



Citizens, Equality, Rights and Values

CERV for impactful projects



CERV-2025-CITIZENS-TOWN-NT

Networks of Towns

CERV Programme

Online Info Session

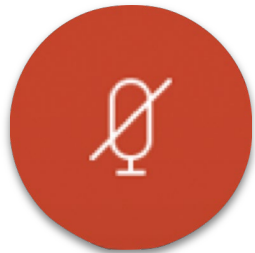
*European Education and Culture
Executive Agency*

6 February 2025

Stanciulescu Luminita & Varzan Simona

Get Webex ready...

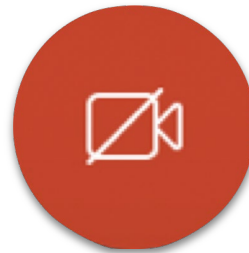
Microphone



OFF

Stay muted

Camera



OFF

Please keep your camera off

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#5160505



Join us on
www.slido.com for
questions & live polls

We remind you....

- When entering the meeting **please do not put your name** but write your organisation and your country, e.g. 'Municipality of Brussels, BE.'
- This info session will be **recorded** using WebEx, for dissemination and publication purposes (on EACEA website for 1 year).
- If you **do not wish to appear** in the recording, keep your camera and microphone off.
- **No personal data will be collected from participants** (no list of participants/emails of participants).
- Please refer to the **Data Protection Notice** of the event for more information.

No personal data will be collected!!

Live Poll (1)

Which country are you joining us from?

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#5160505



Live Poll (2)

Which emoji best represents how you feel at the moment?

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#5160505



Live Poll (3)

How familiar are you with the Call
Networks of Towns?

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Agenda

9:15-9:30	Connection of participants & speakers to Webex	SLIDO
9:30-9:40	Welcome and opening remarks	EACEA.B3 Deputy Head of Unit KISEVIC Srd
9:40-09:55	PART I Political priorities Information on policy priorities, areas of intervention, budget available, expected activities and results	DG JUST H3.003 SHARP Christopher
09:55-10:55	PART I Application procedure Admissibility, eligibility and award criteria Horizontal aspects: EU values, gender mainstreaming and child protection policy Lump – sum type I financing system Submission process	EACEA.B3.01 REA
10:55-11:10	PART I Questions & Answers	
11:10-11:25	Break	

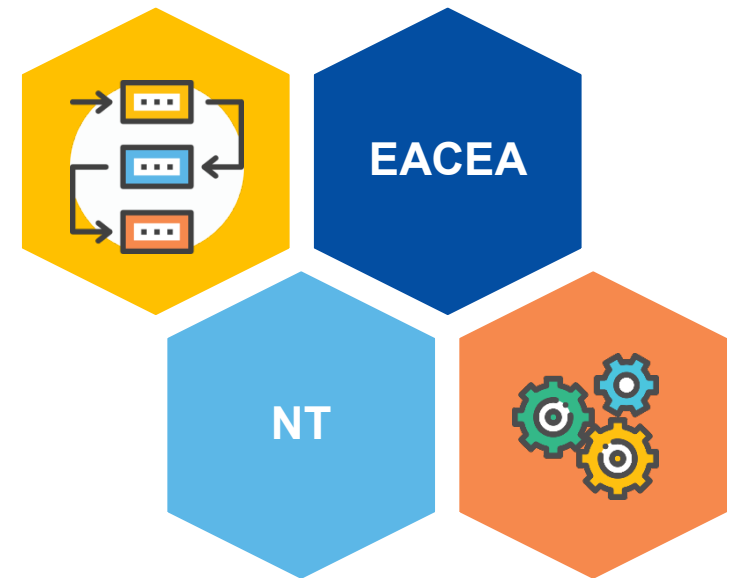
Agenda

11:25-12:10	PART II Best practice testimony Communication obligations Tips & tricks of a good application	EACEA.B3 .01
12:10-12:25	Part II Question & Answers	
12:25-12:40	National Contact Points and their role in assisting the applicants (NCPs)	NCP representative Cseriová Tímea
12:40-12:45	Feedback from the meeting	SLIDO
12:45 -13:00	Closing remarks	EACEA.B3 .01 Head of Sector XETHALI Katerina

Welcome and opening remarks

KISEVIC Srd, Deputy Head of Unit EACEA B.3.

- European Education and Culture Executive Agency
EACEA
- Citizens' engagement and participation &
Citizens, Equality, Rights and Values
- eGrants



1) Citizens, Equality, Rights and Values Programme

EU FUNDING OPPORTUNITIES

Christopher Sharp DG JUST H3



What are the Programme's objectives?

To protect and promote rights and values as enshrined in the EU **Treaties and the EU Charter**

by **supporting civil society organisations** and other stakeholders active at local, regional, national and transnational level,

by encouraging civic and democratic participation, in order to sustain and further develop open, rights-based, democratic, equal and inclusive societies based on the rule of law

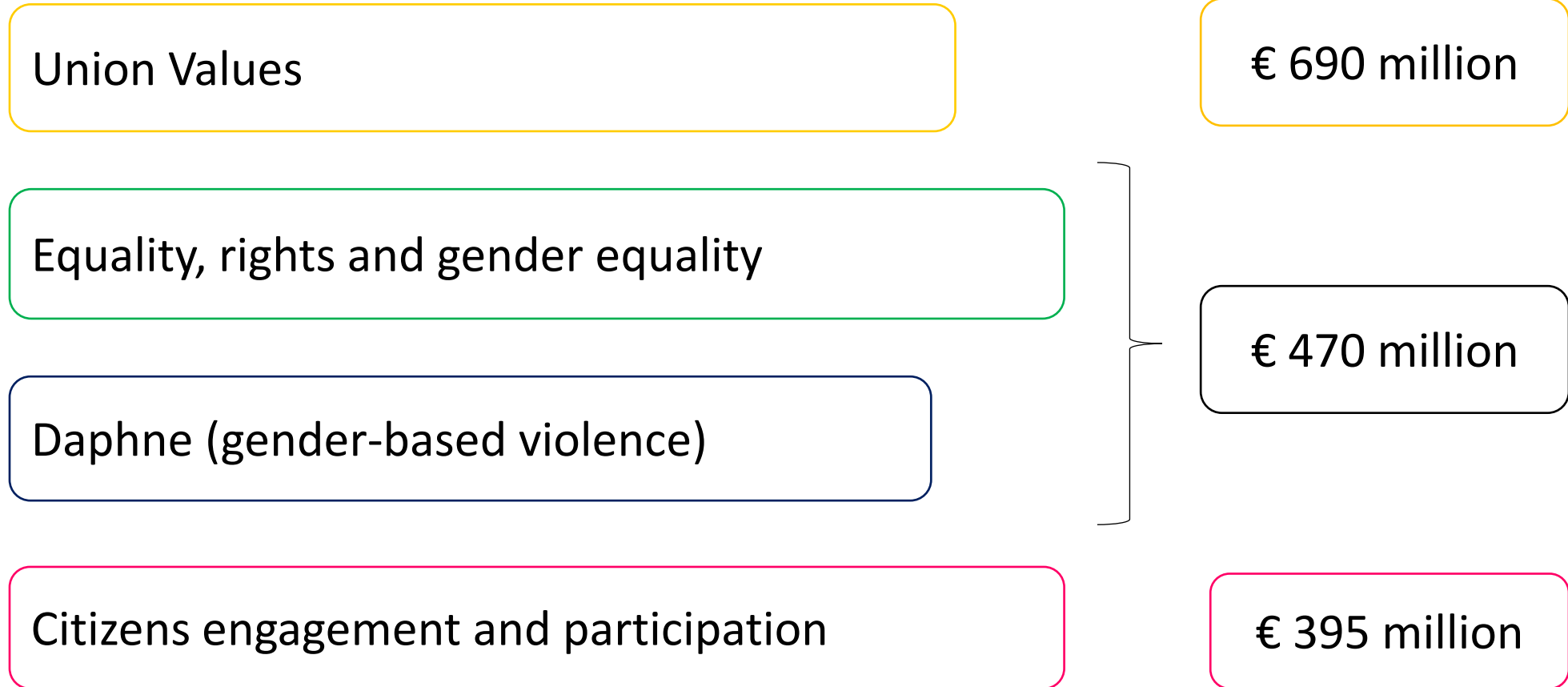
Union values strand

Equality, Rights and Gender Equality strand

Citizens' engagement and participation strand

Daphne strand

Budget: 1.55 billion euro for 2021- 2027



General objectives Networks of Towns 2025

To promote exchanges between citizens of different countries, in particular through networks of towns, to give them practical experience of the wealth and diversity of the common heritage of the Union and to make them aware that these constitute the foundation for a common future.

To develop sustainable networks of towns, deepening and intensifying their cooperation, while outlining their long-term vision for the future of European integration.

Specific policy Priorities Networks of Towns 2025 (I)

- Bringing citizens together to **discuss and share best practices**, and thus helping to increase **citizens' engagement** in society and ultimately to their active involvement in the democratic life of the Union;
- Promoting awareness and building knowledge of EU citizenship rights, free movement of people and associated **European common values** and common democratic standards, making them more tangible for EU citizens;
- Identifying ways to further **strengthen the European dimension** and democratic legitimacy of the EU decision-making process and fostering free, open and healthy democratic governance in an era of low turnout in elections, populism, disinformation and challenges facing civil society, including by supporting the active participation of citizens, including children, and civil society organisations in policy-making at local, national as well as European levels;
- Promoting awareness, **building knowledge and sharing best practice** on the benefits of **diversity** as well as effective measures on how to tackle **discrimination** and **racism** at local level;

Specific policy Priorities Networks of Towns 2024 (II)

- Promoting **awareness and building knowledge of the role of minorities**, such as people with a minority racial or ethnic background (for instance Roma and migrants), **in European society** and their contribution to Europe's cultural development;
- **Promoting prevention measures and awareness** raising efforts, sharing best practices policies **aiming to curb violence** against women, domestic violence and violence against children at the local level, as well as bullying;
- Projects may also **promote awareness** of the importance of the **citizens' democratic participation** through cultural activities, including by drawing inspiration from or being related to the New European Bauhaus initiative.

Horizontal: The **gender equality perspective** should be taken into account when designing the 'format' of the activities

Networks of Towns - Expected impact

- **Increased citizens' engagement** in society and ultimately their active involvement in the democratic life of the Union;
- Creation of **lasting links** among partner organisations;
- **Better information on the rights** conferred by EU citizenship and their improved implementation in Member States;
- **Improved awareness** and better provision of information to mobile EU citizens and their family members **on their EU citizenship rights**;

- Enhanced **participation** of citizens and civil society **organisations to local, national and European policy-making processes**;
- Improved **awareness** of the benefits of **diversity** and the tackling of discrimination and racism;
- Increase in and encouragement of **mutual understanding and respect** for European minorities, such as Roma;

- **Stronger awareness of the contribution of migration, migrants and their descendants to the cultural richness, diversity and common history of Europe**;
- **Increased awareness of the importance of citizens' participation**, including through cultural activities;
- Increased awareness of **effective prevention policies** at the local level **regarding violence against women, domestic violence, and violence against children**

2) Timetable, main aspects, evaluation criteria

CERV-2025-CITIZENS-TOWN-NT

Luminita Stanciulescu Call Coordinator EACEA B3

Timetable *(Call Document - section 4)*

Evaluation	Information on evaluation results	Grant signature
April – July 2025	September 2025	December 2025

Networks of Towns - Eligibility



- Organizations must be **legal entities** (public or private non profit bodies)
- Be established in one of the **eligible countries**, updated list here: [list-3rd-country-participation_cerv_en.pdf \(europa.eu\)](#)
- Public bodies or non-profit organisations: *towns/municipalities* and/or other levels of local authorities or *their twinning committees* or non-profit organisations representing local authorities (support letter)
- Organisations from at least 4 different eligible countries of which at least 2 are EU Member States (**Consortium**); **it is a multi-beneficiary action**
- Activities must take place in at least 2 different eligible programme countries

Duration: 12 - 24 M

**Budget: min. amount
of 100.000 EUR**

Grant: lump sum

**Total budget:
10.000.000 EUR**

Co-financing principle: it is not a percentage as for budget-based projects (the lump sum does not cover all the costs of the project)

Networks of Towns - Eligibility

- Under the Call CERV-2025-CITIZENS-TOWN-NT the grants are lump sums.
- The lump sum calculation is based on two parameters: **number of direct participants** at the events and **number of eligible countries per EVENT** (in situ or online). The event **is linked to a meeting**, an interaction with a dedicated public.
- All participants are taken into account for the calculation of the lump sum not only the international ones (all direct participants from eligible countries local and travelling).
- Lump sum amounts and other requirements to be consulted here: [ls-decision_cerv_en.pdf \(europa.eu\)](#)
- For in-situ events, the lump sum amount is intended to cover staff costs, travel and subsistence, room rental/interpretation/translation/technical resources, communication/dissemination costs, costs for research and IT tools, and coordination costs.
- For online events, costs for travel and subsistence costs have been excluded.



Networks of Towns

- Subcontracting is allowed but it should be limited and observe certain criteria (for this call subcontracting does not have to be explained -> Part B – « not applicable »)



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.

like the provisions of the FRR themselves, see also FRR 17(1)(b);

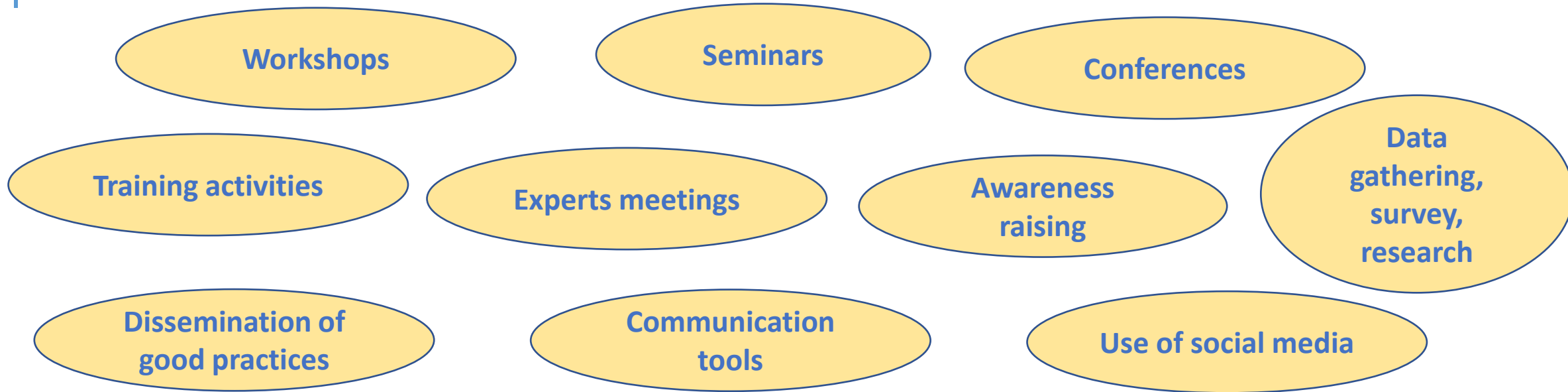
Subcontractors vs suppliers of goods, works and services

The core criterium for distinguishing between **subcontracts** and contracts/purchases is whether it concerns an action task as set out in the description of the action (Annex 1 of the Grant Agreement).

Subcontracts	Contracts/Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).
The price for the subcontracts will be declared as Subcontracting costs' in the financial statement.	The price for these contracts will be declared in one of the 'Purchase costs' columns in the financial statement.

Example (subcontracts): Subcontract to organise a conference that is set as part of the tasks in the description of the action.

Type of activities



- **Gender equality** to be mainstreamed
 - If activities involving **children**: -
declaration on **child protection requirements**
to be provided



EU Values, Gender mainstreaming & Child Protection Policy

Inmaculada Perez Rocha, EACEA.B3



Adherence to EU values

Eligibility criteria

Ethics and EU values (5.1 section of Part B)

Article 21 of the EU Charter of Fundamental Rights

...Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. ...Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.

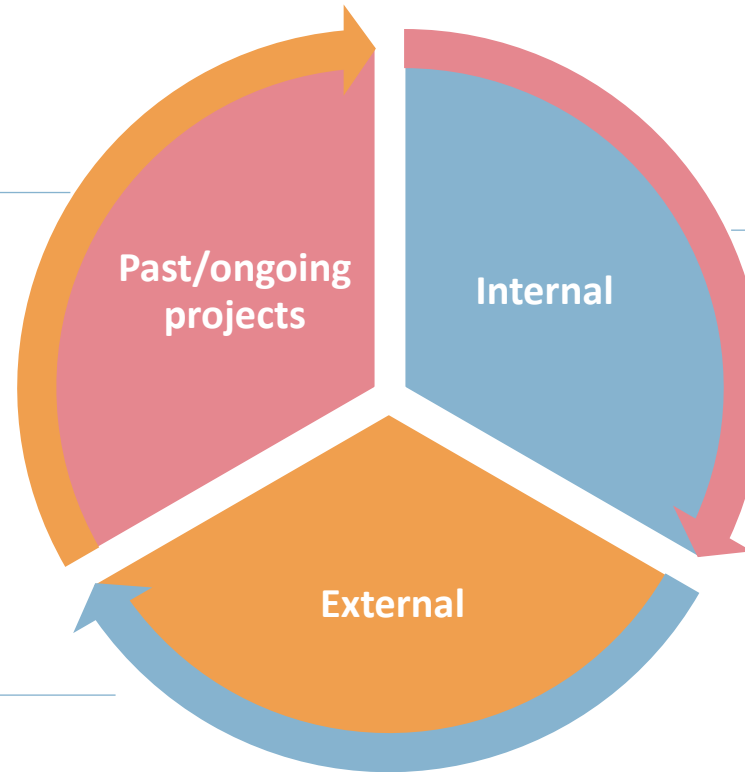
Article 2 of the Treaty on the European Union

...The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities...

How can you show adherence to EU values

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

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



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

Integrating a gender perspective into projects

[Introduction to Gender Mainstr...](#)

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

Needs assessment

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

Monitoring & Evaluation

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

Implementation & Dissemination

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

How to make sure you integrate a gender perspective?

When you draft your proposal, please consider the questions below

Basic

- Did I conduct a **gender equality analysis** to assess my project's design, implementation and impact?

Basic

- Did I take into account **gender aspects in my needs assessment**?

Basic

- Will the data and indicators I collect and create be **disaggregated by sex**?

Basic

- Did I include in my proposal a **commitment to advance gender equality**?

Basic

- Did I include in my proposal a **commitment to monitor and report on the gender equality results achieved** by the project in the evaluation phase?

Advanced

- Do I plan to create **gender-specific indicators** to measure the project's gender equality objectives?

Resources for your consideration

Please visit the EIGE Website

[Gender Mainstreaming Toolkit](#)

[Gender statistics and indicators | EIGE \(europa.eu\)](#)

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

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

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

[Gender awareness-raising | EIGE \(europa.eu\)](#)

Child Protection supporting documents

- for all the participants implementing activities involving children (below the age of 18):
 - private entities must submit their child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#) (see section 6 Ethics and EU values)
 - public entities must submit at GAP stage a declaration on honour on the respect of child protection requirements (template to be provided by EACEA to projects invited to the GAP) (see section 6 Ethics and EU values).

NEW award criterion **Quality**: *ethical issues, measures and policies to guarantee child safeguarding (for activities involving children)*

International Child Safeguarding Standards

International Child standards ...

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

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

The policy must be published online and transparent to everyone

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

Child Protection Policy (CPP)

Areas

POLICY

PEOPLE

Procedures

Accountability

Evaluation criteria

Admissibility

- Respect the deadline
- Electronic submission
- Part A+B+C+Annexes

Eligibility

- Legal entities (public or private) from eligible countries
- Activities in eligible countries
- Min. 4 organisations
- Minimum participation for in situ and online (see [lump sum decision](#))
- Minimum proposal budget 100.000 EUR

Exclusion

Bankrupt, fraudulent organisations, in breach of laws and contracts (Article 136, 141 EU Financial Regulation 2018/1046)

Selection

Operational capacity
Financial capacity (if selected for funding)

Award

- Relevance
- Quality
- Impact



Please refer to the [call-fiche cerv-2025-citizens-town-nt_en.pdf](#) for complete set of requirements

Focus on Award criteria

1. Relevance (40 points)

- Minimum pass score: 25 points

2. Quality (40 points)

- Minimum pass score: n/a

3. Impact (20 points)

- Minimum pass score: n/a

**MAX
SCORE
100
POINTS**

**MIN PASS
SCORE
70 points**

3) How to apply?

Maria Carneiro REA D4

Simona Varzan Call Coordinator EACEA B3

Toolbox for a successful application

1. Preliminary steps before creating your proposal
2. Mind the proposal structure
3. Create proposal, required data
4. Structure of work packages and Deliverables
5. Reference documents and Online guidance

Preliminary steps

Go to the [Funding & tender opportunities portal](#)

STEP 1 - Find the Networks of Towns call and documents

STEP 2 - Find your project partners

STEP 3 - Create your EU login account

STEP 4 - Register your organisation and get your PIC

STEP 5 – Create a draft proposal



**BEFORE CREATING YOUR
PROPOSAL**

Step 1: Find the call

Call ID: CERV-2025-CITIZENS-TOWN-NT

- [EU Funding & Tenders Portal](#) Link to the Call page

Step 1: Find the call documents

General information
Topic updates
Topic description
Conditions and documents
Partner search announcements
Submission service
Topic related FAQ
Get support
Call information
Call updates

Topic conditions and documents

Conditions

1. Admissibility Conditions: Proposal page limit and layout

described in the [call document](#) .

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System

2. Eligible Countries

described in the [call document](#) .

3. Other Eligible Conditions

described in the [call document](#) .


4. Financial and operational capacity and exclusion

described in the [call document](#) .

5a. Evaluation and award: Submission and evaluation processes

described in the [call document](#) .

5b. Evaluation and award: Award criteria, scoring and thresholds

Evaluation criteria, scoring, threshold and process are described in the [call document](#) .

5c. Evaluation and award: Indicative timeline for evaluation and grant agreement

Read carefully the **Call document** before preparing your project

Call document available in 24 EU languages

Step 2: Find project partners

Launch your query by selecting the criteria of your interest



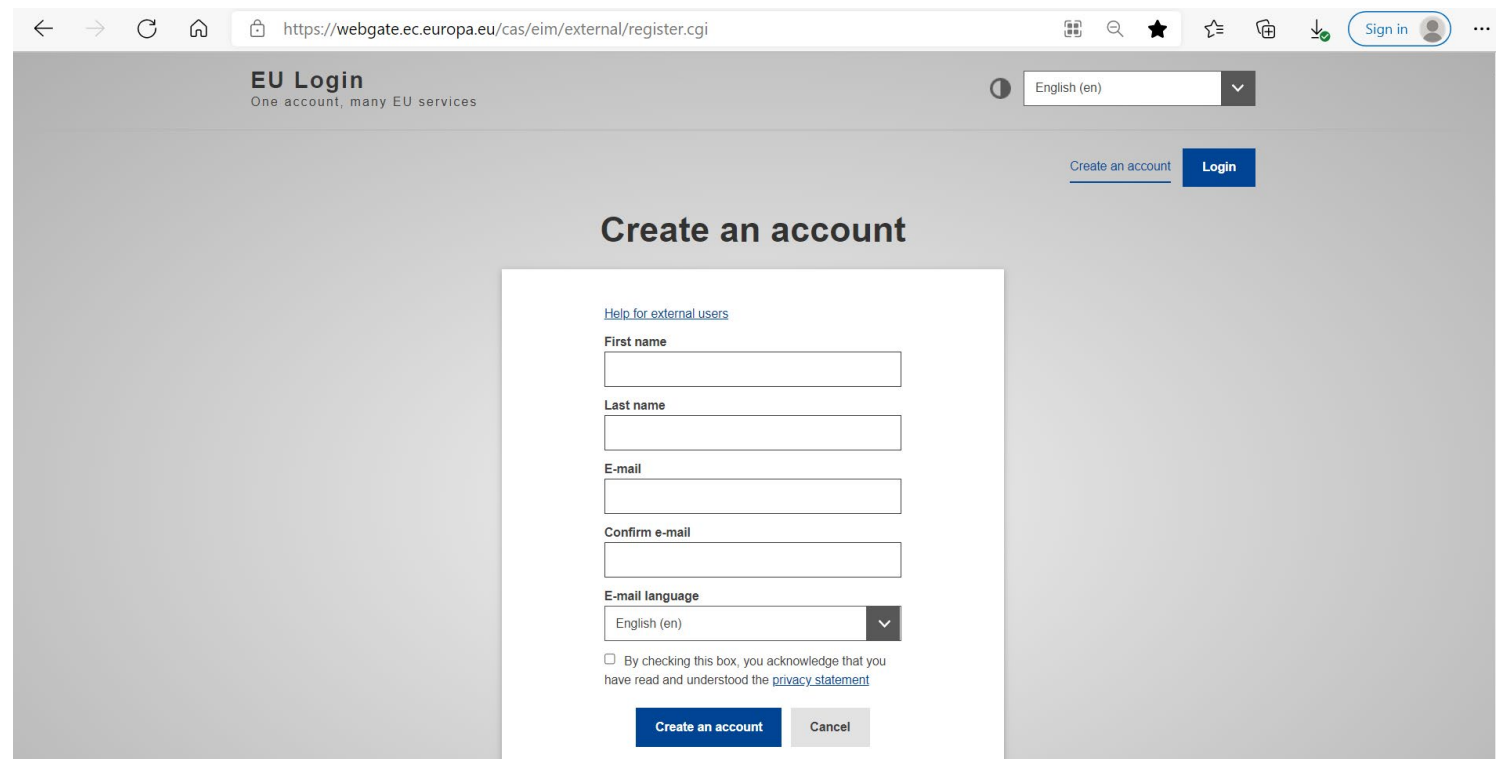
USEFUL TIPS:

- ❖ Refine your partner search via the tutorial available on the FTP portal: [Find partners - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ❖ Contact the CERV contact points

The screenshot displays the EU Funding & Tenders Portal interface. The top navigation bar includes the European Commission logo and the text 'EU Funding & Tenders Portal'. A search bar is located on the right. The 'Funding' menu is expanded, showing options like 'Calls for proposals', 'Partner search', 'Participant register', 'EU programmes', 'Funding updates', and 'Horizon4Ukraine'. The main content area shows search results for 'Small or medium-size enterprise' in 'Albania' with 298 partner search announcements. A 'MESSAGE' notification at the bottom right states 'You are connected'.

Step 3: Create your EU login account

Go to the page <https://webgate.ec.europa.eu/cas/login> and click on the "Create an account" link



The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. The page header includes the "EU Login" logo with the tagline "One account, many EU services" and a language dropdown menu set to "English (en)". Navigation links for "Create an account" and "Login" are visible in the top right. The main heading is "Create an account".

Below the heading is a registration form with the following fields:

- [Help for external users](#)
- First name:
- Last name:
- E-mail:
- Confirm e-mail:
- E-mail language:

At the bottom of the form, there is a checkbox with the text: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)".

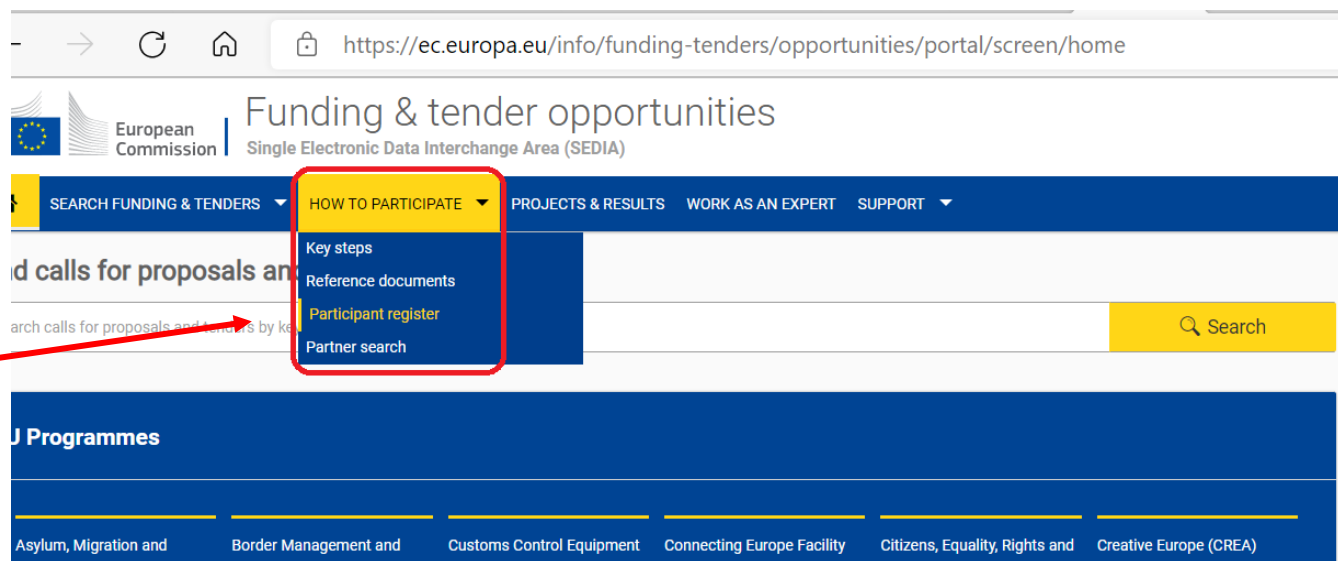
Two buttons are located at the bottom of the form: "Create an account" (in blue) and "Cancel" (in grey).

Step 4: Register your organisation and get your PIC

Upon registration, you will receive your **Participant Identification Code (PIC)** to be used in your online application form and further correspondence with the EU services

For new applicants only

For former applicants



- ❖ Check that your organisation has a PIC
- ❖ No need to register your organisation again
- ❖ Use your existing PIC

Step 5: Start submission

1. Launch Submission wizard

Start submission

 Need help?

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

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

Please select the type of your submission:

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

Start submission

2. Create a draft proposal by clicking on "Start submission"

Proposal structure

Part A

- **Administrative info**
- Data on project partners.
- Information about contact persons.
- pdf will be generated

Part B

- **Technical description**
- Data on needs analysis, methodology, activities & results.

Calculator

- **Budget calculator**
- Data on the amount requested for the action.

Part C

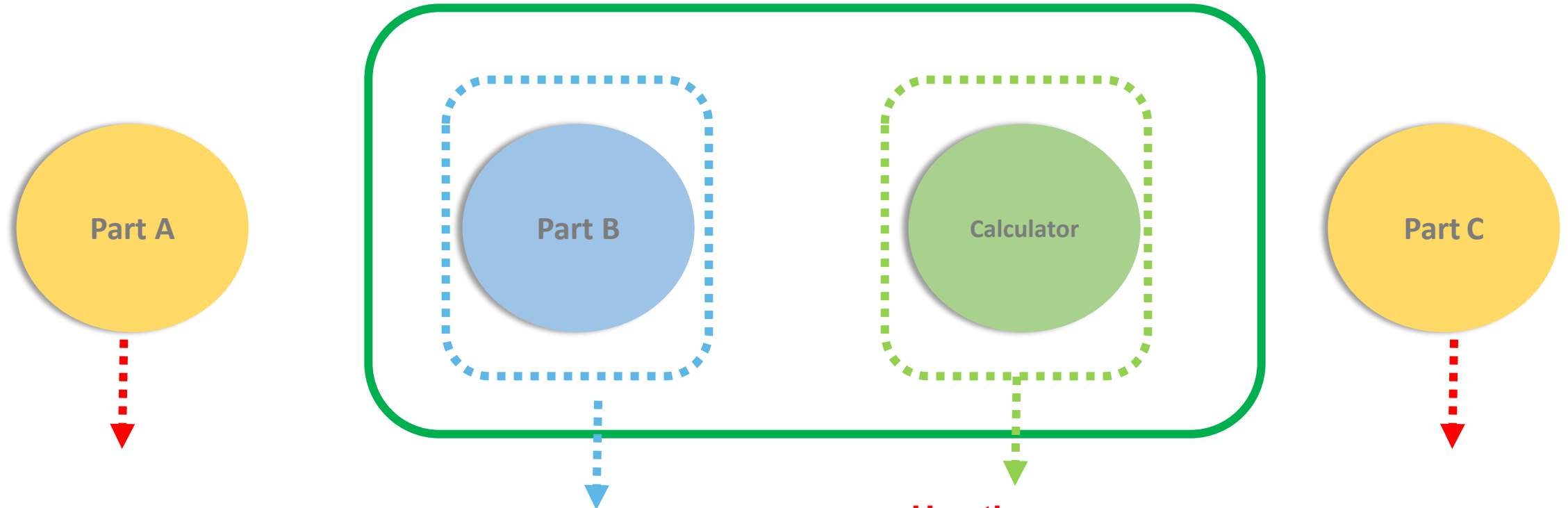
- **Indicators: KPI Tool**
- Data on participants reached. At submission and grant preparation stage, the data will be on your planned indicators.
- pdf will be generated

- ! **Consistency should be ensured in the data provided across all parts of the proposal**

Ex: same budget in all docs Part A and calculator

Proposal structure

To be downloaded



To be filled in directly online

- Download template
- Fill in into Word
- **Convert into PDF**
- **Upload PDF**

- **Use the right templates (one for NT)**
- Download template, fill in & **upload**

To be filled in directly online

Create proposal

Step 1



In case of technical issues,
contact the Helpdesk

Encode your PIC number

Indicate your role

Download Part B templates
and keep them aside

Fill in the "acronym"
and the "short
summary" sections

Fill in information
and "Save and go to
next step"

Call data

Call: CERV-2025-CITIZENS-TOWN-NT
Topic: [CERV-2025-CITIZENS-TOWN-NT](#)
Type of action: CERV-LS
Type of MGA: CERV-AG-LS

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

Download Part B templates

[Download part B templates](#)

Support & Helpdesk

[Online Manual](#) [IT How To](#)
[IT Helpdesk](#) [FAQ](#)

Find your organisation

PIC * Short name * [Search](#)

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

PIC: 923131832 Aero LTD MaartStreet 12 Almere, US VAT: 125648321	PIC: 892863661 SME Test Rue ABC, 3 Brussels, BE	PIC: 952853893 JANITOM Tomasz Janisz ul. Ogarna 111/112/6 Gdansk, PL
PIC: 913842918 Test Camelia-Valeria place Rogier Brussels, BE	PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle, BE	

Your role

Create a proposal

Step 2 - Networks of Towns

Number of part Human Rights Call

Human Rights Call
Brasov, RO
PIC: 458694715

1 Aero LTD Add Affiliated Entity + Contacts: 0 Add contact +

Aero LTD - test company
Almere, US
PIC: 923131832

Natalia MEREANU - Main contact

Change organisation Contact organisation

Add Partner + Add Associated partner +



MANDATORY:

- Add "partner" (=each participant involved in the project)
- Click Edit Forms (=part A) and fill in
- Click Edit Part C and fill in
- Upload the filled version of 'Part B templates', which include :
 - Part B
 - Calculator
- Upload the Child Protection Policy applicable in your organisation/declaration (only if activities involving children are foreseen)
- Upload the letter of support signed by your Municipality (only if a "Non for profit organisation representing a local authority" is involved in the project)

Administrative forms (Part A)

Edit forms Edit Part C (KPI) View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B * Upload

Calculator * Upload

List of previous projects Upload

Child protection policy Upload

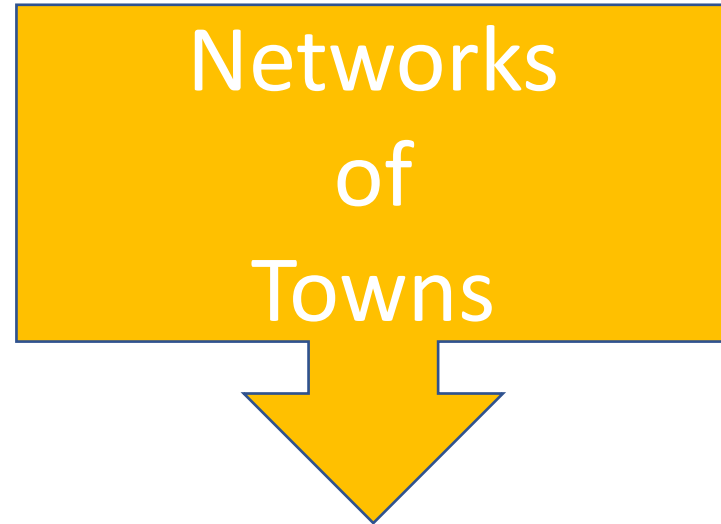
Letters of support Upload

Other annexes Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

To check if errors/ missing information

Structure of work packages



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

Work packages - Events

Work Package 1: [Name, e.g. Project management and coordination]		
Duration:	M X - M X	Lead Beneficiary:
Objectives <i>List the specific objectives to which this work package is linked.</i>		
▪		
Activities (what, how, where) and division of work <i>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). Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i>		
Note: <i>In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions. The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinators should indicate the in-kind contributions. If there is subcontracting, please also complete the table below.</i>		
Task No (continuous numbering linked to WP)	Task Name	Description
T1.1		
T1.2		

Insert a relevant name for your event, e.g. NT Event / Seminar on ... / ...

WP dedicated to management and coordination is NOT applicable for NT

Describe objectives

List activities, e.g. Conference, workshop, publication of articles, publication on social media....

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

Ref. NT 2025 Call Document: Activities that can be funded, p.7-8

Deliverables

Insert a relevant name
e.g. publication, data collection, video,
website, White Paper, training
material...

At least one DLV per WP (event)

Describe the DLV (type, estimated
number of participants, countries...)

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](#).

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings,	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C]		

Budget & Work packages

Budget calculator

“Tpl_Calculator (CERV LS, NETWORKS NT).xls”

Event (Work Package) Number	Event type: in situ OR online (manual input)	Number of countries (manual input)	Number of participants (manual input)	Lump sums (EUR) (automatic)
1	Online	7-9	201-300	EUR 20.925
2				EUR 0
3				EUR 0
4				EUR 0
5				EUR 0

Online

In Situ

Countries of residence of participants

Direct participants counted once

An **event** is one or a series of activities, not necessarily performed on the same day and can include different types of **activities** (conferences, workshops, trainings, seminars, debates, webinars, exhibitions, film screenings/ making, campaigns, publications, surveys, research, flashmobs, etc).

Lump sum (based on n. of direct participants). It co-finances staff costs, travel and overnight stay costs, rental of rooms, communication/ dissemination costs, research and IT tools costs, indirect costs

MISTAKES FROM PREVIOUS SELECTIONS (I)

- Missing annexes such as Child Protection Policy/declaration on honour, letters of support
- Incorrect budget calculator used (not the one for Networks of Towns)
- **Inconsistencies in budget between Part A and the budget calculator (total). Must be the same total amount**
- Private for profit among partners
- Insufficient number of partners (for 2025 must be 4 different partners)
- The eligible countries are the Member States, Albania, Bosnia, Kosovo, Montenegro, Serbia, Ukraine (some countries under negotiations)

MISTAKES FROM PREVIOUS SELECTIONS (II)

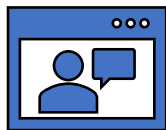
- Partners are full beneficiaries, they are not to be encoded under associated unless from a country not eligible in CERV
- Carefully choose your partners not to have them withdraw at a later stage (in case the application is successful)
- The partners should be validated as much as possible or have all documents uploaded in the Portal to save time at grant agreement signature level
- Repetition in the topic, activities, too many priorities tackled superficially in an application, same partners from year to year (duplication); more innovation and diversity is expected

Reference documents & Online Guidance



EU Funding & tenders' portal

The screenshot shows the EU Funding & Tenders Portal interface. The top navigation bar includes 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert', and 'Guidance & documents'. The 'Guidance & documents' menu is expanded, showing options like 'Guidance & manuals', 'Reference documents', 'How to participate', 'FAQ', 'Helpdesk & support', and 'Videos'. The main content area displays details for the 'Networks of Towns' call for proposals (CERV-2025-CITIZENS-TOWN-NT). Key information includes: Programme (Citizens, Equality, Rights and Values Programme (CERV)), Call (Call for proposals for Networks of Towns (CERV-2025-CITIZENS-TOWN-NT)), Type of action (CERV-LS CERV Lump Sum Grants), Type of MGA (CERV Lump Sum Grant [CERV-AG-LS]), Deadline model (single-stage), Opening date (17 December 2024), and Deadline date (17 December 2024, Brussels time). The 'Expected Outcome' section lists: 'Increased citizens' engagement in society and ultimately their active involvement in the democratic life of the Union;' and 'Creation of lasting links among partner organisations;...'. A 'Show more' link is visible at the bottom of the 'Expected Outcome' section.



Watch info sessions

on [How to find and apply for calls for proposals](#)

How to find partners

and [How to get your Participant Identification Code \(PIC\)](#)

Guidance & Manuals

[Online Manual](#)

[Reference](#) documents

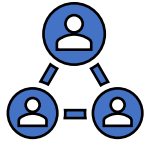
Work Programme and [call document](#)

[IT How to](#)

[Helpdesk](#) and Support Services

Call document
available in 24
EU languages

Contacts and useful links



[CERV Contact Points](#) in most CERV programme countries



DG Justice and Consumers [newsletter](#)



EACEA-CERV@ec.europa.eu



Best practices : Example of [funded projects](#) under previous [CERV call](#) and under the previous programme [Europe for Citizens](#)

Questions

Coffee Break – See you in 15 minutes!



Project experiences from Network of Towns Communication, Dissemination and Visibility

Inmaculada Perez Rocha, EACEA.B3
Stella Mancini, EACEA.B3

Project experiences

CERV-2022-CITIZENS-TOWN- NT

- **NOTE: Network of Organizations and Towns for the European Elections (18 months)**

Main coordinator: FATTORIA PUGLIESE DIFFUSA APS (Italy)

Start date: 01/01/2023



NETWORK OF ORGANIZATIONS
AND TOWNS FOR THE EUROPEAN
ELECTIONS



Co-funded by
the European Union

Network of Organizations and Towns for the European Elections

CERV - Networks of Towns

Project dates: January 2023 - July 2024

Budget: 171.210 euro

Partners: 12 Towns across 11 EU Member States

Italy- Fattoria Pugliese Diffusa - Project Leader

Romania - Asociația Nameless Art

Lithuania - VšĮ Kauno regiono plėtros agentūra

Spain - Asociación Amigos de Europa

Bulgaria - International Initiatives for Cooperation

Spain - Ajuntament D'Ontinyent

Portugal - Município do Fundão

Croatia - Town Ludbreg

Latvia - Kurzeme Planning Region

Poland - LAG "Dolina Rzeki Grabi"

Belgium - ECIT Foundation

Germany - Connection:Berlin - Associated partner



NETWORK OF ORGANIZATIONS
AND TOWNS FOR THE EUROPEAN
ELECTIONS



**Co-funded by
the European Union**

MAIN AIM

to bolster democratic engagement and participation ahead of the 2024 European Parliament Elections.

FUNDAMENTAL OBJECTIVES

- 1) fostering a robust network of towns and organizations committed to active citizenship
- 2) bringing European institutions closer to citizens, particularly young people aged 18-35
- 3) developing practical tools to ensure informed participation in the 2024 European Elections.

ACTIVITIES

- 7 meetings: 3 in-situ and 4 online and/or hybrid
- 30 FAC.E.ES.
- 12 Podcasts <https://tinyurl.com/FattoradioNote>
- 1 Note Toolbox <https://tinyurl.com/NoteToolbox>



projectnote_europeanelections



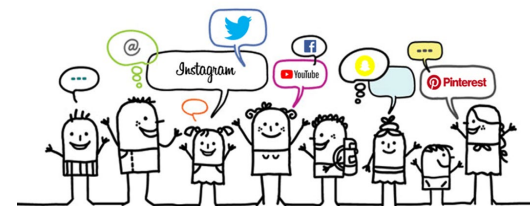
ctnoteeuropeanelections



Communicating your project

Communication, dissemination and visibility

- Communication and dissemination activities **impact the score** you receive in the assessment
- What are the **communication channels** identified? Are they accessible to the general audience, in particular to people from marginalized groups?
- Is the action likely to produce a positive multiplier effect?
- Is the project linked to EU policies ? (for ex 2025 = European Year of Digital Citizenship Education)



Communication, dissemination and visibility

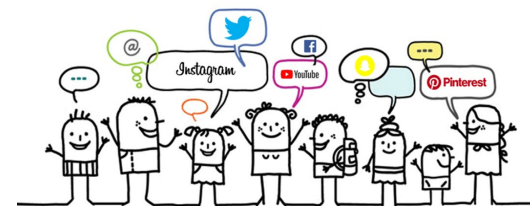
- Do the activities meet points such as:
 - ...contributing to the promotion of gender equality and non-discrimination?
 - ...ensure the visibility of the EU funding ?



Funded by the
European Union



Co-funded by the
European Union



Contacts and useful links



[CERV Contact Points](#) in most EU countries



DG Justice and Consumers [newsletter](#)



[EU representation](#) in your country



[EU Direct](#) for information, services and support



Best practices : Example of [funded projects](#) under previous [CERV call](#) and under the previous programme [Europe for Citizens](#)



EACEA-CERV@ec.europa.eu

Tips and tricks (I)



- **Read** the Call carefully!
- Focus on **eligibility** criteria and mandatory documentation (e.g. eligible countries, letter of support, calculation etc.)
- Projects in scope: choose at least one specific **priority**
- Integrate **horizontal** aspects: in the proposal the gender mainstreaming and/or the child protection perspective if the activities involve minors (child perspective under the award criterion Quality)
- Set realistic **realistic** objectives and results

Tips and tricks (II)



- Set good collaboration among **partners/ identify** clearly the activities to be done in advance
- **Clear** writing in the application form
- **Communicate!** And don't forget the **impact** of your projects' results
- **Don't wait** until last moment to submit
- If something is not clear, **contact the NT team** and check the **[FAQ](#)** section in the portal

Questions

6 February 2025



Citizens, Equality, Rights
and Values Programme

NATIONAL CONTACT POINTS

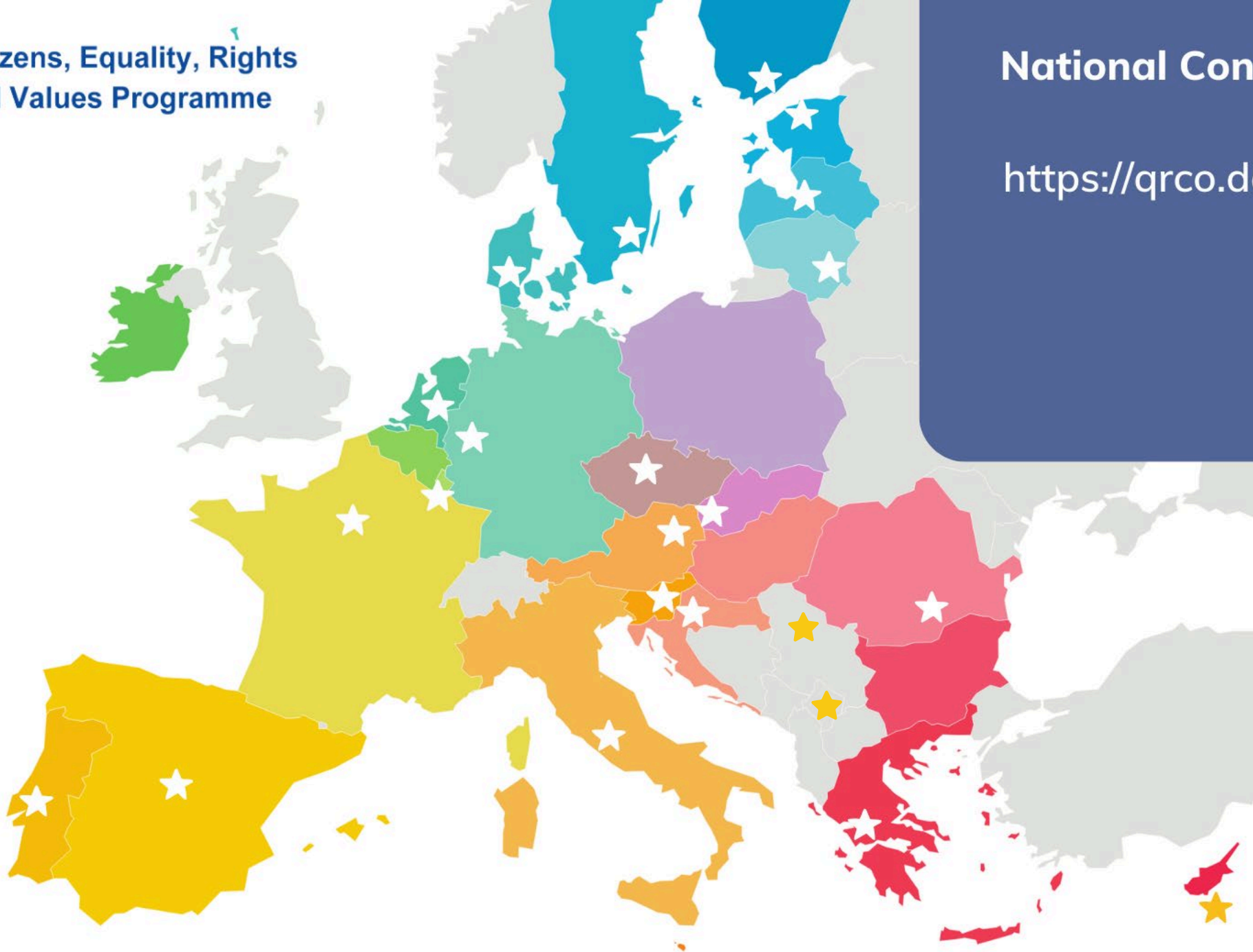
@NT Info Session

PRESENTATION:





Citizens, Equality, Rights
and Values Programme



National Contact Points
LINK

<https://qrco.de/cervNCPs>





OUR MISSION

INFORMATION

- providing information about the Programme & its **FUNDING OPPORTUNITIES** and about the policy initiatives in the areas covered by the Programme.

ADVICE

- facilitating the participation of stakeholders and giving advice to applicants;
- increasing the **CAPACITY** of stakeholders to take part in the Programme.

SUPPORT

- facilitating the **MATCH-MAKING** between potential partner entities on a transnational level;
- supporting applicants during the **APPLICATION PROCESS**.

DISSEMINATION

- dissemination of **BEST PRACTICE** projects;
- increasing knowledge and awareness of Programme results.

Citizens Equality Rights and Values

CERV Project Partner Search

This **partner search** is offered by the **National Contact Points** of the **CERV programme**. Here you can share your proposals in the making, project ideas, or interests in view of the **upcoming funding calls**, so that other (potential) participants & partners from around the EU can find or contact you! You can be either a prospective project leader wishing to find more partners, or a prospective project partner looking to find projects in which to participate. You could also state your wish to act as an advisor in certain fields of the programme.

HERE
you can find
the current entries.

NCP CERV Partner Search



[https://qrco.de/
CERVps](https://qrco.de/CERVps)

Search Filter: CITIZENS-T... leader

Search in All Submissions All time

Advanced Filters Funding Call(s) includes CITIZENS-TOWN-TT Preferred Role in the ... includes leader

Apply Filter

	Date	Organisation / Entity	Country	City	Role	Contact
9	Jun 7, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	info@citizens-act.org
10	Jun 7, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	info@emphasyscentre.
11	Jun 6, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	lucia.merlino@comunit
12	Jun 6, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	lucia.merlino@comunit
13	Jun 6, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	vasilis@cing.ac.cy
14	Jun 6, 2023	CHAR-LITI-CIVIC	Cyprus	Nicosia	Partner	proyectospolicia@ayto
15	Jun 2, 2023	EQUAL	Cyprus	Nicosia	Leader, Partner	contact@onepeople.in

...	Organisation / Entity	Country...	City ...	T
	IASIS	Greece	Athens	Youth
pl	Centre for Promotion and D...	Polska	Łódź	social
pav...	Panevėžys County Gabrielė...	Lithuania	Panevėžys	SSea
rg	OTI Group	Cyprus	Latsia	resear
/	Materia Group - AgeCare (...)	Cyprus	Nicosia	ageis
y	Youth Empowerment Found...	Cyprus	Nicosia	Social
	TRAMES Onlus	Italy	Firenze	Envir
at	Ayuntamiento de Ascó	Spain	Asco	Cultu
	Citizens ACT	Cyprus	Nicosia	Hum

NCP CERV Partner Search



<https://qrco.de/CERVps>

JOINT EVENTS

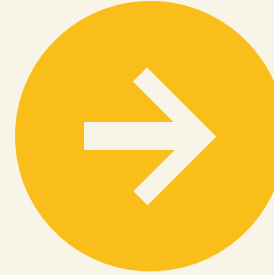


- Learn more about [current CERV calls](#)
- Receive [direct support](#) from the CERV national contact points
- [Present your project idea or topic](#) and moderate a break-out room (or [participate](#) in break-out rooms initiated by other participants)
- Create [new projects or join projects](#) in the making
- Expand your project team and create [synergies](#)



Citizens, Equality, Rights
and Values Programme

NEXT EVENTS



CERV INNOVATION FORUM (tbc)

Call: Citizens' engagement and participation (CIV 2025)

***Priority 2. Countering disinformation, information manipulation
and interference in the democratic debate***

**concrete/more dates will be announced on the
registration form**

NCP Event Registration



[https://qrco.de/
CERV-forum](https://qrco.de/CERV-forum)



[www.facebook.com/
CERVprogramme](https://www.facebook.com/CERVprogramme)



Vlada Republike
Hrvatske
Ured za društvo
www.udruga.vlada.hr



Q&A

slido

5160505



Questions or comments?

Closing remarks

Katerina Xethali

Head of Sector



Q&A session

March 18 at 10:30

Webex link will be sent in due course

Thank you
For your attention

