

CALL FOR PROPOSALS
Citizens' engagement actions in the area of communication
in view of the European elections of 2024

COMM-SUBV-NAT-E-2023

Questions and Answers
(Q&As)

Version 27 September 2023

You will find below the list of asked questions and replies based on received questions for this calls for proposals. Please note that the present document aims to complement and clarify the current call for proposals and its documents of guidance and does not replace them. The Q&As will be periodically published; applicants are invited to check the following website regularly: <https://www.europarl.europa.eu/contracts-and-grants/en/grants>

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CALL UPDATE

Section 7.2 of the Call on Financial Capacity as well as the **Annex I.3 Declaration on Honour** have been updated on 16/05/2023. Please find hereunder the content of the update:

Action Category 2.2.1 – Civil society:

Initial version of 05/04/2023: My organisation has an average turnover/income in the last three financial years for which accounts have been closed of, at least 100% of the total amount requested to the EP.

Updated version of 16/05/2023: My organisation has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding.

Action Category 2.2.2 – Change-Makers

Initial version of 05/04/2023: My organisation has an average annual turnover/income in the last two financial years of, at least, 20% of the total amount of the action.

Updated version of 16/05/2023: My organisation has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding.

INFO SESSIONS

QUESTION 1:

The European Parliament is organizing a briefing on Thursday 27 April 2023 at 10:00 CET and will focus on the technical aspect of submitting proposals for the EP-COMM-SUBV-NAT-E-2023 grants. What language will this briefing be in?

ANSWER 1:

We thank you very much for your interest in the Call for Proposals **EP-COMM-SUBV-NAT-E-2023**.

The info session planned on Thursday 27 April 2023 at 10:00 CET will be done in English.

QUESTION 2:

FR: Je prends connaissance ce matin de la réunion d'information et je ne trouve pas la pièce jointe avec l'adresse.

EN: I would have liked to attend this morning's info session to understand how to promote awareness of the role of the European Parliament in the realisation of democracy, in view of the 2024 European elections. However, I was unable to attend. I would like, if possible, to receive more information about what was said this morning.

ANSWER 2:

FR: Nous vous invitons à parcourir les présentations qui ont été données durant la séance d'information du 27 avril 2023.

Ces dernières ont été publiées sur [le site du EU PORTAL](#) :

- [Presentation on the Content and Timeline of the Call for Proposals](#)
- [Presentation on How to submit a Proposal in the EU Portal](#)

EN: The presentations given during the INFO Session are available on the [EU FUNDING PORTAL](#):

- [Presentation on the Content and Timeline of the Call for Proposals](#)
- [Presentation on How to submit a Proposal in the EU Portal](#)

SUBMISSION (REGISTRATION AND LEAR, LANGUAGE, PROCEDURE TO APPLY – 2 ROUNDS, TECHNICAL QUESTIONS)

REGISTRATION AND LEAR

QUESTION 1:

I am not an official member or a legal representative. Can I still submit the grant proposal with all the documentation using my EU Login, or should it all be done using the legal representative's EU Login?

ANSWER 1:

In principle, it is recommended that the grant proposal and all related documentation be submitted using the LEAR's (legal representative's) EU Login (validated by the European Commission's REA services) or any contact with full access from the organisation or with full access on the Participant Portal from the organisation.

However, LEAR can nominate representatives of their organisation to grant them and/or delegate access rights so that they contribute to a proposal and/or submit it (using their own EU login). For access rights and how they are managed, please consult [EU Funding & Tenders Online Manual](#), section 1.2, "Roles and access rights", page 6.

QUESTION 2:

Ob die Bremische Bürgerschaft Rechtspersönlichkeit hat, ist eine juristisch nicht einfach zu beantwortende Frage, sodass aus unserer Sicht nicht sicher ist, ob sie sich als Landesparlament für eine Finanzhilfe bewerben könnte. Damit bliebe im Fall einer Verneinung leider das Risiko eines großen Verwaltungsaufwands, der zuvor für eine Bewerbung geleistet werden müsste.

ANSWER 2:

Wie in der Aufforderung zur Einreichung von Vorschlägen (S. 21) angegeben, müssen sich die Teilnehmer im [Participant Register](#) anmelden. Bitte beachten Sie, dass die Validierung als juristische Person durch die zuständigen Dienststellen erfolgt.

Wir möchten Sie darauf hinweisen, dass Ministerien, Exekutiven, die Teil der öffentlichen Verwaltung eines (zentralen oder föderierten) Staates sind und direkt mit der Regierung und anderen Dienststellen verbunden sind, die Teil der Rechts- und Justizverwaltung sind, gemäß der offiziell veröffentlichten Organisation des Staates, als juristische Personen ohne Rechtspersönlichkeit validiert werden können.

Siehe Anleitung: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf (S.6).

Wir hoffen, Ihnen die Informationen zur Verfügung zu stellen, die Sie benötigen, damit Sie einen Vorschlag im Rahmen dieser Aufforderung zur Einreichung von Vorschlägen einreichen können.

LANGUAGE

QUESTION 1:

Is it possible to have documents of this call in French?

ANSWER 1:

For both technical and budgetary reasons, the documents for this Call for Proposals are only available in English. Please note that proficiency in English is one of the operational capacity criteria defined by this Call for Proposals.

Nevertheless, we are at your disposal for any clarification on the documents of the call and if needed, upon your request, the documents may be translated into French.

Moreover, please rest assured that applications may be submitted in any of the EU official languages. We will organise the translation into English, which is the working language of our evaluation committees. For these cases, we generally recommend our applicants to attach an abstract of their application in English or French (since this gives us an idea of the content of the application and allows us to check if we need any specific expertise in the evaluation committee).

QUESTION 2:

Wir würden uns gerne für Ihre Ausschreibung zur Unterstützung der EU Wahl bewerben

Könnten Sie uns mitteilen ob dies auch auf Deutsch abrufbar ist? Und wo muss man sich registrieren um teilzunehmen?

ANSWER 2:

1. Übersetzungsanfrage

Sowohl aus technischen als auch aus haushaltstechnischen Gründen liegen die Unterlagen für diese Aufforderung zur Einreichung von Vorschlägen nur in englischer Sprache vor.

Wie in Abschnitt 13 dieser Aufforderung erwähnt, muss ein Übersetzungsauftrag in einer anderen EU-Amtssprache innerhalb von 10 Tagen nach Veröffentlichung der Aufforderung eingereicht werden.

Da diese Frist abgelaufen ist, können wir keine Übersetzung mehr vorlegen.

Bitte seien Sie versichert, dass Bewerbungen in jeder EU-Amtssprache eingereicht werden können. Wir veranlassen dann die Übersetzung ins Englische, der Arbeitssprache unserer Evaluierungsausschüsse. Für diese Fälle empfehlen wir unseren Antragstellern in der Regel, eine Kurzfassung ihres Antrags in englischer oder französischer Sprache beizufügen (da dies uns eine Vorstellung vom Inhalt des Antrags vermittelt und es uns ermöglicht zu prüfen, ob wir spezifische Fachkenntnisse im Bewertungsausschuss benötigen).

2. Frage, wie ein Vorschlag eingereicht werden kann

Die Einreichung eines Vorschlags muss online über das EU-Portal für Förder- und Ausschreibungsmöglichkeiten erfolgen.

Weitere Informationen finden Sie in der [Präsentation über die Einreichung eines Vorschlags auf dem EU-Portal](#).

QUESTION 3:

We are preparing a project proposal that we will send in English language. Is it possible only the Activity reports for the last 3 years be in Bulgarian language?

ANSWER 3:

As mentioned in the section 4.2.2 of this Call for Proposals, supporting documents may be submitted in any EU official language. Applicants are not required to provide translated documents, **except for supporting documents aimed at demonstrating the operational capacity of the applicant**, which must be submitted either translated or together with a summary in English.

As mentioned in the section 7.3, applicants must provide the following supporting documents to prove their operational capacity:

- The curriculum vitae or description of the profile of the person/persons responsible for managing and implementing the action.
- (For proposals under point 2.2.1 of this call) A comprehensive and detailed list of previous projects and activities similar to the proposed action and performed in the last 3 years.
- (For proposals under point 2.2.1 of this call) the applicant's annual activity report for the 3 most recent available financial years (if available).

The annual activity report being an **optional supporting document**, it can be submitted in any EU official language. However, we would appreciate a short summary of the documentation in English.

QUESTION 4:

We are interested in applying to this project but we need the documents of forms in Spanish language. On the website it says that they can be requested in a language other than English.

ANSWER 4:

For both technical and budgetary reasons, the documents for this Call for Proposals are only available in English.

As mentioned in the section 13 of this Call, a translation request in another official EU language must be submitted **within 10 days after call publication**.

As this deadline has passed, we are no longer able to provide a translation.

Please rest assured that applications may be submitted in any of the EU official languages. We will organise the translation into English, which is the working language of our evaluation committees. For these cases, we generally recommend our applicants to attach an abstract of their application in English or French (since this gives us an idea of the content of the application and allows us to check if we need any specific expertise in the evaluation committee).

QUESTION 5:

We need the document forms in Spanish language. On the website it says that they can be requested in a language other than English.

ANSWER 5:

For both technical and budgetary reasons, the documents for this Call for Proposals are only available in English.

As mentioned in the section 13 of this Call, a translation request in another official EU language must be submitted **within 10 days after call publication**.

Please rest assured that applications may be submitted in any of the EU official languages. We will organise the translation into English, which is the working language of our evaluation committees. For these cases, we generally recommend our applicants to attach an abstract of their application in English or French (since this gives us an idea of the content of the application and allows us to check if we need any specific expertise in the evaluation committee).

QUESTION 6:

We are preparing a project proposal that we will send in English language. Is it possible only the Activity reports for the last 3 years be in Bulgarian language?

ANSWER 6:

As mentioned in the section 4.2.2 of this Call for Proposals, supporting documents may be submitted in any EU official language. Applicants are not required to provide translated documents, **except for supporting documents aimed at demonstrating the operational capacity of the applicant**, which must be submitted either translated or together with a summary in English.

As mentioned in the section 7.3, applicants must provide the following supporting documents to prove their operational capacity:

- The curriculum vitae or description of the profile of the person/persons responsible for managing and implementing the action.
- (For proposals under point 2.2.1 of this call) A comprehensive and detailed list of previous projects and activities similar to the proposed action and performed in the last 3 years.
- (For proposals under point 2.2.1 of this call) the applicant's annual activity report for the 3 most recent available financial years (if available).

The annual activity report being an **optional supporting document**, it can be submitted in any EU official language. However, we would appreciate a short summary of the documentation in English.

QUESTION 7:

My question is, whether the proposal could be submitted in any EU official language. The Guide for Applicants says so, but I wanted to ensure myself.

ANSWER 7:

Applications may be submitted in any of the EU official languages. We will organise the translation into English, which is the working language of our evaluation committees.

For reasons of efficiency, we generally recommend our applicants to use English or French for the entire application.

When the application is submitted in another EU language, we ask applicants to attach an abstract of the application in English or French (since this gives us an idea of the content of the application and allows us to check if we need any specific expertise in the evaluation committee).

The supporting documents may be submitted in any EU official language, except for supporting documents aimed at demonstrating the operational capacity of the applicant, which must be submitted either translated or together with a summary in English. For the other supporting documents, applicants are not required to provide translated documents. However we appreciate a short summary of the documentation in English.

QUESTION 8:

Can the "call for proposals" document be completed in French?

This is for the co-financing of citizen's engagement actions in the area of communication in view of the European elections of 2024.

ANSWER 8:

As mentioned in the section 4.2.2 of this Call for Proposals, **applications may be submitted in any of the EU official languages.**

We will organise the translation into English, which is the working language of our evaluation committees.

Applicants are not required to provide translated documents, **except for supporting documents aimed at demonstrating the operational capacity of the applicant**, which must be submitted either translated or together with a summary in English.

As mentioned in the section 7.3, applicants must provide the following supporting documents to prove their operational capacity:

- The curriculum vitae or description of the profile of the person/persons responsible for managing and implementing the action.
- (For proposals under point 2.2.1 of this call) A comprehensive and detailed list of previous projects and activities similar to the proposed action and performed in the last 3 years.
- (For proposals under point 2.2.1 of this call) the applicant's annual activity report for the 3 most recent available financial years (if available).

The annual activity report being an **optional supporting document**, it can be submitted in any EU official language. However, we would appreciate a short summary of the documentation in English.

PROCEDURE TO APPLY – 2 ROUNDS

QUESTION 1:

We can apply for the first round of May and then if the proposal is not granted to apply for the second round? The results of the first round will be out before the second deadline?

ANSWER 1:

We confirm that applicants can submit a proposal in the first round and if the proposal is not selected for funding, applicants have the opportunity to submit another proposal in the second round. According to the indicative timetable, the results of the first round will be published in July 2023. For the second round, applicants may submit a proposal until 28 September 2023 (17:00 CET).

QUESTION 2:

Could you please clarify the closing dates for round 1 and round 2? Which action relates to the closing date of 16 May and 28 September or do we need to apply in both rounds?

What is the purpose of round 1 and round 2 for submitting applications? I would appreciate clarity on the closing dates and what action they relate to.

ANSWER 2:

This call for proposals provides for two rounds of applications with the following deadlines.

- **First round:** applicants may submit a proposal as from **27 of April 2023 until 16 of May 2023 (17:00 CET)**.
- **Second round:** applicants may submit a proposal as from **17 of May until 28 September 2023 (17:00 CET)**.

The operational purpose of having two rounds of application is to co-finance **communication projects that:**

- Increase public **awareness** of the EP's role in **democracy** during the first round.
- Aim to **mobilise voters for EE24** during the second round.

Please note that applicants may submit one proposal in each of the two rounds but may only receive one grant under this call for proposals.

Concretely applicants can submit a proposal in the first round and if the proposal is not selected for funding, applicants have the opportunity to submit another proposal in the second round.

QUESTION 3:

We have several ideas and projects for this call of proposals, and we were wondering if we have to submit one proposal for all of them or one proposal for each.

ANSWER 3:

As indicated in the **section 4.2.1** of the Call for proposal, applicants may only submit **one proposal** in each of the two rounds.

We confirm that a proposal can be composed of several ideas and proposed actions.

This call for proposals provides for two rounds of applications with the following deadlines.

- **First round:** applicants may submit a proposal as from **27 of April 2023 until 16 of May 2023 (17:00 CET)**.
- **Second round:** applicants may submit a proposal as from **17 of May until 28 September 2023 (17:00 CET)**.

Concretely applicants can submit a proposal in the first round and if the proposal is not selected for funding, applicants have the opportunity to submit another proposal in the second round.

QUESTION 4:

My question is regarding the “Call For Proposals EP-COMM-SUBV-NAT-E-2023: Citizens' engagement actions in the area of communication in view of the European elections of 2024”.

In the Q&A posted on your website you answer a question which asks why there are two rounds of applications – your answer was as following:

“The operational purpose of having two rounds of application is to co-finance communication projects that:

- *Increase public awareness of the EP's role in democracy during the first round.*
- *Aim to mobilise voters for EE24 during the second round.”*

My question is thus, is it possible to apply for grants to “increase public awareness of the EP's role in democracy” in the second round?

The reason for my question is that my municipality will not be able to apply before the deadline in the first round, 16th of May 2023, due to administrative- and time constraints.

If the answer to my question is no, that applying for grants for the purpose of raising awareness is *not* possible in the second round, is it then possible to send in a late application for the first round?

If so, we could send it in by the 24th of May.

ANSWER 4:

As rightly pointed out, according to the call actions focusing on capacity building around democratic engagement and the achievements of the EU (“delivery”) are expected to take place in 2023 and early 2024. However, while proposals for such actions are expected to be primarily submitted during the 1st round in line with the EP's communication timeline, the call does not exclude the possibility of submitting such proposal during its second round.

Unfortunately there is no possibility to submit a proposal after the set deadline.

QUESTION 5:

I have a question about the deadline. In the schedule I see different dates. It is in Dutch, but below are the dates I am talking about:

- *Gesprek openen: 27 april 2023 (1e ronde) 26 mei 2023 (2e ronde)*
- *Deadline voor indiening: 25 mei 2023 (17:00 CET) (1e ronde) 28 september 2023 (17:00 CET) (2e ronde)*

Is it still possible to still pitch for a funding on 28th of September? Or are we too late because the first pitch was 27 April/26 May?

ANSWER 5:

This call for proposals provides for two rounds of applications with the following deadlines: **25 May 2023 (first round)** and **28 September 2023 (second round)**.

It is not necessary to participate in the first round, to apply for the second round.

The second round is open and applicants can apply until **28 September 2023 (17:00 CET)** (deadline for submission indicated in Section 4.1).

QUESTION 6:

We are a democratic platform for representation where youth organizations from all over the Valencian territory have a voice. Member entities can be youth associations or local youth councils. We were involved in projects, primarily within the framework of Erasmus+ programs focused on youth participation. These experiences have enabled us to positively impact the lives of numerous local youths, providing them with opportunities to develop their skills and actively engage in community affairs. Given our previous involvement in youth-focused projects and our dedication to empowering local youth, we are keen to explore the prospect of being part of the aforementioned co-financed project by the European Parliament. We value the opportunity to further grow, learn, and contribute to the youth community, especially through this kind of project. Our doubt is to know if we can participate in this call with a deadline of September 28th. After reading the guidelines we understand that there is no problem, but we would like to confirm it with you. We are eager to participate and contribute our expertise to communications and citizens' engagement actions in view of the upcoming European elections in 2024.

ANSWER 6:

Firstly, it is not necessary to participate in the first round, to apply for the second round. The second round is open and applicants can apply until 28 September 2023 (17:00 CET).

Secondly, the conditions for participating are set out in the calls for proposals itself, we invite you to carefully read this document.

In particular, applicants must fulfil the eligibility conditions set out in Section 6.1 and demonstrate that they are :

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 (engagement actions by change-makers) of this call, applicants must also be :

- Registered in the together.eu community as active members via the together.eu platform.

For the sake of transparency and equal treatment, we cannot provide any (prior) assessment of the eligibility of a proposal before that proposal is submitted and properly evaluated.

QUESTION 7:

I work for a municipality and we already have a project planned that we will initiate ahead of the EU election 2024. The actions in this project can be summarized as communication actions (posts, text-messages, brochures and so on), employing informers to spread awareness around the city and offering association support to associations in the municipality that will plan events to raise awareness for the election.

In the call for proposal you have to choose between two categories: civil society engagement actions or engagement actions by change-makers. Which option is most suitable for us? Can we choose to apply for a part of the project we have planned, for

example the association support which we see as the most likely part to apply for? Or do we have to apply for the whole project? Will that count as civil society engagement or will the associations be seen as change-makers? I don't really understand the difference and would appreciate some examples.

I would also like to ask about the responsibilities we have if we receive the grant, regarding the together network. We will upload our work on the platform but do we have a responsibility to continue to engage in it or ask our associations to engage in it? What is necessary?

A last question, how many applicants did you have for the first round and how many applications were approved?

ANSWER 7:

Applicants must fulfil all eligibility conditions set out in Section 6.1 of the call for proposals, in order to participate, namely :

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- **A non-profit legal person** (including civil society organisations as well as public and private stakeholders) **constituted and registered as legal entity at the time of application**. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- **Based in a Member State** of the European Union.
- With **no political affiliation**.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be :

- **Registered in the together.eu community as active members** via the together.eu platform

As long as your organisation satisfies the above criteria, you can choose which category you will apply for.

The modalities for each of the two categories are described in points 2.2.1 and 2.2.2 of the Call. Unfortunately, in the absence of detail on your project and for reasons of transparency and equal treatment of candidates, we cannot provide, at this stage of the procedure, any (prior) assessment of the eligibility of your proposal or advise on which category to apply for.

Lastly, the beneficiaries' undertakings in relation to the together.eu community are set out in point 2.4 of the Call, which provides that:

" Grant beneficiaries will also actively interact with the together.eu platform in three ways:

- the EP will publish and update regularly in together.eu all the EE24 communication assets, which grant beneficiaries will be able to download;
- grant beneficiaries will take an active part in the together.eu platform by creating and/or maintaining a partner profile, to share their campaigns and events in the dedicated sections of the together.eu platform and upload in the partners' page their initiatives, campaigns, as well as ideas for actions. Beneficiaries will keep their profiles and information up-to-date in the effort to grow the community further by adding content to the platform;
- grant beneficiaries will encourage participants in their co-financed activities to register to the together.eu platform. "

QUESTION 8:

We understand we are listed as an EP partner since 2019. We also were happy to get 3 DG COMM grants in the last 4 years. Nevertheless we have not received any calls for grants this year and only coincidentally stumbled across the recent [call for proposals](#).
Questions:

- Could you make sure we receive all relevant EP communications on a regular basis (I have not received a newsletter since beginning of April)?

- Could you confirm if we can still apply for the second round of the Call EP-COMM-SUBV-NAT-E-2023 without having applied in the first round?

ANSWER 8:

We can indeed confirm that you are listed as our partner and should normally receive all our communications. Unfortunately, it appears that there was an issue with the delivery of the May newsletter. Many thanks for bringing this to our attention. We will do our utmost to fix it ahead of the distribution of the June newsletter. In the meantime, you will receive the May newsletter separately.

We also confirm that it is not necessary to participate in the first round, to apply for the second round. Participants can apply for :

- the first round or
- the second round or
- the two rounds (first and second) but in that case, they may only receive one grant under the call for proposals.

QUESTION 9:

Would it be possible please to send us the Application form and Declaration on Honour in Word format instead of Adobe Acrobat, to be able to edit them?

ANSWER 9:

The submission of a proposal must be done **online** on the EU Portal for Funding & Tender opportunities.

Once connected to the EU Portal, applicants have the possibility to download all the annexes of this Call in **an editable format**.

For more information, we invite you to consult the presentation on [how to submit a proposal](#) on the EU Portal.

QUESTION 10:

We have a question about the Declaration of Honour. We are a little confused by the use of negatives in the "Yes/No" statements and which response we should choose.

For instance, in section 9, it says "I/my organisation are NOT subject to a conflict of interest in connection with this grant and will notify – without delay – any situation which could give rise to a conflict of interests" - in this case should we put
a) No, as in no, my organisation is not subject to a conflict of interest... OR
b) Yes, as in, yes I can confirm that my organisation is not subject to a conflict of interest...

We just want to make sure we are selecting the correct response for these statements.

ANSWER 10:

In the example submitted, please note that if You/Your organization are **NOT subject** to a conflict of interest, you should check the **"YES" box**.

Concretely it means **YES I confirm** that my organisation **is NOT** subject to a conflict of interest.

QUESTION 11:

Would it be possible to organize a meeting?

ANSWER 11:

For the sake of transparency and equal treatment, we cannot organise a meeting with a potential applicant.

Please note that the presentations given during the INFO Session are available on the [EU FUNDING PORTAL](#):

- [Presentation on the Content and Timeline of the Call for Proposals](#)
- [Presentation on How to submit a Proposal in the EU Portal](#)

We also invite you to read the [Q&As related to this Call for Proposals](#).

If you have additional questions, please do not hesitate to contact us by e-mail.

QUESTION 12:

Regarding the EP-COMM-SUBV-NAT-E-2023 call of the European Parliament, in the call documents published here: <https://www.europarl.europa.eu/contracts-and-grants/en/grants/media-and-events> , the applicants are supposed to submit a proposal via the EPS webgate. However, on the <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search> , while searching for the above call (EP-COMM-SUBV-NAT-E-2023), no information is available. Can you please assist us as to how we can access the call on the Europa funding page?

ANSWER 12:

The EP calls can be found on the FTP either directly under “EU Programmes” by selecting “European Parliament” or in the search engine by selecting “2021-2027” as “Programming Period” and “European Parliament (EP)” as “Programme”.

These are direct links to the call:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/ep-comm-subv-nat-e-2023-civil-society>

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/ep-comm-subv-nat-e-2023-change-makers>

QUESTION 13:

We plan to hand in a proposal for the 2nd call of EP-COMM-SUBV-NAT-E-2023. Since I couldn't find the information online, I wanted to ask you about the project duration - when could a project start and when does it have to finish?

ANSWER 13:

As mentioned in the point 3.2.2. of the Call, the project should start as early as the signature of the grant, estimated to take place in the beginning of January and has to be finished by 30 June 2024.

QUESTION 14:

We want to apply for 2.2.2 whose deadline is September 28. When downloading the templates, we see that they are the same as those of the first call. We don't quite understand why there is no difference. Is it a mistake? We also want to know if we can submit two different applications.

ANSWER 14:

In regard to your first question, we confirm that the templates **remain the same** for the second round of the Call.

In regard to your second question, we confirm that applicants, not selected for granting during the first round, have the opportunity to submit another proposal in the second round.

The operational purpose of having two rounds of application is to co-finance **communication projects that:**

- Increase public awareness of the EP's role in democracy during the first round.
- **Aim to mobilise voters for EE24 during the second round.**

QUESTION 15:

I would like to know if, within this call, I can submit two projects or just one, regardless of the previous call.

Additionally, I don't understand the difference in content. It's 10 pages shorter, and in the evaluation rubric, section 2.2.2 has fewer headings, but the template includes all of them. Should I fill out all of them?

ANSWER 15:

1. As mentioned in the section 4.2.1 of the Call Proposals, Applicants may only submit one proposal per round.
2. Proposals are limited to 20 pages for actions under point 2.2.1 of this call and 10 pages for actions under point 2.2.2 of this call excluding the Annexes. Evaluators will not consider any pages exceeding the above limits.
3. The application form is different for each action category (2.2.1 and 2.2.2). The submission of a proposal must be done online on the EU Portal for Funding & Tender opportunities. Once connected to the EU Portal, applicants have the possibility to download all the annexes of this Call in an editable format.

SUBMISSION - TECHNICAL QUESTIONS

QUESTION 1:

Could you be so kind and explain where I can find the submission system portal to fill out the application form and how many characters do I have for the answers?

ANSWER 1:

The submission of a proposal must be done **online** on the [EU Portal for Funding & Tender opportunities](#).

Once connected to the EU Portal, applicants have the possibility to choose the action category they wish to apply to:

- [Civil Society Engagement Actions \(2.2.1\)](#)
- [Engagement actions by change-makers \(2.2.2\)](#)

For more information, we invite you to consult the presentation on [how to submit a proposal](#) on the EU Portal.

As mentioned in the section 4.2.1 of the Call, proposals are limited to **20 pages** (for actions under point 2.2.1 of this call) and **10 pages** (for actions under point 2.2.2 of this call), excluding the Annexes.

Evaluators will not consider any pages exceeding the above limits.

QUESTION 2:

We are facing an issue as the "update proposal" button remains inactive, preventing us from progressing to the second round. Could you please advise us on how to proceed or if there's an alternative method for resubmission?

ANSWER 2:

Thanks a lot for your follow-up question.

As mentioned in the section 4.2.3 of this Call, for **technical questions** on the Portal Submission System, applicants may contact the [IT Helpdesk](#).

We invite you to indicate clearly the reference of the call and topic to which the question relates when contacting the IT Helpdesk.

Please note that the **domain** to select in the contact form is: **submission of proposals**.

A screenshot of a web form element. It shows a dropdown menu with the label "Domain*" above it. The selected option is "Submission of proposals". There is a small downward arrow icon on the right side of the dropdown box.

QUESTION 3:

We would like to apply for a call on citizens' engagement, but we are a bit stuck in finding some documents.

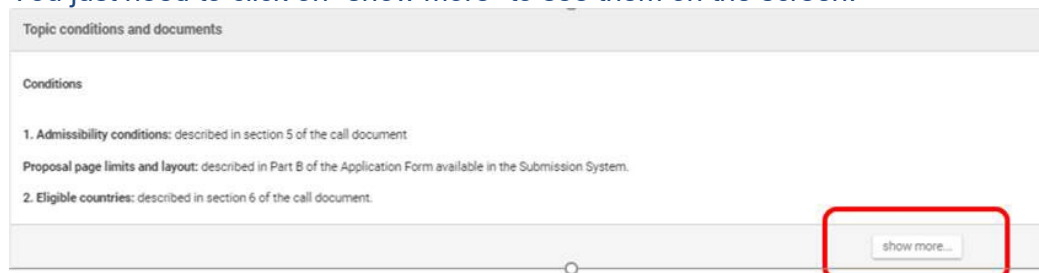
Could you please help me with a link or a pdf, with the call document for the [following call](#): CO-FINANCING OF CITIZENS' ENGAGEMENT ACTIONS (EP-COMM-SUBV-NAT-E-2023)

We are trying to identify - the award criteria set out in the call document and the "Other annexes (consult the call document)" mentioned in annex III Guide for Applicants, at page 12.

ANSWER 3:

1. The Call document and its annexes are available on the [EU Portal for Funding](#) under the section " **Topic conditions and documents** ".

You just need to click on "show more" to see them on the screen.

A screenshot of a web page titled "Topic conditions and documents". Under the heading "Conditions", there are two items: "1. Admissibility conditions: described in section 5 of the call document" and "2. Eligible countries: described in section 6 of the call document." Below the list is a horizontal scrollbar and a "show more..." button, which is highlighted with a red rectangular box.

QUESTION 4:

We are just at submitting our project proposal for the Call for proposals FOR THE CO-FINANCING OF CITIZENS' ENGAGEMENT ACTIONS IN THE AREA OF COMMUNICATION IN VIEW OF THE EUROPEAN ELECTIONS OF 2024 (EP-COMM-SUBV-NAT-E-2023). Within administrative forms (Part A) we are within the form 3-Budget unable to give in decimals (the table is not accepting/allowing them) within the foreseen costs for travel, volunteers, other goods and services, so the budget within

Part A is not matching the set budget within Annex I.1 Detailed estimated budget. The lastly mentioned shows no error and is set (because of the decimals) exactly at 75.000,00 EUR of total project value. Within the part A (3-Budget) we are at 74.998,44 EUR (because we are unable to give in decimals within the mentioned budget sections). What can we do?

ANSWER 4:

A decimal difference in the Budget Estimate will be accepted. We confirm that you can proceed with the submission of your proposal.

QUESTION 5:

1) I cannot find the financial form in excel format. All the Financial Forms available on the internet (EU, European Parliament, etc.) are pdf documents.
2) Annual Reports: I've tried to merge and compress the annual reports from our University but, still, the document exceed the maximum size. As a consequence, I've added our report from last year under section "Annual activity report for the 3 most recent available financial years", the report from 2020-2021 under additional supporting documents but I have no space where to upload the third annual report. Could I add a link on the proposal so that evaluators can check all our annual reports?

ANSWER 5:

1. The Financial Identification Form (FIF) for **Public entities** is now downloadable from the Submission System (under Part B).

2. In addition to the field "Annual activity report", applicants may use the field "**additional supporting documents**" to upload any other document.

We confirm that the use of hyperlinks in the application form is allowed. However, we recommend that you do not use hyperlinks to display information that is an essential part of your application.

QUESTION 6:

Proposals under article 2.2.2 must not be longer than 10 pages. The application form starts on page 5. Does this mean that we only have 5 pages left, or we have to start counting where it says Part B of the Application Form?

ANSWER 6:

The **part B** of the application is limited to **10 pages** for proposals under **point 2.2.2** of this call, excluding the Annexes.

Evaluators will not consider any pages exceeding the above limits. The submission system starts counting the pages where it is mentioned "Description of the Action – Part B". Please be advised to NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

QUESTION 7:

There is a mandatory annex (Annex I.6: comprehensive and detailed list of previous projects and activities), and I would like to ask the timeframe. Our organisation was established in 2009.

ANSWER 7:

As mentioned in the section 7.3 of the Call, applicants are requested to submit a comprehensive and detailed list of previous projects and activities similar to the proposed action and performed **in the last 3 years**.

QUESTION 8:

With reference to the call in the subject, we would like to point out that the file "Annex I.1 - Detailed estimated budget", has the boxes in section "D. Financial support to third parties" blocked. Since support to third parties does not seem to be excluded in the text of the call, and since our project envisages the awarding of a prize, please kindly let us know how to proceed.

ANSWER 8:

Under this Call for proposals, the financial support to third parties in form of grant or prizes **is not an eligible costs category**.

Hence proposals may not involve financial support to third parties. This is the reason why the part D of the Budget Form is not editable.

The only third parties allowed to participate in the action (and receive part of the funding) are either affiliated entities or subcontractors (see Section 6.1 of the call for proposal, in particular p.22). We refer you to the relevant section of the [Guide to applicants](#) for further details on these third parties (p.4 for affiliated entities and p. 27 for subcontractors).

QUESTION 9:

Here is a question regarding the Financial Identification Form (FIF): The FIF explicitly states (in its headline) that it is for "private company" (DE: Privatgesellschaft). We are one of the departments of the municipality. We have been participating in Erasmus+ projects (KA1, KA2) for years as beneficiaries, receiving the respective grant payments from our National Agency. We are registered in the EU Partners Database. We are a public entity, and non-profit. Question: - Do we need to fill in and submit the FIF? - As the FIF included is for "private companies", where do we get a fitting FIF template?

ANSWER 9:

We would like to inform you that the Financial Identification Form (FIF) for Public entities is now downloadable from the Submission System (under Part B). We also confirm that FIF is a mandatory document to be filled in and returned with the application form as "Annex I.4: Financial Identification Form".

SCOPE OF THE CALL (ACTION CATEGORIES - CALL TOPICS, TOGETHER.EU PLATFORM)**QUESTION 1:**

I just want to ask you something regarding the scope of the EP call for proposals that we did not understand. In the text of the call for proposals you wrote:

Scope: Civil society engagement actions are actions or events implemented on a local, national or transnational level (of up to five Member States) and on an online or offline basis by a legal person (for instance, a civil society organisation, University or other educational entity, a public or private stakeholder or other multiplier network) and for a duration of at least a year.

I would like to know if a project proposal is limited to be run its actions in maximum of 5 MS, and if this were the case, I would like to know if we could involve other entities besides the 5 entities / MS included in the application to use the materials produced by our campaign to disseminate them. Moreover, we noticed that in the Budget form the application allows to register up to 15 Affiliated organizations, if the scope is max 5MS does it means that you are hopping to involve different national stakeholders but in a reduce number of MS for each project proposal?

ANSWER 1:

It is important to distinguish the actors implementing the action from the scope of the action.

1. Scope of action

As indicated in section 2.2.1, civil society engagement actions can be implemented at transnational level. Please note that to be "in scope"; transnational proposals can only cover a maximum of 5 Member States.

A proposal targeting more than 5 Member States would be out of scope which would result in the ineligibility of the proposal as mentioned in the section 6.2 of the Call.

2. Actors implementing the action

As mentioned in the section 6.1, this Call for Proposals allow applicants to involve affiliated entities to help with the project activities. The Call does not set a limit on the number of affiliated entities allowed.

However, please note that affiliated entities are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. Affiliates entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant. Supporting documents proving the legal link between the applicant and the affiliated entity - if not provided with the application - will be requested during the evaluation phase of the application.

Concerning your question about the Budget form, it is a standardised form that allows by default 15 affiliated organizations to be registered.

QUESTION 2:

We're currently working on the Pan-European project, which focuses on the accessibility of information about the EP elections for deaf people (EP-SUBV-COMM-2022-PAN-EU-E).

We noticed a new call with similar goals at the national level. We're aware that we don't meet the criteria for the new call as we work on the European level, but we wondered if we could direct our national member organisations to apply for funding under the call EP-COMM-SUBV-NAT-E-2023. We are curious if we can encourage our full members to apply at the national level, and if it is possible to establish a connection with our ongoing project? E.g. by being able to also provide accessibility in national sign languages? Would you recommend this approach or advice against it?

ANSWER 2:

We confirm that the scope of the actions co-financed by this Call of Proposal are actions or events implemented on a **local, national or transnational level (of up to five Member States)** by a non-profit legal person.

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going into your particular case, please note that **national, regional or local organisations are eligible** for this grant if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be:

- Registered in the together.eu community as active members via the together.eu platform

Regarding your question relating to a proposal with links to an existing project, we would like to clarify that each proposal must meet the call's objectives and requirements, with quality and relevance being the primary consideration. Thus, applicants should consider the call for proposal's goals and requirements, ensuring their project fits within these parameters. If a proposal aligns with the objectives of the call and shows potential for impactful outcomes, there may be links to existing projects. Collaboration between existing projects is possible if it serves the overarching objectives of each call for proposals.

Please note that any given action to be co-financed by the European Parliament under this call **may receive only one grant from the EU budget and cost items may under no circumstances declared to two different EU actions**. In order to avoid such cases of double funding, applicants must indicate the sources and amounts of **EU funding received or applied for regarding the same action or similar actions** or for its functioning (operating grants) as well as any other funding received or applied for regarding the same action.

In this context, the European Parliament may only assess whether the abovementioned conditions are satisfied when evaluating the actual proposals submitted. Consequently, we cannot provide any preliminary indication before those proposals are actually submitted and evaluated.

QUESTION 3:

I would kindly ask you to give me a clarification of a question 1.3 in the Application form. To what does the *priority communication subjects* refer to? I haven't seen this term in the Call for Proposals document, so I am not completely sure how to answer this question correctly.

ANSWER 3:

In response to your question, the priority communication subjects of the European Parliament refer to the key themes and issues for the upcoming 2024 European elections. You can find several examples of eligible engagement actions under this call, in section 2.2 of the call for proposals titled "**Actions eligible for co-financing under this call**" (pages 9-10). We encourage you to review the list of examples provided.

QUESTION 4:

Is it permissible to plan an activity that will be carried out after the day of the European Parliament elections in May 2024?

ANSWER 4:

In response to your question, we regret to inform you that planning an activity that extends beyond the day of the European Parliament elections in 2024 is not permissible according to the objective of the call.

The primary objective of this call is to support initiatives that align with the specific timeframe leading up to and including the elections. According to the call, the beneficiary may envisage follow-up actions after the action that will be co-financed, with a view to further disseminating, promoting and discussing at European, national or local level the ideas collected during the communication activities with a view to their concrete implementation by relevant decision-makers and also, possibly, citizens themselves. However, follow-up actions taking place after the expiry of the grant agreement cannot be considered as eligible for funding under this particular call.

We understand that this restriction may present challenges for your proposed project timeline. However, it is essential to adhere to the guidelines and objectives set forth in the call in order to ensure fair and consistent evaluation of all proposals received.

QUESTION 5:

I have a question regarding potential project from Poland. In the past, for example for Polish Parliamentary Elections, we organised internet quizzes for citizens. Poles could answer the questions regarding digitalisation and check for whom they should vote. The quizzes were built on parties program. We also promoted elections and going to the polls. Does such a program could qualifies for a grant? It would cost around 10k euro max + promotion.

ANSWER 5:

According to the call for proposals, its purpose is to select proposals for the award of grants for one or a series of actions aimed at engaging an as wide as possible segment of European citizens in an effort to bring forward the role and work of the EP and the importance of materialising parliamentary democracy by voting in the 2024 European Elections. In addition, proposals need to have a non-partisan nature, objectivity, impartiality and inclusiveness, as well as be politically neutral.

For reasons of transparency and equal treatment of candidates we cannot provide any (prior) assessment of the eligibility of a proposal before that proposal is submitted and properly evaluated.

QUESTION 6:

My team is organizing a session of the European Youth Parliament, which is a simulation of the workings of the European Parliament that will take place in Poland in late August (21st - 25th August 2023). We are planning to submit our proposal during the 1st round of applications but because of the event taking place in late August. Would it be in line with the timeline? Or do the activities have to take place from September onwards?

ANSWER 6:

Without prejudice to the eligibility and quality of your envisaged project, we would like to draw your attention to the overall time table for this call for proposals, set out in page 18 of the call, which provides for signature of the grant agreements not earlier than August (likely in the second half)/September 2023. In addition, in accordance with point 3.2.2 of the call, no activity may be undertaken before the signature of the Grant Agreement.

QUESTION 13:

What is the definition of indicator: "Expected total number of media (offline and online) reports on the project and its results"? Is media report defined as press,tv, radio but also social media (facebook, linkedin, twitter, Instagram)? Is it mandatory that the value of indicator: "Expected average number of participants per activity (offline and online)" exceed 50?

ANSWER 13:

Regarding the first question, you are indeed correct in your assumption. The term "media report" encompasses various forms of media, including press, television, radio, and also extends to social media platforms such as Facebook, LinkedIn, Twitter, and Instagram. It covers both traditional and digital media channels.

Regarding your second question about whether it is mandatory for the indicator "Expected average number of participants per activity (offline and online)" to exceed 50, we recommend adhering to the specifications outlined in the call. The proposal should follow the specifications of the call as much as possible, however should there be a significant

deviation from these specifications, a comprehensive explanation about the particular circumstances being presented should be given. The evaluators will then take this into due consideration.

QUESTION 14:

According to the Call of Proposals document, 2.5 "A description of any follow-up actions the beneficiary envisages after the action, with a view to further disseminating, promoting and discussing at European, national or local level the ideas collected during the communication activities with a view to their concrete implementation by relevant decision-makers and also, possibly, citizens themselves. Follow-up actions taking place after the expiry of the grant agreement cannot be considered as eligible costs." Our question: is this point referring exclusively to the sustainability period, not to the implementation period also? For example, if we are going to organize a follow-up debate in October/November 2024 and other similar actions in 2025, should we mention these actions but not the following up actions organized between January-June 2024, within the grant?

ANSWER 14:

Follow-up actions to events co-financed by the European Parliament may, indeed, take place before the end-date of the grant agreement (30 June 2024) or after that.

The only difference is that costs for the ones taking place before the end-date can be considered as part of the co-financed action and, as such, eligible costs, while those taking place after the end-date not.

In your proposal, please describe all such follow-up actions, regardless of their timing, as they will be taken into account when assessing the quality of the proposal, in line with the 2nd award criterion.

ACTION CATEGORIES (CALL TOPICS)

QUESTION 1:

I would like to seek your advice on the eligibility of our University to apply for the call: EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS.

The call document point 6.1 – eligible participants states:

“The purpose of this call for proposal is to award grants co-financing engagement actions by national non-profit organisations or non-profit legal persons or groups thereof, having legal personality with the aim of promoting European values primarily at national level.” And then it list that for actions under point 2.2.1 of this call, applicants must be

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

The European University Institute has a status of an international organisation, however we are non-for profit based in MS and without political affiliation institution.

Could I please kindly check with you that only organisation that are nationally based are eligible to apply as a coordinator under this call?

ANSWER 1:

As a preliminary remark, we would like to draw your attention on the fact that the call is divided into two TOPICS:

- EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS
- EP-COMM-SUBV-NAT-E-2023-CIVIL-SOCIETY

As indicated in Section 6.1 of the call for proposals, the eligibility conditions are slightly different for the two topics:

For both type of actions under point 2.2.1 (civil society engagement actions) and 2.2.2 (engagement actions by change-makers) of this call, applicants must be:

- **A non-profit legal person** (including civil society organisations as well as public and private stakeholders) **constituted and registered as legal entity at the time of application**. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- **Based in a Member State** of the European Union.
- With **no political affiliation**.

In addition to this, for actions under point 2.2.2 (engagement actions by change-makers) of this call, applicants must also be :

- **Registered in the together.eu community as active members** via the together.eu platform

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

However please note that the call for proposals does not exclude the participation of international organisations.

Consequently, if all the above-mentioned eligibility conditions are fulfilled, an international organisation can participate in the call for proposals.

This would be the case of an international organisation set up by an international agreement, with recognised legal personality and not-for-profit status, with its seat in an EU Member State.

We also draw your attention that the grants awarded under this call are mono-beneficiary – this means only one entity can apply. Others entities that are allowed to participate in the action are affiliated entities or subcontractors.

QUESTION 2:

We are reviewing all the documentation that we need to submit and we have a question. The document to submit part B of the proposal says it is for Civil Society Engagement Actions (2.2.1), but we want to submit a proposal for 2.2.2., which are "Engagement actions by change-makers". What is the necessary document that we need to complete and submit for Engagement actions by change-makers?

ANSWER 2:

The submission of a proposal must be done online on the EU Portal for Funding & Tender opportunities.

Once connected to the EU Portal, applicants have the possibility to choose the action category they wish to apply to:

- [Civil Society Engagement Actions \(2.2.1\)](#)
- [Engagement actions by change-makers \(2.2.2\)](#)

Once the action category is selected, applicants have access to the documents to be completed for this specific category (2.2.1 or 2.2.2).
For more information, we invite you to consult the presentation on [how to submit a proposal](#) on the EU Portal.

QUESTION 3:

Question 1:

Can applicants who did not submit a proposal in Round 1 submit a proposal in Round 2?

Question 2:

Can the action proposals submitted in Round 2 (mobilising voters for EE24) fall within either of the action categories “Civil society engagement actions” (point 2.2.1) or “Engagement actions by change-makers” (point 2.2.2)?

ANSWER 3:

1. This call for proposals provides for two rounds of applications with the following deadlines:
 - First round: applicants may submit a proposal as from 27 of April 2023 until 25 of May 2023 (17:00 CET).
 - Second round: applicants may submit a proposal as from 26 of May until 28 September 2023 (17:00 CET).

We confirm that applicants who did not submit a proposal in Round 1 can submit a proposal in Round 2.

Please note that applicants may submit one proposal in each of the two rounds but may only receive one grant under this call for proposals.

2. When submitting a proposal, applicant need to choose the action category they wish to apply to either “Civil society engagement actions” (point 2.2.1) or “Engagement actions by change-makers” (point 2.2.2). We confirm that both action categories will be open for submission during the round 2.

QUESTION 4:

Zu dieser Ausschreibung „CO-FINANCING OF CITIZENS’ ENGAGEMENT ACTIONS (EP-COMM-SUBV-NAT-E-2023)“ haben wir eine Nachfrage zum Kreis der potentiellen Förderempfänger. Gehört die Bremische Bürgerschaft als Landesparlament und/oder die Bürgerschaftskanzlei als Parlamentsverwaltung zum Kreis der potentiellen Antragsteller und Förderempfänger („potential applicants and beneficiaries“) bzw. könnten sie grundsätzlich einen Antrag für eine Finanzhilfe für eine der beiden Kommunikationsaktivitäten im Sinne von Abschnitt 2.2.1 oder 2.2.2 der Ausschreibung stellen? Als Landesparlament ist die Bremische Bürgerschaft (Landtag) ein Verfassungsorgan gemäß der Landesverfassung der Freien Hansestadt Bremen. Die Bürgerschaftskanzlei ist die dazugehörige Parlamentsverwaltung: Bremische Bürgerschaft: Parlament (bremische-buergerschaft.de) Bremische Bürgerschaft: Bürgerschaftskanzlei (bremische-buergerschaft.de)

ANSWER 4:

Ohne auf Ihren speziellen Fall einzugehen, möchten wir Sie darauf hinweisen, dass **nationale, regionale oder lokale Organisationen, einschließlich öffentlicher Verwaltungen**, im Rahmen dieser Aufforderung zur Einreichung von Vorschlägen förderfähig sind, wenn sie nachweisen können, dass sie die unten genannten Kriterien erfüllen.

Für Maßnahmen gemäß Punkt 2.2.1 und 2.2.2 dieser Aufforderung müssen Antragsteller:

- Eine gemeinnützige juristische Person sein (einschließlich zivilgesellschaftlicher Organisationen sowie öffentlicher und privater Interessenträger), die zum Zeitpunkt

der Antragstellung als juristische Person gegründet und registriert wurde. Auch Gruppen solcher juristischen Personen können sich bewerben, sofern sie über eine einzige eigenständige Rechtspersönlichkeit verfügen, die die Förderung beantragt;

- ihren Sitz in einem EU-Mitgliedstaat haben;
- Ohne politische Zugehörigkeit.

Darüber hinaus müssen Antragsteller für Maßnahmen gemäß Punkt 2.2.2 dieser Aufforderung außerdem Folgendes vorweisen:

- Registriert in der Together.eu-Community als aktive Mitglieder über die Together.eu-Plattform

QUESTION 5:

Je me permets de vous contacter car j'ai un doute concernant l'appel à projet auquel nous souhaitons postuler en tant que Centre Europe Direct et Maison de l'Europe. En consultant la plateforme "Funding and tender opportunities", j'ai remarqué que nous avons la possibilité de déposer notre candidature soit en tant que "change makers" soit en tant que "civil society engagement actions". J'aimerais confirmer que nous devons effectivement nous positionner en tant que "civil society engagement actions". Bien que ma question puisse paraître anodine, je préfère être certain(e) de notre choix.

ANSWER 5:

Pour des raisons de transparence et d'égalité de traitement des candidats, nous ne pouvons pas nous prononcer sur des cas particuliers et fournir une évaluation a priori de l'éligibilité d'un candidat ou d'une proposition avant sa soumission et son évaluation dans le cadre de la procédure.

L'appel à proposition est divisé en deux sujets ou "topics":

- EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS: actions d'engagement des acteurs du changement.
- EP-COMM-SUBV-NAT-E-2023-CIVIL-SOCIETY: action d'engagement de la société civile.

Comme indiqué aux sections 2.2.1 et 2.2.2 de l'appel, la portée des actions, le type de bénéficiaires potentiels et le montant maximum de la subvention sont différents pour les deux topics. Nous vous invitons à lire attentivement ces sections pour déterminer le cadre le plus approprié de l'action que vous envisagez de proposer.

Nous soulignons également que les conditions de participation (section 6.1 – conditions d'éligibilité) sont légèrement différentes pour les deux topics:

- Pour les deux types d'actions (point 2.2.1 - actions d'engagement de la société civile et point 2.2.2 - actions d'engagement des acteurs du changement), le candidat doit:
 - Une personne morale à but non lucratif (y compris les organisations de la société civile ainsi que les parties prenantes publiques et privées) constituée et enregistrée en tant qu'entité juridique au moment de la soumission de la proposition. Des groupes de personnes morales peuvent également participer, à condition de disposer d'une personnalité juridique distincte unique, et qui soumettra la proposition.
 - Basé dans un État membre de l'Union européenne.
 - Sans affiliation politique.
- En outre, pour les actions relevant du point 2.2.2 (actions d'engagement des acteurs du changement) du présent appel, le candidat doit également être:
 - Enregistré dans la communauté together.eu en tant que membre actif via la plateforme together.eu

L'ensemble des conditions d'éligibilité doivent être remplies.

En conclusion, un Centre Europe Direct peut soumettre une proposition sous l'un des deux topics, pour autant que l'action proposée entre dans les champs respectifs des actions décrit

aux points 2.2.1 et 2.2.2. et remplit les conditions d'éligibilité, y compris pour les actions du point 2.2.2, d'être enregistré sur la plateforme together.eu en tant que membre actif.

QUESTION 6:

We are interested in applying for action 2.2.2 Engagement actions by change-makers. We have a doubt in regard to the number of the group of change-makers who can apply for it.

Are there any restrictions about how many change-makers should be registered at together.eu in order for the proposal to be eligible?

ANSWER 6:

According to point 2.2.2 of the call, applicants must be non-profit legal persons (i.e. not natural persons) or groups thereof having legal personality and registered as members/volunteers of the together.eu community. There is no limitation to the number of change-makers of which that legal person or group of legal persons will consist.

QUESTION 7:

I have a question regarding potential project from Poland. In the past, for example for Polish Parliamentary Elections, we organised internet quizzes for citizens. Poles could answer the questions regarding digitalisation and check for whom they should vote. The quizzes were built on parties program. We also promoted elections and going to the polls. Does such a program could qualifies for a grant? It would cost around 10k euro max + promotion.

ANSWER 7:

According to the call for proposals, its purpose is to select proposals for the award of grants for one or a series of actions aimed at engaging an as wide as possible segment of European citizens in an effort to bring forward the role and work of the EP and the importance of materialising parliamentary democracy by voting in the 2024 European Elections. In addition, proposals need to have a non-partisan nature, objectivity, impartiality and inclusiveness, as well as be politically neutral.

For reasons of transparency and equal treatment of candidates we cannot provide any (prior) assessment of the eligibility of a proposal before that proposal is submitted and properly evaluated.

QUESTION 8:

My team is organizing a session of the European Youth Parliament, which is a simulation of the workings of the European Parliament that will take place in Poland in late August (21st - 25th August 2023). We are planning to submit our proposal during the 1st round of applications but because of the event taking place in late August. Would it be in line with the timeline? Or do the activities have to take place from September onwards?

ANSWER 8:

Without prejudice to the eligibility and quality of your envisaged project, we would like to draw your attention to the overall time table for this call for proposals, set out in page 18 of the call, which provides for signature of the grant agreements not earlier than August (likely in the second half)/September 2023. In addition, in accordance with point 3.2.2 of the call, no activity may be undertaken before the signature of the Grant Agreement.

QUESTION 9:

I have a couple of questions regarding the call for proposals for the co-financing of citizens' engagement actions in the area of communication in view of the European elections of 2024.

First, page 10 of the call, it is mentioned that the "events should have at least 50 actively engaged participants". On the last paragraph of the page, it is also mentioned that the resources should focus on engaging citizens and not on the organization of large-scale events. It seems that these two points are a bit contradictory. Could explain it a bit further? What do you call large-scale events?

My second question concerns the fact that the non-profit rule does not apply for this call (3.2.3 funding rate and maximum grant amount). What does it mean? Can we have events where citizens have to pay to participate?

Finally, if we submit a proposal under civil society engagement actions, is it possible not to be using together.eu right now, but to promote its use during the duration of the project?

ANSWER 9:

Concerning your first question, the call seeks the participation of actively engaged individuals to facilitate meaningful interactions, where they take on an active role, share experiences, and engage in educational exchange (50 active participants in the activity/event). The call seeks capacity-building activities where participants can acquire knowledge and become inspired to share it with their networks. The actions proposed should empower individuals to not only absorb valuable information but also to spread their newfound knowledge and insights to create a ripple effect of positive impact. In contrast, large-scale events, such as concerts, exhibitions, markets or grand-scale debates, predominantly attract passive audiences.

Concerning your second question, the no profit rule means that a grant may not have the purpose or effect of producing a profit within the framework of the action to be funded. However this principle does not apply under this call as one of the eligibility condition (Section 6) is that the applicants are non-profit legal entities.

Finally, membership on together.eu is not a mandatory criterion for eligibility in the 1st category of the call (civil society). However, if an applicant is selected, they will be required to join together.eu to ensure proper dissemination of their actions and active engagement with the community. It's crucial to emphasise that enlarging the together.eu community is a key objective of this call, and we value the platform's role in fostering broader connections. Addressing this issue is vital for all applicants, as the call encourages developing strategies to enhance the conversion rate of e.g. event attendees to registered users on the together.eu platform.

The call aims to have the number of registered participants on together.eu equal to or greater than the number of people participating in the planned activities. This will enhance engagement and make together.eu platform more vibrant. To achieve this, call suggests including targeted strategies to encourage activity participants to register on together.eu. Activities' outreach can be maximised by collaborating with local media, civil society, schools, universities, libraries, and cultural centres.

QUESTION 10:

En parcourant le document "call for proposal" de l'appel en objet du mail, au point 2.2 " Actions eligible for co-financing under this call", l'exigence de participation à chaque évènement de 50 participants activement engagés est mentionnée.

S'agit-il de personnes salariées ?

Et/ou de volontaires ?

Et/ou de participants ?

Aussi, avez-vous définis d'autres critères pour évaluer le caractère "activement engagé"?

ANSWER 10:

Au point 2.2 de l'appel à propositions, les "participants activement engagés" dans le contexte de l'appel à propositions et des activités sont des personnes qui font preuve d'une participation proactive, d'une contribution constante et d'un réel intérêt pour les discussions, les processus décisionnels et les tâches liées au programme de subventions. Ces participants vont au-delà de la participation passive et font preuve d'un niveau élevé d'engagement, souvent en partageant des idées perspicaces, en fournissant des commentaires constructifs, en prenant des responsabilités et en collaborant activement avec d'autres pour atteindre les buts et objectifs du programme de subventions. Leur engagement est marqué par leur volonté de prendre des initiatives, de poser des questions, d'offrir des solutions et d'apporter leur expertise aux discussions et aux activités, en plus de promouvoir les inscriptions sur together.eu, conduisant finalement au succès et à l'efficacité des actions et du programme proposé.

QUESTION 11:

On page 8 of the proposal, the footnote states "As of April 2024, actions co-financed under this call cannot include Members of candidates." Does that mean that the action cannot include any member of any party that's running in the election? Or is this simply a typo and the word "of" should be replaced by "or"?

ANSWER 11:

Footnote 10 on page 8 of the call for proposals contains indeed a typo and should read: "In case where the Members of the Parliament and/or candidates for the 2024 elections are involved, participation of all political tendencies represented in the EP should be respected. It is recommended to focus on the importance of voting, and not political candidates, especially during the institutional EE24 communication campaign in 2024. As of April 2024, actions co-financed under this call cannot include Members **OR** candidates." In other words, as of April 2024, the actions co-financed under this call cannot include Members of the Parliament or candidates for the 2024 elections.

QUESTION 12:

Is it possible to present under this call a project proposal that will last for 1 year (starting from January 2024) and that foreseen: preparatory activities before the EU elections; the core of the activities during the weeks before/right after the elections; follow up activities in the final period?

ANSWER 12:

For the sake of transparency and equal treatment, we cannot organise a meeting with a potential applicant.

We refer you to the materials available on the Participant and Tender Portal, in particular the Call for proposals document.

Please note that the presentations given during the INFO Session are available on the [EU FUNDING PORTAL](#):

- [Presentation on the Content and Timeline of the Call for Proposals](#)
- [Presentation on How to submit a Proposal in the EU Portal](#)

We also invite you to read the [Q&As related to this Call for Proposals](#).

Concerning the duration of the proposed action, it should take place between the signature of the grant agreement (indicative dates under point 4.1 of the call for proposals: August/September 2023 for the first round and January 2024 for the second round) and the European elections in May 2024, with follow-up actions until December 2024 (see section 6.3. of the call for proposals). It is therefore possible to propose an action lasting 1 year, as in your example, from January 2024 until December 2024. Please note that follow-up actions taking place after the expiry of the grant agreement will not be considered as eligible costs.

TOGETER.EU PLATFORM

QUESTION 1:

As stated in the call, the activities should be published on together.eu. Therefore, can awareness-raising activities in high schools or non-school structures, where an external audience is impossible and therefore not relevant to publish on the website, be included in the call for proposals?

ANSWER 1:

As stated in the call, the activities should be published on together.eu. However, awareness-raising activities in high schools or non-school structures where an external audience is impossible can still be included in the call for proposals. The event can be published on together.eu **but marked as a closed event – so no registration (information only) on the platform.**

QUESTION 2:

Would you be so kind as to give any additional information or contact details to anyone who might be able to help with the registration of our organization's profile on Together.eu? I have a personal profile, but we didn't find information on how to register our organization.

ANSWER 2:

If your organisation is a civil society submitting for actions under point 2.2.1 of this call, there is no need to register on the platform until you are awarded a grant. At that point, our team will guide awarded grantees through the process. However, if your organisation is a legal person, applying for actions under point 2.2.2 you need to register with personal details, having the email in use from the legal entity. For example name@legalentity.com or generic legal entity email info@legalentity.org.

QUESTION 3:

How is the indicator of the number of newly registered participants in the platform together.eu proven?

ANSWER 3:

The indicator of the number of newly registered participants in the together.eu platform will be based on the unique registration link that will be provided to each organisation/grantee. Please note that such functionalities will only be available once your project is awarded, and necessary administrative access rights to monitor and control this process will be provided to the grantees. Our team will assist you in obtaining your unique link that you can send to your members or attendees during the implementation of the project.

QUESTION 4:

We are not sure about the together.com platform. Is it possible to upload materials in Italian or the use of English language is encouraged? Which type of materials should be uploaded there (i.e. only reports or also podcasts, videos, etc.)?

ANSWER 4:

The download centre on together.com supports materials in all languages, including Italian. You are welcome to upload materials in all of the official EU languages, depending on your preference and the target audience.

In terms of the type of materials that can be uploaded, the platform is designed to accommodate a variety of content formats. This includes not only reports but also podcasts, videos, and other relevant materials. The goal is to provide a comprehensive resource hub for sharing information and knowledge.

It's important to note that the content uploaded to the platform should align with the guidelines and regulations set forth by the local EPOs. They will review and approve the content, ensuring its appropriateness and relevance. This approval process applies to various content types, ranging from photos to informational social media posts, and more.

QUESTION 5:

What is the envisioned relationship between the digital ecosystem of the grantee's communication campaign (in this case we assume that the campaign will include a landing page, "marketing" content, social media channels and posts, etc.) and the "together.eu" platform? Is it expected that "together.eu" should necessarily be the predominant destination to which the campaign traffic needs to be linked? Or can the campaign traffic be linked to a dedicated campaign landing page of a grantee, related to the elections and to European values (in which case "together.eu" would be treated as an important but complementary campaign traffic destination)?

ANSWER 5:

We refer you to the introduction part of the Call as well as to point 1.3., which give more information as regards the expected involvement of together.eu.

Furthermore, point 2 of this Call states: The actions to be co-financed under this call should: [...] – "*seek to increase the skills, knowledge or networks of an individual or groups. Actions should support and enable new and existing change-makers to take part in the together.eu community, ultimately increasing the number of citizens and organisations registering to together.eu and facilitating their active engagement further. Therefore, concepts and formats have to be connected to the together.eu community and planned activities should be published on the together.eu platform, with the aim of further growing the community*".

QUESTION 6:

Some of us are members of the together.eu and organized even some event that was uploaded there, but what is meant precisely for active members of the community? Should be the legal entity registered there or it is enough that some of the members of the legal entity are registered in the together.eu platform?

ANSWER 6:

If you are submitting a proposal for actions under point 2.2.1 of this call, there is no need to register on the platform until you are awarded a grant. At that point, DG COMM will guide awarded grantees through the process. However, if your organisation is a legal person, applying for actions under point 2.2.2 you need to register with personal details, having the email in use from the legal entity. For example name@legalentity.com or generic legal entity email info@legalentity.org.

ELIGIBILITY

QUESTION 1:

Nous voudrions savoir si notre association pourrait être éligible?

Nous pensons, pour notre part, que nous pourrions participer à cet appel d'offre en proposant la production et la diffusion d'une émission de télévision hebdomadaire inédite qui implique et les citoyens européens et les eurodéputés de manière à impacter positivement sur les prochaines élections européennes.

ANSWER 1:

Par souci de transparence et d'égalité de traitement, nous ne pouvons pas procéder à une évaluation préalable de l'éligibilité d'une entité particulière.

Sans entrer dans votre cas particulier, veuillez noter que les **ASBL sont des entités éligibles** dans le cadre de cet Appel à Propositions si ces dernières sont en mesure de démontrer qu'elles remplissent les critères mentionnés ci-dessous.

Pour les actions sous les point 2.2.1 et 2.2.2 de cet appel, les candidats doivent être:

- Une personne morale à but non lucratif (y compris les organisations de la société civile ainsi que les parties prenantes publiques et privées) constituée et enregistrée en tant qu'entité juridique au moment de la demande.
- Basé dans un État membre de l'Union européenne.
- Sans affiliation politique.

En plus de cela, pour les actions sous le point 2.2.2 de cet appel, les candidats doivent également:

- Être enregistré sur la communauté "together.eu" comme membre actif.

QUESTION 2:

An Italian public regional authority is an eligible applicant?

ANSWER 2:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going into your particular case, please note that **public stakeholders are eligible** for this grant if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be :

- Registered in the together.eu community as active members via the together.eu platform

QUESTION 3:

I am representing a regional NGO with legal personality.

My question is:

- are we eligible to submit a proposal as non-profit legal persons?
- on both actions or only on action 2?

ANSWER 3:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going into your particular case, please note that **regional organisations are eligible** for this grant for **both categories of actions** if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be :

- Registered in the together.eu community as active members via the together.eu platform

Please also note that, under point 4.2.1 of the call, applicants may submit only one proposal in each of the two rounds and may only receive one grant under this call for proposals.

QUESTION 4:

We are an independent non-profit citizens' organization in public benefit, registered under the Law of People's Community Centers in the Republic of Bulgaria. In this regard, can the organization be accepted as a legitimate applicant under this funding program?

ANSWER 4:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going into your particular case, please note that **non-profit citizens' organization may be eligible** for this grant if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be:

- Registered in the together.eu community as active members via the together.eu platform

QUESTION 5:

I would like to know it is possible to obtain financial aids as a political youth organization that belongs to a political party.

ANSWER 5:

As indicated in section 6 of the Call for Proposals, the absence of political affiliation is a criterion of eligibility for this call. Indeed to be eligible for this grant, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- **With no political affiliation.**

QUESTION 6:

Is it possible for municipalities to apply for grants in the area of communication 2023-2024 (EP-COMM-SUBV-NAT-E-2023)?

ANSWER 6:

To ensure fairness and transparency, we are unable to give an initial assessment of any entity's eligibility. However, **public stakeholders, i.e., municipalities, may be eligible** if able to demonstrate that they meet the following criteria:

- For actions under points 2.2.1 and 2.2.2 of this call, applicants must be non-profit legal entities registered at the time of application. This includes civil society organizations, public and private stakeholders, and groups of such legal entities with a single distinct legal personality for the grant.
- Applicants must be based in a Member State of the European Union.
- Applicants must have no political affiliation.

Additionally, for actions under point 2.2.2 of this call, applicants must also be registered as active members via the together.eu platform.

QUESTION 7:

a) Can actions taking place in high schools involving 15-17 year old students who do not have the right to vote in their country be eligible?

b) How visible does our organisation need to be on social networks in order to be eligible for the required media coverage? Is an Instagram account with 2000 followers enough?

ANSWER 7:

a) Actions taking place in high schools involving 15-17 year old students who do not have the right to vote in their country are still eligible for the call, as these audiences could potentially act as multipliers and motivate others to vote.

b) We cannot comment on eligibility criteria as these are assessed for each project during the evaluation phase by the evaluation committee experts.

QUESTION 8:

I have a question regarding page 11 of the guide [1-call-for-proposals-ep-comm-subv-nat-e-2023.pdf \(europa.eu\)](#) and the section about non-profit legal persons or groups thereof having legal personality - I marked it in text below.

Is there any certainty that self-employed volunteers can submit applications? As a rule, the company does not operate 'non-profit', so I do not understand this provision. Please explain whether a volunteer running a sole proprietorship can apply for a grant.

ANSWER 8:

In order to be eligible under the engagement actions by changes makers under point 2.2.2, the following eligibility conditions have to be fulfilled:

- A non-profit legal person (including small-scale civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Registered in the together.eu community as active members via the together.eu platform.
- Based in a Member State of the European Union.
- With no political affiliation.

Self-employed active "volunteers" could be eligible if their "sole proprietorship" is a legal entity with a legal personality (distinct from the natural person).

In addition, the legal entity must be registered as not for profit.

QUESTION 9:

1) According to the point 6.1:

6.1 Eligible participants: The purpose of this call for proposal is to award grants co-financing engagement actions by national non-profit organisations or non-profit legal persons or groups thereof, having legal personality with the aim of promoting European values primarily at national level.

- For actions under point 2.2.1 of this call, applicants must be:

• A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant. We suppose that public entities such as local administrations can be eligible, is this correct?

2) As indicated in the point 2.2.1 a) Scope: Can you make some examples of private or public stakeholder and other multiplayer network?

3) Do you confirm that beneficiaries for the both actions should be non-profit entities?

ANSWER 9:

1) In order to be eligible, participants must be legal entities established in one EU Member states, which can either be public or private. A local administration as a public legal entity could participate to the call - if all other eligibility conditions are fulfilled (see section 6.1 of the call for proposals).

2) Examples of potential applicants include : Civil Society Organisation, National, Regional, Local Organisation, Associations such as Students Associations, Cultural Associations, Schools and Universities, Public stakeholders such as Municipalities, a (public or private) body hosting a Europe Direct Centre, Social partners, Multiplier network, etc. - if all other eligibility conditions are fulfilled (see section 6.1 of the call for proposals).

3) Participants under both actions (2.2.1 – civil society engagement action and 2.2.2. – engagement action by change-makers) must be non-profit legal entities to be eligible and participate in the call (see section 6.1 of the call for proposals).

QUESTION 10:

We have worked together with our Liaison office for several years now, having organised (among others) their previous election night activities, and a yearly 'year-in-review' show with our podcast. Furthermore we have done special episodes in collaboration with our Liaison office on topics surrounding the founding of the European Union.

However, after thorough scanning of the call, it is unclear to us if the call is only open to *non-profits*. We is a legal entity (B.V., or *Besloten Vennootschap* in Dutch), and we would like to apply for this grant.

ANSWER 10:

As mentioned in section 6.1 of the call for proposals, one of the eligibility conditions for participating to this call is that participants are NON-PROFIT legal entities.

This eligibility condition apply to both categories of actions (under points 2.2.1 – civil society engagement action and 2.2.2. – engagement action by change-makers).

For profit organisations are therefore not eligible under this call.

QUESTION 11:

We would like to apply for the program EP-COMM-SUBV-NAT-E-2023. We are a registered association and we organize a project which simulates elections in schools, parallel to European elections, Bundestag elections and German regional elections. For this project we provide educational material to the teachers and election materials, such as ballots, voting boxes and voting cabins. We are currently planning the project parallel to the European elections in 2024.

The project is financed only by material costs per school, because we don't possess of a full-time structure. We only have one minor employee and our work is mostly done by voluntary work.

Under the mentioned conditions, we would like to ask, if it is possible to apply for the program EP-COMM-SUBV-NAT-E-2023.

ANSWER 11:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

The conditions for participation are set out in the call for proposals.

We draw your attention to the following sections:

- **Section 6.1 Eligible participants:** this section describes what conditions the applicants must fulfil to participate in the call (i.e., be a non-profit legal entity established and registered in one of the EU Member states at the time of the application without political affiliation and be registered on the together.eu community for actions under point 2.2.2).
- **Section 6.2. Eligible activities:** this section describes the activities eligible for funding and refers to the type of actions described under points 2.2.1 – civil society engagement actions and 2.2.2 – engagement actions by change-makers.

In addition, the applicant must not be in one of the **exclusion situation** set out in Section 7.1. and must fulfil the **selection criteria**, meaning having stable and sufficient financial resources (as required under Section 7.2 – financial capacity) and appropriate competence, know-how, qualification and resources (as required under Section 7.3 – operational capacity) to implement the proposed action.

The **proposed action/project** must be detailed in Part B of the application form and include **appropriate KPIs** and a **detailed estimated budget**. The eligible costs categories are described in Section 3.3. of the call for proposals and include among other, personnel costs as well as volunteers costs and purchase costs (i.e. direct costs linked to the action such as, for example, travel and subsistence or materials needed for the implementation of the action). Concerning volunteers costs, please note that they cannot represent more than 50% of the total costs and contributions estimated for the project.

QUESTION 12:

Is it also possible to apply as a senate administration? If so, can you apply for Senate administration yourself or do you have to find a partner?

ANSWER 12:

Without going into your particular case, please note that **national, regional or local organisations**, including public administrations, are eligible under this call for proposals if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be:

- Registered in the together.eu community as active members via the together.eu platform

QUESTION 13:

The invitation is addressed to non-profit organisations and citizens. Can a business association apply?

ANSWER 13:

As mentioned in section 6.1 of the call for proposals, one of the eligibility conditions for participating to this call is that participants are NON-PROFIT legal entities.

For profit organisations are therefore not eligible under this call.

QUESTION 14:

Three questions regarding the eligibility: can a business association apply? Can MEDIA partners apply? Also, are Europe Direct Centers eligible?

ANSWER 14:

Applicants must fulfil all eligibility conditions set out in Section 6.1 of the call for proposals, in order to participate, namely :

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- **A non-profit legal person** (including civil society organisations as well as public and private stakeholders) **constituted and registered as legal entity at the time of application**. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- **Based in a Member State** of the European Union.
- With **no political affiliation**.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be :

- **Registered in the together.eu community as active members** via the together.eu platform

Therefore business associations and media partners can apply as long as they fulfil these conditions.

An organisation currently hosting a Europe Direct Center can apply to the call, provided that the Europe Direct grant is not used directly or indirectly for funding the action proposed for financing by the Parliament.

Indeed, as indicated in Section 13 of the call for proposals, there is a strict prohibition of double funding under the EU budget.

This means that any given action can only receive one grant from the EU budget and that under no circumstances the same costs shall be financed twice by the EU budget.

If you are the beneficiary of an EU operating grant and your proposal for an action grant is selected for funding under this call, you will not be able to charge any indirect costs for the reporting period(s) covered by the operating grant, unless you demonstrate costs separation (i.e. that the operating grant does not cover any costs that may be claimed under the action). For further details on combination of action grant with operation grant, we invite you to consult the Guide for Applicants – page 30 - indirect cost.

Please note that you have to fill in a declaration on absence of double funding with your application and provide details on the any other EU action relating to the action under the call and any EU operating grant.

QUESTION 15:

I would like to seek your advice on the eligibility of our University to apply for the call: EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS.

The call document point 6.1 – eligible participants states:

“The purpose of this call for proposal is to award grants co-financing engagement actions by national non-profit organisations or non-profit legal persons or groups thereof, having legal personality with the aim of promoting European values primarily at national level.” And then it list that for actions under point 2.2.1 of this call, applicants must be

- **A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.**
- **Based in a Member State of the European Union.**
- **With no political affiliation.**

The European University Institute has a status of an international organisation, however we are non-for profit based in MS and without political affiliation institution. Could I please kindly check with you that only organisation that are nationally based are eligible to apply as a coordinator under this call?

ANSWER 15:

As a preliminary remark, we would like to draw your attention on the fact that the call is divided into two TOPICS:

- EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS
- EP-COMM-SUBV-NAT-E-2023-CIVIL-SOCIETY

As indicated in Section 6.1 of the call for proposals, the eligibility conditions are slightly different for the two topics:

For both type of actions under point 2.2.1 (civil society engagement actions) and 2.2.2 (engagement actions by change-makers) of this call, applicants must be:

- **A non-profit legal person** (including civil society organisations as well as public and private stakeholders) **constituted and registered as legal entity at the time of application**. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- **Based in a Member State** of the European Union.
- **With no political affiliation.**

In addition to this, for actions under point 2.2.2 (engagement actions by change-makers) of this call, applicants must also be :

- **Registered in the together.eu community as active members** via the together.eu platform.

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

However please note that the call for proposals does not exclude the participation of international organisations.

Consequently, if all the above-mentioned eligibility conditions are fulfilled, an international organisation can participate in the call for proposals.

This would be the case of an international organisation set up by an international agreement, with recognised legal personality and not-for-profit status, with its seat in an EU Member State.

We also draw your attention that the grants awarded under this call are mono-beneficiary – this means only one entity can apply. Others entities that are allowed to participate in the action are affiliated entities or subcontractors.

QUESTION 16:

We have a question regarding our cooperative's status, as there seems to be occasional confusion about whether we operate as a profit or non-profit organization. For the purposes of our application our organisation is a private collective entity, with non-profit objectives, regardless of its legal form. It should be noted that our organisation does not distribute surpluses or profits among its members, as explicitly stated in its Internal General Regulations and accounting practices. Revenue-generating activities are not the organization's primary objective; rather, they serve as a means to pursue and reinforce our mission and values. Therefore, our organisation does not distribute profits or surpluses to its members or Board of Directors.

ANSWER 16:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

In order to participate in the call for proposals, applicants must fulfil the eligibility conditions set out in Section 6.1, including being a no-profit legal person.

A **non-profit legal person** means a legal entity that is by its legal form non-profit-making or has a legal or statutory obligation not to distribute profits to its shareholders or members.

QUESTION 17:

We are an academic institution, a research centre and an international organisation. I wonder if we are 100% eligible to this EP-COMM-SUBV-NAT-E-2023.

Our project would be in line with the objectives of the call, given the SOU2024 framework on EE24, and the various tools we would implement to stimulate citizens' engagement.

Would be great if you could drop me a line or be available for a call at your soonest convenience.

ANSWER 17:

Academic institutions, research centres and international organisations can participate in the call provided that they fulfil all eligibility conditions set out in Section 6.1. (i.e., be non for profit legal person, based in an EU Members State, without political affiliation and in addition, for change-makers action under 2.2.2: be registered on the together.eu as an active member).

QUESTION 18:

Our local section of a broader, national organisation opened only 8 months ago. Therefore, I wanted to know if we are eligible to participate: Is the experience of the national section taken into account? Can we participate as the local section or are we considered not experienced enough?

ANSWER 18:

As indicated in Section 7.3, the operational capacity will be assessed on the basis of the competence and experience of the applicants and, where applicable, their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the action implementation starts.

The requirement for civil society actions under point 2.2.1 that "*applicant must have at least 12 months of proven communication experience (calculated as the addition of duration of individual past actions) as an organisation with the explicit aim of promoting European values in actions similar or comparable to the proposed action*" is requested from the applicant (as a legal entity). This experience has to refer to previous actions that are similar or comparable to the proposed ones (i.e. not generally referring to anything around the EP communication strategy).

As a result an organisation that can demonstrate only 8 months of proven communication experience will not be considered to have sufficient operational capacity.

We would like to bring to your attention that there exist two categories of potential applicants. As outlined in section 2.2.2 Engagement actions by change-makers encompass a low-scale communication actions or events that are executed at the local, national, or transnational level (up to three Member States). This category is open to non-profit legal entities or groups with legal personality. Applicants must be registered as members of the together.eu community and should aim to promote European values at the national or pan-European level, as well as contribute to the growth and mobilisation of the community.

QUESTION 19:

Sind die Deutschen Länder für diese zur Verfügung gestellten Mittel antragsberechtigt? Aus der Beschreibung der Grants geht hervor, dass Antragsteller non-profit organisations und non-partisan sein müssen. Diese beiden Kriterien werden aus meiner Sicht erfüllt.

ANSWER 19:

Ohne auf Ihren speziellen Fall einzugehen, möchten wir Sie darauf hinweisen, dass **nationale, regionale oder lokale Organisationen, einschließlich öffentlicher Verwaltungen**, im Rahmen dieser Aufforderung zur Einreichung von Vorschlägen förderfähig sind, wenn sie nachweisen können, dass sie die unten genannten Kriterien erfüllen.

Für Maßnahmen gemäß Punkt 2.2.1 und 2.2.2 dieser Aufforderung müssen Antragsteller:

- Eine gemeinnützige juristische Person sein (einschließlich zivilgesellschaftlicher Organisationen sowie öffentlicher und privater Interessenträger), die zum Zeitpunkt der Antragstellung als juristische Person gegründet und registriert wurde. Auch Gruppen solcher juristischen Personen können sich bewerben, sofern sie über eine einzige eigenständige Rechtspersönlichkeit verfügen, die die Förderung beantragt;
- ihren Sitz in einem EU-Mitgliedstaat haben;
- Ohne politische Zugehörigkeit.

Darüber hinaus müssen Antragsteller für Maßnahmen gemäß Punkt 2.2.2 dieser Aufforderung außerdem Folgendes vorweisen:

- Registriert in der Together.eu-Community als aktive Mitglieder über die Together.eu-Plattform.

QUESTION 20:

We would like to know what exactly "applicant with no political affiliation" means?

Our institute is not a member of any political party and is in no way associated with a political party. It operates independently, does not participate in any political party's activities, and vice versa. However, the founders of the institute are two individuals President of the Social Democrats and General Secretary of the Social Democrats. We would like to know if this could pose a problem for our application.

ANSWER 20:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going in your specific case, please note that as stated in section 6.1 of the Call for Proposals, **one of the eligibility criteria for applicants is to have no partisan political affiliation.**

Political affiliation means membership of or close association with a political party.

Applicant that have Members of the European and/or National Parliament holding executive functions on their administrative Board or any other executive body of their organisation, would be declared ineligible to the call.

In this context, "holding executive functions" refers to Members of the European/National Parliament having the capacity to have a dominant influence de jure or de facto on the decision-making of the organisation.

The grant applications will be assessed by an independent evaluation committee, which will take a decision concerning the eligibility of applicants based on the criteria set out in the call.

QUESTION 21:

I wanted to ask whether an organization that is currently managing a Europe Direct grant 2021-2025 can apply to the call.

ANSWER 21:

As indicated in the call for proposal (Section 13), there is a strict prohibition of double funding under the EU budget.

This means that **any given action** can only receive one grant from the EU budget and that under no circumstances the same costs shall be financed twice by the EU budget.

If you are the beneficiary of an EU **operating grant** and your proposal for an action grant is selected for funding under this call, you will not be able to charge any indirect costs for the reporting period(s) covered by the operating grant, unless you demonstrate costs separation (i.e. that the operating grant does not cover any costs that may be claimed under the action). For further details on combination of action grant with operation grant, we invite you to consult the Guide for Applicants – page 30 - indirect cost.

Therefore, an organisation that is currently managing a Europe Direct grant can apply to the aforementioned call for proposal, provided that the Europe Direct grant will not be used directly or indirectly for funding the action proposed for financing by the Parliament.

Please note that you have to fill in a declaration on absence of double funding with your application and provide details on the any other EU action relating to the action under the call and any EU operating grant.

QUESTION 22:

Is it correct that the EUROPE DIRECT information centres are not allowed to apply for funding in the above-mentioned program because they are already receiving funding from the European Commission?

ANSWER 22:

As indicated in the call for proposal (Section 13), there is a strict prohibition of double funding under the EU budget.

This means that **any given action** can only receive one grant from the EU budget and that under no circumstances the same costs shall be financed twice by the EU budget.

If you are the beneficiary of an EU **operating grant** and your proposal for an action grant is selected for funding under this call, you will not be able to charge any indirect costs for the reporting period(s) covered by the operating grant, unless you demonstrate costs separation (i.e. that the operating grant does not cover any costs that may be claimed under the action). For further details on combination of action grant with operation grant, we invite you to consult the Guide for Applicants – page 30 - indirect cost.

Therefore, an organisation that is currently hosting a Europe Direct grant can apply to the aforementioned call for proposal, provided that the Europe Direct grant will not be used directly or indirectly for funding the action proposed for financing by the Parliament.

Please note that you have to fill in a declaration on absence of double funding with your application and provide details on the any other EU action relating to the action under the call and any EU operating grant.

QUESTION 23:

We would like to know if a high school for example one awarded as European Parliament Ambassador School (EPAS) could participate in the call COMM-SUBV-NAT-E-2023

ANSWER 23:

The conditions for participating in the call for proposals are set out Section 6.1 of the call for proposals. The participant must be :

- A non-profit legal person, constituted and registered as a legal entity at the time of the application;
- Based in a EU Member State;
- With no political affiliation;

AND for engagement action by change-makers:

- Registered in the together.eu community as an active member.

Examples of potential applicants include : Civil Society Organisation, National, Regional, Local Organisation, Associations such as Students Associations, Cultural Associations, **Schools** and Universities, Public stakeholders such as Municipalities, a (public or private) body hosting a Europe Direct Centre, Social partners, Multiplier network, etc. - if all eligibility conditions are fulfilled.

Please also note that as, indicated in Section 13 of the call for proposals, there is a strict prohibition of double funding under the EU budget.

This means that any given action can only receive one grant from the EU budget and that under no circumstances the same costs shall be financed twice by the EU budget.

If you are the beneficiary of an EU operating grant and your proposal for an action grant is selected for funding under this call, you will not be able to charge any indirect costs for the reporting period(s) covered by the operating grant, unless you demonstrate costs separation (i.e. that the operating grant does not cover any costs that may be claimed under the action). For further details on combination of action grant with operation grant, we invite you to consult the Guide for Applicants – page 30 - indirect cost.

Please note that you have to fill in a declaration on absence of double funding with your application and provide details on the any other EU action relating to the action under the call and any EU operating grant.

QUESTION 24:

My question would be if “associations” also include industry associations. In your info session’s presentation from April 27 you only mention cultural or student associations as examples.

ANSWER 24:

When we mention "associations" as potential participants, it does indeed include industry associations as well. The examples of cultural or student associations mentioned in the April 27 info session's presentation were just illustrative and not exhaustive. Industry associations are also eligible to participate, provided they meet the other eligibility criteria and requirements outlined in the guidelines of our call for the proposal.

QUESTION 25:

En parcourant le document "Call for proposal EP-comm-subv-nat-e-2023", au point 7.3 "Critères de sélection et capacités opérationnelles", le premier paragraphe fait mention d'une expérience avérée en communication de 12 mois (calculée en additionnant l'action passée individuelle).

Est-il question d'une expérience en communication spécifique aux thématiques abordées - élections en général, européennes et plus spécifiquement celles de 2024 - ?

Est-ce que cette expérience est exigée auprès du chargé de projet ? Ou est-il nécessaire d'avoir recours à une personne ressource ?

Enfin, comment adapter cette communication dans le cadre de notre projet, à savoir sensibiliser les personnes sourdes et malentendantes aux élections 2024 ?

En effet, la plupart des personnes de notre public n'ont pas l'opportunité de suivre un cursus scolaire classique -car système scolaire peu adapté - et beaucoup d'informations diffusées en société ne sont pas accessibles en langue des signes de Belgique francophone : notre projet tente justement de pallier ces manques dans le cadre des élections 2024.

ANSWER 25:

Comme indiqué à la section 7.3, la capacité opérationnelle sera évaluée sur la base des compétences et de l'expérience des candidats et, le cas échéant, de leurs équipes de projet, y compris des ressources opérationnelles (humaines, techniques et autres) ou, à titre exceptionnel, des mesures proposées pour l'obtenir au moment où la mise en œuvre de l'action commence.

L'exigence relative aux actions visées au point 2.2.1 selon laquelle «*le candidat doit avoir au moins 12 mois d'expérience avérée en communication (calculée en additionnant la durée de chacune des dernières actions) en tant qu'organisation ayant pour objectif explicite de promouvoir des valeurs européennes dans des actions similaires ou comparables à l'action proposée*» est requise du candidat (en tant qu'entité juridique) et non des personnes physiques engagées ou à engager.

En outre, cette expérience doit faire référence à des actions antérieures qui sont similaires ou comparables à celles proposées (et non des références générales autour de la stratégie de communication du Parlement).

L'expérience des personnes physiques engagées ou à engager est prise en compte dans la deuxième exigence relative aux actions visées au point 2.2.1, selon laquelle les candidats doivent disposer de «*ressources humaines dont les compétences et qualifications comprennent de bonnes compétences en communication (orale et écrite) dans la langue nationale ainsi qu'en anglais ou en français (exigence minimale B2 fondée sur le Cadre européen commun de référence pour les langues du Conseil de l'Europe), la gestion de projet et les connaissances solides dans les affaires européennes*».

En ce qui concerne votre deuxième question, pour des raisons de transparence et d'égalité de traitement des candidats, nous ne pouvons pas fournir d'évaluation a priori de l'éligibilité d'une proposition avant que cette proposition ne soit soumise et correctement évaluée.

QUESTION 26:

We are a platform formed in 2021, by five rights-based CSOs in order to create synergy in supporting, monitoring and promoting Human Rights in the Turkish Cypriot community.

One of the areas we are working in, is democratic rights and we wish to run a project in Cyprus to inform and encourage Turkish Cypriots to vote in the upcoming European Elections since Turkish Cypriots has an extremely low voter turnout (in EE19 it was 6.93%). Hence we would like to submit a proposal for the communication grant EP-COMM-SUBV-NAT-E-2023 for co-funding. As a non-politically affiliated CSO registered in the Turkish Cypriot community, are we eligible to apply?

ANSWER 26:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Please note that to be eligible for actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be :

- Registered in the together.eu community as active members via the together.eu platform.

QUESTION 27:

According to the text of the call, in case of presenting civil society participation actions (2.2.1), one of the requirements is that the beneficiary entity must have a business volume of 100% of the requested amount in the last three fiscal years.

My doubt is that, if the beneficiary entity is only two years old, it can be presented in action 2.2.1, or it must necessarily be presented in action 2.2.2.

ANSWER 27:

Without going in your specific case, we confirm that **an entity of two years old may be eligible for both action categories** of this Call (2.2.1 & 2.2.2) if the applicant is able to demonstrate that eligibility criteria are met (cf. point 6.1 of this Call).

Please note that on 16/05/2023 the **section 7.2 of the Call on Financial Capacity** as well as the **Annex I.3 Declaration on Honour** have been updated. Please find hereunder the content of the update:

Action Category 2.2.1 – Civil society:

Initial version of 05/04/2023: My organisation has an average turnover/income in the last three financial years for which accounts have been closed of at least 100% of the total amount requested to the EP.

Updated version of 16/05/2023: My organisation has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding.

Action Category 2.2.2 – Change-Makers

Initial version of 05/04/2023: My organisation has an average annual turnover/income in the last two financial years of, at least, 20% of the total amount of the action.

Updated version of 16/05/2023: My organisation has stable and sufficient sources of funding to maintain its activity throughout the period during which the action is being carried out and to participate in its funding.

QUESTION 27:

The potential beneficiaries are defined as “National non-profit organisations or groups thereof, having legal personality with the explicit aim of promoting European values primarily at national level”. We are not sure how to understand “the explicit aim” and “European values”. Do these formulations mean that the aims of an applying organisation need to be described in its statute with the exact phrase “European values”, or a very similar phrase? Or perhaps is it enough when at least some of the aims described in the statute align with European values as defined on [the website](#) of the European Union, even though the statute does not mention “European values” directly?

ANSWER 27:

The eligibility criteria to be an organisation with the explicit aim of promoting European values primarily at national level will be assessed through the operational capacity checks. The requirement for civil society actions under point 2.2.1 that "applicant must have at least 12 months of proven communication experience (calculated as the addition of duration of individual past actions) as an organisation with the explicit aim of promoting European values in actions similar or comparable to the proposed action" is requested from the applicant (as a legal entity). This experience has to refer to previous actions that are similar or comparable to the proposed ones. We refer you the section 7.3 of this Call for more information.

QUESTION 28:

My question is whether we are entitled to submit a project proposal at all. From a purely legal point of view, our organisation is a limited liability company. It would be unfortunate for our proposal and the time invested if we were not eligible to apply at all for this EP Project Grant.

ANSWER 28:

Without going into your particular case, please note that as indicated in section 6 of the Call for Proposals, **being non-profit is a criterion of eligibility** for this call which is rarely the case of **Limited Liability Company**.

Indeed to be eligible for this grant, applicants must be:

- A **non-profit legal person** (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

QUESTION 29:

We are a new organization (of 4 months currently) and we would like to verify if we would be considered eligible to participate in the change makers sections (2.2.2) under the call of CO-FINANCING OF CITIZENS' ENGAGEMENT ACTIONS (EP-COMM-SUBV-NAT-E-2023).

We are a passionate team and due to our background, we are really interested in participating in this call.

As an organization, we don't have any completed project yet, however as a team we have an experienced professional background, having organized promotional activities for the last EU elections and many EU-funded events.

Would this cover the operational criteria in order to participate?

ANSWER 29:

As indicated in Section 7.3, the operational capacity will be assessed on the basis of the competence and experience of the applicant, as a legal entity.

The requirement for civil society actions under point 2.2.1 that "applicant must have at least 12 months of proven communication experience (calculated as the addition of duration of individual past actions) **as an organisation** with the explicit aim of promoting European values in actions similar or comparable to the proposed action" is requested from the applicant (as a legal entity). This experience has to refer to previous actions that are similar or comparable to the proposed ones (i.e. not generally referring to anything around the EP communication strategy).

As a result an organisation that can demonstrate only 4 months of proven communication experience will not be considered to have sufficient operational capacity.

Regarding proposals under point 2.2.2 of this call, applicants must have experience carrying out successfully at least **one similar or comparable communication action** to the proposed action **over the 12 months preceding their application**.

We confirm that applicants applying for the category 2.2.2 are **not** required to have one year of experience as for the category 2.2.1 of this Call for Proposals.

QUESTION 30:

We are an EU-level network of civil society organisations, based and legally registered in Belgium. Our members are, in turn, civil society organisations or networks thereof at the EU level. Are we eligible under this call?

ANSWER 30:

Without going into your particular case, please note that **Networks of Civil Society Organisations may be eligible** for this grant if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of

application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.

- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be:

- Registered in the together.eu community as active members via the together.eu platform

In addition to the eligibility requirements, we kindly invite you to also review section 2 of this Call, which outlines the objectives of this Call.

Specifically, we would like to draw your attention to the scope of actions defined for:

- **2.2.1 Civil society engagement actions** - Civil society engagement actions are actions or events implemented **on a local, national or transnational level (of up to five Member States)** and on an online or offline basis by a legal person (for instance, a civil society organisation, a public or private body hosting a Europe Direct Center, a University or other educational entity, a public or private stakeholder or other multiplier network, etc.).
- **2.2.2 Engagement actions by change-makers** - Engagement actions by change-makers (already registered members of the together.eu community) are low-scale communication actions or events implemented **at local, national or transnational level (i.e. in up to three Member States)** and on an online or offline basis by a legal person or a small group thereof having a legal personality.

QUESTION 31:

We are a non-profit association with no political affiliation.

Our association is formally constituted with an authenticated private contract, or - in other words - registered according to the Italian regulations for non-profit associations. Yet we have no legal personality, in the sense that we have not been recognised as a legal person by the relevant authorities.

In fact, this is not a compulsory requirement for non-profit associations in Italy.

Therefore, we have a legal representative with a mandate to act on behalf of the organisation.

We have a PIC number and have already submitted application for other EU call for proposals under several different programmes (i.e. ERASMUS, CERV).

Our question is essentially the following one: are we an eligible participant for this call? Can we submit an application for this call?

ANSWER 31:

If your organisation is a "Associazione non riconosciute/Associazione di fatto" created under Article 36 of the Italian Civil Code, it can be assimilated to a legal person if :

- The act of establishment/statutes/articles of association of your organisation identify the legal representative(s)
- AND

- Your organisation has its own capital/fund or patrimony.

Applicants must be validated by the Central Validation Services (REA) in order to receive a grant and will be requested to upload documents showing legal status, origin and other supporting documents.

QUESTION 31:

In the call we have seen that also University are foreseen as subjects of the action and recipient of the grant

In the call, for the category 2.2.1 for civil society the beneficiaries are defined as "National non-profit organisations or groups thereof"
A little doubt: what is meant precisely for non-profit organization in the case of Universities?

ANSWER 31:

Non-profit organisation means a legal entity that is by its legal form non-profit making or has a legal or statutory obligation not to distribute profits to its shareholders or members.

QUESTION 32:

One of our affiliate partners, will also be applying for the same grant, however, they will be the applicant with a completely different project. We have made sure that the activities of our affiliated entity under our proposal do not cross over with their envisioned project.

Our question is whether this arrangement will be eligible?

ANSWER 32:

As mentioned in the section 4.2.1 of the Call Proposals, applicants may only submit one proposal per round. Applicants refers here to the notion of legal entity.

As an organisation and its affiliated entity have two distinct legal entities, both are allowed to submit one proposal under this Call for Proposal.

THIRD PARTIES (PARTNERSHIP, AFFILIATED ENTITIES, SUBCONTRACTING)

QUESTION 1:

The activity, that we plan to propose, consists of four parts, three of which we plan to organize and implement by ourselves (a cycle of open workshops and discussions; a podcast cycle; an essay competition), and the fourth part (sociological research) would be performed by our partners.

We would like to ask, whether we should input the Institute as a separate partner in the proposal. If we do that, would they have their own Excel sheet for the budget to submit?

ANSWER 1:

If the Institute will be performing a significant part of the proposed activity, it would be advisable to include them as a separate partner in the proposal.

Please note that the provided "Annex I.1: Detailed estimated budget" template allows you to fill in the budget for every partner separately under a 'detail by category – affiliate' sheet. Furthermore, each partner's budget should be separate and clearly indicated.

QUESTION 2:

I am writing because I can't find any information anywhere (on website or in FAQ). My questions is: when submitting an application for our project proposal, is it mandatory to establish cooperation with a partner?

ANSWER 2:

We confirm that the cooperation with other actors/partners (including affiliated entities and/or sub-contractors) is not required under this Call for Proposals.

As mentioned in the section 6.1, this Call for Proposals allows (and does not require) applicants to involve affiliated entities and/or sub-contractors to help with the project activities under specific conditions.

QUESTION 3:

When submitting an application for our project proposal, is it mandatory to establish cooperation with a partner?

ANSWER 3:

We confirm that the cooperation with other actors/partners (including affiliated entities and/or sub-contractors) is not required under this Call for Proposals.

As mentioned in the section 6.1, this Call for Proposals allows (and does not require) applicants to involve affiliated entities and/or sub-contractors to help with the project activities under specific conditions.

QUESTION 4:

Is there any opportunity/space within the application form to add Letters of intent from our partners?

ANSWER 4:

Our suggestion would be to upload the Letters of intent from your Affiliated entities with the supporting documents requested for the Operational Capacity.

If this solution would not work technically, we invite you to send them at this mailbox: dgcomm-subvention@europarl.europa.eu, with a clear mention of your proposal reference number.

QUESTION 5:

What I like to know is if, in your opinion, the presentation of several proposals which envisage carrying out in different countries the same activities (such as university workshops, seminars, monitoring, debates and meetings on electoral campaign issues) and coordinated in the use of the same infrastructures and IT tools of communication (such as website, social account, analysis platform and information content processing), to broaden their outcomes and impact at a supranational level, falls within the "cooperation schemes" as specified in Art. 2.2.1a :

"Applicants may submit a proposal coordinated with another proposal by one or more other grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements."

ANSWER 5:

As mentioned in the section 6.1 of the Call for Proposals, applicants may submit a proposal coordinated with another proposal by one or more grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements provided all the actions are selected for funding. **Overall, point 4.2.1 of the call provides that an applicant may submit one proposal in each of the two rounds but may only receive one grant under this call for proposals.**

However please note:

- a) The submission of several proposals which envisage carrying out the same activities in the 27 Member States does not correspond to the scope of this Call for Proposals. As mentioned in the section 2.2.1, this call is limited to supporting financially actions on a local, national or transnational level (of up to five Member States), i.e. not covering more than five or all Member States. As indicated in the section 6.2, to be eligible, the activities and projects must meet the objectives of this call set out in point 2.1 and take an appropriate form in line with point 2.2. Applications will only be considered eligible if their content corresponds, wholly or in part, to the sections 2.1 and 2.2 of this document.

- b) Each proposal is evaluated separately. One proposal of a group of coordinated proposals might be selected whereas other might not. The non-selection of one does not automatically lead to the exclusion of other coordinated proposals but the non-selection of a proposal might lead to the non-selection of other coordinated proposals if they latter are not feasible, credible or relevant anymore because of that reason.

QUESTION 6:

Could you please clarify the opportunity and the correct procedure to involve partners in the project? We would like to involve youth organizations, civic society organizations and research centers (in the development of the activities), that will be selected with a public call after the start of the activities (using Grants and/or prizes). Could you please confirm that we can involve local and youth partners (not only affiliate partners as the art.3 of the Guidelines)? In this case, should we indicate the type of activities in the proposal and partner's budget in the affiliate's sheet or in the subcontractor sheet, or in the third party sheet (part D)?

ANSWER 6:

Under this call for proposals, the financial support to third parties in form of grant or prizes is not an eligible costs category. Hence proposals may not involve financial support to third parties.

The only third parties allowed to participate in the action (and receive part of the funding) are either affiliated entities or subcontractors (see Section 6.1 of the call for proposal, in particular p.22).

We refer you to the relevant section of the [Guide to applicants](#) for further details on these third parties (p.4 for affiliated entities and p. 27 for subcontractors).

In Annex I.2 – Detailed estimated budget, the costs of subcontracting should be included in the tab of the beneficiary/applicant under B. Subcontracting whereas the budget of each affiliated entity should be entered in a separate tab and their estimated costs filled in under the relevant budget categories.

Please note that in case of subcontracting, the activities to be subcontracted and the estimated budget must be included in your proposal but not the names of the subcontractors – which must not be identified at submission stage.

QUESTION 7:

Would the public University of Cluj city (Babes Bolyai University Cluj) be eligible as applicant / single beneficiary, but the action to be implemented by the University together with *EUROPE DIRECT Cluj* (hosted by an NGO) and the *European Documentation Centre* (hosted by a Faculty within the University of Cluj), both members of the EU network?

ANSWER 7:

Without going into your particular case please note that:

1. **public stakeholders such as Universities** are eligible under this call for proposals if they are able to demonstrate that they satisfy the criteria mentioned below.

For actions under point 2.2.1 and 2.2.2 of this call, applicants must be:

- A non-profit legal person (including civil society organisations as well as public and private stakeholders) constituted and registered as legal entity at the time of application. Groups of such legal persons may also apply provided that they have a single distinct legal personality, which applies for the grant.
- Based in a Member State of the European Union.
- With no political affiliation.

In addition to this, for actions under point 2.2.2 of this call, applicants must also be:

- Registered in the together.eu community as active members via the together.eu platform
2. This Call for Proposals allow applicants to involve affiliated entities to help with the project activities.
We refer you to the relevant section of the [Guide to applicants](#) for further details on affiliated entities (p.4 & 5).

QUESTION 8:

We have a question regarding the Call for CO-FINANCING OF CITIZENS' ENGAGEMENT ACTIONS (EP-COMM-SUBV-NAT-E-2023).

Under 6.1, Eligible Participant Criteria, it is stated that supported actions are mono-beneficiary actions. We would like to collaborate with another organization with whom we have worked in the past. Both of our organizations are part of a thematic network. However, we are unsure if these affiliations are sufficient to establish a "legal or capital link with applicants." It's important to note that both networks existed before the project application and were not created solely for its implementation.

If possible, we would like to carry out the activities with them as affiliated entities, rather than just subcontractors. Could you please clarify whether we have the legal link required for us to proceed in this manner?

ANSWER 8:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

Without going into your particular case, we confirm that this Call for Proposals allow applicants to involve affiliated entities to help with the project activities.

We refer you to the relevant section of the [Guide to applicants](#) for further details on affiliated entities (p.4 & 5).

This section provides explanation as well as examples of legal or capital link between the applicant and its affiliated entities.

EU-FUNDING, PAYMENTS, BUDGET, COSTS CATEGORIES

QUESTION 1:

The financing rate on the total "value" of the project is foreseen at a maximum of the 80% and for an amount not above 60,000€. Does this mean that we can make a proposal whose value is above 60,000€ but that will be the maximum funding that we can get? And if, for instance we do a proposal whose activities have an overall value of around 60,000€ would be going to receive still the 80% of the total, right?

ANSWER 1:

As indicated in section 3.2.3 of the call for proposals, "Funding rate and maximum grant amount", the grant is limited to a maximum funding rate of 80 % of the action's eligible costs with a maximum of 60,000€ per action for proposals under point 2.2.1 of this call and 15,000€ for proposals under point 2.2.2 of this call. Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the grant (co-financing principle). Regarding the financing rate, if your proposal's value is above 60,000€, you can still apply for funding, but the maximum amount you can receive is 80% of the total project cost, which should not exceed 60,000€. On the other hand, if your proposal's activities have a total value of around 60,000€, you will be eligible to receive the maximum financing rate of 80%.

QUESTION 2:

To understand more clearly, what the reporting of the project looks like?
Also I would like to clarify, whether the costs, which we contribute to the project (20%), should be described in the budget form or should we describe this element in the part B of the proposal?

ANSWER 2:**Question on final reporting:**

As mentioned in the section 3.4 of the Call for Proposal, at the end of the project and, **at the latest, within two months from the end date of the grant agreement**, the beneficiary will submit a final report and a request for payment of the balance.

Question on co-financing:

As indicated in the section 3.2.3 of *this Call*, this grant is limited to a **maximum funding rate of 80 % of the action's eligible costs** with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call and EUR 15.000 for proposals under point 2.2.2 of this call. Consequently, part of the total eligible expenses entered in the estimative budget **must be financed from sources other than the grant (co-financing principle)**. The other sources of financing must be listed in the budget estimate (annex 1.1 of the application form) and must be as well described in the Application Form under the point "**Budget and cost effectiveness**" of the Part B.

QUESTION 3:

We are currently working on a budget document, and it looks like there is not possibility to add anything on D part: Financial support to third parties.

ANSWER 3:

We confirm that the category D of the Budget Form is not editable.

Please note that proposals may involve financial support to third parties ONLY where this is explicitly allowed in the Call for Proposals.

This Call for Proposals does not allow this optional budget category this is why the part D of the Budget Form is not editable.

QUESTION 4:

It is not clear what is the criteria to complete the payment of the grant. Specifically, we want to understand:

- **If the criteria to do the full payment is based only on the pre-set KPIs**
- **What happens if we do not arrive to one of the targets in the KPIs, although we did all the actions proposed**

ANSWER 4:

- According to point 2.6 of the Call and Art.11.25 of the model grant agreement, the final contribution of the EP to the costs of an action will be based on the extent to which the action has been implemented in accordance with the terms of the grant agreement, measured, amongst others, through the agreed performance indicators. For that purpose, at the end of the project and, at the latest, within two months from the end date of the grant agreement, the beneficiary will submit a final report, which will include a description of the actions actually performed and the degree to which the agreed performance indicators were achieved. Following evaluation and verification of this information (which includes but is not limited to the performance indicators), the EP will calculate the final grant amount.
- According to point 3.2.3 of the call and Art.II.25.4 of the model grant agreement, the final grant amount the Parliament will pay may be reduced in case the action has not

been implemented properly as described in Annex I to the grant agreement, for instance if it has not been implemented or has been implemented poorly, partially or late or the results measured through the agreed performance indicators were not achieved. In practice, the decision on the final grant amount takes into account the degree to which the agreed performance indicators were or were not achieved, but also the overall degree of implementation of the agreed actions, specific circumstances during the implementation period etc.

QUESTION 5:

A question regarding the deadline for the end of the project: when would we need to prepare all the reports and proof of payment?

ANSWER 5:

In the section 3.4 of the call for proposals, "Reporting and payment arrangements", it is indicated that within two months at the latest from the end date of the grant agreement, the beneficiary should submit a final report and a request for payment of the balance.

QUESTION 6:

We are the hosting organisation of a EUROPE DIRECT and we are wondering about how to avoid double-financing for the activities proposed in the communication plan for this call for tender. In our Annual Communication Plan of 2023 (for the EUROPE DIRECT) we have not foreseen explicitly any activity about the EE24. Therefore, if we as ED are not going to implement any activity concerning specifically this topic can we insert them in the Application Form for EP-COMM-SUBV-NAT-E-2023? So, for example, if we foresee activities in schools as ED, but not directly about EE24, can we include activities in schools to promote explicitly topics concerning upcoming elections? Or would it be deemed as double financing?

ANSWER 6:

As indicated in the call for proposal (Section 13), there is a strict prohibition of double funding under the EU budget.

This means that **any given action** can only receive one grant from the EU budget and that under no circumstances the same costs shall be financed twice by the EU budget.

If you are the beneficiary of an EU **operating grant** and your proposal for an action grant is selected for funding under this call, you will not be able to charge any indirect costs for the reporting period(s) covered by the operating grant, unless you demonstrate costs separation (i.e. that the operating grant does not cover any costs that may be claimed under the action).

For further details on combination of action grant with operation grant, we invite you to consult the Guide for Applicants – page 30 - indirect cost.

Therefore, an organisation that is currently hosting a Europe Direct grant can apply to the aforementioned call for proposal, provided that the Europe Direct grant will not be used directly or indirectly for funding the action proposed for financing by the Parliament.

Please note that you have to fill in a declaration on absence of double funding with your application and provide details on the any other EU action relating to the action under the call and any EU operating grant.

In this context, the European Parliament may only assess whether the abovementioned conditions are satisfied **when evaluating the actual proposals submitted**. Consequently,

we cannot provide any preliminary indication before those proposals are actually submitted and evaluated.

QUESTION 7:

We are in the process of applying for the "ep-comm-subv-nat-e-2023" grant. We have two queries:

1. In the platform, when entering the summarized budget, the automatic calculation of indirect costs, 7%, does NOT include the cost of volunteers. But the excel template does include it, so the result between the excel template and the platform table does not match.
2. There are documents that are requested, such as the certificate of bank account holder that we do not know where it is attached.

ANSWER 7:

1. Concerning the budget : Under the current call for proposal, the European Parliament will accept a discrepancy between the Annex I.2- Detailed estimated budget and the figures presented in Part A of the application form **ONLY limited to the indirect costs of volunteers work**. Indeed as indicated in the Guide for applicants, the costs of the work of volunteers may be included in the basis for calculating indirect costs (7%). Therefore, the figures indicated Annex I.2 – Detailed estimated budget for indirect costs will be taken into account during the evaluation.
2. A new field has been created and it is now possible to upload PDF as an "additional document to the FIF".

The screenshot shows a web application interface with several input fields and upload buttons. The fields are labeled: 'CV', 'Comprehensive and detailed list of previous projects and activities', and 'Financial Identification Form & supporting documents (registration address, VAT number)'. Each field has an 'Upload' button to its right. A yellow highlight is placed over the 'Financial Identification Form & supporting documents' field. At the bottom right, there is an 'Attachment info' box showing details for the uploaded file: 'Financial Identification Form & supporting documents (registration address, VAT number)', 'filetype: pdf', 'filename: A-Z, a-z, 0-9, (underscore), (dash), (dot) or space', and 'maximum file size: 10 MB'. A 'BACK TO PART' button is also visible.

QUESTION 8:

Can we have affiliated partners, with a budget for each of them? Or do they count as subcontractors?

ANSWER 8:

As mentioned in the section 6.1, this Call for Proposals **allow applicants to involve affiliated entities to help with the project activities**.

However, please note that affiliated entities are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. Affiliates entities are allowed on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant. Supporting documents proving the legal link between the applicant and the affiliated entity - if not provided with the application - will be requested during the evaluation phase of the application.

If an applicant has affiliated entities participating in the project, the budget of the affiliated entities must be detailed separated from the main applicant in the Budget Form. The Budget Form is made of several Excel sheets allowing applicant to insert their budget as well as the budget of their affiliated entities.

QUESTION 9:

We have read in the call that the grant shall take the form of reimbursement of eligible costs. Is that mean that the payment of the grant will be once the project has been executed? Should we afford the costs of the project and they would be reimbursed after executing the project?

ANSWER 9:

As mentioned in the section 3.4 of this Call for Proposals, after grant signature, **beneficiaries will receive a pre-financing payment to start working on the project** (up to 70% of the maximum grant amount). The pre-financing **will be paid 30 days from the entry into force of the grant agreement.**

QUESTION 10:

If the project wins the call, would the financial support be granted before or after the implementation of the project?

ANSWER 10:

As mentioned in the section 3.4 of this Call for Proposals, after grant signature, **beneficiaries will receive a pre-financing payment to start working on the project** (up to 70% of the maximum grant amount). The pre-financing **will be paid 30 days from the entry into force of the grant agreement.**

QUESTION 11:

1. As far as we understand the grant can cover a maximum of 80% of the budget. Could you please kindly clarify if the remaining 20% of the budget can be covered by in-kind contributions?
2. Is it possible to pay specific personnel through royalty payments?
3. Finally, given our status of EUROPE DIRECT centre, are we correct in assuming that we have to submit an application within category 1 (Civil society engagement actions)?

ANSWER 11:

1. The EU grant under this call covers up to 80% of the action's eligible costs with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call and EUR 15.000 for proposals under point 2.2.2 of this call. The remaining 20% shall be funded from other sources (e.g. own contributions, income generated by the action, financial contributions from third parties, etc.). It is therefore possible to have the remaining 20% of the budget covered by in-kind contributions from third parties.
2. The budget category A.1 - Personnel costs cover the costs of personnel work under an employment contract with the beneficiary. In some cases, it can also cover the costs of natural persons working under a contract with the beneficiary other than employment contract but under strict conditions, including, among others, that the results of the work belongs to the beneficiary.
In the absence of an employment contract or transfer of IP ownership, we understand that royalty payments do not fulfil the requirements to be considered as personnel costs. Therefore license agreement should be declared under C.3. costs of other goods and services (or B. subcontracting if they are part of the action tasks).
3. Europe Direct centers can submit an application under both action category 1 and category 2 if the action proposed fulfil the respective scope of the actions as described in the call for proposals and if the Europe Direct centres fulfil the eligibility criteria, including the additional requirement for action category 2 to be registered on the together.eu platform as active members.

QUESTION 12:

We would like to inquire about the available resources for this call in order to verify our current approach.

- Is the 'funding per action' the amount that will be allocated to each proposal?
- Does this imply that the total estimated budget for a proposal should not exceed 60K?
- Or does the term 'action' have another meaning, allowing a single proposal to request more than 60K by providing more than one action?

ANSWER 12:

- 1) To answer your first question, indeed 'funding per action' is the amount that will be allocated to each proposal selected for funding.
- 2) As indicated in **section 3.2.3** of the Call (page 16) the grant is limited to a **maximum funding rate of 80 %** of the action's eligible costs with a maximum of **EUR 60.000** per action for proposals under **point 2.2.1** of this call (or the topic **EP-COMM-SUBV-NAT-E-2023-CIVIL-SOCIETY**), and **EUR 15.000** for proposals under **point 2.2.2** of this call (or the topic **EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS**). It means that the **total estimated budget for a proposal may exceed EUR 60.000 euro**. However, as indicated in **section 3.2.3** of the Call for Proposal, **European Parliament's maximum contribution is set at EUR 60.000** under **point 2.2.1** or **EUR 15.000** for proposals under **point 2.2.2** of this call.
- 3) The term 'action' is used as a synonym to 'proposal', meaning that a single proposal, thus action cannot request more than **EUR 60.000** under **point 2.2.1** or **EUR 15.000** for proposals under **point 2.2.2** of this call.

QUESTION 13:

I'm currently applying for the call mentioned above and I was wondering whether the budget should reflect the ENTIRE budget of the action OR just the financial part that we would apply for. If the maximum of funding in the call is 60.000 EUR (80%), this means that the total costs of the Event cannot exceed 75.000 EUR, right? 15.000 EUR coming from our side...

If I only display the costs up to 75.000 EUR, it means that I would have to „leave out “some of the positions that the action needs in order to be completed.

ANSWER 13:

The budgeted costs should be based on a detailed and accurate estimation of your estimated project costs (based on the cost eligibility rules set out in **Article II.19** of the [Grant Agreement](#) and Appendix 1 to the [Guide for Applicants](#)). In relation to your question the budget should reflect the entire budget of the action of your proposal.

The EU grant under this call covers up to 80% of the action's eligible costs with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call.

The remaining 20% shall be funded from other sources (e.g. own contributions, income generated by the action, financial contributions from third parties, etc.).

Concretely, if your proposal's value is above 75,000€, we confirm that you can still apply for funding, but the maximum amount you can receive from the European Parliament is 60,000€ (80% of the action's eligible costs with a maximum of EUR 60.000). The other sources of financing must be listed in the budget estimate (annex 2.1 of the application form) and must

be as well described in the Application Form under the point "Budget and cost effectiveness" of the Part B.

QUESTION 14:

We would like to inquire about the available resources for this call in order to verify our current approach.

- Is the 'funding per action' the amount that will be allocated to each proposal?
- Does this imply that the total estimated budget for a proposal should not exceed 60K?
- Or does the term 'action' have another meaning, allowing a single proposal to request more than 60K by providing more than one action?

ANSWER 14:

To answer your first question, indeed 'funding per action' is the amount that will be allocated to each proposal selected for funding.

As indicated in **section 3.2.3** of the Call (page 16) the grant is limited to a **maximum funding rate of 80 %** of the action's eligible costs with a maximum of **EUR 60.000** per action for proposals under **point 2.2.1** of this call (or the topic **EP-COMM-SUBV-NAT-E-2023-CIVIL-SOCIETY**), and **EUR 15.000** for proposals under **point 2.2.2** of this call (or the topic **EP-COMM-SUBV-NAT-E-2023-CHANGE-MAKERS**). It means that the **total estimated budget for a proposal may exceed EUR 60.000 euro**. However, as indicated in **section 3.2.3** of the Call for Proposal, **European Parliament's maximum contribution is set at EUR 60.000** under **point 2.2.1** or **EUR 15.000** for proposals under **point 2.2.2** of this call.

The term 'action' is used as a synonym to 'proposal', meaning that a single proposal, thus action cannot request more than **EUR 60.000** under **point 2.2.1** or **EUR 15.000** for proposals under **point 2.2.2** of this call.

QUESTION 15:

1. I see that you mentioned some discrepancy in the budget sum for volunteer work. Our project does not include such and we do not have discrepancies between Annex A- Budget and Annex I.2- Detailed estimated budget. So, Do I need to refill the budget form and attach it again?

2. In the Annex - Detailed estimated budget, A1 Personnel Costs- we feel confused because of the columns "Monthly rate" and "Time allocated to the project"(Months). Does that mean that if a person is engaged in 50% of his regular working time, in a project of 10 months duration, in the Column "Time allocated to the project"(Months) shall insert 5.

ANSWER 15:

Concerning your first question, if you do not have volunteers costs, the estimated budget in Part A of the application form and the detailed estimated budget in Annex I.2 will not present any discrepancy and do not need to be re-filled and resubmitted.

Concerning your second question, if person only works part time on the project (for example 50% of a its full time in your organisation), this should be reflected in her/his monthly rate and not in the number of months worked on the project : [monthly rate * 50% * months actually worked on the action(= time allocated to the project)]

Please refer to the [Guide for applicants](#) p. 20, section b) for persons working part time on the action :

- (i) *If the person is assigned to the action at a fixed pro-rata of their working time: - {monthly rate for the person multiplied by pro-rata assigned to the action - multiplied by - number of actual months worked on the action}.*

QUESTION 16:

Could you help me to clarify, how the spreadsheet has to be filled in? It says in the instructions, that the white cells on the cover sheet a filled in automatically. Yet it seems to be impossible to balance the two columns for eligible costs and funding. I get the message “!!ERROR!!!” and I believe the problem is cell D10. It is a white cell, yet unless I add the value “=D13”, it is impossible to have the same values in B14 and D14.

ANSWER 16:

Concerning the Annex I.1 – Detailed estimated budget, the cells D10 – maximum funding rate (80%) and D11 – maximum EU contribution to the eligible costs are not editable.

The maximum EU contribution corresponds to 80% of total eligible costs. It is automatically calculated in D11 using total eligible costs (B14) to which is applied the maximum funding rate (D10). However, the requested EU contribution to the eligible costs (D12) is editable as applicants may require less than the maximum EU contribution to eligible costs (D11).

In order to balance your budget, you have to indicate the other sources of funding of the action (i.e., income generated by the project, own resources, financial or in-kind contributions) on top of the requested EU funding (co-financing principle).

Consequently in order to balance your budget, you have to make sure that **the total eligible costs (B14) is equal to the total estimated project income (D14)** by editing the relevant cells in grey : income generated by the project (D6), own resources (D7), financial contributions (D8), in-kind contributions (D9) and requested EU contribution to the eligible costs (D12).

Please see below an example of budget in balance:

ELIGIBLE COSTS		FUNDING	
A.1 Personnel costs	15.000	Income	
A.2 Volunteers costs	1.500	Own resources	5.241
B. Subcontracting	5.000	Financial contributions	
C.1 Travel costs	3.250	In-kind contributions	1.500
C.2. Equipment costs	1750	Funding rate	80%
C.3 Other goods and services	5.000	Maximum EU contribution	26.964
E. Indirect costs	2.205	Requested EU contribution	26.964
TOTAL COSTS	33.705	TOTAL INCOME	33.705

QUESTION 17:

On what basis should I calculate the costs of person working part-time on the action? Should I take into account the employee's estimated monthly salary (actual costs)? How will the calculation of these costs be verified by the EP?

ANSWER 17:

We refer you to page 20 of the [Guide for Applicants](#) which explains how to calculate the cost of persons working part time on the action.

QUESTION 18:

We were wondering if the grant allowed us to cover parts of travel costs **in the form of lump sums for participants**. Instead of covering the entirety of their travel costs, these sums will only cover a small, fixed amount to support as much participants' travel as possible. In order to be cost-efficient, other sources of funding will then be sought to complete and cover the remaining share of the costs.

ANSWER 18:

We understand from your question that you would like to know if your estimated budget can include travel costs in the form of lump sum.

Costs of travel (and related subsistence allowances) are eligible provided that these costs are in line with the beneficiary's usual practices on travel. This means that travel costs in the form of a lump sum are in principle eligible if it corresponds to your usual practice for reimbursing participants' travel costs.

QUESTION 19:

What is the actual amount of percentage for Co-Financing? We did not manage to find a concluding answer to this question, in the Q&A pdf document, or we might have missed it.

ANSWER 19:

As mentioned in the section 3.2.3 of this Call, the EU grant under this call covers up to 80% of the action's eligible costs with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call and EUR 15.000 for proposals under point 2.2.2 of this call. The remaining 20% shall be funded from other sources (e.g. own contributions, income generated by the action, etc.).

QUESTION 20:

I am writing you because with my organisation we are preparing a second submission of the tender call EP-COMM-SUBV-NAT-E-2023. Among the comments that we received to our first application there is one concerning our budgeting: *"The proposal solely includes personnel costs amounting to 60,000 euros, as stated by the applicant. It is mentioned that other expenses such as volunteers' work, subcontracting, travel and subsistence, equipment costs, and other goods and services are not required for in this proposal. Additionally, there is no provision for additional funds beyond the grant to support the proposed actions. This approach may complicate the assessment and evaluation of the overall project costs, as it is unclear how these unaccounted expenses are integrated into the personnel costs. Further clarification is necessary to ensure transparency and accurate budgeting. Co-financing is mentioned in Part A of the proposal but not in Annex I.1."* The budget we have presented is the following, which, indeed, does not include any further funding source.

ANNEX I.2 - DETAILED BUDGET			
Call for proposals EP-COMM-SUBV-NAT-E-2023			
Applicant's name:			
<i>This is a budget estimation that should be presented in Euros and be in balance (Eligible costs = Funding). The figures in this table must coincide with the figures presented in PART A of the application form. Cells in white will be filled automatically with the information in the detailed breakdown by category (following sheets). The cells in grey must be filled by the applicants.</i>			
ELIGIBLE COSTS	EURO	FUNDING	EURO
A.1 Personnel costs*	€60.000,00	Income generated by the project/Direct revenue from the action (such as seminar entrance fees, sales of goods, etc.)	€0,00
A.2 Personnel costs : volunteers work *	€0,00	Own resourced/ Contribution by the applicant	€0,00
B. Subcontracting*	€0,00	Financial contributions/ Contribution by other external sponsor	€0,00
C.1 Travel and subsistence costs*	€0,00	In-kind contributions/ Contribution by other external sponsor	€0,00
C.2 Equipment costs*	€0,00	Funding rate in %	80,00%
C.3 Other goods and services*	€0,00	Maximum EU contribution to eligible costs	51360
D. Financial support to third parties *	€0,00	Requested EU contribution to eligible costs in EUR	€0,00
Indirect costs / overheads (7% of direct costs)	€4.200,00	Requested EU contribution to eligible costs in % *	80%
TOTAL ELIGIBLE COSTS*	€64.200,00	TOTAL ESTIMATED PROJECT INCOME	€51.360,00

The "missing" 20% of resources needed to fulfil the activities of the proposal would be "own resources/contribution by the applicant". However, if we add this value in the appropriate box, it would affect the "total estimated project income". According to us the project income should be just what we receive from an "outside" source (resources we already own would not be an income). Can you tell us if this rationale is wrong and therefore, we should indicate the 20% of co-financing in the right column of the budget leading to the project income being equal (or at least almost) to the eligible costs?

ANSWER 20:

We understand from your question that you would like to know how to balance your budget and in particular, the co-financing part of the project.

The co-financing principle implies that not all costs of a project will be financed by the EU contribution and that the beneficiary must rely on other funding sources. As indicated in the call (Section 3.2.2), the grant is limited to a maximum funding of 80% of the action's eligible costs with a maximum - depending on the type of action - of EUR 60.000 or EUR 15.000. The remaining 20% of the total eligible costs must be financed from other sources (i.e., income generated by the action, own contribution, financial contribution, in-kind contributions).

The budget must be presented in balance with total eligible costs equal to total estimated project income (see Section 13 of the call). Therefore, the applicant is expected not only to indicate expected resources from third parties/"outside resources" (i.e., financial contributions, income contribution, income generated by the action) but also its own expected contribution.

The estimated budget should also be comprehensive and indicate all eligible costs in relation to the project. For example, if an action consists in an event, besides costs of the staff working on the organisation of the event, it is likely that other costs will be incurred, such as the venue rentals or costs for printing materials, etc. These should also be indicated in the budget, even if they are financed from other sources. Presenting a comprehensive budget for a proposed action will be taking into account in the evaluation, in particular in the evaluation of the award criterion 4. Budget and costs-effectiveness.

QUESTION 21:

As regards the financial capacity for the above call, I would like to clarify some points:

1. The 'Financial Identification Form' has to forcibly be filled with the bank information of the organisation? It can't be filled with information from one of the organisation's members, right?
2. When the call states that "the applicants must have stable and sufficient sources of finance throughout the period of the action's implementation", how are the applicants supposed to prove this? I know that we'll be submitting a declaration of honour stating accordingly, but will we be further asked by the EP to prove it? Because, in the case of my organisation, we will also apply to a national funding line to guarantee the amount of the budget remaining from this call's co-funding. But we will only know the result of this national application after knowing the decision from the EP's call. How should we proceed?

ANSWER 21:

1. We confirm that the Financial Identification Form must be filled with the bank information of the applicant as a legal entity.
2. For this Call for Proposals, the Declaration of Honour is the document required to prove a candidate's financial capacity.
As mentioned in the section 7.2 of the Call, the EP may request applicants to provide supporting documents such as financial statements (including balance sheet, the profit and loss accounts), if it has reasonable ground to question the financial capacity of the applicant.
3. Regarding your question on co-financing, as indicated in the section 3.2.3 of *this Call*, this grant is limited to a maximum funding rate of 80 % of the action's eligible costs with a maximum of EUR 60.000 per action for proposals under point 2.2.1 of this call and EUR 15.000 for proposals under point 2.2.2 of this call.
Consequently, part of the total eligible expenses entered in the estimative budget **must be financed from sources other than the grant (co-financing principle)**.
The other sources of financing (e.g. own contributions, income generated by the action, financial contributions from third parties, etc.) must be listed in the budget estimate (annex 2.1 of the application form) and must be as well described in the Application Form under the point "Budget and cost effectiveness" of the Part B.

QUESTION 22:

Is there is a certain maximum limit for the personnel costs?

ANSWER 22:

The eligible costs categories are described in **Section 3.3** of the [Call for Proposals](#) and include among other, personnel costs. There is no strict maximum limit set for personnel costs.

However, it is expected that your estimated budget is comprehensive and indicate all eligible costs in relation to the project. For example, if an action consists in an event, besides costs of the staff working on the organisation of the event, it is likely that other costs will be incurred, such as the venue rentals or costs for printing materials, etc. Hence, personnel costs should have a reasonable proportion relative to the other expenses for the proposed action.

QUESTION 23:

Will the EP finance the whole project? Or do we need to demonstrate that we can cover parts of the costs of the projects with existing money? If so - which percentage? Is the limit of the budget awarded for change makers 15 000?

ANSWER 23:

As indicated in section 3.2.3 of the Call, the EU grant covers up to 80% of the action's eligible costs with a maximum of EUR 15.000 per action for proposals under point 2.2.2 of this call. The remaining 20% shall be funded from other sources (e.g. own contributions, income generated by the action, financial contributions from third parties, etc.). The other sources of financing must be listed in the budget estimate (annex 2.1 of the application form) and must be as well described in the Application Form under the point "Budget and cost effectiveness" of the Part B.