and the power of connecting nations through culture.

T1.6 The future of the euro area - The activity will focus on the opinions and expressions of citizens, we want as many young people and adolescents as possible to participate in the activity, because they are our future.

T1.7 Extremism and discrimination in the world, Domestic violence and seniors! - The more widespread and very topical issue is discrimination. We have decided to pay full attention to this topic, because our goal is to stop it. Through the activity, we will provide citizens with relatively educational information and advice in order to work to change discrimination in society and, above all, violence.

T1.8 How to protect yourself from disease - An activity dedicated to the health of our citizens.

## STAFF EFFORT

Staff effort per participant		
<i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>		
Participant	WP1	Total Person-Months
1 - OBEC TESEDIKOVO	1.00	1.00
Total Person-Months	1.00	1.00



## LIST OF DELIVERABLES

### Deliverables

*Grant Preparation (Deliverables screen) — Enter the info.*

*The labels used mean:*

*Public — fully open ( automatically posted online)*

*Sensitive — limited under the conditions of the Grant Agreement*

*EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#)*

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Citizens action, Union reaction!	WP1	1 - OBEC TESEDIKOVO	OTHER	PU - Public	9

**Deliverable – Citizens action, Union reaction!**

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1. OBEC TEŠEDIKOVO
<b>Deliverable Name</b>	Citizens action, Union reaction!		
<b>Type</b>	OTHER	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	9	<b>Work Package No</b>	WP1

Description
<p>Title of the event: Citizens action, Union reaction!</p> <p>Place: Municipality of Tešedikovo</p> <p>Indicative dates of the event: 24.06.2022 – 26.06.2022</p> <p>Brief description / agenda of the event(s):</p> <p>DAY 1: Friday 6/24/2022</p> <p>From 8:30 am until 20:30</p> <p>A warm welcome from the mayor of foreign guests and their accommodation</p> <ul style="list-style-type: none"> <li>- Official opening of the event</li> <li>- "Why help" - an interesting lecture on volunteering</li> <li>- "Volunteering goes after young people!" - presentation of voluntary organizations in the EU</li> <li>- Honoring and rewarding all volunteers who helped in pandemic times - discussions and interviews with them</li> <li>- The meanings of volunteering in the world and a demonstration of solidarity and good deeds for people in need (presentation of local social voluntary organizations)</li> <li>- Bringing the EU closer to children - craft workshops, creative workshops on the EU theme</li> <li>- Chalk drawing on the sidewalk - EU flags, signatures of participants</li> <li>- Tour of 5 lakes in Tešedikov - there will be fishing competitions and a lecture on maintaining the fauna and flora in the lakes</li> <li>- Evening sitting with music</li> </ul> <p>We will start the event on the first day by welcoming our guests and officially opening the event. This day we will focus on volunteering, bringing the EU closer to children and a tour of 5 lakes. This day we want to honor and reward all the volunteers who helped during the pandemic and were a great support. By demonstrating volunteering, we will "kick" young people to get involved in organizations and realize that their volunteering will influence their personal development to prepare them for life. We will end the day with a tour of the lakes and a lecture where various activities will take place and an introductory session to music.</p> <p>DAY 2: Saturday 25.06.2022</p> <p>From 8:00 am until 21:00</p> <ul style="list-style-type: none"> <li>- To the past - lecture on the Charter of Fundamental Rights of the European Union</li> <li>- Workshop for Eurosceptics - the benefits of joining the EU, what the EU is doing for us at a time when we need help (pandemic, discrimination ...)</li> <li>- Lecture on the topic: "Migrants in the labor market" - problems, perspectives, concepts about migration</li> <li>- Demonstration of a historical monument in the village - Memorial to the evicted and deported</li> <li>- "The power of cultural heritage for humanity" - a lecture on the preservation of culture, customs and traditions</li> <li>- Sports activities - international football for men, boys and zumba for women and girls</li> <li>- Extremism and discrimination in the world - special seminar</li> <li>- "Domestic violence and seniors!" - interview with an expert</li> <li>- Performance of a local ensemble of majorettes and a zither</li> </ul> <p>The second day will be dedicated to the EU Charter of Fundamental Rights from the morning. The lecture will talk about what an important historical event happened when the EU Charter of Fundamental Rights was created. This Charter speaks of several aspects, some of which are: "Human dignity is inviolable" - It must be respected and protected or "Everyone has the right to life". Through the workshop, participants will understand the benefits of our EU, its diversity, and realize that we need it to make our lives work normally compared to other countries. This will be followed by a lecture on Migrants in the Labor Market, where participants will also learn a wealth of information on this issue. Activities within the importance of cultural heritage will also not be missing on this day. Sports activities dedicated to both the female and male sex will help strengthen mutual relations and expand sports enthusiasm. We will dedicate the afternoon</p>

to a seminar on persistent discrimination and interviews with an expert on "Domestic Violence and the Elderly". We will end this day with a cultural performance by a group of majorettes and a guitar ensemble. In a relaxed atmosphere, participants will be enriched by a cultural experience and get to know each other better.

DAY 3: Sunday 26.06.2022

From 7:00 to 20:00

- Festive Holy Mass in the Roman Catholic Church of St. John the Baptist
- Performance of the choir in the church - Peredi Nőikar
- The future of the euro area - discussion and interviews with participants
- Interviews with health professionals on: How to protect yourself from disease?
- Advice and tips for healthy lifestyle experts
- Evening closing session where participants can discuss what they have learned, how it has benefited them
- Official closing of the event and farewell to the partners

We will start the last day with Holy Mass in the Roman Catholic Church, where the performance of the choir Peredi Nőikar will take place. The aim of the discussion on "The future of the euro area is to communicate on the present and the future of the EU. Participants will be given space to express themselves, ideas and solutions. We will also focus on the health of citizens. At the end of the event, the knowledge gained from the project is analyzed during the evening session, which will further strengthen the partnership.

We will implement activities through dialogue, discussions, workshops, lectures and presentations. We will involve all participants in the activities. Language: Slovak, English, Hungarian

Number of countries involved: Tešedíkovo municipality as a grant applicant, main organizer and coordinator.

Project partners: Ratiškovice, Nagyréde, Băile Tușnad, Tab and Zemné

Estimated number of individual direct participants: 2517

Estimated number of invited/international participants: 177

Brief description of Target groups: The target groups of the project are:

- 1) Population of the eligible area, but also of the surrounding region
- 2) Local communities, marginalized communities
- 3) Public institutions

The population of the eligible area consists mainly of citizens of the partner municipalities Tešedíkovo, Ratiškovice, Nagyréde, Băile Tușnad, Tab and Zemné. Secondly, however, the project will also cover the wider regions around all municipalities, which will be directly and indirectly (spectator) involved in the implemented activities.

Local communities are mainly national minorities living in municipalities, as well as marginalized communities. The project will be designed for everyone, so these groups of the population will also benefit from meeting new people from across the border or the culture of individual nations. The project is primarily intended for the young generation with a specific - appropriate methodology within the implementation of activities. The young generation is our future - the old generation is our past, which we must respect and worship.

Public institutions - these are 5 partner municipalities and especially cooperation at the self-governing level of mayors and deputies.

Dissemination activities: Dissemination activities are described in the application itself in section 3.2 Communication, dissemination and visibility. According to these data, we will carry out dissemination and promotional activities.

Outputs: The results of the event will be published on the following pages: <https://www.tesedikovo.sk/>

## LIST OF MILESTONES

<b>Milestones</b> <i>Grant Preparation (Milestones screen) — Enter the info.</i>					
<b>Milestone No</b>	<b>Milestone Name</b>	<b>Work Package No</b>	<b>Lead Beneficiary</b>	<b>Means of Verification</b>	<b>Due Date (month)</b>
1	Citizens action, Union reaction!	WP1	1-OBEC TESEDIKOVO	The outputs of the project will be published on the municipality's website.	1

## LIST OF CRITICAL RISKS

<b>Critical risks &amp; risk management strategy</b> <i>Grant Preparation (Critical Risks screen) — Enter the info.</i>			
<b>Risk number</b>	<b>Description</b>	<b>Work Package No(s)</b>	<b>Proposed Mitigation Measures</b>
1	N/A	WP1	N/A



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

## Application Form

### Technical Description (Part B)

(CERV Standard)

Version 1.0  
01 April 2021

#### Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



## IMPORTANT NOTICE

### What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


### How to prepare and submit it?


The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

#### Character and page limits:

- page limit normally **45** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

## TECHNICAL DESCRIPTION (PART B)

### COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

**Note:** Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	Citizens action, Union reaction!
Project acronym:	Union
Coordinator contact:	Mgr. Ildikó Agócs Kőrösi, Municipality of Tešedíkovo

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## PROJECT SUMMARY

### Project summary

See Abstract (Application Form Part A).

## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

*Describe the background and rationale of the project.*

*How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?*

*Which target groups will be supported/assisted by/in the project. Why have you chosen to focus on them?*

A significant benefit of the project will be its overall nature. It will give citizens the opportunity to rethink questions about a common European future, strengthen the sense of a common European unity and enable us to learn more about our common past and cultural diversity. We prefer symbols of cooperation, friendship, understanding and solidarity. We want to show the public the system of how to contribute to the development of international relations uniting all generations and different nations. This European Citizens, Equality, Rights and Values Program (CERV) can be a great help in building strong international relations, where there is a possibility of mutual exchange of know-how, opinions and experiences and where the chance of future joint cooperation between generations is created. The strategic goal of this project is to address the values of the priorities that the EU has set for itself under this program and the methods from the citizens' point of view, which would also direct the EU to further activities. One of the main goals is to highlight cultural values, traditions, customs, but we must not forget the historical events of the past, which are an integral part of the program in the spirit of multiculturalism and intercultural dialogue. In addition to the past, another goal is to focus on the present. At present, we are increasingly surrounded by negative discrimination in several spheres, in personal life, at work, in education, in politics. We are of the opinion that we should actively communicate with citizens on issues such as discrimination in society or migration. Gender equality is the foundation of society. The aim is to communicate actively with participants on current EU issues and the needs of different sections of the population.

We also prefer the presentation of the meaning of volunteering. Volunteering is a topic that has been mentioned since 1755, when the word volunteer was first used. It is important to remember the power of volunteering, especially at times. We stick to the motto: The more, the better! Participants will be introduced to local volunteers, volunteer organizations and various topics and discussions related to this topic. After completing the program, each participant will be able to decide whether to become a brave volunteer and selflessly help their community.

Our event will contribute to several aspects. It will make it possible to better understand what the EU is doing for the benefit of its citizens. Through the activities, the participants of the event will be enriched with information that they can spread from generation to generation. Cooperation with other partner municipalities is important, as the project strongly encourages detailed acquaintance between individual citizens, local governments and non-governmental organizations. Cooperation will help to disseminate information on opportunities and possible forms of voluntary involvement. The project will include another important topic, Euroscepticism. The event will include discussions, workshops, lectures and, above all, topics that include active civic participation, the strengthening of partnerships and European political and development issues.

The target groups of the project are:

- 1) Population of the eligible area, but also of the surrounding region
- 2) Local communities, marginalized communities



**3) Public institutions**

The population of the eligible area consists mainly of citizens of the partner municipalities Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné. Secondly, however, the project will also cover the wider regions around all municipalities, which will be directly and indirectly (spectator) involved in the implemented activities.

Local communities are mainly national minorities living in municipalities, as well as marginalized communities. The project will be designed for everyone, so these groups of the population will also benefit from meeting new people from across the border or the culture of individual nations. The project is primarily intended for the young generation with a specific - appropriate methodology within the implementation of activities. The young generation is our future - the old generation is our past, which we must respect and worship.

Public institutions - these are 5 partner municipalities and especially cooperation at the self-governing level of mayors and deputies.

**1.2 Needs analysis and specific objectives****Needs analysis and specific objectives (n/a for Programme Contact Points)**

*Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful.*

*The needs assessment should be your starting point. Specify what needs will be addressed and how they have been identified. It should be specific and focus on the actual needs of the target group. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the action (therefore, avoid references to generic statements and information about the problems and needs of the target group). The needs assessment should incorporate gender equality issues and non-discrimination considerations that identify the differences between and among women and men, girls and boys, in terms of their relative position in society and the distribution of resources, opportunities, constraints and power in a given context. The data supporting the needs assessment should be disaggregated by sex, as well as age or disability, whenever possible. You can refer to existing research, studies and previous projects that already demonstrate the need for action.*

*If your project is supported by a public authority, annex the Letter of support.*

The need for the project is to reduce people's doubts about the EU and address the latest issues, promote all elements of non-discrimination, prevent racism in society and contribute to improving the exercise of Union citizenship rights, contribute to EU citizenship, help build a common Europe and show democracy, volunteering and migration, how important it all is to us.

The needs of the target group will be met through discussions on European topics, they will be able to express their opinions and, together with the local government and competent people (lecturers, health professionals, volunteers), come up with appropriate solutions for a common future.

The topics in the project concern every EU citizen (emigration, migration, discrimination, solidarity and forms of volunteering), so we think it is necessary to analyze these topics and spread them further in an international context. This program captures effective cooperation in the field of public affairs, non-discrimination against religion, nationality, sexual orientation and knowledge of culture. The opportunity to get to know the cultural otherness in the relaxed atmosphere of the participants will mutually enrich each other with information and thus increase European integration. The culture of nations has always been and will be a means of uniting people. Thanks to it, people understand each other, but they also find a certain way of understanding. The activities in the program will address the importance of promoting traditions and customs to the next generation.

No EU Member State has yet achieved full equality between women and men. Differences persist in employment, remuneration or sexual and other acts of violence against women as well as children. In addition to gender discrimination, discrimination of other types currently persists, such as racial origin, religion, status or sexual orientation. One of the EU's goals is to bridge these gaps and enable Europe to make full use of society's potential, whether in politics, at work or in real life. In the project, we want to actively address this issue.

The exchange of experiences from EU development projects and joint plans for the future also helps integration. In the organized debate, we will focus on disseminating EU education, sharing development experiences and presenting the European Union's achievements that affect the daily lives of its citizens. The EU's intention is for all Member States to act together as the Union, and they are also beneficial in

the fight against Euroscepticism. It is important to evoke a sense of belonging in Europe.

The future of Europe depends not only on the young generation, but also on the development of volunteering and mutual understanding. Through the project, participants have the opportunity to summarize and assess the results and impacts of volunteering to date on the community and to link them to a coherent European dimension. People's mobility is much higher today than in the past and continues to rise sharply, making it one of the defining global issues. Through respect for each other's culture, the presentation of positive benefits and experiences, we can improve coexistence with minorities and build personal relationships through the project. It is important to make citizens aware that the EU and its Member States are stepping up their efforts and efforts to develop an effective, secure and charitable European migration policy. The intention is to involve the widest possible group of citizens in the project and the creation of partnerships. The aim of the project is designed so that equal opportunities and treatment for all sexes, ages, nationalities, religious and linguistic backgrounds are considered in the planning and organization of individual activities, regardless of the health status or orientation of individuals. The partnership wants to know the views of Eurosceptics who have doubts about the EU and, through three days of the event, will convince citizens of the benefits of the priorities set by the EU in the Citizens, Equality, Rights and Values Program (CERV).

The submitted project is in line with several European projects: Gender Equality in Horizon Europe, EU and LGBTI Equality, National Project Prevention and Elimination of Gender Discrimination, National Project Institute for Gender Equality, Research and Analytical Studies. Mechanisms for violating gender equality and non-discrimination on the grounds of sex and gender in recruitment and in relation to working conditions (Research analysis), Research analysis studies on the situation of women in low-level employment.

### 1.3 Complementarity with other actions and innovation — European added value

#### Complementarity with other actions and innovation *(n/a for Programme Contact Points)*

*Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.*

*Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*

*Which countries will benefit from the project (directly and indirectly and why have you chosen them)? Where will the activities take place?*

*Clarify to what extent the project builds on synergies with other EU projects. If applicable, explain to what extent your project builds on previous project results in this field (state of play, relation to existing/recent developments, approaches, achievements, other EU programmes).*

**Note:** *The project should also complement or add benefits to the EU Member States' interventions in the area of gender equality and non-discrimination mainstreaming.*

This project builds on the results of a successful project within the Town Twinning program of our Czech partner Ratíškovice, which has implemented several events of this type and scope and was even successful in the Networking project. Among the innovative aspects of this program, we would include the impact that arose from the implementation of the project. There was room to create a solid foundation for the partnership. Friends from the partner cities themselves were involved in promoting the partnership and holding other joint meetings. As part of the activities, citizens were involved in addressing European issues and the future of Europe. Thanks to the activities, these topics have reached the general public. Therefore, we decided to hold another similar meeting in our village Tešedíkovo. The importance of these types of projects is to create new and deepen existing friendships between the citizens of the partner municipalities, to preserve the culture for future generations and to address the most current issues in the EU. The implementation of the project will ensure the strengthening of cross-border partnerships between municipalities. The partners will jointly operate the outputs of the project and at the same time plan further joint plans for the future.

The need to implement the project within the partnership stems from the fact that all partners want to create a strong international partnership. This will also support communities and minorities in the partner municipalities and surrounding regions. This would not be possible without cross-border project implementation. We will provide residents with the opportunity to gain knowledge, experience and space to express themselves on their part. Activities, promotional information materials, dissemination of results about the project, souvenirs, all this will have a multiplier effect for the project and its impact and impacts will spread even after the event. The results of the project will be used in the countries of Hungary, Romania, the Czech Republic and Slovakia. We chose the countries on the basis of the

acquired relationships.

The applicant of the project is the municipality of Tešedíkovo. The partners of the submitted project are the municipalities: Nagyréde, Ratiškovice, Băile Tușnad, Tab, Zemné

#### Description of partners and applicant:

The village was named in 1948 after Samuel Tešedík. Tešedíkovo is located in southwestern Slovakia on the territory of Matúš's land. It is surrounded by watercourses Váh and Malý Dunaj. The size of the village significantly affects its basic characteristics, human potential and the direction of development of the village. The village of Tešedíkovo with a population of 3,764 is one of the larger municipalities in Slovakia. The size of the village creates relatively good conditions for the development of the village. The soil here is strongly bound to the rich fertile black earth. There used to be many lakes in the village. To this day, the following have been preserved: Emlékkő, Vásártér, Nagytéglások, Telek-tó and Kurcsa. A green area, a park and a playground were created on the site of Lake Földver. The lakes inside the village were created after the extraction of clay for the construction of dwellings from unfired bricks. For this reason, they represent not only aesthetic and ecological functions. There are two lakes in the Tešedíkova area: Čierne and Bystré jazero. Today it belongs to the state protected areas.

Nagyréde is a village in Gyöngyös County, Hungary. It has an area of 3,434 ha and a population of 3,311. The settlement was named after its owner, the Rédey family of the Aba family. In the 16th century, significant wine cultivation continued in the settlement. After the expulsion of the Turks, viticulture gained a new impetus, which is still significant in the lives of people living in Nagyréd. A wine museum has been set up in the vineyard area, where citizens can view traditional tools for growing and processing grapes, a grinder, a sauce, a wood press, a Gyöngyös hoe and iron planting. In the city center there is a cellar house, which represents life in cellars. In Nagyréd there is a goat farm Valiskó, where organic products are grown. From natural goat cheese to thyme. There are also many cultural monuments in the village.

The municipality of Ratiškovice belongs among the biggest rural municipalities in the Czech Republic. It lies nearby the borders with Slovakia in the region of Kyjovské slovácko. It is known at home and also abroad due to its rich industrial past. In its area in the interwar period, factory owner Tomáš Baťa opened lignite mines there, which became a symbol of employment and exchange of the agricultural village into the modern municipality. This exchange is seen also today. After the mining, industrial production stayed. However, a part of citizens returned to agriculture and viniculture, too. The municipality is one of the best wine-making municipalities in Morava region. The employment opportunities, beautiful environment and a continual development make the municipality attractive for living. It supports citizens annually with no little financial means by ensuring a full-bodied life in a form of building and reconstructing the technical, social, cultural and sport infrastructure.

Băile Tușnad is a city in Harghita, Romania. It is located in Székely Land, an ethnocultural area in the eastern part of Transylvania. It is the smallest town in Romania with a population of 1,617 inhabitants. Located in altitude 650 meter above sea level on the southern tip of the Ciuc Depression, between the Harghita and Bodoc mountains, in the Olt valley. The city and its surroundings are known for their spas and mineral waters obtained from seven springs. Nearby is Lake Sfânta Ana, a famous volcanic crater lake, the only one of its kind in Romania. Water has long been used for bathing by the inhabitants of Székely. Near the town of Băile Tușnad is a falconry nature reserve (with an area of 1.5 hectares). This reserve is part of a mountain landscape covered with deciduous and coniferous mixed forests and a large number of plants adapted to the area.

Tab is a town in Hungary in the Somogy County in the district of Tab. It has an area of 2,586 ha. It is located south of Lake Balaton, 25 km from Siófok. The location of the town is north-southwest, a former belt settlement, built parallel to the Kis-Koppány stream. Population: 5088 people. Built in beautiful natural surroundings, charming small town and surroundings, it is a friendly and attractive region for those who want to relax. Tab has many civic associations and non-governmental organizations focused on culture, the environment or sports. Tab also has a volunteer fire brigade.

On the edge of Žitný ostrov, on the left side of the river Váh, 32 km from Komárno, lies the village Zemné. According to the administrative division, the village belongs to the Nitra Region and the Novozámocký District. In documents dating from 1113, the village is mentioned under the name Gúg in its original location, about 8 km east of the current geographical location. The original name of the village was Zimev, then Szimo, Szémo, Simő, until the rest changed to Szímő-Zemné. The village has several organizations: Association of Volunteer Firefighters, Csemadok Organization in Zemný, TJ Agro Zemné - football association, Society of Jedlik Ányos in Zemné, Scout Association, TJ Agro Zemné - table tennis section, Zemné Hunting Society, Zemné Cooperative Fishing Association, Slovak Retirement Association Red Cross, Association of the Disabled, Association for the Preservation of Folk Traditions. The inhabitants were engaged in agriculture and livestock, an important role was played by

the widely - known water mills and skillful millers, as well as a well - developed steam mill. The population of this village is 2133.

The municipality of Tešedíkovo acts as an applicant, manager, coordinator during the implementation of the project. They discuss the individual components in the project with the participating partners. Tešedíkovo maintains regular communication with its partners. It is necessary to optimally design a complete program and time schedule of events. As a host, it will provide accommodation and meals for foreign participants.

Throughout the event, they coordinate and organize the work and responsibilities of the project team. The municipality of Tešedíkovo is responsible for the promotion, which is necessary for the visibility of the project. Its role is also the distribution of materials among residents and to all partner municipalities.

The Hungarian partner Nagyréde will take an active part in this event. It will contribute to increasing mutual relations between partner municipalities. The event will be made up of participants from among active citizens and a project team who strive to preserve cultural heritage, traditions through the promotion of their activities. This partner will be actively involved in all activities, but will also act as an observer. It will be presented by a generation in every age category. He will actively communicate with other partners in the preparation of the event and the fulfillment of the compiled program. One of the important tasks will be the creation of a partnership agreement, which will unite all municipalities into one big strong partnership, which will be maintained in the future.

The Czech partner, the municipality of Ratíškovice, is interested in establishing a partnership with the main organizer of the event. Thanks to the close cooperation on the implementation of the project, the dissemination of information will be well ensured before the actual implementation of the action. This partner will be helpful in the actual planning and implementation of the event. The partner has extensive experience in implementing such events. It ensures the participation of residents of all ages. Residents will become part of various activities within the event. Their aim will be to ensure long-term cooperation, but also to expand partnerships with other countries, which means that the partnership will have an even larger dimension.

Romanian partner Băile Tușnad participates in the implementation and coordination tasks of the event. The partner is also involved in developing the concept of the event and in organizing activities that disseminate the ideas of the Europe for Citizens program. During the event, it tries to establish contacts with other project partners, to ensure cooperation in other projects in the future. He will also participate in the promotion of the event and assist the applicant's community and its project team in the organizational work, as well as in the implementation of the program. The citizens' group will consist of local citizens, of all ages.

The Hungarian partner city of Tab will perform implementation and coordination tasks and provide active representation at the event. It will present non-governmental organizations and associations operating in the city of Tab and actively participate in the development of the plan of the whole event and in providing a plan of activities that are in line with the Europe for Citizens program. It will assist the municipality of Tešedíkovo in its organizational work and in the implementation of the program. During the event, the partner will establish new contacts and strengthen relationships with other project partners, will offer cooperation and assistance in other joint projects and will also be helpful in promoting the event.

The tasks of the Slovak partner consist in various implementation tasks and especially in his active representation at the event. The partner will present its non-governmental organizations and associations that operate in the village of Zemné. Its role will be to assist the applicant in organizational work and in general in developing the plan of the whole event. Throughout the event, the partner will establish new contacts and strengthen mutual relations with other nations. An important role that this partner will have is to distribute promotional materials before and after the event and to present the specifics of their nation.

## 2. QUALITY

### 2.1 Concept and methodology

#### Concept and methodology

*Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives. Include ethical and safety considerations to ensure that target groups are not subjected to harm in any way.*

**Note:** Methodology is not a list of activities but are instruments, approaches that will be used, applied and created.

The municipality of Tešedíkovo has already completed many implementations. The municipality also has experience with similar projects of a given size and scope. The comprehensive implementation of the submitted project will take place at the level required by the project itself. The village of Tešedíkovo is in constant contact with other partners, not only working but also personal, because they already have friendships with each other, which means that ensuring regular and effective communication will not be a problem. The mayor of Tešedíkovo and the project team are in charge of planning the implementation of the event. Volunteers from local associations and residents are also involved. The partners communicate closely with the applicant by phone and email about the individual steps of managing the preparations for the event. Once an even stronger partnership has been established, all partners will be able to organize joint events of a similar scale in the future.

As part of the joint preparation, the project partners agreed on the activities they will carry out. Due to the fact that it is a cross-border project, consisting of complex activities from promotion to participation in activities, its coordination by the main partner - the applicant, the municipality of Tešedíkovo is necessary. The project will be implemented by working methods:

- 1) Project management - this is the project management by the project team, which will be composed of the main coordinator - the mayor of Tešedíkovo, municipal employees and volunteers acting as project managers. The project team will manage the project in terms of organizational and technical-material.
- 2) Implementation of the project through activities - the project and its objectives will be fulfilled by the implementation of individual activities and sub-activities within the activities. The activities will begin with their promotion in the municipalities of the partners and in the municipality where the event will take place (the municipality of Tešedíkovo) and will be followed by the actual implementation of the activities in gradual steps.
- 3) Division of responsibility for activities - the partners agreed on joint responsibility for individual activities. The key to the division is, in particular, information for as many citizens as possible and the experience of the applicant and partners with the implementation of similar projects. This gives each partner a specific responsibility. The project applicant has the greatest responsibility.
- 4) Active communication - intensive communication between partners in the preparation and implementation of project activities. Together they will communicate about the implementation of activities, how to involve target groups and will look for solutions to problems.
- 5) Material and technical support - Municipalities will distribute promotional materials in their territory. The design itself, the production of promotional materials will be in charge of the project applicant before and after the event.

## 2.2 Consortium set-up

### **Consortium cooperation and division of roles (if applicable)** *(n/a for Town Twinning and Programme Contact Points)*

*Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*

*In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*

**Note:** When building your consortium you should think of organisations that can help you reach objectives and solve problems.

N/A

## 2.3 Project teams, staff and experts

### **Project teams and staff**



<p><i>Describe the project teams and how they will work together to implement the project.</i></p> <p><i>List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).</i></p> <p><b>Note:</b> Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.</p>		
Name and function	Organisation	Role/tasks/professional profile and expertise
Mgr. Ildikó Agócs Kőrösi, mayoress	Municipality Tešedíkovo	Mayor of the municipality, grant applicant, main organizer of the event, main coordinator of the event and manager. The coordinator discusses the individual components of the project with the participating partners. It maintains regular communication with its partners. Designs a complete program and schedule of events. It will provide accommodation and meals for foreign participants. Throughout the event, he coordinates and organizes the work and responsibilities of the project team. He is responsible for the promotion that is needed to make the project visible. It is also responsible for the distribution of materials among the population and to all partner municipalities.
Gertrúda Kováčsová,, Katarína GYÖRÖGOVÁ, Ildikó SZABOVÁ, Ing. András Baranyay, Róbert CZIBULA	Municipality Tešedíkovo	The project team, composed of both men and women, means that gender equality is also promoted in this part of the project. The project team will be in charge of assisting the coordinator with the implementation of the project. Their task will be to prepare promotional materials from preparation, graphic design to distribution. They will actively help to implement all activities in the program and oversee their smooth progress. They will address all lecturers, volunteers and health professionals to the implementation of the program. After the event, they will help to realize the production and distribution of dissemination materials.
Judit Siposné Fodor, mayor	Nagyréde,	Project manager as a partner. She will be actively involved in all activities, but will also act as an observer. She will actively communicate with other partners in the preparation of the event and the fulfillment of the compiled program. One of the important tasks will be the creation of a partnership agreement, which will unite all municipalities into one big strong partnership, which will be maintained in the future.
Ing. Josef Uhlík, mayor	Ratíškovice	Project manager as a partner. He will be helpful in the actual planning and implementation of the event. The partner has extensive experience in implementing such events. He ensures the participation of residents of all ages. His effort will be to ensure long-term cooperation.
Zsolt Butyka, mayor	Băile Tușnad	Project manager as a partner. He will assist in the implementation of implementation and coordination tasks at the event. He will also be involved in developing the concept of the event and in organizing activities that disseminate the ideas of the CERV program. He will ensure cooperation in other projects in the future. He will also participate in the promotion of the event and assist the applicant's community and its project team in the organizational work, as well as in the implementation of the program.
Jenő Schmidt, mayor	Tab	Project manager as a partner. He will perform implementation and coordination tasks and provide active representation at the event. He will be actively involved in developing the plan for the whole event and in providing a plan of activities that are in line with the CERV. He will make new contacts and strengthen relationships. He will offer cooperation and assistance in other joint projects and will also help in promoting the event.

Ing. János Bób, mayor	Zemné	Project manager as a partner. His role consist various implementation tasks and especially its active representation at the event. He will assist the applicant in organizational work and in general in developing the plan of the whole event. He will establish new contacts and strengthen mutual relations with other nations. An important task that will be played is the distribution of promotional materials before and after the event.
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**Outside resources (subcontracting, seconded staff, etc)**

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*

*If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.*

The municipality of Tešedíkovo has secured all internal resources / capacities for the implementation of the submitted project. There is no need to provide external capacity / external management.

**2.4 Consortium management and decision-making****Consortium management and decision-making (if applicable)** *(n/a for Town Twinning and Programme Contact Points)*

*Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*

**Note:** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

N/A

**2.5 Project management, quality assurance and monitoring and evaluation strategy****Project management, quality assurance and monitoring and evaluation strategy**

*Describe the measures planned to ensure that the project implementation is of high quality and completed in time.*

*Describe the methods to ensure good quality, monitoring, planning and control.*

*Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.*

**Note:** *The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women's rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women's and men's voices are prevalent throughout the entire evaluation process.*

Project management will be provided by internal capacities, which are employees of the municipality of Tešedíkovo. The whole implementation of the project will be the responsibility of the mayor of Tešedíkovo Mgr. Ildikó Agócs Körösi. From the financial point of view, the project will be taken care of by the economic department and the tax and fees department, because these economists / accountants of the municipality have long-term experience with projects and with the financial sector.

Capacity for project implementation in terms of material focus - project management will be performed internally. The mayor and her project team have many years of experience in implementing projects co-financed by EU funds and other public sources. They will be in charge of project management,

professional, but also material, they will also monitor the project in terms of management. Institutional sustainability is thus ensured through administrative capacity. From the administrative point of view, the municipality has created personnel capacities to ensure administrative sustainability and internal management. Both women and men will be involved in the implementation of the project, as internal employees and managers are also set up according to the application of gender equality. Men and women are equally represented.

Quantitative indicators include:

- realized event - number 1, duration: 3 days
- number of citizens participating in the project, equal share of women and men
- elements to be used in the promotion: invitations, posters, leaflets
  - in dissemination: brochure, DVD, photo documentation, souvenirs for citizens

Qualitative indicators that the project has:

- the perception of the EU by a different view, no longer the negative one, the decline of Eurosceptics
- interest in the European citizenship of each participant
- making new contacts, interpersonal relationships and friendships
- increasing solidarity in times of crisis
- number of new volunteers
- the development of active European citizenship
- decrease in discrimination
- perception of success in the case of integration of foreigners
- perception of gender mainstreaming
- perception of the rights of children and the elderly

All partner municipalities worked together to create the program. First of all, the needs of the partnership and the citizens were identified. Secondly, current topics in the EU were monitored. The following working methods will be used in the implementation of the project:

1) Implementation of the project by an organizational team - the project will be implemented by a team of people who will prepare both spaces for activities and material for their fulfillment, technique and promotion. It will be representatives of the home community and active citizens. Cross-border partners will also help as much as possible.

2) Fulfillment of activities by citizens - while the activities will be technically prepared by the organizational team, after the content they will be under the direction of the participants themselves. Citizens will discuss, speak and present, thus fulfilling the program itself.

3) Communication - communication will take place between partners at an active level. Partners will communicate about organizational as well as content issues. This will improve the quality of project implementation.

4) Establishing a plan of activities to meet the objectives of the Citizens, Equality, Rights and Values Program (CERV)

Municipality	Distribution by age group			Disadvantaged participant	Women	Man	Total number of participants
	< 30*	30 - 65*	> 65*				
Tešedíkovo	505	1300	495	3	1163	1137	2300
Nagygréde,	20	40	15	0	25	20	45
Ratíškovice	22	38	20	2	20	25	45
Tab	5	20	10	0	27	25	52




Zemné	10	20	10	0	18	22	40
Băile Tuşnad	10	25	17	1	16	19	35

## 2.6 Cost effectiveness and financial management

### Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

 Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

N/A

## 2.7 Risk management

### Critical risks and risk management strategy (n/a for Town Twinning)

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

**Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation. For instance, to ensure full participation of target groups in project activities, gender, age or disability-specific constraints should be taken into account. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availability of childcare provision, etc.). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in project design and implementation.

Risk No	Description of risk	Work package No	Proposed risk-mitigation measures
N/A	-	-	-
N/A	-	-	-

## 3. IMPACT

### 3.1 Impact and ambition

#### Impact and ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them? In what way will the gap identified be reduced? How will the activities contribute to improve the situation (difference between starting point/state of play and the situation after the end of the project?) How will the activities contribute to the promotion and advancement of gender equality and non-discrimination mainstreaming?

*Does the project aim to trigger change/innovation? If so, describe them and the degree of ambition (progress beyond the status quo).*

**Note:** Results/outcomes are immediate changes that materialise for the target groups after the end of the project (e.g. improved knowledge, increased awareness). Results/outcomes are different to deliverables. Deliverables are activities undertaken and outputs produced with the resources allocated to the project, e.g. training courses, conferences, manuals, video etc.

*When defining expected results/outcomes and deliverables please consider if and how they will reduce, maintain, or increase inequalities between women and men, boys and girls, in all their diversity. What gender, age and disability differentiated results can be expected? How expected results will affect women and men, boys and girls from a range of diverse social groups, differently?*

The project proposed by us will leave several influences, not only on the participants, but also on the local government. There is a significant impact on active European citizenship and the future of Europe, which could improve the living standards of EU citizens, for the EU itself it could be to minimize Euroscepticism and for various marginalized communities, for example, to minimize social exclusion. With the three-day event, we will give Europeans more space to express what the European Union should be about and how it will work. Any citizen, regardless of age, gender, religion or sexual orientation, can express themselves. The aim of the event is to capture diversity and to see Europe with all its benefits, thus strengthening the link between Europeans and the institutions that serve them. Young people in particular should be involved in the discussion and share ideas, but other participants can also be involved. The expected impact of the project includes maintaining cooperation in the future established during the event, which guarantees great potential for intensive development of the expected impact.

Another significant impact will be to achieve a better balance between work and other areas of life if we ensure that women have the same conditions as men. Another important priority for us is to stop violence against women and children and to promote gender equality in the EU. We want to introduce a debate in the project on justice as equal opportunities for everyone, regardless of the family in which they were born. We are convinced that European identity, democracy, civic participation and the shared values of culture and life in general will have a positive response at regional and international level. The existing experience of our partners from the successful implementation of such projects will significantly contribute to the achievement of the identified aspects.

Other long-term impacts include the impact on citizens in the performance of volunteering. The project supports all forms of volunteering. Helping a weaker community is a fundamental principle of shaping society. The introduction of volunteering in our country and in the world can increase the interest in unforced help, which will have the effect that citizens will use their right of initiative in the future for emerging needs in society. One of the topics addressed is also migration and emigration. Immigration to Europe in various forms is a reality that will continue in the future. People come to Europe for various reasons (study, work, family, other circumstances). It will be a significant impact if we show the participants that migration also has its benefits. The potential of immigrants or people who are discriminated against for various reasons can be a great "harm" to society without exploiting it. The benefits of migration arise if immigrants successfully integrate into the host society. It is a two-way process and communication. The principle is that immigrants follow the rules of the host society and that society, in turn, helps them to integrate. It is necessary to provide opportunities to enjoy the same rights for all citizens.

The involvement of EU citizens in public affairs will be strengthened by the opportunity to express their views, ideas and solutions through active participation in public debates with competent persons, thus enhancing European identity, further impact. Involving the average person in public policies has many benefits and impacts. One of them is better social policy, better legitimacy of decisions and better development of trust between stakeholders. The created information promotional materials of the project will also leave a medium-term impact. The citizens themselves will be speakers and debaters. The selected program activities will suit each age category. Each participant in the program will gain a sense of importance and belonging, which leads to further impact of the project. Most citizens have not yet encountered a similar project of this size and scope. Therefore, the importance of the project in the field of education and cognition is growing. In conclusion, we can say that this meeting will have long-term and medium-term effects, affect positive peaceful coexistence between nations, promote the mutual preservation of cultural heritage, strengthen relations and contribute to the fight against Euroscepticism. The organizers, together with the partner municipalities, will implement a program rich in culture, which will help them to accept the customs and traditions of other nations in Europe.

### 3.2 Communication, dissemination and visibility

### Communication, dissemination and visibility of funding

*Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*

*Describe how the visibility of EU funding will be ensured.*

*Communication and dissemination activities should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: When developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.*

Dissemination will help us to spread the ideas of the project plan to all participants, residents of the surrounding region and the general public. The promotion will inform about the event of residents, organizations, associations and surrounding communities. The activities, which will have the task of promoting the whole project, will start to take place actively in the preparatory phase and their distribution will take place 6 weeks before the start of the event. The designated project teams within the project coordinate and organize various activities and fulfill the main management tasks during the preparation, implementation and after the event.

The tasks are as follows:

- Partner municipalities are responsible for the distribution of promotional materials in their territory, ie posters, leaflets and invitations (6 weeks before the start of the event)
- A separate website will also be created on social networks as another way of disseminating information (6 weeks before the start of the event). This way of disseminating information can also attract people from the surrounding regions, especially the young generation.
- Printed promotional materials posters, leaflets, invitations will be prepared, which will be in language versions of the participating municipalities. The posters will be posted in public places, and will be used by citizens to obtain information about the places and the time schedule of the program within the event. The distribution of printed promotional materials will be in charge of every single partner in their municipality. This will also take place 6 weeks before the start of the event.
- We will also use local radios and inform residents about the event, also 6 weeks before the start of the event.
- After the final phase of the project, a DVD and a brochure with a complete summary of the event will be prepared. The DVD will be made in the form of photographs and short films and will be distributed to citizens and will be made within 7 weeks of the end of the event.
- Already on the created social network, which we will create when promoting the event, we will add a short film with a complete summary after the event, and there people can add various opinions and comments to the event. The network will also report on the experience gained.

All citizens who take part in the event will be able to get souvenirs such as:

- for children to school souvenirs with the EU logo - school bag, pens, notebooks, stickers
- for foreign and domestic participants - mugs, magnets
- other souvenirs: drapery with EU logo

These subjects will make sure that citizens do not forget what the EU is doing for them and have done in the past, how it has helped individual Member States and, above all, not to forget the three-day event, which is being prepared mainly for them - citizens.

All forms of promotion will be created well in advance. The DVD can help partners to present the specific objectives of the event and European topics, which will then be presented, to new target groups. The public will know through promotion that the meeting is co-financed by the European Commission.

Responsibility comes first, all forms of promotion will be created well in advance. Promotional materials will include the EU logo and the Citizens, Equality, Rights and Values Program (CERV).

The project's promotional materials will help reach at least 7,000 citizens, including from abroad and the surrounding regions.

### 3.3 Sustainability and continuation

#### Sustainability, long-term impact and continuation

*Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*

*What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?*

*Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?*

The successful sustainability of the project depends on the acquired mutual relations of partners and represents an important step to ensure the functioning of outputs, results and the very benefits of the project for the company in the future and for future generations.

The impacts of the project are planned so that they will affect the company in the future as well. The result and output of the project is mainly an event aimed at strengthening the sense of European belonging, increasing the education of participants and strengthening the European integration process based on solidarity, raising awareness of the rich cultural and linguistic environment in Europe and responding to the impact of the COVID19 pandemic on local communities and their functioning. Even after the end of the project, the partners will promote the dissemination of ideas, thus ensuring that the next generations will be involved in the partnership, in connecting people and institutions internationally = together. The proposed information promotional materials - brochure, DVD, photo documentation, short films - will also help us to ensure the sustainability of the project. Among other things, activities on EU-focused topics specifically for children can continue to be taught by children in schools. They will also be able to take the subjects that the children produce as part of the activities to schools and consult with their teachers on various topics about the EU. After evaluating the success of the project, the partners will agree on further events, continuing on the most current EU topics.

## 4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 4.1 Work plan

#### Work plan

*Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*

#### **Friday 6/24/2022**

##### **From 8:30 am until 20:30**

A warm welcome from the mayor of foreign guests and their accommodation

- Official opening of the event
- "Why help" - an interesting lecture on volunteering
- "Volunteering goes after young people!" - presentation of voluntary organizations in the EU
- Honoring and rewarding all volunteers who helped in pandemic times - discussions and interviews with them
- The meanings of volunteering in the world and a demonstration of solidarity and good deeds for people in need (presentation of local social voluntary organizations)
- Bringing the EU closer to children - craft workshops, creative workshops on the EU theme
- Chalk drawing on the sidewalk - EU flags, signatures of participants
- Tour of 5 lakes in Tešedlkov - there will be fishing competitions and a lecture on maintaining the fauna and flora in the lakes
- Evening sitting with music

We will start the event on the first day by welcoming our guests and officially opening the event. This day we will focus on volunteering, bringing the EU closer to children and a tour of 5 lakes. This day we want to honor and reward all the volunteers who helped during the pandemic and were a great support. By demonstrating volunteering, we will "kick" young people to get involved in organizations and realize that their volunteering will influence their personal development to prepare them for life. We will end the day with a tour of the lakes and a lecture where various activities will take place and an introductory session to music.

#### **Saturday 25.06.2022**

##### **From 8:00 am until 21:00**

- To the past - lecture on the Charter of Fundamental Rights of the European Union
- Workshop for Eurosceptics - the benefits of joining the EU, what the EU is doing for us at a time when we need help (pandemic, discrimination ...)
- Lecture on the topic: "Migrants in the labor market" - problems, perspectives, concepts about migration

- Demonstration of a historical monument in the village - Memorial to the evicted and deported
- "The power of cultural heritage for humanity" - a lecture on the preservation of culture, customs and traditions
- Sports activities - international football for men, boys and zumba for women and girls
- Extremism and discrimination in the world - special seminar
- "Domestic violence and seniors!" - interview with an expert
- Performance of a local ensemble of majorettes and a zither

The second day will be dedicated to the EU Charter of Fundamental Rights from the morning. The lecture will talk about what an important historical event happened when the EU Charter of Fundamental Rights was created. This Charter speaks of several aspects, some of which are: "Human dignity is inviolable" - It must be respected and protected or "Everyone has the right to life". Through the workshop, participants will understand the benefits of our EU, its diversity, and realize that we need it to make our lives work normally compared to other countries. This will be followed by a lecture on Migrants in the Labor Market, where participants will also learn a wealth of information on this issue. Activities within the importance of cultural heritage will also not be missing on this day. Sports activities dedicated to both the female and male sex will help strengthen mutual relations and expand sports enthusiasm. We will dedicate the afternoon to a seminar on persistent discrimination and interviews with an expert on "Domestic Violence and the Elderly". We will end this day with a cultural performance by a group of majorettes and a guitar ensemble. In a relaxed atmosphere, participants will be enriched by a cultural experience and get to know each other better.

#### **Sunday 26.06.2022**

##### **From 7:00 to 20:00**

- Festive Holy Mass in the Roman Catholic Church of St. John the Baptist
- Performance of the choir in the church - Peredi Nõikar
- The future of the euro area - discussion and interviews with participants
- Interviews with health professionals on: How to protect yourself from disease?
- Advice and tips for healthy lifestyle experts
- Evening closing session where participants can discuss what they have learned, how it has benefited them
- Official closing of the event and farewell to the partners

We will start the last day with Holy Mass in the Roman Catholic Church, where the performance of the choir Peredi Nõikar will take place. The aim of the discussion on "The future of the euro area is to communicate on the present and the future of the EU. Participants will be given space to express themselves, ideas and solutions. We will also focus on the health of citizens. At the end of the event, the knowledge gained from the project is analyzed during the evening session, which will further strengthen the partnership.

## **4.2 Work packages and activities**


## WORK PACKAGES

*This section concerns a detailed description of the project activities.*

Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For Lump Sum Grants, each event should be one work package.

Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

 Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for Lump Sum Grants).

 Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

### Work Package 1

#### Work Package 1: [Name, e.g. Project management and coordination]

Duration:

M1-M9

Lead Beneficiary:

Municipality Tešedíkovo

#### Objectives

*List the specific objectives to which this work package is linked.*

- the possibility of reconsidering issues about a common European future
- to strengthen the sense of common European unity
- closer to our common past and cultural otherness
- building strong international relations
- the possibility of mutual exchange of know-how, opinions and experiences

- work towards future intergenerational cooperation
- highlight cultural values, traditions, customs
- active communication on the topic of discrimination in society and migration
- presentation of the meaning of volunteering
- to ensure a better understanding of what the EU is doing for the benefit of its citizens
- carry out discussions, workshops, lectures that include active civic participation

### Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

#### Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Why to help Volunteering goes after the young!" Honors and rewards of all volunteers who helped in times of pandemic The meanings of volunteering in the world and a demonstration of solidarity and good deeds for people in need	Activity focused on volunteering and reward for volunteers. By demonstrating volunteering, we want to encourage young people to become involved in organizations and to realize that their volunteering will influence their personal development to prepare them for life.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.2	To the past - Charter of Fundamental Rights of the European Union	The activity will focus on an important historical event. The charter talks about several aspects and we will present them	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and	BEN	No



		through the activity.	Zemné		
T1.3	The benefits of joining the EU, what the EU does for us at a time when we need help (pandemic, discrimination ...)	Through this activity, participants will understand the benefits of our EU, its diversity, and realize that we need it to make our lives work normally compared to other countries.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.4	Migrants in the labor market "- problems, perspectives, concepts about migration	Activity focused on migration. This issue remains misunderstood by EU citizens. By explaining the concepts and possible perspectives, we can influence the negative opinion of participants on this issue.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.5	Monument to the evicted and deported The power of cultural heritage for humanity	Through the activity, we want to achieve knowledge of intercultural identity, cultural heritage and the power of connecting nations through culture.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.6	The future of the euro area	The activity will focus on the opinions and expressions of citizens, we want as many young people and adolescents as possible to participate in the activity, because they are our future.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.7	Extremism and discrimination in the world Domestic violence and seniors!	The more widespread and very topical issue is discrimination. We have decided to pay full attention to this topic, because our goal is to stop it. Through the activity, we will provide citizens with relatively educational information and advice in order to work to change discrimination in society and, above all, violence.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and Zemné.	BEN	No
T1.8	How to protect yourself from disease	An activity dedicated to the health of our citizens.	Municipality Tešedíkovo, Ratíškovice, Nagyréde, Băile Tușnad, Tab and	BEN	No

			Zemné.		
--	--	--	--------	--	--

**Milestones and deliverables (outputs/outcomes)**

**Milestones** are control points in the project that help to chart progress. They may correspond to the completion of a key deliverable allowing the next phase of the work to begin. Use them only for major outputs in complex projects. Otherwise leave the section on milestones empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (🚩 automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#).

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				
MS2		1				

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Why to help Volunteering goes after the young!" Honors and rewards of all	1	Municipality Tešedíkovo	OTHER	PU — Public	24.06.2022, M6	The activity will be realized through a lecture, presentation, discussion. 2000 participants will take part in this activity. Language:

	volunteers who helped in times of pandemic  The meanings of volunteering in the world and a demonstration of solidarity and good deeds for people in need						Slovak English
D1.2	To the past - Charter of Fundamental Rights of the European Union	1	Municipality Tešedíkovo	OTHER	PU — Public	25.06.2022, M6	The activity will be realized through a lecture. 2000 participants will take part in this activity. Language: Slovak English
D1.3	The benefits of joining the EU, what the EU does for us at a time when we need help (pandemic, discrimination ...)	1	Municipality Tešedíkovo	OTHER	PU — Public	25.06.2022, M6	The activity will be realized through a workshop. 2000 participants will take part in this activity. Language: Slovak English
D1.4	Migrants in the labor market "- problems, perspectives, concepts about migration	1	Municipality Tešedíkovo	OTHER	PU — Public	25.06.2022, M6	The activity will be realized through a lecture. 2000 participants will take part in this activity. Language: Slovak English
D1.5	Monument to the evicted and deported  The power of cultural heritage	1	Municipality Tešedíkovo	OTHER	PU — Public	25.06.2022, M6	The activity will be realized through a lecture. 2000 participants will take part in this activity. Language:

	for humanity						Slovak English
D1.6	The future of the euro area	1	Municipality Tešedíkovo	OTHER	PU — Public	26.06.2022, M6	The activity will be realized through a discussion. 2000 participants will take part in this activity. Language: Slovak English
D1.7	Extremism and discrimination in the world Domestic violence and seniors!	1	Municipality Tešedíkovo	OTHER	PU — Public	25.06.2022, M6	The activity will be realized through a special seminar, an interview. 2000 participants will take part in this activity. Language: Slovak English
D1.8	How to protect yourself from disease	1	Municipality Tešedíkovo	OTHER	PU — Public	26.06.2022, M6	The activity is realized through an interview. 2000 participants will take part in this activity. Language: Slovak English

Estimated budget — Resources										
Participant	Costs									
	A. Personnel	B. Subcontracting	C.1a Travel	C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	E. Indirect costs	Total costs

[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR
For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see <a href="#">Portal Reference Documents</a> )														

**Work Package ...**

To insert work packages, copy WP1 as many times as necessary.

**Overview of Work Packages (n/a for Lump Sum Grants)**

Staff effort per work package						
Fill in the summary on work package information and effort per work package. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						

2						
3						
4						
					Total Person-Months	

**Staff effort per participant**

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.

Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

**4.3 Timetable****Timetable (projects up to 2 years)**

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

**Note:** Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS
----------	--------

	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 – Task 1.8																								
Task 1.2 - ...																								
Task ...																								

**Timetable (projects of more than 2 years)**

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

**Note:** Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

**4.4 Subcontracting****Subcontracting**

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

**Subcontracting** — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

**Note:** Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks). Make sure that subcontractors are aware of the

<i>principles of gender mainstreaming and non-discrimination mainstreaming.</i>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>						



## 5. OTHER

### 5.1 Ethics and EU values

#### Ethics and EU values

*Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.*

*Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall 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.*

*If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the [Keeping Children Safe Child Safeguarding Standards](#).*

*Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.*

*Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.*

In the applicant's municipality, the statutory body is the mayor Mgr. Ildikó Agócs Kőrösi. This means that there is a woman in the management position, discrimination in this respect was not justified at all. All partners are of the opinion that gender equality should work everywhere in the world, not only in the EU. No ethical issues should arise during the implementation of the project, despite the fact that marginalized groups or people with disabilities also live in the village. So far, there has been no problem of this type in the village. From the beginning of the project implementation planning, all participants were involved, regardless of age, gender, nationality, religion or sexual orientation or job position. Men, women, children, boys, girls, seniors, all will have the same opportunity to use their potential and participate in individual activities. We promote the right to freedom of expression for all. Of course, all the rights of the EU Charter of Fundamental Rights and the UN Convention on the Rights of the Child (UNCRC) will be upheld, respected and protected. Of course, throughout the project, the principles of protecting children and ensuring their safety are overseen.

The municipality of Tešedíkovo has secured all internal resources / capacities for the implementation of the submitted project. There is no need to provide external capacity / external management.


### 5.2 Security

#### Security

Not applicable.

## 6. DECLARATIONS

#### Double funding

Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p>	Yes
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p>	Yes

Financial support to third parties (if applicable)
<p>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</p>
<p>Not applicable.</p>

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

**LIST OF PREVIOUS PROJECTS**

<b>List of previous projects</b> <i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
Municipality of Tešedíkovo and Ministry of Agriculture	302021H513-Reconstruction of a community building to a pre-school institution	06/2018-09/2019	COO, BEN	91 988,94 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and COOP Jednota Foundation	Building of childrens playground	08/2020	COO, BEN	6 000,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and Nitra Regional Municipality	Fairy Tail Festival	10/2019	COO, BEN	1 200,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and Slovak Football Association	Let's give a goal together	02/2021-07/2021	COO, BEN	1000,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and Nitra Regional Municipality	Tešedíkovo's running contest	08/2020	COO, BEN	1 190,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and Ministry of education, science, research and sport	Wise playing	06/2021	COO, BEN	1000,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo	Childrens' sport and adventure camp	08/2021	COO, BEN	1 500,00 EUR	<a href="http://www.tesedikovo.sk">www.tesedikovo.sk</a>
Municipality of Tešedíkovo and Csángó	Childrens Day with locomotive	06/2019 08/2020	sponsors hip	2 250,00 EUR	Csángó NGO facebook

NGO		08/2021			
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HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	07.03.2022	In Work packages 1, we corrected the project duration to 9 months. In section 4.3, we adjusted the duration of the activities to 9 months.

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount <sup>1</sup>
	WP1 Citizens action, Union reaction!	
	Lump sum contribution	
	a	b = a
1 - OBEC TESEDIKOVO	27 485.00	27 485.00
2 - RATISKOVICE		
3 - NAGYRÉDEI		
4 - BAILE TUSNAD		
5 - Tab		
6 - ZEMNE		
Σ consortium	27 485.00	27 485.00

<sup>1</sup> The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

## **ANNEX 5**

### **SPECIFIC RULES**

#### **INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE (— ARTICLE 16)**

##### **Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes**

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they



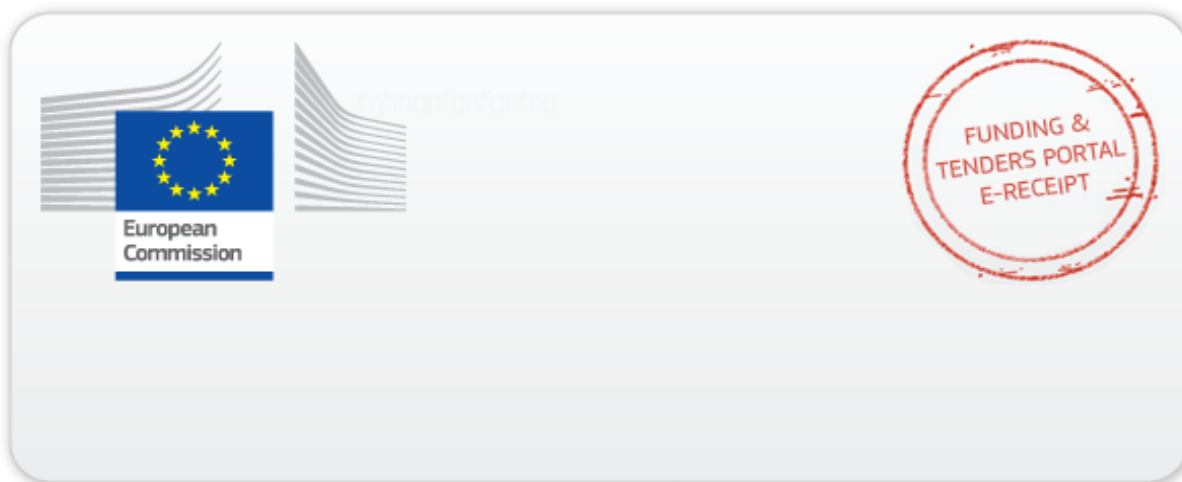
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

## **COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)**

### **Additional communication and dissemination activities**

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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