



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

GRANT AGREEMENT

Project 101198803 — CICOV2025

PREAMBLE

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

on the one part,

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

and

on the other part,

1. 'the coordinator':

OBEC CICOV (Obec Cíčov), PIC 876703752, established in Dunajská 41/10, Cíčov 946 19, Slovakia,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)



- Annex 1 Description of the action¹
- Annex 2 Estimated budget for the action
- Annex 3 Accession forms (if applicable)²
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)³
- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable)

¹ Template published on [Portal Reference Documents](#).

² Template published on [Portal Reference Documents](#).

³ Template published on [Portal Reference Documents](#).

TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
<p>The "United in Diversity: Building a Future Together" project aims to promote exchanges and foster cooperation among European citizens, emphasizing the richness and diversity of the EU's common heritage. Through a series of interactive activities, workshops, debates, social and culture activities, participants will gain practical experience and a deeper appreciation for the cultural, social and historical ties that unite Europe. The initiative seeks to enhance mutual understanding and friendship between European citizens, support good local governance, and reinforce the role of local and regional authorities in the European integration process. By focusing on solidarity and discussing the EU's future, the project will encourage active citizen participation at the local level, promote peaceful relations and showcase the benefits of collaboration and best practices among municipalities. Through the project we can develop the space for value and thoughts convergence, presentation of customs, traditions, formal and informal discussions involving citizens to active participation on the program, presentation of cultural heritage, folk traditions as a tool of intercultural dialogue, promoting partnership values, common European roots, cooperation as a tool for building common Europe, entertainment. Our project will strengthen the foundation for a common future, ensuring a harmonious and integrated Europe. Our project will be attended by partners from Hungary, Romania, and the Czech Republic. Together with locals, 448 European citizens will be directly involved in project. Project will indirectly affect up to 30,000 people.</p>

Keywords:

- Democratic engagement and civic participation
- solidarity, democracy, active cooperation, mutual understanding, volunteering

Project number: 101198803

Project name: United in Diversity: Building a Future Together – Čičov 2025

Project acronym: CICOV2025

Call: CERV-2024-CITIZENS-TOWN-TT

Topic: CERV-2024-CITIZENS-TOWN-TT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 6 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	Obec Cíčov	OBEC CICOV	SK	876703752	50 745.00
2	AP	CC	Comua Ciceu	RO	936763339	0.00
3	AP	Kisbajcs	Kisbajcs Közseg Onkormanyzata	HU	938709935	0.00
4	AP	Gönyü	Gönyü Község Önkormányzata	HU	936788947	0.00
5	AP	BROZ	BROZ OCHRANARSKÉ ZDRUZENIE	SK	893396773	0.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
6	AP	Ostrava	STATUTARNI MESTO OSTRAVA	CZ	997802626	0.00
Total						50 745.00

Coordinator:

- OBEC CICOV (Obec Cíčov)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
50 745.00	50 745.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	n/a
1	1	6	Periodic report	60 days after end of reporting period	Final payment	90 days from receiving periodic report

Prefinancing payments and guarantees: n/a**Reporting and payment modalities** (art 21, 22):

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK735600000003806349002 KOMASK2XXXX

Conversion into euros: n/a

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

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046⁴ which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

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

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

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

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

Fraud — Fraud within the meaning of Article 3 of EU Directive 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

Irregularities — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95⁷.

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

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

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

CHAPTER 2 ACTION

ARTICLE 3 — ACTION

The grant is awarded for the action **101198803 — CICOV2025** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

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

⁶ OJ C 316, 27.11.1995, p. 48.

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

The grant is an action grant⁸ which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

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

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

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

⁹ See Article 125 EU Financial Regulation 2018/1046.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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

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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

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

- **Comua Ciceu (CC)**, PIC 936763339
- **Kisbajcs Kozseg Onkormanyzata (Kisbajcs)**, PIC 938709935
- **Gönyü Község Önkormányzata (Gönyü)**, PIC 936788947
- **BROZ OCHRANARSKE ZDRUZENIE (BROZ)**, PIC 893396773

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

- **STATUTARNI MESTO OSTRAVA (Ostrava), PIC 997802626**

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

The tasks must be set out in Annex 1.

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

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

9.2 Third parties giving in-kind contributions to the action

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹¹
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

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

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

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

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

and use the following specific rules, for:

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

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

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

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

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

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

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

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

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

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

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹² and its implementing rules).

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

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

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

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

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

13.3 Consequences of non-compliance

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

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

ARTICLE 14 — ETHICS AND VALUES

14.1 Ethics

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

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

14.2 Values

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

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

14.3 Consequences of non-compliance

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

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

ARTICLE 15 — DATA PROTECTION

15.1 Data processing by the granting authority

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725¹³.

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

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679¹⁴).

They must ensure that personal data is:

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

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

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

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

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

16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

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

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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

ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

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

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

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

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

22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

$$\left\{ \begin{array}{l} \text{total accepted EU contribution for the beneficiary} \\ \text{minus} \\ \text{prefinancing and interim payments received (if any)} \end{array} \right\}.$$

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

$$\left\{ \begin{array}{l} \text{final grant amount} \\ \text{minus} \\ \text{prefinancing and interim payments made (if any)} \end{array} \right\}$$

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

{total accepted EU contribution for the beneficiary
divided by

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

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

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁵ applies.

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

22.5 Consequences of non-compliance

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

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

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

Project reviews (including project review reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

25.1.3 Audits

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

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

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

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

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

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

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

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

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

Audits (including audit reports) will be in the language of the Agreement, unless otherwise agreed with the granting authority (see Data Sheet, Point 4.2).

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ and No 2185/96¹⁷
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

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

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

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

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

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

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

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

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

¹⁷ Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2).

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

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

25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

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

25.6 Consequences of non-compliance

If a beneficiary breaches any of its obligations under this Article, lump sum contributions insufficiently

substantiated will be ineligible (see Article 6) and will be rejected (see Article 27), and the grant may be reduced (see Article 28).

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

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

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

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

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

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

- (b) a beneficiary (or a person having powers of representation, decision-making or control, or person essential for the award/implementation of the grant) has committed — in other EU grants awarded to it under similar conditions — systemic or recurrent errors, irregularities, fraud or serious breach of obligations that have a material impact on this grant (extension of findings; see Article 25.5).

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

30.2 Procedure

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

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

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

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

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

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

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

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

- the reasons why

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

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

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

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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

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

31.2.2 Procedure

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

- formally notifying the intention to suspend the grant and the reasons why and

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

The granting authority will calculate the final grant amount and final payment on the basis of the

report submitted and taking into account the lump sum contributions for activities implemented before the end of work date (see Article 22). Partial lump sum contributions for work packages that were not completed (e.g. due to technical reasons) may exceptionally be taken into account.

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

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

After termination, the beneficiaries' obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work
- (iii) a second **request for amendment** (see Article 39) with other amendments needed (e.g.

reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

- (a) one or more beneficiaries do not accede to the Agreement (see Article 40)
- (b) a change to the action or the legal, financial, technical, organisational or ownership situation of a beneficiary is likely to substantially affect the implementation of the action or calls into question the decision to award the grant (including changes linked to one of the exclusion grounds listed in the declaration of honour)
- (c) following termination of one or more beneficiaries, the necessary changes to the Agreement (and their impact on the action) would call into question the decision awarding the grant or breach the principle of equal treatment of applicants
- (d) implementation of the action has become impossible or the changes necessary for its continuation would call into question the decision awarding the grant or breach the principle of equal treatment of applicants

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

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

(a) for **GA termination**:

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

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

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

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

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

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

After termination, the beneficiaries’ obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

(b) for **beneficiary termination**:

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

- (i) a **report on the distribution of payments** to the beneficiary concerned
- (ii) a **termination report** from the beneficiary concerned, for the open reporting period until termination, containing an overview of the progress of the work

- (iii) a **request for amendment** (see Article 39) with any amendments needed (e.g. reallocation of the tasks and the estimated budget of the terminated beneficiary; addition of a new beneficiary to replace the terminated beneficiary; change of coordinator, etc.).

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

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

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

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

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

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

After termination, the concerned beneficiary's obligations (in particular Articles 13 (confidentiality and security), 16 (IPR), 17 (communication, dissemination and visibility), 21 (reporting), 25 (checks, reviews, audits and investigations), 26 (impact evaluation), 27 (rejections), 28 (grant reduction) and 42 (assignment of claims)) continue to apply.

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

‘Force majeure’ means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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

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

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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71¹⁹, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

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

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

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

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

43.2 Dispute settlement

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

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

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

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

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

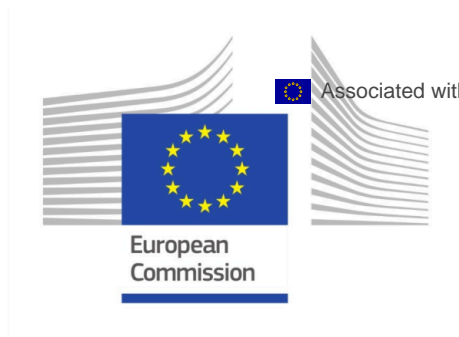
ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority



ANNEX 1



Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
<i>Grant Preparation (General Information screen) — Enter the info.</i>	
Project number:	101198803
Project name:	United in Diversity: Building a Future Together – Čičov 2025
Project acronym:	CICOV2025
Call:	CERV-2024-CITIZENS-TOWN-TT
Topic:	CERV-2024-CITIZENS-TOWN-TT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	first day of the month following the entry into force date
Project duration:	6 months

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Staff effort	8
List of deliverables	9
List of milestones (outputs/outcomes)	13
List of critical risks	13

PROJECT SUMMARY

Project summary

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

Use the project summary from your proposal.

The "United in Diversity: Building a Future Together" project aims to promote exchanges and foster cooperation among European citizens, emphasizing the richness and diversity of the EU's common heritage. Through a series of interactive activities, workshops, debates, social and culture activities, participants will gain practical experience and a deeper appreciation for the cultural, social and historical ties that unite Europe. The initiative seeks to enhance mutual understanding and friendship between European citizens, support good local governance, and reinforce the role of local and regional authorities in the European integration process. By focusing on solidarity and discussing the EU's future, the project will encourage active citizen participation at the local level, promote peaceful relations and showcase the benefits of collaboration and best practices among municipalities. Through the project we can develop the space for value and thoughts convergence, presentation of customs, traditions, formal and informal discussions involving citizens to active participation on the program, presentation of cultural heritage, folk traditions as a tool of intercultural dialogue, promoting partnership values, common European roots, cooperation as a tool for building common Europe, entertainment. Our project will strengthen the foundation for a common future, ensuring a harmonious and integrated Europe. Our project will be attended by partners from Hungary, Romania, and the Czech Republic. Together with locals, 448 European citizens will be directly involved in project. Project will indirectly affect up to 30,000 people.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	Obec Cíčov	OBEC CICOV	SK	876703752
2	AP	CC	Comua Ciceu	RO	936763339
3	AP	Kisbajcs	Kisbajcs Kozseg Onkormanyzata	HU	938709935
4	AP	Gönyü	Gönyü Község Önkormányzata	HU	936788947
5	AP	BROZ	BROZ OCHRANARSKE ZDRUZENIE	SK	893396773
6	AP	Ostrava	STATUTARNI MESTO OSTRAVA	CZ	997802626

LIST OF WORK PACKAGES

Work packages						
<i>Grant Preparation (Work Packages screen) — Enter the info.</i>						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Educational, culture and social activities	1 - Obec Cíčov	1.00	1	6	D1.1 – Educational, culture and social activities

Work package WP1 – Educational, culture and social activities

Work Package Number	WP1	Lead Beneficiary	1 - Obec Číčov
Work Package Name	Educational, culture and social activities		
Start Month	1	End Month	6

Objectives

- Promoting European unity and diversity
- Emphasizing the importance of embracing multiculturalism and the positive impact of cultural exchange
- Highlighting the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation on international, national, regional and local level
- Strengthen mutual understanding and friendship
- Supporting local governance and European integration
- Better understanding and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis
- Richer understanding of the EU's history, current challenges and membership benefits
- Encouraging active citizen participation, raising awareness of relationship between the creation and implementation of local, national and the EU policy, the relationship between the citizen and the municipality, the rights of citizens, but also the obligations
- Promoting peaceful relations
- Highlighting the benefits of cooperation
- Learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue, value of cultural heritage for society, its economic contribution (to the quality of life, social cohesion and intercultural dialogue), its role in European cultural diplomacy, the importance of its preservation for next generation
- Promoting volunteering and encourage individuals to engage in voluntary actions, raising awareness about possibilities how to use the European Solidarity Corps

Description

1. Opening Ceremony - The official opening of the event with the speech of the mayor to citizens and guests of the event, introducing the objectives of the project, partners and their role in the project, introduction the history and reasons of cooperation, pointing out the importance of cooperation and cohesion of countries and cities in Europe, cooperation between twinned towns, the common values of the EU, emphasizing the importance of cultural exchange and solidarity among EU citizens.
2. Ceremonial laying of wreaths - Ceremonial laying of wreaths at the memorial between the villages of Číčov and Medved'ov, where the dam had been broken in 1965 as a result of a huge flood, continuing with the debate on the theme How Hungarians live in different countries, how we can live together with different nations, etc.
3. Formal meeting of representatives of the partner towns - Formal meeting focused on agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local (regional) level, changes and process of learning in municipalities.
4. Workshop on the topic: "Understanding Solidarity in Europe" continuing with Panel discussion, O&A session, quiz - Presentation on the history and importance of solidarity in the European context, connected with Panel discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Activity will include Q&A session to engage the audience. Activity will be ended by the quiz to enhance participants' engagement and reinforce their understanding of solidarity in the European context. Participants will have opportunity to discuss, exchange opinions, ideas about how the solidarity could be improved not only between the EU citizens but also towards citizens of other countries. Presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.
5. Presentation - Presentations by NGOs and organizations working on solidarity projects, highlighting their

achievements and impact. Opportunities for participants to get involved in volunteering activities or to contribute to ongoing solidarity campaigns. The main presenter will be the Bratislava regional association (BROZ), which deals with nature protection also in the territory of the village of Čičov (National nature reserve - Čičov dead arm of the Danube, Educational path). The activity will continue with a walk in nature, during which BROZ will present their programs, work, volunteer activities.

6. Debates on the EU issues consist of:

- Presentation: "The Journey of European Integration" - achievements and lessons from history with overview of major milestones in the history of the EU.
 - Discussion on the founding principles and key achievements of the EU.
 - Group activity: Timeline creation of significant events in EU history.
 - Case studies on successful integration initiatives.
 - Reflective discussion on what can be learned from these successes.
 - Panel discussion: The EU Today – Achievements and Challenges - participants will discuss current trends, achievements and ongoing challenges facing the EU.
 - Debate session: The benefits of EU Membership - participants will debate the economic, social, and political benefits of being part of the EU. Arguments for and against EU membership.
- These activities will be ended by quiz focused on the EU achievements and challenges what could enhance participants' engagement and reinforce their understanding of the EU's achievements and challenges.

7. Debate session: "Addressing Euroscepticism" - Participants will debate the causes of euroscepticism and possible solutions. Propose actions the EU could take to address these issues. Discussion on policies that could strengthen the social and political fabric of the EU. Continuing with Group brainstorming on innovative ideas to foster unity.

8. Interactive Workshop: "Vision for the Future of the EU" - Participants will create vision boards or mind maps outlining their ideas for the future of the EU. Presentation of visions and group feedback. Developing policy proposals - participants will work in groups to develop concrete policy proposals based on the debates (focusing on areas such as education, migration, economic policy and digital transformation). Discussion on how to implement proposed policies.

9. Final conference - Final conference associated with recovery of event, research results, presentation and understanding of addressed issues - understanding the importance of active participation of EU citizens on EU affairs, EU democratic values, European citizen's rights, EU policy-making and opportunities how to increase knowledge in ordinary people with space for public debate, the importance of strengthen solidarity, cohesiveness and respect based on different cultural principles.

10. Cultural and social activities - -Cultural Performances: Local dance, music, songs, national costumes showcasing different European cultures.

- Ice-breaking Session: Interactive games and activities to help participants get to know each other, barbecue. - Visiting the swimming pool
- Gastro festival - Each partner will prepare a traditional dish from their country to share. Tasting of homemade/traditional food and drinks.
- Performance of pupils from local elementary school and secondary schools
- Cultural corner: Presentation of cultural traditions, hand made products, crafts, traditional clothing - folk costumes and folk music of individual participants focused on learning about cultures, traditions and customs of the peoples living in EU. Participants will be given opportunity to raise awareness on the richness of the cultural and linguistic environment in Europe and promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity.
- Cultural evening - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.

11. All day activities:

Informational stand on the theme: "Voluntarism as a one of the ways of expressing solidarity" - activity focused on how to practice solidarity and to devote a period of citizens lives to helping others. Presentation about positive aspects of voluntarism, given examples how to join not only in the local but also in the international level, presentation the European Solidarity Corps as a one of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society. Experienced volunteers will share their stories, challenges and lessons learned from their volunteering experiences. Various local and international organizations, nonprofits, and community groups will showcase their volunteer opportunities. Participants will learn about different causes, projects, and initiatives and have the chance to sign up for volunteering roles on the spot.

Active citizens stand on the theme: “Tools of the policy making process” - presentation of the existing tools for policy making process on local level - which tools are used by local government and which are managed by the citizens, how can citizens influence policy making process on local, national and even European level. Presentation of the platforms for citizens’ engagement - The Conference on the Future of Europe, European Citizens Initiative, Debating Europe, Citizens Dialogue.

Public survey on the theme "Benefits of EU membership" in order to find out the opinions and attitudes of citizens towards EU membership - positive / negative.

12. Management of the project - Organisation of stays, transportation of participants, organizational work - the implementation of individual project activities, publicity and dissemination the project results

STAFF EFFORT

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

LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (🚩 automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

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

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Educational, culture and social activities	WP1	1 - Obec Cíčov	OTHER	PU - Public	5

Deliverable D1.1 – Educational, culture and social activities

Deliverable Number	D1.1	Lead Beneficiary	1 - Obec Cíčov
Deliverable Name	Educational, culture and social activities		
Type	OTHER	Dissemination Level	PU - Public
Due Date (month)	5	Work Package No	WP1

Description
<p>Place: municipality of Čičov Indicative dates of the event: 25/07/2025 – 27/07/2025 Estimated number of countries involved: 4 Estimated number of individual direct participants: 448 Estimated number of invited foreign participants: 206</p> <p>The Event Description Sheet will be published on the municipality's website.</p> <p>Target group:</p> <ul style="list-style-type: none"> - the participants of the project activities represented by all age groups, students, elderly people, disabled people, professional orientation, the representatives of municipalities (members of local parliaments and mayors), administrative staff in municipalities, entrepreneurs, - citizens of the partners' cities - the results of the project will be promoted by partners as the result of the cooperation, - local government representatives, people active in the field of local policy, representatives of regional and national government- people involved into local, regional, national and EU policy making processes, - members of civic associations - participants from civic associations, representatives of civic association directly involved into project (partners), - citizens of surroundings regions - as the target group of recipients of outputs of the project and the survey, - Cultural practitioners (artists, cultural institutions, heritage organizations) - European public - group of people informed about the aims of the projects, outputs of the project, represents the transnational level of the project. <p>Timetable/work plan:</p> <p>25/07/2025 – 27/07/2025 Organisation of stays, transportation of participants, activities helping in organizing other activities during the event (support for accommodation of foreign participants, technical and organizational work relating to all activities during the event, final cleaning, packing material). The aim of this activity is organizationally mastered transfer of participants between events and places in order not to disrupt the schedule of the event; the exchange of experiences, communication between volunteers from different countries as a result of intercultural dialogue; strengthen and deepening informal relations.</p> <p>25/07/2025</p> <p>16:00 Opening ceremony with the speech of the mayor to citizens and guests of the event, introducing the objectives of the project, partners and their role in the project, introduction the history and reasons of cooperation, pointing out the importance of cooperation and cohesion of countries and cities in Europe, cooperation between twinned towns, the common values of the EU, emphasizing the importance of cultural exchange and solidarity among EU citizens.</p> <p>18:00 Ceremonial laying of wreaths at the memorial between the villages of Čičov and Medveľov, where the dam had been broken in 1965 as a result of a huge flood, continuing with the debate on the theme How Hungarians live in different countries, how we can live together with different nations, etc.</p> <p>19:00 Formal meeting of representatives of the partner towns in order to agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.</p> <p>20:00 Cural evening including:</p> <ul style="list-style-type: none"> - Cultural Performances: Local dance, music, songs, national costumes showcasing different European cultures.

- Ice-breaking Session: Interactive games and activities to help participants get to know each other, barbecue.

26/07/2025

09:00 Workshop on the topic: " Understanding Solidarity in Europe" – presentation on the history and importance of solidarity in the European context, connected with Panel discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Activity will include Q&A session to engage the audience. Activity will be ended by the quiz to enhance participants' engagement and reinforce their understanding of solidarity in the European context. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.

11:00 – 15:00 Visiting the swimming pool with healing water, which consists of two thermal springs in the village of Veľký Meder – water sports.

16:00 Presentations by NGOs and organizations working on solidarity projects, highlighting their achievements and impact. Opportunities for participants to get involved in volunteering activities or to contribute to ongoing solidarity campaigns. The main presenter will be the Bratislava regional association (BROZ), which deals with nature protection also in the territory of the village of Čičov (National nature reserve - Čičov dead arm of the Danube, Educational path, Hamské tŕstie). The activity will continue with a walk in nature, during which BROZ will present their programs, work, volunteer activities.

17:00 Debates on the EU issues consist of:

- Presentation: "The Journey of European Integration" - achievements and lessons from history with overview of major milestones in the history of the EU.
- Discussion on the founding principles and key achievements of the EU.
- Group activity: Timeline creation of significant events in EU history.
- Case studies on successful integration initiatives.
- Reflective discussion on what can be learned from these successes.
- Panel Discussion: The EU Today – Achievements and Challenges - participants will discuss current trends, achievements and ongoing challenges facing the EU.
- Debate session: The benefits of EU Membership - participants will debate the economic, social, and political benefits of being part of the EU. Arguments for and against EU membership.

These activities will be ended by quiz focused on the EU achievements and challenges what could enhance participants' engagement and reinforce their understanding of the EU's achievements and challenges.

18:00 Social and cultural activities:

- Gastro festival - Each partner will prepare a traditional dish from their country to share. Tasting of homemade/traditional food and drinks.
- Performance of pupils from local elementary school and secondary schools
- Cultural corner: Presentation of cultural traditions, hand made products, crafts, traditional clothing - folk costumes and folk music of individual participants focused on learning about cultures, traditions and customs of the peoples living in EU. Participants will be given opportunity to raise awareness on the richness of the cultural and linguistic environment in Europe and promote mutual understanding and tolerance, thereby contributing to the development of a respectful, dynamic and multifaceted European identity.

18:00 Debate session: "Addressing Euroscepticism" - participants will debate the causes of euroscepticism and possible solutions. Propose actions the EU could take to address these issues. Discussion on policies that could strengthen the social and political fabric of the EU. Continuing with Group brainstorming on innovative ideas to foster unity.

20:00 Cultural evening - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.

27/07/2025

10:00 Interactive Workshop: Vision for the Future of the EU - Participants create vision boards or mind maps outlining their ideas for the future of the EU. Presentation of visions and group feedback. Developing Policy Proposals - Participants work in groups to develop concrete policy proposals based on the debates (focusing on areas such as education, migration, economic policy and digital transformation). Discussion on how to implement proposed policies.

14:00 Final conference associated with recovery of event, research results', presentation and understanding of addressed

issues - understanding the importance of active participation of EU citizens on EU affairs, EU democratic values, European citizen's rights, EU policy-making and opportunities how to increase knowledge in ordinary people with space for public debate, the importance of strengthen solidarity, cohesiveness and respect based on different cultural principles.

All day activities:

Informational stand on the theme: "Voluntarism as a one of the ways of expressing solidarity" - activity focused on how to practice solidarity and to devote a period of citizens lives to helping others. Presentation about positive aspects of voluntarism, given examples how to join not only in the local but also in the international level, presentation the European Solidarity Corps as a one of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society. Experienced volunteers share their stories, challenges, and lessons learned from their volunteering experiences.

- Various local and international organizations, nonprofits, and community groups will showcase their volunteer opportunities. Participants will learn about different causes, projects, and initiatives and have the chance to sign up for volunteering roles on the spot.

Active citizens stand on the theme: "Tools of the policy making process" - presentation of the existing tools for policy making process on local level - which tools are used by local government and which are managed by the citizens, how can citizens influence policy making process on local, national and even European level. Activity aims to support participation on the local, national and European level. Presentation of the platforms for citizens' engagement - The Conference on the Future of Europe, European Citizens Initiative, Debating Europe, Citizens Dialogue.

Public survey in the form of a questionnaire on "Benefits of EU membership" in order to find out the opinions and attitudes of citizens towards EU membership - positive / negative. The results will be published at the final conference.

LIST OF MILESTONES

(None)

LIST OF CRITICAL RISKS

(None)

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

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

PROJECT	
Project name:	United in Diversity: Building a Future Together – Čičov 2025
Project acronym:	CICOV2025
Coordinator contact:	Mgr. Andrea Németh, Municipality of Čičov

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PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

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

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

Our project "United in Diversity: Building a Future Together - Čičov 2025, lasting 3 days, represents the cooperation between municipalities and other entities in order to give the citizens of the EU opportunity to play an active role in the EU direction. Through our project we create the place for public discussions, debates, exchanges of views and experiences, share the good practices of solving problems and issues on local, regional and the EU level. Through the project we will mobilize citizens from different European countries to discuss specific issues on the European policy agenda, promote civic participation in the EU policy-making process and support cooperation and cultural ties between European citizens. Our project represents a way to encourage friendship and cooperation among European municipalities, promoting mutual understanding and solidarity. By leveraging the established relationships between twinned towns, this project aims to promote uniting member states and their citizens as well as support the goals of European integration and unity. Our project emphasis on promoting cultural diversity, social cohesion and a shared European identity.

Through the project we want to:

1. Promote European unity and diversity - The EU is characterized by its rich cultural, social and historical diversity. This project aims to celebrate and use this diversity as a source of strength and unity. By bringing together citizens from various backgrounds, the project will highlight the common heritage that binds Europe, fostering a sense of belonging and shared purpose among participants.
2. Strengthen mutual understanding and friendship - Through interactive activities, workshops, debates and cultural exchanges, participants will have the opportunity to engage with one another on a personal level. These interactions will help break down stereotypes, build trust and create lasting friendships across borders. This enhanced mutual understanding is crucial for maintaining peace and stability in Europe.
3. Support local governance and European integration - Local and regional authorities play a pivotal role in the European integration process. By involving these authorities in the project, we can promote good governance practices, encourage local participation in EU initiatives and ensure that the benefits of European integration are felt at the grassroots level. This project will reinforce the role of local authorities in shaping a united Europe.
4. Encourage active citizen participation - Active citizen participation is essential for a vibrant democracy and a strong European Union. By focusing on topics such as solidarity, the future of the EU and best practices among municipalities, the project will empower citizens to take an active role in their communities and in the broader European context. This engagement is key to fostering a culture of participation and cooperation.
5. Promoting peaceful relations - The project will provide a space for discussing and resolving common challenges faced by European municipalities. By encouraging dialogue and cooperation, we can promote peaceful relations and prevent conflicts. This proactive approach to conflict resolution and cooperation is important for a harmonious and integrated Europe.
6. Highlight the benefits of cooperation - Through the exchange of ideas, best practices and experiences, the project will demonstrate the tangible benefits of cooperation among European towns and cities. These benefits include improved local governance, enhanced social cohesion and stronger economic ties. By showcasing successful examples of cooperation, the project will inspire other municipalities to engage in similar initiatives.

By the project implementation we will contribute to the ongoing process of European integration. By promoting exchanges, fostering cooperation and encouraging active citizen participation, the project will strengthen the foundation for a common European future. Through this event, we can build a more harmonious, united and prosperous Europe for generations to come.

Project's relevance to the scope of the call

Whole project has been designed to promote exchanges between people of different countries, cultures, gender and socio-economic backgrounds, reinforces mutual understanding and tolerance and gives them the opportunity to broaden their perspective and develop a sense of European belonging and identity. Project activities are focused on reinforcing mutual understanding and tolerance and to give the EU citizens the opportunity to broaden their perspective and develop a sense of European belonging and identity. Through the activities focused on the theme of solidarity, participants will gain richer understanding of solidarity, a heightened sense of empathy and inspiration and practical pathways to contribute to ongoing efforts. The aim is not only to mobilize immediate action but also to cultivate a long-term commitment to solidarity and community support. Through the activities focused on the debate about the EU future, the participants will gain valuable skills in creativity, cooperation, critical thinking and policy-making. They will feel empowered and equipped to contribute to discussions and initiatives on the future of the EU, fostering a sense of ownership and long-term engagement with European affairs.

Our project aligns closely with the general objectives by fostering a range of activities designed to promote intercultural exchange, mutual understanding and active participation among European citizens. The project provides various opportunities for citizens from different countries to interact through workshops, cultural activities, debates and social events. Through project's activities diverse groups of participants are bringing together what allows direct, personal exchanges. These interactions help to break down barriers, promote understanding and build relationships across national borders, thereby strengthening European unity. Project effectively addresses the general objectives of the call by creating a comprehensive and engaging program that promotes intercultural exchange, mutual understanding and active citizen participation.

Through its diverse activities and collaborative approach, the project not only strengthens the bonds between European citizens but also enhances the role of local and regional authorities in the process of European integration. Cultural and social activities will showcase the rich diversity of European traditions and histories. Participants will engage in hands-on experiences that highlight the EU's shared cultural heritage. By experiencing this diversity firsthand, citizens will develop a deeper appreciation for the cultural foundations of Europe and recognize their role in building a common future.

Our project includes structured dialogues and collaborative projects that address common challenges and promote peaceful conflict resolution. Project activities have been designed to encourage community engagement and active participation what will foster a culture of peace and cooperation, encouraging citizens to contribute actively to their local communities and the broader European project.

Interactive activities such as group discussions, cultural performances, ice-breaking session, group activities have been designed to build empathy, understanding and lasting friendships among participants from different backgrounds. Enhanced mutual understanding and personal connections will strengthen the social fabric of Europe and support a more inclusive and united community.

Activity such as "formal meeting of representatives of the partner towns" where municipal representatives can share experiences and best practices in local governance, community engagement, and public service delivery, will create the space for exchanging of knowledge and will help municipalities learn from each other, adopting innovative solutions and improve their governance practices what will bring benefits for their communities.

Project's contribution to the priorities of the call

- Increased awareness and understanding - Participants will gain a deeper understanding of the various issues and challenges that solidarity projects aim to address. Through firsthand accounts and detailed presentations, they will learn about the social, economic and cultural contexts of these issues. Project activities focused on the theme of solidarity will provide diverse viewpoints and stories, broadening participants' perspectives on global and local solidarity efforts.

- Enhanced engagement and empathy - Hearing personal stories and success cases from people directly involved in solidarity projects can foster a strong emotional connection, increasing participants' empathy and motivation to contribute. Participants may reflect on their own roles and responsibilities within their communities, inspiring them to take action in solidarity with others.

- Inspiration and motivation - Inspirational stories and tangible results of solidarity work can inspiring participants to get involved, either by volunteering, donating or spreading awareness.

- Opportunities for direct involvement - Participants will learn about specific opportunities where they can volunteer their time and skills. This direct path to involvement lowers barriers to entry and increases volunteer engagement. Information on ongoing solidarity campaigns will enable participants to contribute to these efforts, whether through advocacy, fundraising or direct participation.

- Networking and community building - The event will provide a space for participants to meet others who are passionate about similar causes, fostering a sense of community and collective purpose.

- Partnership opportunities - NGOs and other organizations can connect with potential volunteers, supporters and collaborators, strengthening their networks and capacity for impact.

Empowerment and capacity building:

- Skill development - Workshops can equip participants with new skills and knowledge, empowering them to contribute effectively to solidarity projects.

- Long-term commitment to solidarity - The combination of increased awareness, emotional connection and direct involvement opportunities can lead to sustained engagement, with participants continuing to support and advocate for solidarity causes long after the event. Inspired participants are likely to become advocates for the causes they learn about, spreading the message of solidarity within their own networks and communities.

- Enhanced creativity and innovation - Creating vision boards and mind maps will stimulate participants' creativity, encouraging them to think outside the box and envision innovative ideas for the future of the EU.

- Improved cooperation and teamwork - Working in groups to create vision boards and develop policy proposals will enhance participants' ability to collaborate, communicate effectively and integrate diverse perspectives. The collaborative nature of the workshop "Vision for the Future of the EU" will foster a sense of shared goals and collective effort, strengthening teamwork skills.

- Development of critical thinking and problem-solving skills - Developing concrete policy proposals will require participants to analyse complex issues, identify problems and devise practical solutions. Discussing how to implement proposed policies will further enhance problem-solving skills, as participants consider real-world constraints and opportunities.

- Enhanced understanding of policy-making process - Participants will gain hands-on experience in the policy-making process, understanding the steps involved in developing and proposing effective policies. Identifying key stakeholders and resources needed for policy implementation will deepen participants' understanding of the political and social dynamics involved in governance.

- Empowerment and ownership - By actively contributing to a vision for the future of the EU, participants will feel a sense of ownership and empowerment, recognizing their potential to influence and shape policy. Developing policy proposals will further empower participants, giving them practical tools and knowledge to engage in advocacy and policy-making.

- Increased engagement and commitment - The interactive and hands-on nature of the workshop will ensure high levels of engagement and participation, making the learning experience more dynamic and impactful. The workshop aims to inspire a long-term commitment to EU affairs, with participants continuing to engage with and advocate for their visions and proposals beyond the event.

- Broader perspective and interdisciplinary approach - Addressing diverse policy areas such as education, migration, economic policy and digital transformation will encourage participants to adopt an interdisciplinary approach, understanding the interrelated nature of these issues. This broader perspective will help participants develop more comprehensive and integrated solutions to complex challenges.

Target groups :

1. Youth (students, young professionals and youth organizations).

Reasons for selection: Engaging young people is crucial as they are the future leaders and decision-makers of Europe. Youth are typically more open to new ideas and eager to engage in discussions about the future. Involving young people can create lasting change, as the values of solidarity and European unity instilled in them can influence future generations.

2. Local and regional authorities (municipal officials, regional government representatives).

Reasons for selection: These authorities play a key role in implementing policies and fostering local development. Strengthening their capacities and promoting best practices in governance directly supports the project's objectives. They are pivotal in facilitating the European integration process at the grassroots level.

3. Civic organizations and NGOs.

Reasons for selection: These organizations have established networks and are experienced in mobilizing citizens and fostering community engagement. They bring expertise in various social, cultural and environmental issues, enriching project activities. They can advocate for policy changes and raise awareness about the project's goals among broader audiences.

4. General public (local citizens, families, senior citizens).

Reasons for selection: Ensuring broad participation from the general public helps create a more inclusive and representative dialogue about Europe's future. Involving people of all ages fosters intergenerational dialogue, enriching discussions with diverse perspectives and experiences. Encouraging community-wide involvement strengthens social cohesion and promotes a shared sense of identity.

5. Cultural practitioners (artists, cultural institutions, heritage organizations).

Reasons for selection: Cultural practitioners can facilitate meaningful cultural exchanges that highlight Europe's diversity and common heritage. Artists and cultural institutions can engage citizens creatively,

making project activities more appealing and impactful. Heritage organizations can emphasize the importance of preserving and celebrating Europe's shared cultural heritage.

By focusing on these diverse target groups, the project ensures a comprehensive approach to promoting solidarity and fostering debates about the EU's future. Each group brings unique perspectives and strengths that contribute to the project's success, helping to create a more inclusive, informed and engaged European community.

1.2 Needs analysis and specific objectives

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

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

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

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

To ensure the effectiveness and relevance of the program activities, we have chosen some needs that we identified by empiric observation. We had chosen the specific areas that require attention and designed the event's activities and its content to address those needs effectively.

Need No 1. The need to bridge cultural gaps, to promote empathy and foster a deeper appreciation for the diverse cultural heritage of the Union.

Activities that will lead to fill in the need No 1:

- Ceremonial laying of wreaths at the memorial between the villages of Čičov and Medveľov, where the dam had been broken in 1965 as a result of a huge flood, continuing with the debate on the theme How Hungarians live in different countries, how we can live together with different nations, etc.
- Cural evening focused on presentation and learning about cultures, traditions and customs of the people living in the EU, indicating the importance of respecting the diversity, enhancing mutual understanding between European citizens, fostering intercultural dialogue.
- Cultural Performances: Local dance, music, songs, national costumes showcasing different European cultures.

Ice-breaking Session: Interactive games and activities to help participants get to know each other.

Result:

- Creative activity supports the process of education towards tolerance of diversity of nations in the EU. The participants can see diversity of traditions, costumes, habits, language, geographical location of the Member States. Participants are building their awareness of the EU.
- Developing the ability of perception of multinationalism (various nations, differences). Activities introduce environment with various nations and support participants' perception of colourful world around. It develops their attitudes of tolerance into citizens with different cultures and develops the awareness about their own culture.

Need No 2. A lack of connection or a sense of shared identity among EU citizens. The need to strengthen solidarity and foster a sense of unity, highlighting that a collective future is built upon the common heritage and shared values within the EU.

Activity that will lead to fill in the need No 2:

- **Workshop on the topic: "Understanding Solidarity in Europe"** – presentation on the history and importance of solidarity in the European context, connected with Panel discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Activity will include Q&A session to engage the audience.
- **Presentations** by NGOs and organizations working on solidarity projects, highlighting their achievements and impact. Opportunities for participants to get involved in volunteering activities or to contribute to ongoing solidarity campaigns.
- **Informational stand on the theme: "Voluntarism as a one of the ways of expressing solidarity"**

Result: Throught these activities citizens will be given the opportunity to better understand and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economical, ethical limits of European solidarity. There will be opportunity to better understand and discuss the added value of EU's intervention in times of crisis. We

will contribute to overcoming national perceptions of the crisis, by fostering mutual understanding of the situation.

Need No 3. Lack of knowledge of positive aspects, benefits, experiences and possibilities of voluntarism.

Activity that will lead to fill in the need No 3:

- **Informational stand on the theme:** "Voluntarism as a one of the ways of expressing solidarity"- activity focused on how to practice solidarity and to devote a period of citizens lives to helping others. Presentation about positive aspects of voluntarism, given examples how to join not only in the local but also in the international level, presentation the European Solidarity Corps as a one of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society. Experienced volunteers share their stories, challenges and lessons learned from their volunteering experiences. Various local and international organizations, nonprofits and community groups will showcase their volunteer opportunities. Participants will learn about different causes, projects and initiatives and have the chance to sign up for volunteering roles on the spot.

Result:

- promotion volunteering and encouraging individuals to engage in voluntary actions
- providing insights into different types of volunteering and address questions or concerns potential volunteers may have.
- raising awareness about possibilities how to use the European Solidarity Corps to recruit young people to volunteer, how local volunteering initiatives can contribute to the development of the community and participation on local level, how to join and active participate on voluntarism at local, regional and EU level.

Need No 4. The need to encourage active citizenship, provide opportunities for dialogue and debates and empower citizens to contribute to shaping the direction and policies of the EU. (Identified through a perceived lack of engagement).

Activity that will lead to fill in the need No 4:

a) Debates on the EU issues consist of:

- Presentation: "The Journey of European Integration" - achievements and lessons from history with overview of major milestones in the history of the EU.
- Discussion on the founding principles and key achievements of the EU.
- Group activity: Timeline creation of significant events in EU history.
- Case studies on successful integration initiatives.
- Reflective discussion on what can be learned from these successes.
- Panel Discussion: The EU Today – Achievements and Challenges - participants will discuss current trends, achievements and ongoing challenges facing the EU.
- Debate session: The benefits of EU Membership - participants will debate the economic, social and political benefits of being part of the EU. Arguments for and against EU membership.

b) Interactive Workshop: Vision for the Future of the EU - Participants create visions.

c) Active citizens stand on the theme: "Tools of the policy making process"

Result:

- better understanding of the challenges and opportunities the EU is facing,
- participants will gain a deeper understanding of the challenges, opportunities and diverse perspectives within the EU. This increased awareness can inspire active engagement, informed decision-making and a sense of responsibility in shaping the future of the EU.

Need No 5. The need to create opportunities for citizens to build meaningful relationships, cooperate and establish a network of contacts that can contribute to future cooperation or initiatives (Identified through the desire for citizens to engage with individuals from different countries, establish connections and expand their networks within the EU).

Activities that will lead to fill in the need No 5:

-**Cultural and social activities** (such as visiting the swimming pool, barbecue session, gastro festival, performance of pupils from local elementary school and secondary schools)

Result: Value and thoughts convergence of participants, presentation of customs, traditions, formal and informal discussions involving all age groups to active participation on the program, presentation of cultural heritage, folk traditions as a tool of intercultural dialogue, promoting partnership values, common European roots, cooperation as a tool for building common Europe, entertainment.

Need No 6. Increased awareness of why Euroscepticism is growing

Activities that will lead to fill in the need No 6:

- **Debate session: "Addressing Euroscepticism"** - participants will debate the causes of euroscepticism and possible solutions. Propose actions the EU could take to address these issues. Discussion on policies that could strengthen the social and political fabric of the EU. Continuing with Group brainstorming on innovative ideas to foster unity.

Result:

- Participants will gain a comprehensive understanding of the various factors contributing to euroscepticism, including economic, political, cultural and social dimensions.
- Gaining diverse perspectives of this theme - exposure to different viewpoints will help participants appreciate the complexity and multifaceted nature of euroscepticism.
- Debating the causes of euroscepticism will encourage participants to critically analyse and question the underlying reasons behind this sentiment.
- By debating and discussing euroscepticism, participants will gain empathy for those who hold different opinions, understanding their concerns and motivations.
- Participants will be better equipped to engage in informed discussions about euroscepticism within their communities, promoting constructive dialogue.
- Participants will gain deeper insights into EU policies, governance and the democratic processes involved in addressing citizen concerns. The activity will encourage participants to stay engaged with EU issues, fostering a long-term interest in European affairs and governance.

#@COM-PL-CP@#

1.3 Complementarity with other actions and innovation — European added value

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

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

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

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

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

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

Since we organize such a project (Town Twinning project) the first time, we cannot build on the results of past activities. But we have experiences in organizing similar project focused on promoting the cultural heritage.

Our project builds on the results of past activities by:

- Using established networks - we are using existing networks from previous projects to foster new connections. In project activities will be engaged participants from past initiatives as lecturers, moderators, support with leading discussions, debates etc. It can provide continuity and enrich the experience for new participants.
- Building on best practices – we integrated best practices identified in previous projects in the field of organizing and implementing event for people of various backgrounds, interest, etc.

Innovative aspects:

- Our project stands out by combining formal meetings, workshops, debates, interactive activities and informational stands, offering a holistic experience that covers various dimensions of European integration and solidarity.
- The inclusion of interactive elements like quizzes, vision boards and group brainstorming sessions enhance participant engagement and ensures a dynamic learning environment.
- Addressing contemporary challenges such as migration, economic crises and the war in Ukraine makes our project highly relevant. This ensures that discussions are not only theoretical but also connected to real-world issues that participants are likely to encounter.
- By tackling Euroscepticism head-on and brainstorming solutions, the project promotes a proactive approach to addressing dissent and fostering unity.
 - Active participation and policy development - encouraging participants to develop policy proposals and engage in discussions about implementing these policies ensures active involvement and a sense of ownership over the outcomes.
- The creation of vision boards and mind maps for the future of the EU empowers participants to think creatively and strategically about long-term goals and initiatives.

Complementarity with other activities

- Synergy with EU programs - project activities are aligned with ongoing EU initiatives such as the European Solidarity Corps, Erasmus+, Debating Europe, which focus on mobility, volunteering and civic engagement.

By the "Active citizens stand on the theme: Tools of the policy making process" the participants will better understand the importance of active engagement in the EU process and active citizens' problem solving attitude; the current problems of the EU; the meaning of the EU policies and the role of the citizens, municipalities (as the representatives of EU policies) on the lowest level of enforcement and dissemination. Better understanding of applying of the EU values.

By the Informational stand on the theme: "Voluntarism as a one of the ways of expressing solidarity" the participants will gain information and practical experiences of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society. The result will be raising awareness about possibilities how to use the European Solidarity Corps to recruit young people to volunteer, how local volunteering initiatives can contribute to the development of the community and participation on local level, how to join and active participate on voluntarism at local, regional and EU level.

By the Debate session: "Addressing Euroscepticism" the participants will raise awareness about benefits that EU brings their citizens such as study abroad through program Erasmus.

- Cooperation with NGOs and local authorities - partnership with NGOs and local governments will amplify the impact of our project. These organizations often have on-the-ground experience and can provide practical examples of solidarity and policy-making processes. Through the activity Presentations by NGOs and organizations working on solidarity projects, NGOs working on solidarity projects will offer their expertise and success stories, reinforcing the theme of the project.
- Reinforcing local and regional integration - through the activity Active citizens stand on the theme: "Tools of the policy making process" the participants will gain raising awareness of relationship between the creation and implementation of policy, the relationship between the citizen and the municipality, the rights of citizens, but also the obligation. Citizens will get basic information about how they can influence events at the local level as well as European level- participation and activation at the local level and European level.

Trans-national dimension of the project

The project involves representatives from multiple partner towns across different EU countries (Hungary, Romania, the Czech Republic, Slovakia), ensuring a diverse and pan-European perspective. This transnational participation allows for the exchange of ideas, experiences and best practices across borders. By inviting representatives and participants from various EU member states, the project fosters a sense of European unity and shared identity. The formal meeting, debates, workshops and other activities will facilitate cross-border cooperations on future cooperation projects. This will enhance the ability of municipalities to work together on EU-funded initiatives, creating a network of towns that are committed to mutual support and development. Shared project implementation strategies, such as administration, support and expertise exchange, will benefit all participating towns, regardless of their national boundaries.

Impact and interest for a number of EU countries

- Addressing common European issues: The project's focus on solidarity, European integration, and addressing current challenges such as migration, economic crises, and the war in Ukraine are of common interest to many EU countries. This makes the project relevant and impactful across the continent. Workshops, debates and discussions will cover topics that resonate with citizens and policymakers from different EU countries, ensuring widespread interest and engagement.

- Showcasing EU achievements and challenges: Presentations and discussions on the achievements and challenges of the EU will help participants from various countries understand the broader context of European integration, fostering a shared sense of purpose and commitment. The quiz sessions on EU achievements and challenges will not only reinforce understanding but also create a competitive and educational environment that engages participants from different backgrounds.

Potential to use results in other countries

- Adoption of best practices: The project will highlight best practices in local governance, solidarity projects and citizen participation, which can be adapted and implemented in other EU countries. This adoption ensures that the project's outcomes have a broad and lasting impact.

- Practical tools and methodologies shared during the project can be disseminated through reports, online platforms, and follow-up meetings, allowing other municipalities and organizations to benefit from the project's insights.

- Creating replicable models: By developing policy proposals and innovative ideas during the interactive workshops, the project will generate models that other towns and regions can replicate. This

encourages a ripple effect, where successful initiatives inspire similar actions across the EU. The informational stands and active citizen stands can serve as templates for other municipalities to set up similar activities, promoting voluntarism and policy-making processes in various contexts.

Developing mutual trust and cross-border cooperation

- Building relationships and networks: The project provides a platform for representatives from different countries to build personal and professional relationships. These networks can lead to long-term cooperations and partnerships beyond the project's duration. Through the project's activities (shared experiences and cooperative problem-solving) will be built the trust among participants which will lead to the idea that European countries can achieve more together than individually.

- Encouraging ongoing dialogue: The structured debates and panel discussions encourage open dialogue on contentious issues such as Euroscepticism and the benefits of EU membership. This dialogue fosters mutual understanding and respect among participants from different countries. Group activities and brainstorming sessions on fostering unity and creating a vision for the future of the EU promote a collective approach to addressing common challenges, strengthening cross-border cooperation. Through cultural and social activities the participants will deepen awareness about cultures, traditions and customs of the people living in the EU, indicating the importance of respecting the diversity of the people living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue, value of cultural heritage for society, its economic contribution (to the quality of life, social cohesion and intercultural dialogue), its role in European cultural diplomacy, the importance of its preservation for next generation.

The project activities will take place in municipality of Čičov, from 25/07/2025 to 27/07/2025. Project will be attended by citizens from Slovakia, Hungary, Romania and the Czech Republic. We have chosen these partners because we have a lot of good experience with the mutual cooperation with these partners and we want to continue in our cooperation based on dealing the topics of common Europe and in value and thoughts convergence of participants. Representatives of partner cities will actively participate in the program as experienced entities. They will participate in all project activities as voluntary service for organizational works, handing out questionnaires, project evaluation. What is important is their active participation in various professional lectures, discussions, presentation about European issues. Within professional program, representatives of the European citizenship topics will perform. They will actively perform with the topic of understanding solidarity in Europe connected with Panel discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Their contribution also lies in cooperation in the preparation and organization of other project activities such as Debates on the EU issues consist of Presentation: "The Journey of European Integration"; Discussion on the founding principles and key achievements of the EU; Group activity: Timeline creation of significant events in EU history; Case studies on successful integration initiatives; Reflective discussion on what can be learned from these successes; Panel Discussion: The EU Today – Achievements and Challenges; Debate session: The benefits of EU Membership; Debate session: "Addressing Euroscepticism"; Interactive Workshop: Vision for the Future of the EU; all cultural and social activities. After completion of the project, they will also provide the project presentation at their official website, in media and they will assist in dissemination of the project outcomes to public.

Possible synergies/complementarities with other (EU funded) activities that can build on the project results:

- Erasmus - youth will be briefed with the opportunity to study abroad with financial support of the EU, with the experiences of people who also tried it.
- European Corps of Solidarity - the young participant get knowledge how to become an active volunteer on the EU level, encouraged and self-confident to try it.
- The EU financial support for entrepreneurs, municipalities, non-profit organizations focused on developing local, regional and national environment and improving the living standards of the EU citizens.
- Cross-border cooperation.

When designing and implementing the project activities, we will take into account to ensure equal terms between women and men, and both women and men will be able to participate in the activities. We will take account to maintain balance between men and women in the preparing, implementation and participation of the project program, lectures, workshops and other project activities. In the preparation as well as the implementation and dissemination of the project results, we will take account to make sure that there will be any discrimination based on, in particular sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

2. QUALITY

2.1 Concept and methodology

Concept and methodology

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

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

By the working methods we will contribute to the friendly and open atmosphere of the event. We will create a safe environment for exploring new information and support citizens in their education. We will prefer non-formal activities, not pushing participants into non-comfort zones, but choosing the method that is involving, inspiring, interesting and attractive for them and support them to learn new things. Examples of working methods are workshops, discussions, Q&A sessions, exhibitions, group activities, case studies, presentations, quizzes, information stands.

We set up the activities reflecting the aims of the project. The objectives have been divided into smaller, specific objectives, these ones into the objectives of the activities and based on expected results of the activity (learning outcome), we set up the methodology. In methodology planning we took into consideration the needs and characteristics of the main target groups (youth, local and regional authorities, civic organizations and NGOs, general public, cultural practitioners) and different level of knowledge of chosen topics. Based on this, we have chosen the methods that enable active engagement of citizens with different knowledge level (discussions, trainings, workshops). Besides that, we set up several specific activities - for concrete target groups (youth, local and regional authorities, civic organizations and NGOs) as their needs vary from others a little bit more, and these target group is directly connected with the expected outcomes (how to engage citizens more in EU dealing activities). On the topic of multiculturalism, we decided to be focused on the ability to live in a multicultural environment. The idea is not to point out on the differences, but to present multicultural environment as a fact and support citizens to explore how to deal with people with different ethnical, national, religious background.

The topics of the EU future are presented from several points of view: EU - reflects actual situation, thinks about the future and is aware of threats. Citizen - how citizen can see their participation, their own future in the EU. Union - as an environment that merge citizens and unity of states (the future of citizens living in Union). The topics of the solidarity are presented from the history and importance of solidarity in the European context, connected with Panel discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Activity will include presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. as well as presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, presentation of the European Solidarity Corps.

We decided for the project with multinational dimension as all the participating countries share the topic of active involvement of citizens from rural areas, all the citizens of the EU should be educated and be able to accept multicultural environment as the EU itself represents a variety of nations, ethnical groups, religious and diversity is the main characteristics of the EU. Besides that, we consider as crucial to inform and educate citizens on the topic of solidarity, tolerance and respect. These aspects are becoming more and more important as almost in all the EU countries we face the rising level of violence, radicalisation and discrimination moods, many times coming from the lack of information, education and awareness.

All cultural and social activities are aimed at raising awareness of the richness of the cultural and linguistic environment in the EU and promoting intergenerational and intercultural dialogue. The participants of various culture, customs and history will experience a form of cultural and specific activities that brings an opportunity to discuss opinions and attitudes. Specific activities are focused on raising awareness of importance of solidarity between its citizens, solidarity across borders between its Member States, and solidarity through support actions inside and outside the Union as a shared value which creates cohesion and responds to societal challenges; increasing civil engagement; fostering a sense of belonging; positive perception of the EU; pointing out on the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation on international, national, regional and local level.

Preparation and organization of the project will be provided by all partners involved, everyone will be actively involved in the program event through the presentations and lectures of their representatives as well as through the presentations of art and culture and the exchange of experiences. Representatives of the applicant will take over the most of organizational and preparatory work in the form of

volunteering. Program of activities make all participants more Europeans - by the EU most discussed topics, more linked into EU and more supportive for the Union. The project outcomes will be evaluated, recorded and used for later implementation in local policies and activities.

To ensure that target groups are not subjected to harm in any way we will include below mentioned ethical and safety considerations:

- Inclusivity and non-discrimination: The event will be inclusive and welcomes participants of all backgrounds, including different nationalities, ethnicities, genders, ages, and abilities. We will develop clear policies against any form of discrimination or harassment and ensure these policies are communicated to all participants.
- Informed consent: Detailed information about the event’s purpose, activities and any potential risks involved will be provided. We will obtain explicit consent from participants, especially if they will be involved in activities that require personal information sharing or if their images or statements will be recorded or published.
- Respect for privacy: Compliance with GDPR and other relevant data protection regulations when handling participants' personal information will be ensured. We will keep personal details confidential and ensure that any data collected is used only for the stated purposes.
- Transparency and accountability: We will be transparent about the event’s objectives, sponsors and the use of collected data. For the participants will be provided a clear and accessible way to give feedback or give complaints.
- Cultural sensitivity: We will ensure that cultural norms and traditions of all participants will be protected and respected; project’s activities will not perpetuate stereotypes or cultural insensitivity.
- Physical safety: The venue of the event will meet all safety regulations, including fire safety, accessibility and emergency exits. Medical teams will be prepared for possible health problems and injuries of the participants.
- Emotional and psychological safety: We will create an environment where participants feel safe to express their views without fear of judgment or backlash.
- Security measures: Trained security personnel to handle any incidents will be on-site.
- The venue of the project will be accessible to individuals with disabilities.
- We will provide translation or interpretation services (from among the students as a form of volunteering).
- Debates, discussions, O&A sessions will be moderated in a way to prevent hate speech, inappropriate comments or disrespectful behaviour. Ground rules for discussions will be established and enforced to maintain a respectful and productive dialogue.
- The staff and volunteers will be trained on the ethical guidelines, safety protocols and cultural sensitivity.
- We will establish a team to monitor the event in real time to quickly address any issues that arise.

In addition, our project is designed to ensure the respect for human dignity, liberty, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. Through the project we will show that the non-discrimination, tolerance, justice, solidarity and equality between women and men is necessary, possible, valuable and inspiring for all people. In the preparation as well as the implementation and dissemination of the project results, we will make sure that there will be any discrimination based on, in particular, sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

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2.2 Consortium set-up

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

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

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

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

n/a

2.3 Project teams, staff and experts

Project teams and staff		
<p>Describe the project teams and how they will work together to implement the project.</p> <p>List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).</p> <p>Note: Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.</p>		
Name and function	Organisation	Role/tasks/professional profile and expertise
Mgr. Andrea Németh, mayor, senior expert and divisor	Municipality of Čičov	- overall coordination of stakeholders, supervision of the project manager, smooth course of the project, evaluation of the survey Mrs. Andrea Németh is the mayor of the municipality Čičov and she has rich experiences in preparing and implementing similar projects.
Mr. Ondrej MEZŐ, project manager	Municipality of Čičov	- management of project activities and supervision of project realization and implementation (including ensuring the lectors and teachers, technical and administrative personnel. Mr. Ondrej MEZŐ has extensive experience from the past with successfully organization and implementation of several large projects
Bc. Attila SZIGETI, technical personnel	Municipality of Čičov	Attila SZIGETI will be responsible for the technical equipment of the project such as material and technical equipment (tables, chairs, stage, sound system, lighting, website, etc.).
Mgr. Renáta Szabóová, administrative pesonnel	Municipality of Čičov	Mrs. Szabóová will be responsible for the whole administration related to the project, including registration of participants, creation of reports from individual activities, billing of expenses related to the implementation of the project. She is expert in this field and has years of experience in this area.
Mr. Lukács Péter (RO), Mr. Sándor Kamocsai (HU), Mgr. Miriam Miláčková, PhD. (SK), Mr. Gábor Major (HU), Mr. János Jenei (CR)	Ciceu (RO), Kisbajcs (HU), Gönyű (HU), Svaz CSMMSZ (CR), BROZ (SK)	Lectors will be responsible for individual presentations, workshops, discussions, interactive learning and simulation games, public forum, etc. They will actively participate in preparing project activities, project themes. These lectors are experienced professionals in their field and have extensive experience in lecturing/education.

Outside resources (subcontracting, seconded staff, etc)
<p>If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).</p> <p>If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.</p>
n/a

2.4 Consortium management and decision-making

Consortium management and decision-making (if applicable) <i>(n/a for Town Twinning and Programme</i>

Contact Points)

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

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

n/a

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2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

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

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

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

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

To ensure that the project implementation is of a high quality and completed in time, the following measures are planned:

- Working up a detailed project plan - comprehensive project plan has been developed, which includes a detailed timeline with deadlines for each phase of the project (preparation, realisation, implementation, evaluation). This plan will be communicated to all project partners to ensure everyone is aligned and aware of the project's timeline.
- To clearly define deliverables - clear and specific deliverables will be established at the beginning of the project, along with their respective quality criteria. This will help to ensure that the project team understands the expected outcomes that we want to reach.
- Assembling the skilled and experienced project team to carry out the project's tasks effectively.

The program of the project consists of interesting and involving activities for all ages groups- topics and methods are planned to make all target groups involved into program activities. All representatives of the partners will participate on program activities. The needs and interests of all participants will be reflected in the program of the event. The organizational and support activities will be provided by volunteers that contribute to the active involvement of the citizens into program activities. Volunteers will be young people from each partner towns or organizations and will be trained for the concrete role during the event. The topics of the activities are current and are named to make the topic interesting and attractive for the participants. The methods of activities make activities attractive and involving in natural way, EU topics become friendly, and thanks to methods, participants will learn new issue easy and naturally. All activities are interactive - participants actively discuss, show their opinion, represent attitudes and are in active role.

Project will attend 130 visitors from Hungary, 54 from Romania, 22 from the Czech Republic, 10 from Bratislava regional conservation association (SK). Together with locals, 448 European citizens will be directly involved in project. Of these participants, 237 will be women, 211 men, 12 disadvantaged. Project will indirectly affect up to 30,000 people.

In order to reach setting number of citizens who will be directly involved and affected by the results of the project, we prepared the combination of various activities supports the process of learning and involvement of target groups. The needs and interests of the target group are reflected in the program for youngsters, elderly people, disabled groups and working people. The project is an educational and social - cultural event with duration of three days.

To affect more than 30,000 people, we have prepared a plan for the dissemination and visibility of the project results which is described in the part 3.2 Communication, dissemination and visibility. In addition, experiences from the event will be published on the social networks by individual participants so we gain feedback of the event that will help us to recognise which activities were the most popular, valuable and the most inspiring.

The project also includes monitoring and evaluating the project results. The aim of the evaluation is to get feedback, through which we get information about how the participants have mastered the issue, how they can handle the problem and use what they have learned. The evaluation is based on the specific criteria we have chosen:

- Raised awareness of importance of solidarity between citizens, solidarity across borders between its Member States, and solidarity through support actions inside and outside the Union as a shared value which creates cohesion and responds to societal challenges. Raised awareness of the importance of reinforcing the European integration process based on solidarity and common values. Increased knowledge about the solidarity mechanism inside the EU such as volunteering. Gaining information about the "European Corps of Solidarity" as a one of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society. Increased knowledge of positive aspects, benefits, experiences and possibilities of voluntarism, increased interest in volunteering especially in younger generation. – 448 citizens
- Increased awareness of the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation on international, national, regional and local level – 448 citizens
- better understanding of solidarity, a heightened sense of empathy and inspiration, and practical pathways to contribute to ongoing efforts. Opportunities for participants to get involved in volunteering activities or to contribute to ongoing solidarity campaigns. - 448 citizens
- better understanding of euroscepticism, increased awareness of policy-making and governance, raised awareness of existing EU initiatives aimed at addressing euroscepticism and improving EU-citizen relations - 448 participants
- Increased awareness of the importance of cooperation in the field of challenges of the EU future as well as better identifying the tasks and finding the partners for cooperation. Increased awareness in skills in creativity, cooperation, critical thinking and policy-making - 448 participants
- Increased knowledge about active participation tools at EU level. Better knowledge about practical perspective on how to influence things, why it matters to the EU citizens and why EU citizens really care about it. Increased level of active use of existing instruments by citizens and to be aware of the importance of active engagement in the EU - 448 participants
- Deeper partnership between the municipality and its partner municipalities, civil society, organizations; increased awareness of European identity based on common values, history and culture, linguistic and culture diversity. Raised awareness about cultures, traditions and customs of the peoples living in the EU, realising the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue – 448 citizens.

The evaluation methods:

We have chosen a combination of several methods of evaluation the achieved results, depending on the specific activity - oral evaluation, written and practical examination.

Some activities such as "Formal meeting of representatives of the partner towns" related to the reinforce municipals' cooperation, "Cultural and social activities" aimed at raising awareness of the richness of the cultural and linguistic environment in Europe, will be evaluated through the personal comments of individual participants, their impressions and opinions, which has been beneficial and inspiring for them.

Activity such as Informational stand on the theme: "Voluntarism", stand "Active citizens", Workshop on the topic: " Understanding Solidarity in Europe"; " Interactive Workshop: Vision for the Future of the EU" and "Debates on the EU issues" will be evaluated by practical examination of gained information and skills.

The written method will be used to evaluate the survey focused on finding out the participants' attitudes related to the benefits of EU Membership; quizzes related to the theme of solidarity and the EU issues.

The data collection will be disaggregated by gender, age, and social backgrounds. This will allow us to analyse the differential impacts of the project on different groups and identify any disparities or inequalities that may exist.

The results of the project will be evaluated and published at the final conference, which include summarization of the achieved outcomes of the event, their compliance with EU priorities and the impact on the lives of citizens from participant countries. The participants of the project, invited guests from local government, public life, associations, entrepreneurs, pensioners and other citizens will be

acquainted about the results of the project.

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2.6 Cost effectiveness and financial management

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

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

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

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

n/a

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3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

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

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

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

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

We have set up a program of activities so that each target group involved in the project finds activities that not only reflect their needs and interests, but they are also attractive to them and they are able to pass on the themes we are reacting to.

By the project implementation and its output, we expect:

Short-term effects:

- Increased awareness and understanding - Participants gain a deeper understanding of the EU's history, its achievements, challenges and the importance of solidarity within Europe. Improved knowledge about the role of local governance and how citizens can influence policy-making processes.
- Enhanced engagement - Higher levels of engagement among participants through interactive workshops, debates, group activities and quizzes. Immediate networking opportunities among representatives of partner towns and participants, fostering initial connections and exchange of ideas.
- Immediate action plans - Development of initial cooperation projects and action plans among partner towns. Concrete policy proposals developed during the workshops and debates.
- Awareness of solidarity initiatives - Increased awareness of existing solidarity projects and the positive impact of voluntarism, potentially inspiring immediate participation in such initiatives.

Medium-term effects:

- Strengthened partnerships - Ongoing cooperation and projects between partner towns, leading to sustained exchanges and mutual support. Continuation and expansion of the initial cooperation projects agreed upon during the event.

- Policy influence and implementation - Implementation of policy proposals developed during the event, influencing local and regional policies. Adoption of best practices shared during the event, leading to improved local governance and project implementation.
- Community engagement - Enhanced local community engagement in policy-making processes, leading to more inclusive and participatory governance. Increased participation in solidarity and volunteer projects, both locally and internationally.
- Educational impact - Continued educational efforts in schools and community centres based on the materials and ideas shared during the event. Strengthening of the European identity among participants through a better understanding of EU principles and achievements.

Long-term effects:

- Sustained cooperation and integration - Long-term partnerships and networks established between municipalities, fostering continuous cooperation and integration within the EU framework. Development of a culture of cooperation and solidarity among European citizens.
- Policy and governance improvements - Lasting improvements in local and regional governance through the implementation of shared best practices and innovative policy proposals. Increased resilience and adaptability of local governments to address challenges and leverage opportunities within the EU context.
- Strengthened European identity and unity - Greater sense of European identity and unity among citizens, contributing to the overall cohesion of the EU. Reduction in euroscepticism through better understanding and tangible benefits of EU membership.
- Long-term volunteerism and solidarity - Long-term commitment to volunteerism and solidarity initiatives, strengthening social cohesion and mutual support within European society. Establishment of ongoing programs and initiatives that promote solidarity and active citizenship.
- Empowered citizens - Empowerment of citizens to actively participate in the democratic process at local, regional and EU levels. Sustained engagement and participation in policy-making, leading to more responsive and effective governance.

Benefits for Target Groups:

1. Youth (Students, Young Professionals, and Youth Organizations):

Concrete benefits: Enhanced understanding of European solidarity, integration, and governance. Improved skills in public speaking, critical thinking, and debate through active participation in discussions and workshops. Networking opportunities with peers, professionals and civic leaders from various countries. Increased awareness of volunteer opportunities and European Solidarity Corps programs.

Changes: More engaged and informed youth, motivated to participate in EU-related activities and initiatives. Stronger European identity and sense of solidarity among young people. Empowerment to influence local and regional policies.

2. Local and regional authorities (Municipal officials, regional government representatives):

Concrete Benefits: Exchange of best practices and innovative solutions for local governance. Strengthened partnerships and cooperation with other municipalities and regions. Access to new ideas and policy proposals developed during the event.

Changes: Improved local governance and policy implementation. Increased capacity to address local challenges through cooperation and shared knowledge. Enhanced reputation and effectiveness of local authorities in promoting European integration.

3. Civic organizations and NGOs:

Concrete benefits: Greater visibility and recognition for their work on solidarity projects. Opportunities to present their achievements and impact to a wider audience. Potential partnerships and funding opportunities through networking.

Changes: Increased support and participation in their projects. Strengthened capacity to implement and expand their initiatives. Enhanced cooperation with local authorities and other stakeholders.

4. General public (local citizens, families, senior citizens):

Concrete Benefits: Increased awareness of EU values, history and the benefits of European integration. Greater understanding of how to participate in local governance and influence policy-making. Engagement in community activities and discussions on European issues.

Changes: More informed and engaged citizens who feel a stronger connection to the EU. Increased participation in community and volunteer activities. Strengthened social cohesion and sense of community.

5. Cultural practitioners (artists, cultural institutions, heritage organizations):

Concrete Benefits: Opportunities to showcase their work and contribute to the cultural exchange. Enhanced understanding of the role of culture in promoting European solidarity. Potential collaborations and projects with other cultural practitioners and institutions.

Changes: Increased visibility and appreciation of local and European cultural heritage. More collaborative cultural projects that promote unity and understanding. Strengthened role of culture in local and regional development.

Overall benefits for all participants:

Developing the ability of perception of multinationalism (various nations, differences). Activities introduces environment with various nations and support participants' perception of colourful world around. It develops their attitudes of tolerance into citizens with different cultures and develops the awareness about their own culture.

Value and thoughts convergence, presentation of customs, traditions, formal and informal discussions involving participants to active participation on the program, presentation of cultural heritage, folk traditions as a tool of intercultural dialogue, promoting partnership values, common European roots, cooperation as a tool for building common Europe, entertainment.

Reduction of Identified Gaps:

Gap: Lack of mutual understanding and engagement in European solidarity and integration.

Reduction: The project will bridge this gap by providing a place for dialogue, exchange and active participation among diverse groups. Participants will gain a deeper understanding of European values, history and the importance of solidarity, reducing misconceptions and fostering a sense of unity. By engaging citizens in discussions and activities, the project will promote active citizenship and reduce the gap between local communities and the broader European context.

Improvement of the Situation:

Starting point: Limited awareness and understanding of European solidarity and integration among various target groups. Insufficient engagement in local governance and policy-making processes. Lack of cooperation and exchange of best practices among municipalities and civic organizations.

Situation after the end of the project:

- Enhanced knowledge and understanding - Participants will have a better understanding of European solidarity, integration and the EU's achievements and challenges.
- Increased engagement and participation - Higher levels of engagement in local governance, volunteer activities and European initiatives.
- Strengthened networks and cooperation - Stronger partnerships and networks among municipalities, civic organizations and cultural practitioners, leading to ongoing cooperation and exchange of best practices.
- Empowered and connected communities: More empowered citizens who are actively involved in shaping their local and regional policies. Stronger sense of European identity and unity, contributing to a more cohesive and resilient European society.

All activities are accessible to all target groups, we will ensure that there will be any discrimination based on, in particular, sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. All of the participants will be actively involved in the program event through the presentations and lectures of their representatives as well as through the presentations of art and culture and the exchange of experiences. We take account to maintain balance between men and women) in the preparing, implementation and participation of the project program, lectures, workshops and other project activities.

Innovation:

- Innovative dialogue and engagement - The project introduces innovative formats for dialogue and engagement, such as interactive workshops, quizzes and vision boards, which go beyond traditional discussion methods. Special focus on engaging youth through creative activities and discussions, fostering a new generation of informed and active European citizens.
- Cooperative policy development - by developing common policy proposals, the project encourages cooperative thinking and innovation in addressing current challenges within the EU, such as migration, environmental changes, economic policy and digital transformation. Facilitates cross-border cooperation and sharing of best practices, encouraging municipalities and organizations to learn from each other and implement innovative solutions locally.
- Enhanced civic participation - Activities are designed to enhance civic participation and local governance, empowering citizens to take an active role in shaping their communities. Program's activities provide participants with the tools and training needed to effectively participate in policy-making processes and influence decisions at the local and regional levels.
- Promotion of solidarity and unity - Workshops and discussions are focused on understanding and promoting solidarity within the EU, encouraging participants to develop innovative ideas for fostering unity and mutual support. Through the project, the role of volunteerism in expressing solidarity, with concrete examples and opportunities for participants to get involved in solidarity projects, will be highlighting.

Degree of ambition:

- Educational impact - The project aims to go beyond raising awareness by providing concrete skills and tools that participants can use to effect change in their communities.
- Sustained engagement - The project is focused on creating sustained engagement and long-term

partnerships, ensuring lasting impact and continuous improvement.

- Inclusive policy development - The aim is to not only discuss but actively develop and implement policies that promote gender equality, non-discrimination, and solidarity, setting a new standard for local and regional governance.
- Empowerment and innovation - we have ambition in empowering diverse groups, particularly youth and marginalized communities, to take active roles in shaping the future of the EU, fostering innovation in how solidarity and unity are promoted and practiced.

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3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

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

Describe how the visibility of EU funding will be ensured.

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

As a part of our project's dissemination strategy, we have planned a range of communication and dissemination activities to promote our activities and project's results, and maximize impact. Our target groups include:

- the participants of the project activities represented by all age groups, students, elderly people, disabled people, professional orientation, the representatives of municipalities (members of local parliaments and mayors), administrative staff in municipalities, entrepreneurs,
- citizens of the partners' cities - the results of the project will be promoted by partners as the result of the cooperation,
- local government representatives, people active in the field of local policy, representatives of regional and national government- people involved into local, regional, national and EU policy making processes,
- members of civic associations - participants from civic associations, representatives of civic association directly involved into project (partners),
- citizens of surroundings regions - as the target group of recipients of outputs of the project and the survey,
- Cultural practitioners (artists, cultural institutions, heritage organizations)
- European public - group of people informed about the aims of the projects, outputs of the project, represents the transnational level of the project.

We will use various formats and channels to reach these target groups effectively.

Presentation in press and media before and after the event:

- local and regional newspaper,

Presentation before event:

- official web sides of applicant and partners town, social media,
- invitations - the partners and invited guests will be inform by email invitation,
- posters – we will ensure that posters will be located wherever possible to maximize accessibility and reach (50 pc.),

During the event:

- multi-lingual newsletters with the event programme, partners, cooperation (300 pc.),
- outdoor banners (3 pc.),
- Live Streaming through Facebook of key sessions, workshops and panel discussions for general public, youth, and those unable to attend in person.
- Online polls, Q&A sessions via social media and live quizzes.

After the event:

- an audio-visual record and photographic documentation of the crucial parts of activities (presentations, lectures, discussions, opening ceremony, social - cultural activities, etc.) will be recorded and distributed to relevant organizations. The record received each of partners will also serve to promote participating municipalities and regions,
- an audio-visual record and photographic documentation of the crucial parts of activities will be also published on the web sides of all partner cities

- the results of the project will be processed in press release (media-local/regional), short information will be sent to all local and regional media (all partners), in cooperation with the project partners the final document will be prepared (with all the results of the project) - published on the web pages, FB pages, networks of partners,
- mouth-to-mouth publicity - the participants will naturally disseminate the message of the event among their friends, families, acquaintance, neighbours, colleagues, etc.
- on the project website, a discussion forum will be established, which will serve for receiving feedback of the event.
- social media - we will utilize various social media platforms, such as Twitter, LinkedIn and Facebook, to share project updates, research findings, and engage with stakeholders and the general public. Social media will allow us to disseminate information quickly and widely, and foster discussions and interactions.

In all publications, posters, articles, invitations and activities visibility of the EU logo will be ensured to make it clear that the project is funded by the EU.

Communication and dissemination activities will be prepared to contribute to the promotion of gender equality and non-discrimination. Communication materials will be prepared in gender inclusive language and positive visual representations. In all materials women and men will be portrayed in a non-stereotypical fashion and in active empowered roles. We will also use communication channels that are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups (especially social channels, personal invitation, disabled facilities).

The multiplier effect will be reached through all target groups (citizens of the twinning towns, stakeholders on local level, stakeholders on national level, NGOs, foundations, informal groups of citizens - 3rd sector, media - print and TV media), by sharing information, practical skills and attitudes with other citizens and by using various tools for dissemination and publishing the event messages.

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3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

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

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

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

After the end of the project, the representatives of the participating municipalities and associations will continue to disseminate the results of the project through the information about the project published on the official website of each partner as well as other participating organizations and entities within 6 months of the end of the project. An audio-visual record and photographic documentation of the crucial parts of activities (presentations, lectures, discussions, ceremony, social - cultural activities) will be published through the Facebook, on the official web side of the applicant as well as partner's representatives. The applicant will provide an opportunity to exchange experiences and help with the organization of events of this type to other interested parties. The questionnaire will be prepared which will serve for receiving feedback of the event, for opinion expression and evaluation of the impact of the event on citizens. The outcomes will be evaluated and used for later implementation in local policies and activities.

For ensuring and sustaining project impact we are prepared:

- to maintain and develop the partnerships established during the project, to ensure regular communication and cooperation among municipalities, NGOs and cultural practitioners,
- to plan regular follow-up meetings (virtually or in person) to discuss progress, share updates and plan future common initiatives,
- to encourage local and regional authorities to integrate the best practices and policy proposals developed during the project into their regular operations,
- to organize periodic workshops, seminars and public discussions to keep the conversation alive and continuously educate the public on EU values, solidarity and integration,
- to cooperate with local schools, universities and community centres to incorporate these themes into educational curricula and community programs,
- to continue promoting volunteerism through the European Solidarity Corps and other local and international volunteer programs,
- to establish a local volunteer network to coordinate and support ongoing volunteer efforts, encouraging sustained participation from the community.

Resources necessary for continuation:

1. Human resources in the form of dedicated staff and volunteers to coordinate follow-up activities, manage partnerships, and oversee the implementation of best practices and policy proposals.
2. Financial resources in the form of funding from local governments, private sponsors or other EU funding programs, grant opportunities from foundations and international organizations that focus on civic engagement, education and community development.
3. Technological resources - maintaining and updating online platforms (websites, social media) to share resources, provide updates and engage the community.

Utilization of project results

- Using the policy proposals and best practices developed during the project to advocate for changes at the local, regional, and national levels.
- Engaging with policymakers to promote the adoption of these proposals and highlighting their potential benefits.
- Using the project results to foster ongoing community engagement, encouraging citizens to remain active in local governance and civic activities.
- Partnership with educational institutions to develop courses and modules based on the project's themes.
- Organizing community events and forums to discuss the project's outcomes and explore new ideas for furthering EU solidarity and integration.

Possible synergies/complementarities with other (EU funded) activities that can build on the project results:

- We can build on existing initiatives by connected with other EU-funded projects and programs that share similar goals and themes, such as those focused on civic engagement, education, cultural exchange and social cohesion.
- Erasmus - youth will be briefed with the opportunity to study abroad with financial support of the EU, with the experiences of people who also tried it.
- European Corps of Solidarity - the young participant get knowledge how to become na active volunteer on the EU level, encouraged and self-confident to try it.
- The EU financial support for entrepreneurs, municipalities, non-profit organizations focused on developing local, regional and national environment and improving the living standards of the EU citizens.
- Interreg Programs - since our project involve cross-border exchanges and cooperation, we can look for potential partnerships or funding opportunities within the relevant Interreg programs.

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4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

Estimated budget — Resources														
Participant	Costs <i>(n/a for Lump Sum Grants)</i>													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR

For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#))

Staff effort *(n/a for Lump Sum Grants)*

Staff effort per work package						
<i>Fill in the summary on work package information and effort per work package. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.</i>						
Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Months	Person-Months

Staff effort per participant				
<i>Fill in the effort per work package and Beneficiary/Affiliated Entity.</i>				
<i>Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.</i>				
<i>Identify the work-package leader for each work package by showing the relevant person/month figure in bold.</i>				
Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

Subcontracting (n/a for prefixed Lump Sum Grants)

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks). Make sure that subcontractors are aware of the principles of gender mainstreaming and non-discrimination mainstreaming.

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
All activities/tasks																									

Timetable (projects of more than 2 years)
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																								
Task 1.2 - ...																								
Task ...																								

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5. OTHER

5.1 Ethics and EU values

Ethics and EU values

Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.

Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.

If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the [Keeping Children Safe Child Safeguarding Standards](#).

Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.

Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

Potential ethics issues that we keep in mind:

- Representation and inclusivity - we will ensure that the event and its activities promote inclusivity and represent diverse perspectives. When choosing the speakers and content we keep in mind such important factors as gender, age, ethnicity, disability, and socio-economic backgrounds.
- Transparency and accountability - it is important to maintain transparency in all aspects of the project, including funding sources, decision-making processes, and participant selection. We will clearly communicate the objectives and expected outcomes of the event, and ensure accountability in the allocation of resources and management of finances.
- Privacy and data protection - we will ensure to compliance with relevant data protection regulations (GDPR). All participants, whose personal data will be used for collection, analysis and dissemination, will be acquainted with this fact and their personal data will be used only after giving the agreement.
- Prejudice and stereotypes - we will take care to avoid prejudice and stereotypes when designing event materials, selecting speakers, and organizing discussions. We will ensure that the event promotes balanced and accurate information about the EU, avoiding stigmatization of any particular groups or nationalities.
- Balancing perspectives - while the event aims to challenge Euroscepticism and address misconceptions about the EU, it is important to strike a balance between promoting the EU and acknowledging legitimate concerns or criticisms. We will promote an open and respectful dialogue that allows for diverse perspectives and encourages constructive criticism.
- Conflict of interest - we will ensure that organizers, speakers, and participants do not have any conflicts of interest that may compromise the integrity of the event or its outcomes.
- Environmental sustainability - we will also consider the environmental impact of the event and strive to minimize its carbon footprint. We will encourage sustainable practices, such as using eco-friendly materials, reducing waste, and considering alternative transportation options for participants.
- Safety and well-being - we will prioritize the safety and well-being of all participants, providing a supportive and inclusive environment free from harassment, discrimination, or any form of harm. Clear guidelines and procedures for reporting and addressing any ethical concerns or incidents that may arise during the event will be established.
- Evaluation and impact assessment - we will conduct a thorough evaluation of the event's impact and effectiveness, considering both intended and unintended consequences. Feedback from participants and stakeholders to improve future events will be collected to ensure continuous ethical improvement.

Our project is designed to ensure that gender equality and non-discrimination considerations are

mainstreamed throughout the project cycle, promoting inclusivity, fairness, and equal opportunities for all participants.

To ensure gender and non-discrimination mainstreaming in the project cycle:

- the comprehensive needs assessment has been made to identify the specific gender-related and non-discrimination issues;

- objectives, activities and outcomes have been analysed from a gender and non-discrimination. Potential disparities, prejudices or barriers that may exist have been identified;

- project’s activities, materials, communication are considering the different needs, experiences and priorities of women, men and diverse groups. This includes promoting equal participation, access, and benefits for all;

- the project is designed to foster meaningful participation of women, marginalized groups, and other stakeholders in the project; to provide opportunities for their active involvement in decision-making processes, planning, implementation, and evaluation stages. We will ensure that their voices are heard and respected throughout the project cycle.

- evaluation of the project will be done by collected sex-disaggregated data what can help us to analyse the different outcomes and address any disparities or prejudice.

Project is designed to ensure the values of respect for human dignity, liberty, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. Through the project we will show that the non-discrimination, tolerance, justice, solidarity and equality between women and men is necessary, possible, valuable and inspiring for all people. In the preparation as well as the implementation and dissemination of the results of the project, we will make sure that there will be any discrimination based on, in particular, sex, race, colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

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5.2 Security

Security
Not applicable.

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6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	YES
<p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.</p>	YES

Financial support to third parties (if applicable)

If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project’s objectives.

n/a

#§DEC-LAR-DL\$#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

LIST OF PREVIOUS PROJECTS

List of previous projects					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.
3.0	08.04.2025	Change in the composition of the project partners: The event will be attended by the representatives of the city Ostrava (CZ) instead of OZ OZ CSMMSZ Svaz Maďarů žijících v českých zemích.

CERV Programme - Citizens engagement and participation strand: Town Twinning	
Estimated EU contribution	
ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order!	
1 EVENT = 1 WORK-PACKAGE	
Project title:	United in Diversity: Building a Future Together – Čičov 2025

Version 2023 10 19

Event (Work Package) Number	Country of the event	City	Number of International direct participants	Number of direct participants	Lump Sum (automatic)
1	Slovakia	Čičov	>205	448	EUR 50 745
2					EUR 0
3					EUR 0
4					EUR 0
5					EUR 0
6					EUR 0

Total Amount**EUR 50 745**



O B E C Č Í Č O V
 Obecný úrad, Dunajská 41, 946 19 Čičov
 IČO: 00306410, DIČ: 2021014743

CONFIRMATION LETTER / STATEMENT I confirm that the Child Protection Policy (CPP) of our organisation is in line with the guidelines "Child safeguarding standards and how to implement them" and contains following elements:

1. Definitions, including of risks that may affect children in the specific context of the organisation activities and its mission.
2. Clear information about what behaviours are not acceptable when working with children.
3. Description of safe recruitment procedures (including criminal background checks for employees, volunteers and trainees).
4. Information about data protection procedures.
5. Information about training of staff on child safeguarding and child protection policies.
6. Information about how often the documents will be revised.
7. Indication of who will act as a child protection officer/reporting authority.
8. Information about reporting procedures, incl. forms and clear instructions who should be informed and when.
9. Clear indication about referral and child protection systems outside the organisation.
10. Information about a complaint mechanism.
11. The language of the CPP is strong and clear (not *may*, but *must*; not *should*, but *have to*).
12. The CPP is/will become available online before the activities involving children are implemented, at the following link:, transparent to all those who come in contact with our organisation.
13. The CPP is approved and signed by the Legal representative.

Date 26. 3. 2025

Name Mgr. Andrea Németh, mayor of the municipality of Čičov

Signature



ANNEX 2**ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION**

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount ¹
	WPI Educational, culture and social activities	
	Lump sum contribution	
a	b = a	
1 - Obec Cíčov	50 745.00	50 745.00
2 - CC		
3 - Kísbajcs		
4 - Gönyü		
5 - BROZ		
6 - Ostrava		
Σ consortium	50 745.00	50 745.00

¹ The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]		
[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Forms of funding												
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

ANNEX 5

SPECIFIC RULES

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

Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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