# FREQUENTLY ASKED QUESTIONS

## Contents

**Who can apply to the Europe for Citizens Programme?**

The Programme is only elegible to non-profit organisations and public bodies. Applicants must be either public bodies or non-profit organisations with legal personality (Please refer to specific eligibility criterion of each strand/measure). Natural persons / individuals are NOT eligible under this Programme.

**Where do organisations need to be established in order to participate to the Europe for Citizens Programme?**

Organisations need to be established in EU Member States or in one of the participating countries of the Programme: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Serbia, Montenegro and Kosovo* (*_This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence_).

For British applicants:

Please be aware that eligibility criteria must be complied with for the _entire_ duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project.

**Under Europe for Citizens Programme which are the steps needed to access the application form (eForm) and submit an application?**

➢ In order to download the eForm, applicants must have an EU Login (European Commission Authentication Service) account. If the organisation does not have one, an EU Login account should be created.

➢

➢ The next step is to register in the Participant Portal[1] and obtain a Participant Identification Code (PIC). If the organisation already holds a PIC, it should not request a new one. All participating organisations – applicants and partners must have a PIC. The PICs are requested when filling the eForm and can be either valid or not.

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➢ Further information on the technical issues related to the submission of the eForm is available on the Proposal submission user guide.

**What are the Priorities for the Europe for Citizens Programme?**

For 2019-2020, please download here the priorities. During the application process, in the eForm, applicants are quested to select one or more priorities for their project.

**Can a project receive more than one EU grant?**

No, it cannot. The principle of non-cumulative award states that each project is entitled to receive only one grant from the Union budget for the same activity. To this end, applicants must declare, in the eForm, any other applications submitted to the Union for the same project or part of the same project, for the same financial year.

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[1] **WARNING:** In the coming months the **Participant Portal** http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html might migrate into the **Funding and Tenders Portal** https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home Please consider this information each time in this document there is a reference to the Participant Portal.

**Does each organisation need to list all grants received from the EU, or only those received from Europe for Citizens Programme?**

In the eForm section B.3 "Other EU grants", applicants are requested 1) To list all the Union grants received (under any EU Programme) during the last 3 years;  2) Whether the applicant has submitted this project proposal to another Union grant, for the same financial year.

**When are the submission deadlines and when should the selected project start (eligibility period)?**

Strand 1. European Remembrance

| Deadline for submission | Eligibility period: Projects must start between |
|---|---|
| 1 February | **1 September** of the same year as the deadline and **28 February\*\*** of the year after the deadline |

Strand 2. Democratic Engagement and Civic Participation

| Measure | Deadline for submission\* | Eligibility period: Projects must start between |
|---|---|---|
| Town-Twinning | | |
| | 1 February | **1 July** of the same year of the deadline and **31 March** of the year after the deadline |
| | 1 September | **1 February** and **31 October** of the year after the deadline |
| Networks of Towns | | |
| | 1 March | **1 September** of the same year as the deadline and **28 February\*\*** of the year after the deadline |
| | 1 September | **1 March** and **31 August** of the year after the deadline |
| Civil Society Projects | | |
| | 1 September | **1 March** and **31 August** of the year after the deadline |

**Nota Bene:** The above dates have to be confirmed in the related Call for Proposals.

\* Applications must be submitted before 12.00h (CET, midi Brussels time) of the final date for submission of applications. For a matter of transparency and equal treatment, applications received after the deadline cannot be accepted. Please do not wait until the last minute for submitting the eForm. When the deadline falls on a weekend, the subsequent working day will be confirmed (in the related Call for Proposals) as the final submission date.

\*\* For 2020: 29 February.

**Can an organisation submit more than one application <u>for the same measure,</u> both as an applicant and as partner?**

Yes, an organisation can submit more than one application for the same measure, both as an applicant and as a partner.

**Can an organisation submit more than one application <u>for different measures</u> both as an applicant and as a partner?**

Yes, an organisation can submit more than one application for different measures both as an applicant and as a partner.

**Does the applicant need mandate letters from its partners?**

No, mandate letters from partners are not requested.  Please note that only the applicant (not the partners) has to attach to the eForm the Declaration on Honour signed by the Legal Representative. No other documents are requested at the application stage.  Please use the last version of the Declaration on Honour as published on the EACEA website.

**How will the awarded grant be divided by the Partners?**

The Grant Decision within the Europe for Citizens Programme is mono-beneficiary.  Therefore, when a project is selected, a Grant Decision is awarded to the applicant, who becomes then the beneficiary of the Grant Decision. The beneficiary shall be responsible for carrying out the action in accordance with the terms and conditions of the Grant Decision and comply with all legal obligations incumbent on it.  Any arrangements with the partners are considered as internal procedures between the beneficiary and its partners, which however should be in line with the provisions and requirements of the Grant Decision.

**How is the eForm structured?**

The eForm contains following headings:

- Part A. Identification of the applicant and its partners.  This section is mostly uploaded automatically with the information declared on the Participants Portal.  Hence, only applicants with a registered PIC can apply.
- Part B.  Organisation and activities: Structure; Aims and activities of the organisation;  B.3 Other EU grants.
- Part C. Description of the project: Timetable; Venue(s) of the activities; Participants (Please complete for all the organisations involved in the project both applicant and partners); Short description of the project, including its aims (in English, in French or in German); Budget (A. Project activities / B. Preparatory activities).
- Part D. Technical Capacity: Experience of the project organisers in the field concerned (not applicable for Town Twinning Projects).
- Part E. Project implementation and Award criteria: Consistency with the objectives of the action and of the Programme; Activity plan / work programme of the project; Dissemination plan; Impact and Citizens involvement.
- Part F. Timetable of activities.

Attachments: the Declaration on Honour (pdf, tiff, jpeg) is mandatory for all measures.

**In the eForm, how the sections related to the number of participants in the project should be filled in?**

In the eForm there are different parts where information relevant to the organisations involved in the project and to the participants to events can be filled in:

- In section C3: should be encoded the participants from the partner and applicant organisations involved in the project;
- Section C5A:  is filled in line with the formula for the calculation of the grant;
- Section C5B:  refers to the lump sum for preparatory activities (only for projects in strand 1 – European remembrance and 2.3 – Civil Society Projects). This amount corresponds to the total number of participants from the applicant and partners involved in the preparatory activities, if any.
- In Section F:  the number of direct participant per event must be indicated.

**Should the Legal Entity form and the Financial Identification form be attached to the eForm?**

No they should not. However, applicants might be contacted via the messaging system embedded in the Participant Portal to be requested to provide the supporting documents necessary to prove the legal existence and status and the financial capacity of the organisation. The financial capacity check is only applicable to non-public bodies and if the grant request grant is higher than € 60.000.

Since July 2018, a new procedure for registration and validation of bank accounts for participants has been implemented in the Participant Portal. A specific section named "Bank accounts" has been created where organisations may directly register a new bank account. Thanks to this new functionality, there is no need for to upload Financial Identification Forms in the document section of the Participant Portal anymore. Further information is available in the IT manual . In case of technical issues, please report on the IT helpdesk contact form – or (EC-RESEARCH-IT-HELPDESK@ec.europa.eu). All clarifications regarding the validation process can be accessed on the Research Enquiry Service and Participant Validation webpage.

**How does the lump sum system work?**

For Town Twinning, the lump sum is based only on the number of participants invited to the country hosting the twinning: i.e. international participants sent by partners from eligible countries.

For the **other strands**, the lump sum is based on three parameters: the number of participants, the number of countries involved and the number of events implemented. In the case of several events/activities, the total amount of the lump sum correspond to the accumulation of event/activity.

> ➢ For the projects in Strand 1 European remembrance – and Measure 2.3 – Civil Society Projects, the system also provides lump sums for preparatory activities which are calculated solely based on the total number of participants involved in this task. Only one lump sum of this type can be awarded per project.

**The lump sum is determined by taking into account the number of participants and the number of countries". What does the 'number of countries' refer to?**

For all strands/measures (apart from Town Twinning) the number of countries for each event is calculated on the basis of the countries of the eligible participants to the events. It is possible to have participants to events from countries other than those where project partners are established, provided that they come from eligible countries within the framework of the Europe for Citizens Programme.

**When are the selection results published?**

Applicants will be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as registered document to the legal Representative through the Participant Portal, at the latest, six months after the application deadline.

During these six months assessment and selection of applications take place, followed by the adoption of the Award Decision. Only when these procedures are completed, the lists of selected projects can be published on the 'Selections Results' page.

The Legal Representative will receive an email announcing the availability of the letter notifying the results in the Participant Portal. If the formal notification in the Participant Portal is not opened within a period greater than 10 days, the Agency will consider the formal notification as acknowledged.