

**Call for proposals**

 **Pan-European Civil society engagement grants - European Elections 2024**

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Directorate-General for Communication

Directorate for Campaigns

Youth Outreach Unit

**CALL FOR PROPOSALS**

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# Introduction

This is a callfor proposals in order to award **pan-European** **civil society engagement grants** in the field of communication. The procedure will be managed by the **Directorate General for Communication of the European Parliament** in line with Regulation 2018/1046 ([EU Financial Regulation](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012)).

The principal objective of the call is twofold:

* to enable civil society and other multiplier organisations to harness the potential of their networks and their capacity to reach out to citizens by funding their **capacity building activities**, so that citizens become change-makers for the European elections, and play an active role in the communication around the European elections and in mobilising others to vote. The actions financed under this call shall provide European citizens with the skills, knowledge and motivation they need to effectively participate in the European elections and to encourage and support others to participate in their turn.
* to enable civil society and other multiplier organisations to **engage with citizens** online or offline and to foster debates about democratic participation around the European elections 2024. For offline events, preference is given to already existing events/festivals/programme in which the applicant is a participant.

**The applicants may apply with project proposals for one or both of the activities (capacity building activities and/or engagement with citizens) under the different action categories listed in section 3.2.**

This call is intended for **pan-European** civil society and other multiplier organisations. The European Parliament will publish other calls for proposals more specifically targeting national civil society organisations and other national multiplier organisations for the European Elections in the course of 2023.

Pan-European civil society engagement actions refer to actions implemented by pan-European civil society organisations and other multiplier networks to communicate and engage with citizens about the European Elections 2024, the role of the European Parliament (EP) and the EU and its democratic values in order to support democratic engagement through voting.

Such actions should also provide citizens and/or civil society representatives with an opportunity to discuss EU-related topics in the Member States and encourage participants to become active members of the “together.eu” community. To this end the activities implemented under this call should provide citizens with non-partisan and factual information, mobilise European citizens to go to vote, foster debates on the democratic role of the EP and empower citizens to play an active role in the democratic life, especially around the European elections.

For the purpose of the call, pan-European civil society organisations and other multiplier networks refers to a pan-European civil society organisation, a pan-European youth organisation, a pan-European trade union, a pan-European think tank, a pan-European business or trade association or a pan-European professional association.

In this sense, the concept of pan-European organisation refers:

-To either pan-European membership organisations which are a formal part of a network of organisations sharing common values. Only organisations part of a network represented in seven or more Member States can present proposals to this call;

-or to organisations representing formally the interest of a wide group of member organisations from different Member States. Only organisations with member organisations from seven or more Member States can present proposals to this call.

In this call for proposal, the European Parliament supports two type of activities:

* Capacity building actions (offline and/or online), which enable civil society and other multiplier organisations to train potential change-makers, who in turn will organise communication engagement activities around the European elections 2024 aimed at citizens of a diverse background.
* Communication actions or series of communication actions, offline and/or online, dedicated to engaging with event participants about the European elections 2024 and supporting democratic engagement among citizens. In case of participating in events, rather than being the organiser the applicant should be participating in an existing programme/event/festival.

Such communication actions should also provide citizens and/or civil society representatives with an opportunity to discuss EU-related topics in the Member States and encourage participants to become active members of the “together.eu” community.

Due to the objectives and target of the envisaged activities, grants are to be awarded in order for the organisers to continue working under their usual practices, preserving their independence and autonomy.

This call for proposals is open to all applicants complying with the criteria described in the following sections.

Grant agreements will be signed with the organisations which have submitted an action proposal and have been selected for co-financing based on the criteria laid down in this call for proposals. The grant agreements will define the precise subject and the conditions for implementation of the action covered and the maximum amount to be co-financed.

Potential applicants are invited to read the **call documentation** on the Funding & Tenders Portal Topic page, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf) and the [Guide for applicants.](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdfC%3A/Users/gclaverie/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/Q70X1YXO/3.Guide%20for%20applicants%20V2.0%20.pdf)

These documents provide clarifications and answers to questions potential applicants may have when preparing their submission:

* The Call Document outlines the:
* background, objectives, scope, activities that can be funded and the expected results (sections 2, 3, 4 and 5);
* timetable and available budget (sections 6 and 7);
* admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 8, 9 and 10);
* evaluation and award procedure (section 11);
* award criteria (section 12);
* legal and financial set-up of the Grant Agreements (section 13);
* The Online Manual outlines the:
* procedures to register and submit proposals online via the EU Funding & Tenders Portal (‘Portal’);
* recommendations for the preparation of the application;
* The [Guide for applicants](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdfC%3A/Users/gclaverie/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/Q70X1YXO/3.Guide%20for%20applicants%20V2.0%20.pdf):
* detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc.).

# Background

The 2024 European elections aim to reach out to as wide and diverse a public as possible, in all parts of the society, including the most vulnerable social groups and hard-to-reach audiences. The European Parliament is committed to mobilising these groups and engage with them about the added value of the achievements of the EU and of the EP, the importance of the European elections and of taking part in the democratic process by voting.

In order to optimise the reach of this message, a particular effort should be made to engage with those segments of the population who have shown an interest in the EU and the EP, but who are interested in EU democracy for the capacity-building actions. As for the engagement activities, citizens who are outside the EU bubble should be reached and engaged with.

In the run up to the European elections, content and information will be available on the websites of the European Parliament, notably on the together.eu platform and its Download centre, and a dedicated Elections website addressed to potential voters. Grant beneficiaries will be invited to take an active part in the together.eu platform by submitting their organisation’s profile, campaigns and events in the page dedicated to Civil Society Organisations and other multiplier organisations (together.eu/partners), keeping their profiles and information up-to-date and making efforts for the growing of the community by adding content to the platform (suggesting events, etc.).

Grant beneficiaries will be invited to integrate the available communication materials in the implementation of their projects in order to ensure a consistent visual identity of the European Parliament and adapt their activities’ timeline according to different phases of the European Parliament campaign.

## *Connection to together.eu*

Together.eu is a pan-European community of individuals launched at the initiative of the European Parliament to maintain an ongoing dialogue between the EP and the EU citizens, to foster European identity and democratic engagement, to build a peer-to-peer communication channel and to provide information to citizens. Any interested individual or civil society organisation may become part of this community by registering at together.eu and adhering to the code of conduct.

The actions financed under this call for proposals will interact with together.eu in three concrete areas:

* the European Parliament will publish and update regularly in together.eu all the EE24 communication assets and will encourage the Grant beneficiaries to download them from there;
* grant beneficiaries will be encouraged to create a partner profile, to share their events in the together.eu platform and upload their initiatives and campaigns in the partners’ page;
* grant beneficiaries will encourage participants in the capacity building programmes and in their citizen engagement activities to register to the together.eu platform.

# Objectives

## *Objective and expected results of the call for proposals*

The principal objective of the call is to encourage and to facilitate the active engagement of a wide network of European citizens around the European Elections 2024.

The expected results of the actions financed under this call are:

* An increased engagement of European citizens from as diverse public as possible with the construction of a vibrant European democracy, thus encouraging their active involvement as change-makers in the European Elections 2024 communication campaign;
* An increased awareness among European citizens from as diverse public as possible about the actions of the European Union and its institutions, in particular the European Parliament;
* The establishment of pan-European participatory channels, connecting the European Parliament with its citizens and encouraging their active participation in together.eu[[1]](#footnote-2), the platform of the European Parliament.

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

The European Parliament is looking to co-finance projects articulating a coherent, consistent and cost efficient work programme encompassing two types of actions: to encourage and support citizens, who volunteer to become elections change-makers by organising capacity building actions offline and online, on the one hand, and to engage with citizens through offline and online communication activities on the other. The applicants may apply with project proposals for one or both of the activities (capacity building activities and/or engagement with citizens) as listed in the Action categories as follows:

- Action category 1: capacity building actions;

- Action category 2: citizen engagement activities;

- Action category 3: proposal for both capacity building actions and citizens’ engagement activities.

Applicants who wish to submit a proposal for both capacity building actions and citizens’ engagement, should apply to action category 3 and not separately for action category 1 and 2.

Only **one** proposal should be submitted by an applicant.

* + 1. ***Action category 1: Capacity building actions***
			1. ***Selection and training of EU elections Change-makers***

This action consists of the design and implementation of capacity building through training and other actions, aiming at providing change-makers with skills, competences, tools and motivation to play an active role in the democratic life and in the promotion of the democratic values, especially by mobilising their community to participate in the European Elections in 2024.

The programme of capacity building actions could include, among other subjects:

* An introduction to the European Union and its institutions;
* The role and competences of the European Parliament, together.eu;
* Concepts and techniques of political activism, including campaigning around the European elections 2024; inclusive participation and consultation;
* Leadership and campaigning (including the creation of campaign narratives for the elections, the organisation of events, building a social media presence and campaigns, public speaking).
* Disinformation, information manipulation and their role in elections

Different training methods and formats, such as workshops, boot-camps, TedX style talks, could be used to organise the capacity building actions. The use of participatory, interactive and creative methods is strongly encouraged. Participants should follow the entire capacity building programme, from beginning to end.

Special attention should be paid to the selection of the potential change-makers, who will receive the training. The change-makers should be made up of citizens, who are interested in EU democracy and would like to support democratic engagement towards communities that are less informed about the EU and are outside of the EU bubble.

The minimum number of persons that the beneficiary has to train should be at least 50 covering at least 7 EU member states. The trained persons, i.e. the change-makers in turn will each have to organise at least 2 activities (events, school talks, university and community talks, social media videos, games, quizzes, etc.) and reach at least 100 persons in total in a physical setting.

In addition to this, surveys should be used to measure satisfaction of participants with the training received.

The capacity building programme must be organised and provided by the beneficiary. To this end, the beneficiary may hire external trainers or a training company to train the change-makers. However, the use of these subcontractors should be limited to the trainings.

The beneficiary, (when relevant, with the affiliated entities mentioned in the project proposal), is the sole responsible for the selection of the change-makers and the concept and design of the capacity building actions.

* + - 1. ***Reporting on the communication engagement activities organised by the trained change-makers***

After the training, the beneficiary should monitor and report on the communication engagement activities organised by the trained change-makers. The change-makers should commit to organise at least 2 activities with an outreach of at least 100 persons in total in a physical setting in their community using the skills and competences previously acquired through capacity-building.

The activities organised by the trained change-makers could take the form of:

- promotion of the European elections 2024 and together.eu at existing online/offline events or series of events aimed at providing citizens with an opportunity to discuss topics directly linked to the European elections 2024,

- online/offline large-scale event or series of events where the change-maker is participating in the event or series of events as, holder of a stand or provider of (part of) an activity included in the event programme dedicated to informing event participants about the European elections 2024 and together.eu

- structured activities such as information stands, door-to-door canvassing, marches, rallies, leafleting, street activities, games, flash mobs, etc., aimed at increasing the visibility of the European elections campaign and mobilising citizens for the European elections and together.eu;

- series of online/offline information sessions, presentations, workshops, organised by the change-maker in schools, universities, within organisations, etc. and aimed at mobilising participants for the European elections 2024 and together.eu,

- online discussion groups, fora and other social media activities offering members and/or followers the possibility to discuss and exchange views on topics related to the European elections 2024;

- dedicated video channels, websites, apps, web tools and social media accounts producing original content directly related to the European elections campaign and engaging the viewers/followers/members in a discussion about the topic, encouraging them to share the content and/or mobilising them for the European elections 2024 and together.eu;

- actions informing citizens about their voting rights in the different Member States, including information about the act of voting for migrants, vulnerable communities, expats and foreigners (requirements, dates, where to vote, etc.)

- actions involving engaging with influencers, VIPs and celebrities for creation of election-related content and promotion of this content to their followers

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

- projects tackling disinformation and information manipulation in the context of elections (how to recognise it, how to build resilience against it, the importance of fact-checking and how disinformation can impact the democratic process).

The beneficiary will have to track record and report on the activities of the trained change-makers. The reporting by the beneficiary will have to be documented and submitted to the European Parliament. In particular, the beneficiary will have to report on:

- The number of activities organised by each change-maker (minimum two activities by change-makers)

- The type of activities organised by each change-maker

- The content of the activities organised by each change-maker

- A description of the community to which each change-maker is belonging to

- The number of estimated attendees to the organised activities by the change-maker or the size of the community of each change-maker

* + - 1. ***Maximum EP contribution requested***

The maximum EP contribution for an action proposal for Action category 1 with a scope, which is covering 7 Member States is EUR 100,000. This threshold does not apply to action proposals with a scope of 8 Member States or more. The outreach of the action should be balanced between each Member State.

* + - 1. ***Implementation period of actions***

Actions should start at the earliest on 1 December 2022 and should end at the latest on 30 June 2024. The bulk of the communications efforts towards citizens should focus on actions performed during the first half of 2024.

* + 1. ***Action category 2: Citizen Engagement activities***

The second action consists of communication actions or a series of communication actions, offline and/or online, informing citizens about the European elections 2024 and supporting democratic engagement among citizens.

In case of activities including events the applicant can be either the main organiser, a co-organiser, or can participate in an existing programme/event/festival dedicated to informing event participants about the European elections 2024 and supporting democratic engagement among citizens.

Preference is given to already existing events/festivals/programme in which the applicant is a participant. When a beneficiary joins an existing event, special care should be taken that the event must be **politically neutral**, in line with the priorities and values of the European Parliament and be compliant with the conditions of participation stated in the EP Model Grant Agreement, including the principle of no double-funding (see Article II.19.4.h). Special attention should be paid to reaching out to minority communities, citizens and influencers who are less likely to already be involved in EU action in some way.

Resources should be focussed on promoting the European elections 2024 and not on the organisation of large-scale events where the bulk of the funding would be allocated to logistics and travel instead of on communication of the cause. The project proposals should place an emphasis on the desired outcome and citizens’ engagement instead of spending on logistics. Systems to collect the feedback of activity participants should be put in place.

Examples of communication actions:

- promotion of the European elections 2024 and together.eu at existing online/offline events or series of events aimed at providing citizens with an opportunity to discuss topics directly linked to the European elections 2024,

- online/offline large-scale event or series of events where the beneficiary is participating in the event or series of events as, holder of a stand or provider of (part of) an activity included in the event programme dedicated to informing event participants about the European elections 2024 and together.eu

- structured activities such as information stands, door-to-door canvassing, marches, rallies, leafleting, street activities, games, flash mobs, etc., aimed at increasing the visibility of the European elections campaign and mobilising citizens for the European elections and together.eu;

- series of online/offline information sessions, presentations, workshops, organised by the beneficiary in schools, universities, within organisations, etc. and aimed at mobilising participants for the European elections 2024 and together.eu,

- online discussion groups, fora and other social media activities offering members and/or followers the possibility to discuss and exchange views on topics related to the European elections 2024;

- dedicated video channels, websites, apps, web tools and social media accounts producing original content directly related to the European elections campaign and engaging the viewers/followers/members in a discussion about the topic, encouraging them to share the content and/or mobilising them for the European elections 2024 and together.eu;

- actions involving engaging with influencers, VIPs and celebrities for creation of election-related content and promotion of this content to their followers

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

- actions informing citizens about their voting rights in the different Member States, including information about the act of voting for migrants, vulnerable communities, expats and foreigners (requirements, dates, where to vote, etc.)

- projects tackling disinformation and information manipulation in the context of elections (how to recognise it, how to build resilience against it, the importance of fact-checking and how disinformation can impact the democratic process).

* + - 1. ***Maximum EP contribution requested:***

The maximum EP contribution for an action proposal for Action category 2 with a scope, which is covering 7 Member States is EUR 100,000. This threshold does not apply to action proposals with a scope of 8 Member States or more. The outreach of the action should be balanced between each Member State.

* + - 1. ***Implementation period of actions***

Actions should start at the earliest on 1 December 2022 and should end at the latest on 30 June 2024. The bulk of the communications efforts towards citizens should focus on actions performed during the first half of 2024.

* + 1. ***Action category 3: combination of capacity-building and citizens’ engagement actions***

Applicants who wish to submit proposals for both action categories 1 (capacity-building) and 2 (citizens’ engagement) may submit a proposal under action category 3.

The description of the scope and types of activities are listed under points 3.2.1 and 3.2.2 with the exception of the maximum EP contribution requested and the indicative budget for this category.

* + - 1. ***Maximum EP contribution requested:***

The maximum EP contribution for an action proposal for Action category 3 with a scope, which is covering 7 Member States is EUR 150,000. This threshold does not apply to action proposals with a scope of 8 Member States or more. The outreach of the action should be balanced between each Member State.

* + - 1. ***Implementation period of actions***

Actions should start at the earliest on 1 December 2022 and should end at the latest on 30 June 2024. The bulk of the communications efforts towards citizens should focus on actions performed during the first half of 2024.

# Information to include in proposals

In order to assess the quality of proposals, applicants are invited to submit proposals as detailed as possible. In this context, all proposals in action category 1, 2 and 3 must be supported by:

A proposed **detailed planning and draft programme of capacity building and/or citizens’ engagement activities** to be implemented by the grant beneficiary, indicating:

* the type of activity (capacity building activity and/or citizens’ engagement activity);
* number of Member States covered (with a minimum of 7 Member States covered);
* the physical location (for in-person activities) and the channel(s) (for online activities);
* the tentative date(s) and a tentative timeline;
* the description of each activity and the estimated number of participants and, when relevant, the potential outreach envisaged;
* contingency measures envisaged to mitigate any possible negative effects derived from the current public health situation.
	1. ***Information to include for Action category 1 and 3 for the capacity-building proposals***
1. a **detailed training plan**, with aims, learning objectives and learning outcomes. The training plan should also include:
* number of change-makers to be selected by country; criteria used to select the European countries
* procedure for the identification and selection of the change-makers, including a description of the full process
* a description of activities undertaken to promote the selection, and the selection criteria.
* the topics, number of trainings to be organised, the duration of each one and the reason for choosing the respective topics;
* a description of the formats and methods to be used;
* a description of the measures to be taken to ensure that as many change-makers as possible attend all trainings in the series.
1. a **detailed description of the proposed methodology** for the implementation of the action, including:
* schedule;
* team organisation and set-up;
* collaboration with training bodies or trainer pools (internal or external);
* other collaborations foreseen, in particular the participation of affiliated entities;
* proposed approach for efficient collaboration with public entities
* performance indicators;
* monitoring or supervision system put in place during the implementation of the action, including quality control;
* the satisfaction of the change-makers of the training course as measured by a satisfaction survey.
1. an estimate of the **activities that the change-makers** will organise:
	* + the number of activities that will be organised
		+ types of activities that will be organised
2. a **communication plan** including a media strategy (owned, paid and earned media). Projects must be conceived in a way that ensures an outreach of minimum 50 persons trained, i.e. the change-makers in turn will each have to organise at least 2 activities (events, school talks, university and community talks, social media videos, games, quizzes, etc.) and reach at least 100 persons in total in a physical setting. The communication plan includes social media and any other tools, ensuring consistency with EP communication actions about the elections. Please also describe how the project will be made visible and promoted and how you will ensure the visibility of the European Parliament and together.eu Please include communication actions to be organised by change-makers.
	1. ***Information to include for Action category 2 and 3 for the citizens’ engagement activity:***
3. a **detailed description** of the activity proposed and
* the reasons for proposing the activities;
* the criteria used to select the European countries;
* the desired outcome of the activity.
1. a **detailed description of the proposed methodology** for the implementation of the action, including:
* schedule;
* team organisation and set-up;
* collaborations foreseen, in particular subcontractors or the participation of affiliated entities, public bodies;
* performance indicators;
* monitoring or supervision system put in place during the implementation of the action, including quality control;
1. a **communication plan** including a media strategy (owned, paid and earned media). Projects must be conceived in a way that ensures an outreach to the target audiences defined in this call. The communication plan includes social media and any other tools, ensuring consistency with EP communication actions about the elections. Please also describe how the project will be made visible and promoted and how you will ensure the visibility of the European Parliament and together.eu.

Proposals must be clearly and well-defined, researched and fully developed, having taken all time-schedule and budget considerations into account. Actions must be ready to start as of the date of the award of the grant.

The proposals submitted by the applicants must respect the conditions stated in the sections below.

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# Performance indicators for the actions

In accordance with the Financial Regulation applicable to the General Budget of the Union[[2]](#footnote-3), the final contribution of the Parliament to the costs of an action should be based on the achievement of results measured through performance indicators.

The proposals must set up quantified targets using the performance indicators in Annex I to the application form (mandatory). Grant beneficiaries will be requested to report on the actual achievements of the action against the predefined targets. The proposal should also indicate methodology for collecting this data/source of information and to evaluate the results of the action.

Applicants should report on the relevant performance indicators based on the most recent data available.

**Performance indicators applicable for all proposals:**

1. Expected total number of Member States included;

2. Expected total number of activities organised within the project:

3. Expected total number of activities organised published on together.eu;

4. Expected average number of participants per activity;

5. Expected total number of new sign ups to together.eu;

6. Expected total number of views/ impressions of the specific webpages / sections / social media posts;

**Additional performance indicators applicable for proposals concerning capacity building activities:**

7. Expected number of change-makers trained in the capacity building activities

8. Total number of activities organised by the change-makers who received training in the capacity building activities.

# Available budget

The indicative available budget for this call is **EUR 3.000.000**.

The Parliament reserves its right not to award all available funds or to redistribute them between the call priorities depending on the proposals received and the results of the evaluation.

# Timetable and deadlines

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| --- |
| **Timetable and deadlines** |
| Publication date: | 7/06/2022 |
| Deadline for submission: | 30/08/2022 (17.00 CET - Brussels) |
| Evaluation: | September/October 2022 |
| Information on evaluation results: |  November 2022 |
| Grant agreement signature: | December 2022 |
| Period of the implementation of the actions: | December 2022 - June 2024 (dependent on the date of the European elections) |

# Admissibility of project proposals

Proposals must be submitted before the **call deadline** *(see timetable section 7)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search;freeTextSearchKeyword=;typeCodes=0,1;statusCodes=31094501,31094502,31094503;programCode=null;programDivisionCode=null;focusAreaCode=null;crossCuttingPriorityCode=null;callCode=Default;sortQuery=openingDate;orderBy=asc;onlyTenders=false;topicListKey=topicSearchTablePageState) section. Paper submissions are NOT possible.

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

Proposals must be **complete** and contain all parts and mandatory annexes and supporting documents.

The Application Form consists of:

* Part A (to be filled in directly online) — contains administrative information about the participant and the summarised budget for the project. (Mandatory);
* Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action; (Mandatory);
* Annex 1 - Key Performance Indicators (KPI) (to be uploaded); (Mandatory);
* Annex 2 - Detailed budget table (to be uploaded); (Mandatory);
* Other annexes and supporting documents (to be uploaded as PDF files).

*Mandatory annexes and supporting documents*

Mandatory **annexes and supporting documents** (directly available in the Submission System) are mentioned in section 10.

At proposal submission, you will have to confirm that you have the **mandate to act** for the applicant (and its affiliates if any). Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the granteach beneficiary will have to confirm this again by signing a declaration of honour.

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

Proposals are limited to **30 pages**. Evaluators will not consider any additional pages. Applications that fail to meet the admissibility criteria will not be examined further.

## https://lh5.googleusercontent.com/-n5VVWXljoCs/T8X1egaB-BI/AAAAAAAAC1I/fLBP4VIzxQM/s16/infoIcon_blue.png For more information about the submission process (including IT aspects), consult the [Online Manual](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf).

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# 9. Eligibility

## *9.1 Eligible participants*

The actions supported under this call are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Applications presented by consortia are not eligible. To be eligible for a grant, applicants must be able to demonstrate that they are:

* A pan-European civil society organisation[[3]](#footnote-4),a pan-European youth organisation[[4]](#footnote-5), pan-European trade union, pan-European think tank, pan-European business or trade association or a pan-European professional associations. For the purpose of this call, the concept of pan-European refers:

-To either pan-European membership entities which are a formal part of a network of entities sharing common values. Only entities part of a network represented in seven or more Member States can present proposals to this call;

-or to entities representing formally the interest of a wide group of member entities or individuals from different Member States. Only entities with members (organisations or individuals) from seven or more Member States can present proposals to this call.

* A legal person constituted and registered as not for profit entity or equivalent according to the national legislation, for at least three years at the time of application;
* Based in one of the Member States of the European Union;
* Legal person with nonpartisan political affiliation[[5]](#footnote-6).

Beneficiaries and affiliated entities, if any, must register in the [Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Giving the very nature of the objectives and activities covered, affiliated entities[[6]](#footnote-7) are allowed in this call. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage. Affiliated entities can charge costs and contributions to the action under the same conditions as the beneficiaries and must implement the action tasks attributed to them. Breaches by affiliated entities will be handled in the same manner as breaches by beneficiaries. Recovery of undue amounts will be handled through the beneficiaries. Other entities may participate in the action, such as subcontractors and this should be clearly indicated in the proposal.

 For more information, *see* [*Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)

## *9.2 Non-eligible participants*

The following entities are not eligible: natural persons, universities and schools, international organisations, EU bodies, public authorities and profit making entities.

In line with the non-political affiliation criteria (see section 6.1), entities which would have Members of the European Parliament holding executive functions on their administrative Board or any other executive body of their organisation, would be declared ineligible to the call.

## *9.3 Eligible Member States*

Entities with legal personality in any of the Member States are eligible, as described in point 6.1 above.

## *9.4 Eligible activities*

Eligible activities are the ones set out in section 3.2 above.

## *9.5 Duration*

The implementation period of the actions financed under this call should take place between the starting date of the actions and 30/06/2024.

It is desirable that the intensity of the proposed activities increase gradually in 2023 to reach a peak in 2024, just before the European elections.

## *9.6 Ethics*

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

#

# 10. Financial and operational capacity and exclusion

## *10.1 Financial capacity*

Applicants must have **stable and sufficient sources** of finance to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In particular, they should have an average turnover/income in the last three financial years for which accounts have been closed of at least 100 % of the total amount requested to the European Parliament.

The applicant’s financial capacity will be assessed on the basis of the following supporting documents:

* A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the three last financial years for which accounts have been closed.
* The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts dully filled in (template available in the Submission System).

## *10.2 Operational capacity*

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects.

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

Applicants will have to show their capacity via the following information in the Application Form and supporting documents.

* At least 3 years’ proven communication experience as a multiplier, able to mobilise wider networks with an explicit aim at connecting with and empowering the targets described for the project in this application;
* Human resources whose competencies and qualifications are relevant to the organisation of a hybrid event as described above. This will notably include:
	+ very good communication skills in English and/or French (minimum requirement is B2 based on the Common European Framework of Reference for Languages of the Council of Europe),
	+ sound knowledge in European affairs;
	+ project management experience (proven capacity to manage projects of that scope based on projects and activities performed in the last three years).

In this respect, applicants must submit the following supporting documents:

* curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the action;
* curriculum vitae or description of the profile of the people primarily responsible for the trainings;
* the organisation’s annual activity report for the three last complete financial years;
* an exhaustive list of previous projects and activities performed in the last three years and connected to the actions to be carried out.

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

## *10.3 Exclusion*

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)[[7]](#footnote-8) or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

* + - * bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant’s debts);
		- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant’s debts);
		- guilty of grave professional misconduct[[8]](#footnote-9) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
		- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
	+ shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
	+ guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31995R2988&qid=1501598622514) (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant);
	+ created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that[[9]](#footnote-10):

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

# 11. Evaluation and award procedure

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

Proposals will be checked for formal requirements (admissibility and eligibility) and then evaluated by an **evaluation committee** for operational capacity and award criteria *(see sections 10 and 12)* andthen ranked according to their quality score.

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

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

If you have questions on the evaluation procedure, you can submit **a** **request for information** on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

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

# 12. Award criteria

## Category 1:

|  |  |
| --- | --- |
| **Award criteria** | **Maximum score** |
| **1. Relevance of the action proposal*** relevance of the action with regards to the target audience;
* relevance of the action with regards to the objectives of the call;
* quality of the targeting analysis: explanation of the choice of countries.
 | 20 |
| **2. Project management and methodology** * detailed description of activities including expected activities planned to be undertaken by change-makers, timeline and deliverables;
* quality of the methodology proposed (planning, team organisation and set-up, evaluation, indicators and supervision of the action).
* special efforts made to create a link to the together.eu community and get new sign-ups to the platform
 | 40 |
| **3. Training** * quality of the selection process for training participants;
* number of participants;
* quality of the training plan, including the coherence between aims, learning objectives and expected results;
* choice of topics for trainings and the reasons for that choice;
* quality of the methods used, evaluation system put in place to measure the effectiveness of training
 | 30 |
| **4. Budget and cost effectiveness*** suitable allocation of budget in relation to the objectives and scope of the activities;
* clear description of the estimated costs and accuracy of the budget;
* consistency between the estimated costs, deliverables and human resources;
* cost per change-maker selected and trained
 | 10 |
| **Overall (pass) scores** | **100** |

## Category 2:

|  |  |
| --- | --- |
| **Award criteria** | **Maximum score** |
| **1. Relevance of the action proposal*** relevance of the action with regards to the target audience;
* relevance of the action with regards to the objectives of the call;

quality of the targeting analysis: explanation of the choice of countries. | 20 |
| **2. Project management and methodology (2),** * detailed description of activities, timeline and deliverables;
* quality of the methodology proposed (planning, team organisation and set-up, evaluation, indicators and supervision of the action).
* special efforts made to create a link to the together.eu community and get new sign-ups to the platform
 | 40 |
| **3. Engagement*** Creativity of the methods chosen and their capacity to generate engagement
* Expected on line outreach
* Expected offline outreach
 | 30 |
| **4. Budget and cost effectiveness*** suitable allocation of budget in relation to the objectives and scope of the activities;
* clear description of the estimated costs and accuracy of the budget;
* consistency between the estimated costs, deliverables and human resources;
 | 10 |
| **Overall (pass) scores** | **100** |

## Category 3:

|  |  |
| --- | --- |
| **Award criteria** | **Maximum score** |
| **1. Relevance of the action proposal** * relevance of the action with regards to the target audience;
* relevance of the action with regards to the objectives of the call;

quality of the targeting analysis: explanation of the choice of countries. | 20 |
| **2. Project management and methodology** * detailed description of activities including expected activities planned to be undertaken by change-makers, timeline and deliverables;
* quality of the methodology proposed (planning, team organisation and set-up, evaluation, indicators and supervision of the action).
* special efforts made to create a link to the together.eu community and get new sign-ups to the platform
 | 40 |
| **3.**  **Training and Engagement*** quality of the selection process for training participants;
* number of participants;
* quality of the training plan, including the coherence between aims, learning objectives and expected results;
* choice of topics for trainings and the reasons for that choice;
* quality of the methods used; evaluation system put in place to measure the effectiveness of training;
* creativity of the methods chosen and their capacity to generate engagement;
* expected on line outreach;
* expected offline outreach;
* special efforts on the link to the together.eu community;
 | 30 |
| **4. Budget and cost effectiveness*** suitable allocation of budget in relation to the objectives and scope of the activities;
* clear description of the estimated costs and accuracy of the budget;
* consistency between the estimated costs and deliverables;
* cost per change-maker selected and trained
 | 10 |
| **Overall (pass) scores** | **100** |

Project proposals obtaining **60 points or less** will not be considered for the award of a grant.

Maximum points: 100 points - Overall threshold: 60 points.

Proposals that pass the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

In order to ensure the best possible geographical spread and attract the widest audience, the evaluation committee will consider the geographical balance.

# 13. Legal and financial set-up of the Grant Agreements

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

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

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents).

##

## *13.1 Starting date and project duration*

The project starting date and duration will be fixed in the Grant Agreement (*Article I.2).*

The action must be implemented between the starting date of the grant and 30/06/2024.

***13.2 Funding rate and maximum grant amount***

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

The grant will be an actual cost grant. This means that it will reimburse ONLY certain types of costs (eligible costs) and ONLY costs you *actually* incurred for your project (NOT the *budgeted* costs). In addition, for the purpose of this call for proposals, the work performed by volunteers is considered as eligible under certain conditions specified below.

The contribution of the European Parliament will be of 80% of the eligible costs actually incurred by the beneficiary and its affiliated entities with a maximum of EUR 250.000 for a single project. The establishment of a maximum amount should not preclude the submission/selection of proposals requesting lower amounts.

The non-profit rule will not apply for this call for the cases under the conditions of Article 192(3) EU Financial Regulation 2018/1046).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (e.g. improper implementation, breach of obligations, etc.), shift of strategy and non-achievement of results measured through performance indicators.

## *13.3 Budget categories and cost eligibility rules*

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

Budget categories for this call are the following. For more information, please refer to the [*Guide for applicants*](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdfhttps%3A/ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf)*:*

A. Personnel costs:

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

A.2: volunteers (on the basis of unit costs)[[10]](#footnote-11);

B. Subcontracting is allowed except for project’s core tasks (generally subcontracting of 30% of the total eligible cost or more will be subject to specific justification, unless specified otherwise in the call document). Subcontracting is allowed except for project’s core tasks and subject to strict limits (see [Guide for applicants](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdf)).

C. Purchase costs:

* C.1 Travel and subsistence;
* C.2 Equipment: depreciation;
* C.3 Other goods, works and services.

D. Other cost categories:

* D.1 Financial support to third parties: **not applicable in this call.**

E. Indirect costs - on the basis of 7% of flat rate.

*Specific cost eligibility conditions for this call:*

* VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible).
* Volunteers costs — For the purpose of this call for proposals, the work performed by volunteers[[11]](#footnote-12) is considered as eligible personnel costs in accordance with Articles 181, 186 and 190 of Regulation (EU, Euratom) 2018/1046, and shall take the form of unit costs. The amounts of the unit costs to be used by the beneficiary as the basis for declaring such eligible personnel costs are set out in the [Guide for applicants](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdfhttps%3A/ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf).

The conditions for eligibility of costs are defined in Article 186(3) of Regulation (EU, EURATOM) 2018/1046.

 For more information, *see the* [*Guide for applicants*](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf).

## *13.4 Reporting and payment arrangements*

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

After grant signature, you will normally receive prefinancing to start working on the project (float of up to 70% of the maximum grant amount). The prefinancing will be paid 30 days from entry into force of the Grant Agreement.

There will be no interim payments.

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

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that you are responsible for keeping records on all the work done and the costs declared (*Articles II.27.2*).

 For more informationsee the*Guide for applicants*.

#

# 14. Help

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

* [Online Manual](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf)
* [Portal FAQ](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq;categories=;programme=null;actions=;keyword=) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.

*Contact*

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form).

Non-IT related questions should be sent to the following email address:

dgcomm-subvention@europarl.europa.eu, EP-Partners@europarl.europa.eu and youth@europarl.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates *(see cover page)*

# 15. Important

 **IMPORTANT**

* **Don’t wait** **until the end** **—** Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc.)* will be entirely at your risk. Call deadlines can NOT be extended.
* **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
* **Funding & Tenders Portal Electronic Exchange System** **—** By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf).
* **Registration** **—** Before submitting the application, all beneficiaries and affiliated entities must be registeredin the [Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible.
* **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc.)*.
* **No double funding****—** There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
* **Completed/ongoing projects** **—** Proposals for projects that have already been completed will be rejected.
* **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice*.*
* **Multiple proposals** **—** Applicants may submit more than one proposal for *different* projects under the same call. However, only one proposal per participant will be retained for being awarded a grant.

Organisations may participate in several proposals.

BUT: if there are several proposals related to the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).

* **Resubmission** **—** Proposals may be changed and re-submitted until the deadline for submission.
* **Rejection —** By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
* **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
* **Language** **—** You can submit your proposal in any official EU language. For reasons of efficiency, we strongly advise you to use English or French for the entire application.
* **Data Protection** **—**The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/privacy-statement_en.pdf).
* The controller are the EP Civil Society Outreach Unit and the Youth Outreach Unit in the Directorate General for Communication, Directorate for Campaigns.
* e-mails: dgcomm-subvention@europarl.europa.eu EP-Partners@europarl.europa.eu and youth@europarl.europa.eu
* **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012), information about EU grants awarded is published each year on the [Europa website](https://ec.europa.eu/budget/fts/index_en.htm).

This includes:

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

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

1. <https://together.europarl.europa.eu/>

together.eu is a pan-European community of individuals launched at the initiative of the European Parliament to maintain an ongoing dialogue between the EP and the EU citizens, to foster European identity and democratic engagement, to build a peer-to-peer communication channel and to provide information to citizens. Any interested individual may become part of this community by registering at together.eu and adhering to the code of conduct. [↑](#footnote-ref-2)
2. Regulation (EU,Euratom) 2018/1046 of 18 July 2018. See Recital 56 and article 131.4. [↑](#footnote-ref-3)
3. A civil society organisation is an organisational structure whose members serve the general interest through a democratic process, and which plays the role of mediator between public authorities and citizens, cf <https://eur-lex.europa.eu/summary/glossary/civil_society_organisation.html> [↑](#footnote-ref-4)
4. Youth organisations are youth-led, non-profit, voluntary and participatory non-governmental associations, cf <https://pjp-eu.coe.int/en/web/youth-partnership/glossary>. [↑](#footnote-ref-5)
5. Political affiliation means membership of or close association with a political party. [↑](#footnote-ref-6)
6. An affiliated entity is a legal person that has a link with a beneficiary, in particular legal or organisational, which is neither limited to the project nor is established for the sole purpose of its implementation.

As an example, an affiliated entity would be a national youth organisation member of a youth platform introducing the project proposal. For more information please see [Guide for applicants](https://www.europarl.europa.eu/contracts-and-grants/files/grants/media-and-events/2022/eye2022/3.guide-for-applicants-v2.0.pdf). [↑](#footnote-ref-7)
7. See Article 136 of EU Financial Regulation [2018/1046](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012).. [↑](#footnote-ref-8)
8. Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage. [↑](#footnote-ref-9)
9. See Article 141 EU Financial Regulation [2018/1046](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012). [↑](#footnote-ref-10)
10. Under this call, a "Volunteer" means a person working on a non-compulsory basis for an organisation without payment. [↑](#footnote-ref-11)
11. Idem 15. [↑](#footnote-ref-12)