Citizens, Equality, Rights and Values Programme (CERV)

Call for proposals

Call for proposals to prevent and combat gender-based violence and violence against children – CERV-2022-DAPHNE

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EUROPEAN COMMISSION
Directorate-General for Justice and Consumers

JUST.04 – Programme and financial management

CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction

This is a call for proposals for EU **action grants** in the field of gender-based violence under the **Citizens, Equality, Rights and Value Programme (CERV)**. The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 (EU Financial Regulation)

- the basic act (CERV Regulation 2021/692[1]).

The call is launched in accordance with the 2021-2022 Work Programme[2] and will be managed by the **European Commission, Directorate-General for Justice and Consumers (DG JUST)**.

The call covers the following **topics**:

- **CERV-2022-DAPHNE**

Each project application under the call must address only one of these topics. Applicants wishing to apply for more than one topic, must submit a separate proposal under each topic.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA — Annotated Grant Agreement.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the Call Document outlines the:

    - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)

    - timetable and available budget (sections 3 and 4)

    - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)

    - criteria for financial and operational capacity and exclusion (section 7)

    - evaluation and award procedure (section 8)

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[1]   Regulation (EU) 2021/692 of the European Parliament and of the Council of 28 April 2021 establishing the Citizens, Equality, Rights and Values Programme (OJ L 156, 5.5.2021, p. 1).

[2]   Commission Implementing Decision C(2021) 2583 final of 19/04/2021 on the financing of the Citizens, Equality, Rights and Values programme and the adoption of the multiannual work programme for 2021-2022.

- award criteria (section 9)

- legal and financial set-up of the Grant Agreements (section 10)

- how to submit an application (section 11)

- the Online Manual outlines the:

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

- recommendations for the preparation of the application

- the AGA — Annotated Grant Agreement contains:

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant *(including cost eligibility, payment schedule, accessory obligations, etc)*.

You are also encouraged to visit the Europe for Citizens Programme Project Results website, REC Programme results webpage and the Daphne Toolkit to consult the list of projects funded previously.

1. Background

Gender-based violence is violence directed against individuals because of their gender, with women and girls making up the vast majority of victims[3]. Gender-based violence remains one of our societies' biggest challenges and is deeply rooted in gender inequality. It is both a cause and consequence of gender inequalities. It is a violation of human rights and the most brutal form of discrimination on the basis of sex, and results from unequal power relations between women and men.

Violence affects victims in a profound manner, having a direct impact on their ability to participate fully in all aspects of society. The human costs are of course tremendous; but the economic costs of gender-based violence are also alarmingly high. The European Institute for Gender Equality (EIGE) has estimated that the cost of gender-based violence across the EU is €366 billion a year. Violence against women makes up 79 % of this cost, amounting to €289 billion.[4]

The first pillar of the Gender Equality Strategy "Being free from violence and stereotypes" sets ambitious policy objectives and actions to tackle gender-based violence, including funding to support civil society and public services in preventing and combating gender-based violence.

Violence against children is understood to mean "all forms of physical or mental violence, injury or abuse, neglect of negligent treatment, maltreatment or exploitation including sexual abuse" as listed in Article 19(1) of the United Nations Convention on the Rights of the Child[5] and in alignment with the United Nations Committee on the Rights of the Child's General comment No. 13 (2011) on the right of the child to freedom from all forms of violence.[6]

World vision estimates that more than one billion children around the world experience violence every year[7], in different forms and different settings. Children can

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[3] According a survey carried out by the EU Fundamental Rights Agency in 2014, one in three women in the EU has been a victim of violence in her lifetime, and one in 20 women has been raped.
[4] https://eige.europa.eu/news/gender-based-violence-costs-eu-eu366-billion-year
[5] http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx
[6] http://www2.ohchr.org/english/bodies/crc/docs/CRC.C.GC.13_en.pdf
[7] https://www.unicef.org/eu/reports/report-our-europe-our-rights-our-future

be victims, witnesses, as well as perpetrators of violence – starting from their own homes, in school, in leisure and recreational activities, in the justice system, offline as well as online. Experiencing violence can have a long term and dramatic consequences on children's physical and mental health.

Combating violence against children is one of the main objectives of the Commission's work on the rights of the child and a third thematic area of the EU Strategy on the rights of the child[8] that was adopted on 24 March 2021.

Some of the EU *acquis* refers to violence against children: Child sexual Abuse Directive, Trafficking in Human Beings Directive, Victims' Rights Directive, among others.[9]

In order to provide an adequate and child rights based response to violence against children, a full picture of the phenomenon is needed. That includes having access to data on violence against children, which should be comparable, age and sex-disaggregated. Data currently collected in the EU on violence against children does not provide enough comparable information on the scale, characteristics of the violence and on the profiles of victims.

Equally important is the cooperation of all relevant services and authorities. Integrated child protection systems, as promoted by the Commission in its 10 principles on integrated child protection systems[10], should contribute to better prevention of and protection from violence. FRA mapping exercise dating to 2015[11] clearly showed that there was scope for improvement at national level. Services and authorities should work together in a system, having the child and his or her best interests of the child at a core of their actions

With this call, divided into 5 priorities, we aim at financing projects that will

- integrate prevention of various forms of gender-based violence against women in different contexts, with a systemic approach (priority 1, "large-scale projects")

- tackle harmful practices against women and girls (priority 2)

- prevent gender-based violence by tackling its root causes (priority 3)

- support and improve national data collection on violence against children (priority 4)

- strengthen responses that prevent and support child victims of violence by reinforcing child protection systems at national and local level (priority 5)

The call recognises the need for proposals to equally address the specificities of the situation for women and men, girls and boys, in all their diversity.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

Objectives

To fight violence, including gender-based violence:

1. *preventing and combating at all levels all forms of gender-based violence against women and girls and domestic violence, including by promoting the standards laid down in the Council of Europe Convention on preventing and combating violence against women and domestic violence;*

2. *preventing and combating all forms of violence against children, young people and other groups at risk, such as LGBTQI persons and persons with disabilities;*

3. *supporting and protecting all direct and indirect victims of the forms of violence referred to in points (1) and (2), such as the victims of domestic violence perpetrated within the family or within intimate relationships, including children orphaned as a result of domestic crimes, and supporting and ensuring the same level of protection throughout the Union for victims of gender-based violence.*

Policy initiatives supported: Gender Equality Strategy, EU strategy on the rights of the child, EU Strategy on victims' rights.

Themes and priorities (scope)

1. Large-scale and long-term transnational actions to tackle gender-based violence

In line with the Gender Equality Strategy, this priority aims to support the development of large-scale, integrated actions to combat gender-based violence, and achieve **long-term and structural changes with a wide geographical coverage**.

The objective is to achieve a balanced coverage of actions across different areas of intervention in line with the priorities of the Gender Equality Strategy. To do this, a number of transnational proposals will be selected, each focusing on one of the areas set out below:

- **domestic violence**: increasing awareness of and access to support services for (potential) victims, strengthening gender-specific responses to domestic violence (including for witnesses of domestic violence), through capacity-building and multi-disciplinary strengthened cooperation and coordination among relevant actors;

- **harmful practices**: tackling female genital mutilation and forced sterilisation, early and forced marriage, 'honour-related violence' and other harmful practices against women and girls;

- **gender-based cyber violence**: tackling gender-based cyber violence, such as incitement to violence, online stalking, non-consensual image sharing, extortion with the use of sexual imagery ('sextortion'), sexual or gendered online harassment and bullying, grooming, etc;

- **violence and harassment in the world of work:** tackling physical and psychological offline and online violence or harassment in work contexts by, in particular, preventing such unwanted behaviours, encouraging the development and implementation of remedies and victim support mechanisms, and the development of relevant tools, guidance, education and training;

- **gender stereotypes:** preventing gender-based violence by tackling prejudices and gender stereotypes, in particular those related to masculinities, norms, attitudes and behaviours that encourage, condone or minimise violence, as well as by providing women and men, girls and boys, in all their diversity, with the tools to call out and stand up to violence through empowerment and bystander intervention programmes.

In order to guarantee on-the-ground interventions and wide coverage, the application should be made by **partnerships** that ensure collaboration with the relevant actors in the chosen area as well as with organisations guaranteeing a **multiplier effect**. Applications should also strive to reach out to a large number of participants in **different geographical areas of the EU**.

Applications will have to develop a long-term programme of intervention in view of achieving **sustainable changes** in the policies, activities, attitudes and behaviour of the relevant actors in the chosen areas. The aim is that the relevant actors **integrate** the actions under the grant in their respective fields of activity (e.g. companies, municipalities, schools/universities, health services, humanitarian services etc.). Applications will have to demonstrate the **long term sustainability of project results and outcomes**. This can notably be done by implementing actions targetting **systemic change** through e.g. structural reforms, explicit commitments among key stakeholders, improved work processes, policies and/or practices.

Activities and project outputs should contribute to changes at a structural level with a positive impact that can be maintained, or further enhanced after the end of the project.

Finally, proposals must include an effective and detailed monitoring and evaluation system, which will enable partners to **evaluate the impact** of their intervention.

Projects addressing this priority should pay attention to the specific needs and circumstances of women and men, girls and boys, in all their diversity.

Indicative funding available for this priority: EUR 12 000 000.

Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

The project has to be transnational.

The application must involve at least two organisations (applicant and partner).

The EU grant applied for cannot be lower than EUR 1 000 000 or higher than EUR 2 000 000.

Duration of projects should range between 12 and 36 months.

2. Combating and preventing violence linked to harmful practices

This entails combating, raising awareness and preventing violence linked to harmful practices such as female genital mutilation, forced or early-age marriage or forced sexual relationships, so-called 'honour crimes' committed against women, young people and children. It includes the strengthening of public services, prevention and support measures, capacity building of professionals and victim-centred access to justice.

Actions should focus on changing attitudes in impacted communities, including through dialogue, mutual learning and exchange of good practice. Projects must incorporate direct community participation, including targeted awareness raising,

education as well as promotion of dialogue within impacted communities. Actions must take a child-centred approach and/or a gender-sensitive approach depending on the target group.

Projects addressing this priority should pay attention to the specific needs and circumstances of women and men, girls and boys, in all their diversity.

Indicative funding available for this priority: EUR 6 000 000.

Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

The project can be either national or transnational.

The application must involve at least two organisations (applicant and partner).

The EU grant applied for cannot be lower than EUR 75 000 or higher than EUR 1 000 000.

Duration of projects should range between 12 and 24 months.

3. Primary prevention of gender-based violence

The focus of this priority is on primary prevention, in particular changing social norms and behaviour, in order to end tolerance of all forms of gender-based violence. This includes specific and practical awareness-raising, education and training activities to tackle prejudices and gender stereotypes and norms that encourage, condone or minimise violence, as well as to provide women and men, girls and boys, with the tools to call out and stand up to violence through empowerment and bystander intervention programmes. Any form of gender-based violence can be covered under this priority. Proposals must explain which social norms and behaviours they aim to address and justify how activities encouraging or discouraging these attitudes and behaviours will directly contribute to the prevention of gender-based violence.

Projects addressing this priority should pay attention to the specific needs and circumstances of women and men, girls and boys, in all their diversity.

Indicative funding available for this priority: EUR 7 000 000.

Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

The project can be either national or transnational.

The application must involve at least two organisations (applicant and partner).

The EU grant applied for cannot be lower than EUR 75 000 or higher than EUR 1 000 000.

Duration of projects should range between 12 and 24 months.

4. Supporting and improving national data collection on violence against children

Collection of data on violence against children is very fragmented. There are gaps at all levels, making the response to violence more difficult. This priority aims to foster efforts towards more sustainable, comprehensive data collection (including disaggregation by sex) at local and/or national level.

The definition of violence, as presented in section 1. Background of this call notice should apply.

Activities funded under this priority should contribute to a better understanding of the phenomenon of violence, and to more robust data collection mechanisms. They should also bring about systemic changes that will translate knowledge about the scope of violence against children and national/local level into action (better prevention, protection and support to victims). The projects should take into account different situations and backgrounds of children as well as should pay attention to the specific needs and circumstances of girls and boys, in all their diversity.

Involvement of national/local authorities responsible for data collection/statistics is strongly encouraged.

Projects can aim at gathering, compiling and analysing data at national level, but can also be transnational and ensure comparability.

Indicative funding available for this priority: EUR 3 000 000.

Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

The project can be either national or transnational.

The application must involve at least two organisations (applicant and partner).

The EU grant applied for cannot be lower than EUR 75 000.

Duration of projects should range between 12 and 24 months.

5. **Strengthening responses that prevent and support child victims of violence by reinforcing child protection systems at national and local level**

An effective response to violence (in all its forms and impacting different groups of children) is only possible when it is well coordinated among all relevant stakeholders. Too often, services work in silos, with little referral between relevant services, or lack of follow-up to cases in the long term. Prevention activities are separated from protection and support to victims. The objective of this priority is to contribute to systemic changes at national level, and ultimately create integrated child protection systems, for a more effective prevention and protection of victims.

The objective is to fund projects that will strengthen, expand, improve the quality of, or add new services to existing mechanisms. Projects addressing and including different groups of children are welcome, including vulnerable children that are at risk of intersecting forms of violence and discrimination (e.g. children in migration, children in care, LGBTIQ children, children with disabilities).[12]

Involvement of national/local authorities is strongly encouraged.

Projects addressing this priority should pay attention to the specific needs and circumstances of girls and boys, in all their diversity.

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[12] See the report from FRA mapping report on child protection systems in Europe: https://fra.europa.eu/en/publication/2016/mapping-child-protection-systems-eu and discussions, conclusions and good practices examples of 2015 European Forum on the rights of the child: https://ec.europa.eu/info/european-forum-rights-child-brussels-3-4-june-2015_en

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Indicative funding available for this priority: EUR 2 500 000.

Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations.

The project can be either national or transnational.

The application must involve at least two organisations (applicant and partner).

The EU grant applied for cannot be lower than EUR 75 000.

Duration of projects should range between 12 and 24 months.

Activities that can be funded (scope)

Activities shall include:

- awareness-raising and empowerment activities;

- capacity-building and training for professionals;

- design, development and implementation of protocols, development of working methods and tools, coordination platform and groups;

- design of services and measures improving access to victim support services;

- exchange of good practices, mutual learning;

- mapping the systems of data collection (priority 4);

- creation and implementation of data collection strategies and systems, including of case management systems (priority 4);

- evaluation of trends of the phenomenon of violence, and data collection and analysis of the impact of prevention policies and responses (priority 4);

- targeted communication/promotion activities that will aim at coordinating responses to violence against children (priority 5);

- capacity-building and training for professionals, with specific groups of professionals working directly with children (e.g. health professionals, teachers) (priority 5);

Applicants should conduct and include in their proposal a gender analysis, which maps the potential different impact of the project and its activities on women and men as well as girls and boys in all their diversity. Thereby, unintended negative effects of the intervention on either gender should be forestalled (do no-harm approach).[13]

Applying organisations are encouraged to use, disseminate and build on already existing materials (e.g tools, projects' deliverables, handbooks, research, studies, mapping exercises, reports, etc).

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[13]   For more information see section *Ethics and EU values*

Practical projects developing and implementing specific measures are preferred. Measures should be developed and implemented with a view to be sustainable in the long-term with lasting results and aiming at systemic changes, in particular for priority 1. While research is not excluded, if research activities are to be part of the project, they must be strictly linked to the project as a whole and are to pay duly attention to gender and disaggregate data by sex.

Expected impact

1. **Large-scale and long-term transnational actions on tackling gender-based violence:**

- systemic changes through e.g. structural reforms, explicit commitments among key stakeholders, and improved work processes, enhanced protocols, policies and practices of organisations/companies/structures etc… Projects should contribute to changes at a structural level with an impact that can be maintained, or further enhanced, over time.
- changed attitudes and behaviours concerning gender-based violence (including lower tolerance and decreased victim-blaming) among the general population and particular groups, e.g. relevant professionals, witnesses and bystanders, vulnerable groups;
- increased dialogue, mutual learning and exchange of good practices with and among the impacted communities;
- increased capacity of stakeholders and relevant professionals to address issues related to gender-based violence, including through strengthened multi-agency cooperation;
- reduced risk of gender-based violence;
- increased availability of quality services for all victims of gender-based violence.

2. **Combating and preventing violence linked to harmful practices**:

- changed attitudes among relevant communities;
- increased dialogue, mutual learning and exchange of good practices with and among the impacted communities;
- increased capacity of stakeholders and relevant professionals to address issues related to harmful practices/communities, including through strengthened multi-agency cooperation;
- prevention of harmful practices before they happen through education about gender equality, fundamental rights, and engagement of community members;
- strengthened public services, prevention and support measures, capacity-building of professionals and victim-centred access to justice.

3. **Primary prevention of gender-based violence:**

- increased awareness of prejudices and gender stereotypes and norms that contribute to the tolerance of violence;
- change in attitudes and behaviour as regards the issue of gender-based violence (including lower tolerance and victim-blaming) among general population and particular groups, e.g. relevant professionals, witnesses and bystanders, vulnerable groups;
- increased likelihood of bystander intervention;
- increased capacity of stakeholders and relevant professionals to address issues related to gender-based violence, including through strengthened multi-agency cooperation and tackling of prejudices and gender stereotypes and norms;

- reduced risk of gender-based violence and violence against children;
- a system strengthened through capacity-building to ensure that structures for the prevention of and responses to violence against women, children and other groups particularly targeted are extended or adapted to also include refugees and migrants.

4. **Supporting and improving national data collection on violence against children:**

- increased understanding of the situation at local, national and EU level with regard to violence against children;
- increased efforts from authorities and relevant services to record and collect data on violence;
- more effective, systematic and comparable collection of data on violence against children;
- evidence-based support to more effective policies and measures to tackle violence against children.

5. **Strengthening responses that prevent and support child victims of violence by reinforcing child protection systems at national and local level:**

- increased cooperation and coordination among relevant services and authorities;
- increased capacity of relevant services, who play a role in preventing and responding to violence against children
- increased prevention of situations of violence against children;
- strengthened protection and support to child victims of violence;
- reinforced capacity of professionals to prevent, detect and respond to violence against children;
- strengthened child protection systems;
- increased cooperation among relevant services;
- increased capacity of relevant services, who play a role in preventing and responding to violence against children.

Support of public authority

It is strongly encouraged to involve a public authority, including regional and local authorities, to actively participate in the projects. For projects related to gender-based violence, these public authorities can be national, regional or local Ministries/agencies/equality bodies responsible for gender equality and/or provision of services to victims of violence or perpetrators; police, judicial, health or education authorities etc., as relevant.
This support will be expressed through an Annex to the application to the application (Letter from the public authority) and will be assessed under the award criterion 2 Quality.

Mainstreaming

Projects funded under this call shall seek to **promote equality between women and men and the rights of the child**. Gender and rights of the child mainstreaming means integrating a gender and rights of the child perspective in the design, implementation, monitoring and evaluation of a project, as appropriate. Consequently, when relevant, the applicant shall take the necessary steps to ensure that gender equality and child-related issues are taken into account by paying attention to the situation and particular needs of women and men and of children. It is, for example, essential that projects do not silence, stereotype, stigmatise, lay the blame on or discriminate against women or men. Projects should contribute to

empowering women and to ensuring that they achieve their full potential and enjoy the same rights as men. *For more information, please also refer to the section Ethics and EU values under point 6 (page 23).*

Child participation and protection

All proposals are expected to respect the child's right to participate[14] and all project activities must clearly integrate and protect the child's right to be heard[15]. Proposals must make children's involvement central and integral in every stage of the project's design, implementation and evaluation.

Child protection policies will be also assessed for projects directly involving children. This assessment will be integrated into award criteria and will also be considered under ethics. Proposals, which directly involve children and fail to provide a diligent child protection policy, will be regarded as less relevant and of lower quality. Organisations that will plan working directly with children must have a child protection policy (mandatory annex to the submission package) covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards.](#) This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training. This is valid for those partners that will be working directly with children (this should be clearly indicated in the proposal).

Applying behavioural insights

Applicants are encouraged, whenever possible, to apply insights and practical tools from behavioural sciences in their projects in view of achieving changes in attitudes and behaviour. Below is a step-by-step approach to guide applicants in the incorporation of behavioural insights in their projects.

1) First, applicants should provide a clear description of the issue that will be tackled by the proposed action. If we consider gender-based violence, the description should specify the type(s) of violence (for example physical, emotional), its characteristics (for example prevalence, severity) and the concrete context(s) (for example university, workplace, household) that will be covered by the proposed action. Additionally, the objective(s) of the action should be clearly defined. These should be specific, measurable, attainable, realistic and timely (SMART) and should be set ahead of the action.

2) Second, the proposed action should identify the underlying determinants (also called behavioural causes) of the issue at stake[16]. This could be, for example, passive stance of bystanders, low reporting of violence by victims. As the issues identified under point 1 likely have multiple underlying determinants, the proposed action could focus on several of these, or on only one. Each of the different underlying determinants the projects aims to tackle should be clearly indicated in the proposal.

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[14] Aligned with Article 24 of the Charter, relevant EU law and the UN Convention on the rights of the child

[15] As set out in UNCRC Article 12 and General Comment No 12

[16] Further details can be found in Section 3 'Understanding the causes of target behaviour' Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. [Literature review](#) (2016) pp. 8-13

3) Third, the proposed action should encourage a specific target group(s) to perform target behaviour(s) or discourage them from doing so[17]. Actions may aim, for instance, at encouraging victims of violence to report the incidences of violence to the relevant authorities and/or to seek help in dedicated shelters; aim at changing ways of working of professionals to make it easier to report incidences of violence; aim at motivating journalists to avoid stereotypes by changing the way they report on and portray violence against women; or aim at changing men's perception of traditional gender roles, which support the acceptability of violence against women, etc.

4) Fourth, once the target group(s), the underlying determinants and the target behaviour are identified, applicants should describe the solutions (also called behavioural levers) that will be implemented[18]. For example, if the proposed action aims at reducing the social acceptance of gender-based violence, the project could focus on changing social norms (for example, signalling the appropriate behaviour by comparing an individual's conduct with that of the majority of his /her peers/neighbours/friends), or make use of so-called "commitment devices" (convincing the target group to make a public pledge to carry out a certain behaviour/ support the target group in developing a specific plan to achieve a certain goal) as part of the intervention.

5) Fifth, the proposed action should specify the outcome that the proposed solution aims at generating and how the outcome(s) will be measured. Outcomes refer to impact, change in attitudes or behavioural change resulting from the action, and should not be confused with project outputs (e.g. number of leaflets published, number of people reached). If possible, projects should propose a measurable objective, compared to a baseline. For example, if the goal is to increase reporting of violence, a valuable outcome measure would be the number of cases reported to the police following the implementation of the project. If the goal is to change attitudes of a certain group of professionals, projects should not only measure how many attended training, but also ask them about their attitudes before and after the training. All interventions should include collection of relevant data, to be able to compare the situation before and after the project. Collected data are to be disaggregated by sex.

6) Sixth, to find out whether the proposed actions will have the desired effects, ideally the project should include a phase of pre-testing the solutions before implementing them in full-scale[19]. Such ex-ante assessment of the expected effect of the intervention will provide valuable insights on whether the proposed action has the intended effects and helps to ensure that, once fully deployed, the action focus is on what works. One possibility would be to use a randomised controlled trial[20].

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[17] Further details on potential target groups, subgroups and behaviours to be targeted by actions can be found in Section 2 'Identifying the target group and target behaviour' Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. Literature review (2016) pp. 7-8

[18] Further details on behavioural solutions can be found in Section 4.3.1. 'Content of the message: behavioural levers' Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. Literature review (2016) pp. 16-25

[19] Further details on qualitative and quantitative pretesting methods can be found in Section 5 'Pretesting the initiative' Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. Literature review (2016) pp. 25-28

[20] In case quantitative pretesting using a randomised controlled trial (RCT) is carried out, this phase includes the identification of the most feasible randomisation unit (i.e., individual or group). For example, the initiative could be delivered in all universities of Region A (the treatment group), keeping the curriculum of universities of Region

7) Seventh, the proposed action should include an evaluation of impact. Such evaluation should be part of the initial project plan, to make sure that the most appropriate evaluation design is used, and to set up valid outcomes measures (together with robust and feasible metrics) that allow the actual impact of the action to be determined. Several evaluation methods can be used such as after-only designs, before-after or pre-post designs, RCTs and field experiments[21].

Bibliography

Policy documents/background information:

- EU Gender Equality Strategy 2020-2025: https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

- Commission and EEAS Communication "Towards the elimination of female genital mutilation": https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:52013DC0833

- EU LGBTIQ Equality Strategy 2020-2025/ https://ec.europa.eu/info/policies/justice-and-fundamental-rights/combatting-discrimination/lesbian-gay-bi-trans-and-intersex-equality/lgbtiq-equality-strategy-2020-2025_en

Domestic violence:

- Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention): https://www.coe.int/en/web/istanbul-convention/home

Role of men/Masculinities:

- Study on the role of men in gender equality https://op.europa.eu/en/publication-detail/-/publication/f6f90d59-ac4f-442f-be9b-32c3bd36eaf1/language-en

Gender-based cyber-violence:

- Sexism, harassment and violence against women in parliaments in Europe. Inter-Parliamentary Union (IPU) and the Parliamentary Assembly of the Council of Europe (PACE): https://www.ipu.org/resources/publications/reports/2018-10/sexism-harassment-and-violence-against-women-in-parliaments-in-europe.

- UN Special Rapporteur on violence against women, thematic report on violence against women in politics: http://www.un.org/en/ga/search/view_doc.asp?symbol=A/73/301

B (the control group) unchanged (randomisation at the group level). The inclusion of a control group and the use of randomisation allow the comparison of the outcome of in Region A against the outcome in Region B, hence determining whether the intervention was effective, all other things being equal. See « Test, Learn, Adapt » (UK BIT, 2012) for more information on this approach.

[21] Further details on evaluation methods can be found in Section 6 'Evaluating the impact of the initiative' Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. Literature review (2016) pp. 28-33

- European Parliament's Policy Department for Citizens' Rights and Constitutional Affairs, Cyber violence and hate speech online against women, http://www.europarl.europa.eu/RegData/etudes/STUD/2018/604979/IPOL_STU(2018)604979_EN.pdf

- Council of Europe resources on cyberviolence: https://www.coe.int/en/web/cybercrime/resources1

- The #DigitalRespect4Her Campaign, launched by the European Commission to raise awareness about online violence against women and promote good practices to tackle this issue: https://ec.europa.eu/digital-single-market/en/digitalrespect4her

- European Institute for Gender Equality (EIGE)'s report on cyber violence against women and girls: https://eige.europa.eu/gender-based-violence/cyber-violence-against-women

Gender mainstreaming

- https://eige.europa.eu/gender-mainstreaming

Behavioural insights and experimentation

- Sara Rafael Almeida, Joana Sousa Lourenço, Dessart François Jacques, and Emanuele Ciriolo. Insights from behavioural sciences to prevent and combat violence against women. Literature review (2016) https://ec.europa.eu/jrc/en/publication/eur-scientific-and-technical-research-reports/insights-behavioural-sciences-prevent-and-combat-violence-against-women-literature-review

Data and reports:

- Results of the European Fundamental Rights Agency (FRA) survey on women's experiences of violence: http://fra.europa.eu/en/publication/2014/violence-against-women-eu-wide-survey-main-results-report

- European Fundamental Rights Agency (FRA) Crime, safety and victims' rights – Fundamental Rights Survey: https://fra.europa.eu/en/publication/2021/fundamental-rights-survey-crime

- Results of the European Foundation for the Improvement of Living and Working Conditions (Eurofound)'s European Working Conditions Surveys (EWCS): http://www.eurofound.europa.eu/surveys/2015/sixth-european-working-conditions-survey-2015

- Report on "Attitudes Towards Violence Against Women in the EU": https://publications.europa.eu/en/publication-detail/-/publication/a8bad59d-933e-11e5-983e-01aa75ed71a1/language-en

- Report on "FGM in Europe – An analysis of court cases: https://publications.europa.eu/en/publication-detail/-/publication/7fff7a7b-fc84-11e5-b713-01aa75ed71a1/language-en

- European Institute for Gender Equality (EIGE)'s studies on gender-based violence: http://eige.europa.eu/gender-based-violence/eige-studies

- Eurobarometer on gender-based violence:
  http://ec.europa.eu/COMMFrontOffice/publicopinion/index.cfm/Survey/get
  SurveyDetail/yearFrom/1974/yearTo/2016/surveyKy/2115

Rights of the child:

- EU strategy on the rights of the child
- Report : Our Europe, Our Rights, Our Future
- Database on projects funded under REC and CERV programmes
- United Nations Convention on the rights of the child

Child safeguarding policies:

- Keeping Children Safe standards
- Comic Relief's safeguarding framework

Violence against children:

- Child's General comment No. 13 (2011) on the right of the child to freedom from all forms of violence
- 10 principles on Integrated Child protection systems
- FRA mapping study (2015) on child protection systems
- UN Special Representative of the Secretary–General on violence against children

Child Participation:

- General Comment no 12 (2009) on the right of the child to be heard
- Report from the study on child participation in EU political and democratic life and its accessible version.
- Council of Europe Recommendation on the participation of children and young people under the age of 18 (2012)
- Council of Europe: child participation assessment tool
- The Lundy model of child participation:
- Inclusion Europe participation rights children with disabilities

3. Available budget

The available call budget is **EUR 30 500 000.**

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 December 2021
Deadline for submission:	12 April 2022 – 17:00:00 CET (Brussels)
Evaluation:	April-September 2022
Information on evaluation results:	September-October 2022

GA signature:	November-December 2022

5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the Search Funding & Tenders section. Paper submissions are NOT possible.

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

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

– Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project *(to be filled in directly online)*

– Application Form Part B — contains the technical description of the project *(to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded)*

– Part C *(to be filled in directly online)* containing additional project data including mandatory indicators

– **mandatory annexes and supporting documents** *(to be uploaded)*:

  – detailed budget table: not applicable

  – CVs (standard) of core project team

  – activity reports of last year

  – list of previous projects (key projects for the last 4 years) *(template available in Part B)*

  – for participants with activities involving children: their child protection policy covering the four areas described in the Keeping Children Safe Child Safeguarding Standards. It should be clearly indicated in the application which partners will work directly with children.

  – other annexes

⚠ Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

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

Proposals are limited to maximum **45 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc)*.

ⓘ For more information about the submission process (including IT aspects), consult the Online Manual.

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - non-EU countries:
    - countries associated to the CERV Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature (list of participating countries)
- other eligibility conditions:

To be eligible under the **first priority,** grant applications must comply with all of the following criteria:

(a) organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations;

(b) the project has to be transnational;

(c) the application must involve at least two organisations (applicant and partner);

(d) the EU grant applied for cannot be lower than EUR 1 000 000 or higher than EUR 2 000 000.

To be eligible under the **second** and **third priority,** grant applications must comply with all of the following criteria:

(a) organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations;

(b) the project can be either national or transnational;

(c) the application must involve at least two organisations (applicant and partner);

(d) the EU grant applied for cannot be lower than EUR 75 000 or higher than EUR 1 000 000

To be eligible under the **fourth** and **fifth priority,** grant applications must comply with all of the following criteria:

(a) organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit organisations;

(b) the project can be either national or transnational;

(c) the application must involve at least two organisations (applicant and partner);

(d) the EU grant applied for cannot be lower than EUR 75 000.

Beneficiaries and affiliated entities must register in the Participant Register — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc *(see section 13)*.

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons[22].

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'[23]. ⚠️ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Programme Contact Points — Are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)

- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)

- allocation of the costs in a way that leads to a fair, objective and realistic result.

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations *(see above)* may participate in the call and can sign grants

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[22]   See Article 197(2)(c) EU Financial Regulation 2018/1046.
[23]   For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1046.

if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities *(e.g. entities subject to EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)[24] and entities covered by Commission Guidelines No 2013/C 205/05[25])*. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Consortium composition

Proposals must be submitted by a consortium of at least 2 applicants (beneficiaries; not affiliated entities)

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities *(such as environment, social, security, industrial and trade policy, etc)*.

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries *(see above)*.

Duration

For Priority 1: Projects should normally range between 12 and 36 months (extensions are possible, if duly justified and through an amendment).

For Priorities 2 to 5: Projects should normally range between 12 and 24 months (extensions are possible, if duly justified and through an amendment).

Project budget

Project budgets (maximum grant amount) are expected to range:

- For Priority 1 - the EU grant applied for cannot be lower than EUR 1 000 000 or higher than EUR 2 000 000

- For Priority 2 and 3 - the EU grant applied for cannot be lower than EUR 75 000 or higher than EUR 1 000 000

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[24] Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

[25] Commission guidelines No 2013/C 205/05 on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

- For priority 4 and 5 - the EU grant applied for cannot be lower than EUR 75 000

Ethics and EU values

Projects must comply with:

- highest ethical standards and

- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and

- other applicable EU, international and national law (including the General Data Protection Regulation 2016/679).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the Gender Mainstreaming Toolkit. Project activities should contribute to the equal empowerment of women, men, girls and boys, in all their diversity, ensuring that that they achieve their full potential and enjoy the same rights *(see Non-discrimination mainstreaming instruments, case studies and ways forward)*. They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals[26]. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex *(sex-disaggregated data)*, disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Participants with activities involving children must moreover have a child protection policy covering the four areas described in the Keeping Children Safe Child Safeguarding Standards. This child protection policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training. It should be clearly indicated in the application which partners will work directly with children.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the Participant Register during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc)*. The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

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[26]   Non-discrimination mainstreaming– instruments, case studies and way forwards

The check will normally be done for all beneficiaries, except:

- − public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations

- − if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- − further information

- − an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities *(see below, section 10)*

- − prefinancing paid in instalments

- − (one or more) prefinancing guarantees *(see below, section 10)*

or

- − propose no prefinancing

- − request that you are replaced or, if needed, reject the entire proposal.

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- − general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

- − description of the consortium participants

- − applicants' activity reports of last year

- − list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[27]:

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[27] See Articles 136 and 141 of EU Financial Regulation 2018/1046.

– bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)

– in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)

– guilty of grave professional misconduct[28] (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making - or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

– created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making - or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that[29]:

– during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

– they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria *(see sections 7 and 9)* and then ranked according to their scores.

For proposals with the same score (within a topic or budget envelope) a **priority order** will be determined according to the following approach:

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[28] Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

[29] See Article 141 EU Financial Regulation 2018/1046.

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

1) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

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

⚠️ No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc*.

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

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access *(see also Funding & Tenders Portal Terms and Conditions)*. Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

– **Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/trans-national dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation (40 points)

– **Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks & risk management, monitoring and evaluation); ethical issues are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money) (40 points)

– **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points)

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality — Project design and implementation	n/a	40
Impact	n/a	20
Overall (pass) scores	**70**	**100**

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

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

10. Legal and financial set-up of the Grant Agreements

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

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

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally the starting date will be after grant signature. The action should start within 6 months following the Grant Agreement signature, except in duly justified cases. Retroactive application can be granted exceptionally for duly justified reasons but never earlier than the proposal submission date.

Project duration:

For Priority 1: between 12 and 36 months (extensions are possible, if duly justified and through an amendment).

For Priorities 2 to 5: between 12 and 24 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a weblink to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project

evaluation. The granting authority will aggregate the results of all the projects financed under the CERV programme.

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (maximum grant amount) is expected to range between:

- For Priority 1 - the EU grant applied for cannot be lower than EUR 1 000 000 or higher than EUR 2 000 000

- For Priority 2 and 3 - the EU grant applied for cannot be lower than EUR 75 000 or higher than EUR 1 000 000

- For priority 4 and 5 - the EU grant applied for cannot be lower than EUR 75 000.

The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs you can charge the amounts calculated as explained in the Grant Agreement *(see art 6 and Annex 2 and 2a)*.

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount *(see art 22.3)*.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement *(e.g. improper implementation, breach of obligations, etc)*.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call:

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:

    - SME owner/natural person unit cost[30] : Yes

    - volunteers unit cost[31]: Yes (without indirect costs)

- travel and subsistence unit cost[32]: Yes

- equipment costs: depreciation

- other cost categories:

    - costs for financial support to third parties: not allowed

- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)

- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)

- other:

    - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost

    - kick off meeting: costs for kick off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed

    - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible

    - other ineligible costs: No

⚠ Volunteers costs — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a prefixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the AGA — Annotated Grant Agreement, art 6.2.A.5.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less

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[30] Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

[31] Commission Decision of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

[32] Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

or no prefinancing). The prefinancing will be paid 30 days fromentry into force/financial guarantee (if required) — whichever is the latest.

In addition, you will be expected to submit one or more progress reports not linked to payments.

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

All payments will be made to the coordinator.

⚠ Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement *(Data Sheet, point 4)*. The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount *(by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc)*. It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22)*.

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up*

to their maximum grant amount

– unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

  or

– individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

– rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

– additional communication and dissemination activities: Yes

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, *see AGA — Annotated Grant Agreement*.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account.

Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Search Funding & Tenders (europa.eu) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter), open your desired call and start submission.

Submit your proposal in 4 parts, as follows:

– Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online

- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

- Part C containing additional project data. To be filled in directly online.

- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

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

- Online Manual

- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)

- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk.

Non-IT related questions should be sent to the following email address: EC-CERV-CALLS@ec.europa.eu.

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

13. Important

⚠️ **IMPORTANT**

- **Don't wait until the end —** Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc)* will be entirely at your risk. Call deadlines can NOT be extended.

- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).

- **Funding & Tenders Portal Electronic Exchange System —** By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the Portal Terms & Conditions.

- **Registration —** Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.

- **Consortium roles** **—** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

  The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator —** In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.

- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).

- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **No-profit rule —** Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No double funding —** There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.

- **Completed/ongoing projects —** Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).

- **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see AGA — Annotated Model Grant Agreement, art 6.2.E)*.

- **Multiple proposals —** Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).

  Organisations may participate in several proposals.

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

- **Resubmission —** Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection —** By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

- **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language —** You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency —** In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

    This includes:
    - beneficiary names
    - beneficiary addresses
    - the purpose for which the grant was awarded
    - the maximum amount awarded.

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

- **Data protection —** The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.