



## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

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

### GRANT AGREEMENT

**Project 101140082 — KET2024**

#### PREAMBLE

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

**on the one part,**

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

**and**

**on the other part,**

1. 'the coordinator':

**OBEC KET (OBEC KET)**, PIC 920373346, established in KET C. 472, KET 935 64, Slovakia,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

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

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<sup>1</sup> Template published on [Portal Reference Documents](#).

<sup>2</sup> Template published on [Portal Reference Documents](#).

<sup>3</sup> Template published on [Portal Reference Documents](#).



## **TERMS AND CONDITIONS**

### **TABLE OF CONTENTS**

<b>GRANT AGREEMENT.....</b>	<b>1</b>
<b>PREAMBLE.....</b>	<b>1</b>
<b>TERMS AND CONDITIONS.....</b>	<b>3</b>
<b>DATASHEET.....</b>	<b>8</b>
<b>CHAPTER 1 GENERAL.....</b>	<b>12</b>
ARTICLE 1 — SUBJECT OF THE AGREEMENT .....	12
ARTICLE 2 — DEFINITIONS.....	12
<b>CHAPTER 2 ACTION.....</b>	<b>13</b>
ARTICLE 3 — ACTION.....	13
ARTICLE 4 — DURATION AND STARTING DATE.....	13
<b>CHAPTER 3 GRANT.....</b>	<b>13</b>
ARTICLE 5 — GRANT.....	13
5.1 Form of grant.....	13
5.2 Maximum grant amount.....	14
5.3 Funding rate.....	14
5.4 Estimated budget, budget categories and forms of funding.....	14
5.5 Budget flexibility.....	14
ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS.....	14
6.1 and 6.2 General and specific eligibility conditions.....	14
6.3 Ineligible contributions.....	15
6.4 Consequences of non-compliance.....	15
<b>CHAPTER 4 GRANT IMPLEMENTATION.....</b>	<b>15</b>
<b>SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS.....</b>	<b>15</b>
ARTICLE 7 — BENEFICIARIES.....	15
ARTICLE 8 — AFFILIATED ENTITIES.....	17
ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION.....	17
9.1 Associated partners.....	17
9.2 Third parties giving in-kind contributions to the action.....	18
9.3 Subcontractors.....	18
9.4 Recipients of financial support to third parties.....	18

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS.....	19
10.1 Non-EU participants.....	19
10.2 Participants which are international organisations.....	19
10.3 Pillar-assessed participants.....	19
<b>SECTION 2 RULES FOR CARRYING OUT THE ACTION.....</b>	<b>22</b>
ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION.....	22
11.1 Obligation to properly implement the action.....	22
11.2 Consequences of non-compliance.....	22
ARTICLE 12 — CONFLICT OF INTERESTS.....	22
12.1 Conflict of interests.....	22
12.2 Consequences of non-compliance.....	22
ARTICLE 13 — CONFIDENTIALITY AND SECURITY.....	22
13.1 Sensitive information.....	23
13.2 Classified information.....	23
13.3 Consequences of non-compliance.....	24
ARTICLE 14 — ETHICS AND VALUES.....	24
14.1 Ethics.....	24
14.2 Values.....	24
14.3 Consequences of non-compliance.....	24
ARTICLE 15 — DATA PROTECTION.....	24
15.1 Data processing by the granting authority.....	24
15.2 Data processing by the beneficiaries.....	25
15.3 Consequences of non-compliance.....	25
ARTICLE 16 — INTELLECTUAL PROPERTY RIGHTS (IPR) — BACKGROUND AND RESULTS — ACCESS RIGHTS AND RIGHTS OF USE.....	25
16.1 Background and access rights to background.....	25
16.2 Ownership of results.....	26
16.3 Rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes.....	26
16.4 Specific rules on IPR, results and background.....	27
16.5 Consequences of non-compliance.....	27
ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY.....	27
17.1 Communication — Dissemination — Promoting the action.....	27
17.2 Visibility — European flag and funding statement.....	27
17.3 Quality of information — Disclaimer.....	28
17.4 Specific communication, dissemination and visibility rules.....	28

17.5	Consequences of non-compliance.....	28
ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION.....		28
<b>SECTION 3 GRANT ADMINISTRATION.....</b>		<b>29</b>
ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS.....		29
19.1	Information requests.....	29
19.2	Participant Register data updates.....	29
19.3	Information about events and circumstances which impact the action.....	29
19.4	Consequences of non-compliance.....	29
ARTICLE 20 — RECORD-KEEPING.....		29
20.1	Keeping records and supporting documents.....	29
20.2	Consequences of non-compliance.....	30
ARTICLE 21 — REPORTING.....		30
21.1	Continuous reporting.....	30
21.2	Periodic reporting: Technical reports and financial statements.....	30
21.3	Currency for financial statements and conversion into euros.....	31
21.4	Reporting language.....	31
21.5	Consequences of non-compliance.....	31
ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE.....		32
22.1	Payments and payment arrangements.....	32
22.2	Recoveries.....	32
22.3	Amounts due.....	32
22.4	Enforced recovery.....	37
22.5	Consequences of non-compliance.....	38
ARTICLE 23 — GUARANTEES.....		38
23.1	Prefinancing guarantee.....	38
23.2	Consequences of non-compliance.....	39
ARTICLE 24 — CERTIFICATES.....		39
ARTICLE 25 — CHECKS, REVIEWS, AUDITS AND INVESTIGATIONS — EXTENSION OF FINDINGS.....		39
25.1	Granting authority checks, reviews and audits.....	39
25.2	European Commission checks, reviews and audits in grants of other granting authorities.....	41
25.3	Access to records for assessing simplified forms of funding.....	41
25.4	OLAF, EPPO and ECA audits and investigations.....	41
25.5	Consequences of checks, reviews, audits and investigations — Extension of findings.....	41
25.6	Consequences of non-compliance.....	42

ARTICLE 26 — IMPACT EVALUATIONS.....	43
26.1 Impact evaluation.....	43
26.2 Consequences of non-compliance.....	43
<b>CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE.....</b>	<b>43</b>
<b>SECTION 1 REJECTIONS AND GRANT REDUCTION.....</b>	<b>43</b>
ARTICLE 27 — REJECTION OF CONTRIBUTIONS.....	43
27.1 Conditions.....	43
27.2 Procedure.....	43
27.3 Effects.....	44
ARTICLE 28 — GRANT REDUCTION.....	44
28.1 Conditions.....	44
28.2 Procedure.....	44
28.3 Effects.....	44
<b>SECTION 2 SUSPENSION AND TERMINATION.....</b>	<b>45</b>
ARTICLE 29 — PAYMENT DEADLINE SUSPENSION.....	45
29.1 Conditions.....	45
29.2 Procedure.....	45
ARTICLE 30 — PAYMENT SUSPENSION.....	45
30.1 Conditions.....	45
30.2 Procedure.....	46
ARTICLE 31 — GRANT AGREEMENT SUSPENSION.....	46
31.1 Consortium-requested GA suspension.....	46
31.2 EU-initiated GA suspension.....	47
ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION.....	48
32.1 Consortium-requested GA termination.....	48
32.2 Consortium-requested beneficiary termination.....	49
32.3 EU-initiated GA or beneficiary termination.....	50
<b>SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS.....</b>	<b>53</b>
ARTICLE 33 — DAMAGES.....	53
33.1 Liability of the granting authority.....	53
33.2 Liability of the beneficiaries.....	53
ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES.....	54
<b>SECTION 4 FORCE MAJEURE.....</b>	<b>54</b>
ARTICLE 35 — FORCE MAJEURE.....	54
<b>CHAPTER 6 FINAL PROVISIONS.....</b>	<b>54</b>

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES.....54

    36.1 Forms and means of communication — Electronic management..... 54

    36.2 Date of communication..... 55

    36.3 Addresses for communication..... 55

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT.....55

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES.....55

ARTICLE 39 — AMENDMENTS..... 56

    39.1 Conditions..... 56

    39.2 Procedure..... 56

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES..... 56

    40.1 Accession of the beneficiaries mentioned in the Preamble..... 57

    40.2 Addition of new beneficiaries..... 57

ARTICLE 41 — TRANSFER OF THE AGREEMENT..... 57

ARTICLE 42 — ASSIGNMENTS OF CLAIMS FOR PAYMENT AGAINST THE GRANTING  
AUTHORITY.....57

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES..... 58

    43.1 Applicable law..... 58

    43.2 Dispute settlement..... 58

ARTICLE 44 — ENTRY INTO FORCE.....58

## DATA SHEET

### 1. General data

Project summary:

Project summary
<p>The project „We care about the EU future“ – Ket’ 2024“ is a meeting of town twinning citizens from Hungary, Poland, Slovakia and Romania with ambition to become more intensive cooperation among existing partner cities and with the aim to build long tradition in common solving of actual EU topics. Our project will be in a sign of solidarity between its citizens, solidarity across borders between its Member States, and solidarity through support actions in and beyond the EU. The participants will have the opportunity to discuss, exchange opinions, ideas about how the solidarity could be improved not only between the EU citizens but also towards citizens of other countries. Presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps. Another topic will be the EU future. Participants will be encourage to actively participate in the democratic life at EU level and foster a sense of ownership for how the Union develops, how can they visions of the EU future come true The aim is to increase the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society; to increase the knowledge about connection between local and European decisions making process. Project will attend 225 citizens from Romania, Hungary, Poland. Together with locals, 525 European citizens will be directly involved in project. The project will indirectly affect up to 30,000 citizens who are becoming active creators and co-responsible members of the EU future, knowing on the richness of the cultural and linguistic environment in Europe and promote mutual understanding and tolerance.</p>

Keywords:

- Town twinning
- Solidarity, cohesiveness, respect based on different cultural principles

Project number: 101140082

Project name: „We care about the EU future“ – Ket’ 2024“

Project acronym: KET2024

Call: CERV-2023-CITIZENS-TOWN-TT

Topic: CERV-2023-CITIZENS-TOWN-TT

Type of action: CERV Lump Sum Grants

Granting authority: European Education and Culture Executive Agency

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

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

Project end date: starting date + months of duration

Project duration: 12 months

Consortium agreement: No

### 2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	OBEC KET	OBEC KET	SK	920373346	50 745.00
2	AP	Gmina Kety	Gmina Kety	PL	913890739	0.00
3	AP	Lázi Község	Lázi Község Önkormányzat	HU	920740588	0.00
4	AP	Hosszúpéresztég	Hosszúpéresztég Község Önkormányzata	HU	893231000	0.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	AP	Diosd	DIOSD VAROS ONKORMANYZAT	HU	938807323	0.00
6	AP	Kéty	Kéty Község Önkormányzata	HU	920691991	0.00
7	AP	Sandominic	Comuna Sandominic	RO	931426981	0.00
<b>Total</b>						50 745.00

**Coordinator:**

— OBEC KET (OBEC KET)

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

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

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	n/a
					Final payment	90 days from receiving periodic report
1	1	12	Periodic report	60 days after end of reporting period		

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

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK0456000000007124353002 KOMASK2X

Conversion into euros: n/a

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

**4.3 Certificates** (art 24): n/a

**4.4 Recoveries** (art 22)

**First-line liability for recoveries:**

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

**Applicable law** (art 43):

Standard applicable law regime: EU law + law of Belgium

**Dispute settlement forum** (art 43):

Standard dispute settlement forum:

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

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

## **6. Other**

**Specific rules (Annex 5):** Yes

**Standard time-limits after project end:**

Confidentiality (for X years after final payment): 5

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

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

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

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

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

## **CHAPTER 1 GENERAL**

### **ARTICLE 1 — SUBJECT OF THE AGREEMENT**

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

### **ARTICLE 2 — DEFINITIONS**

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

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

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

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

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

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

**Affiliated entities (AE)** — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046<sup>4</sup> which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

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

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

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

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

**Fraud** — Fraud within the meaning of Article 3 of EU Directive 2017/1371<sup>5</sup> and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995<sup>6</sup>, as well as any other wrongful or criminal deception intended to result in financial or personal gain.

**Irregularities** — Any type of breach (regulatory or contractual) which could impact the EU financial interests, including irregularities within the meaning of Article 1(2) of EU Regulation 2988/95<sup>7</sup>.

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

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

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

## **CHAPTER 2 ACTION**

### **ARTICLE 3 — ACTION**

The grant is awarded for the action **101140082 — KET2024** ('action'), as described in Annex 1.

### **ARTICLE 4 — DURATION AND STARTING DATE**

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

## **CHAPTER 3 GRANT**

### **ARTICLE 5 — GRANT**

#### **5.1 Form of grant**

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

<sup>6</sup> OJ C 316, 27.11.1995, p. 48.

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

The grant is an action grant<sup>8</sup> which takes the form of a lump sum grant for the completion of work packages.

## 5.2 Maximum grant amount

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

## 5.3 Funding rate

Not applicable

## 5.4 Estimated budget, budget categories and forms of funding

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

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

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

## 5.5 Budget flexibility

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

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

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

# ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

## 6.1 and 6.2 General and specific eligibility conditions

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

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

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

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

<sup>9</sup> See Article 125 EU Financial Regulation 2018/1046.

### 6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

### 6.4 Consequences of non-compliance

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

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

## **CHAPTER 4 GRANT IMPLEMENTATION**

### **SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS**

#### **ARTICLE 7 — BENEFICIARIES**

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

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

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

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

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



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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

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

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

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

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

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

## ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

## ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

### 9.1 Associated partners

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

- **Gmina Kety (Gmina Kety)**, PIC 913890739
- **Lázi Község Önkormányzat (Lázi Község)**, PIC 920740588
- **Hosszúpereszteg Község Önkormányzata (Hosszúpereszteg)**, PIC 893231000
- **DIOSD VAROS ONKORMANYZAT (Diosd)**, PIC 938807323

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

- **Kéty Község Önkormányzata (Kéty)**, PIC 920691991
- **Comuna Sandominic (Sandominic)**, PIC 931426981

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

The tasks must be set out in Annex 1.

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

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

## 9.2 Third parties giving in-kind contributions to the action

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

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

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

## 9.3 Subcontractors

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

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

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

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

## 9.4 Recipients of financial support to third parties

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

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

## **ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS**

### **10.1 Non-EU participants**

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC<sup>11</sup>
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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

### **10.2 Participants which are international organisations**

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

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

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

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

### **10.3 Pillar-assessed participants**

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



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

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

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

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

and use the following specific rules, for:

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 2 RULES FOR CARRYING OUT THE ACTION**

### **ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION**

#### **11.1 Obligation to properly implement the action**

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

#### **11.2 Consequences of non-compliance**

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

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

### **ARTICLE 12 — CONFLICT OF INTERESTS**

#### **12.1 Conflict of interests**

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

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

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

#### **12.2 Consequences of non-compliance**

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

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

### **ARTICLE 13 — CONFIDENTIALITY AND SECURITY**

### 13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

### 13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444<sup>12</sup> and its implementing rules).

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

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

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

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

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

### **13.3 Consequences of non-compliance**

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

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

## **ARTICLE 14 — ETHICS AND VALUES**

### **14.1 Ethics**

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

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

### **14.2 Values**

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

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

### **14.3 Consequences of non-compliance**

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

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

## **ARTICLE 15 — DATA PROTECTION**

### **15.1 Data processing by the granting authority**

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

For grants where the granting authority is the European Commission, an EU regulatory or executive agency, joint undertaking or other EU body, the processing will be subject to Regulation 2018/1725<sup>13</sup>.

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

## 15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679<sup>14</sup>).

They must ensure that personal data is:

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

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

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

## 15.3 Consequences of non-compliance

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

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

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

### 16.1 Background and access rights to background

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

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

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

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

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

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

## 16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

## **16.4 Specific rules on IPR, results and background**

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

## **16.5 Consequences of non-compliance**

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

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

# **ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY**

## **17.1 Communication — Dissemination — Promoting the action**

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

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

## **17.2 Visibility — European flag and funding statement**

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



Funded by the  
European Union



Co-funded by the  
European Union



Funded by the  
European Union



Co-funded by the  
European Union

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

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

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

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

### 17.3 Quality of information — Disclaimer

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

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

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

### 17.4 Specific communication, dissemination and visibility rules

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

### 17.5 Consequences of non-compliance

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

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

## ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

## **SECTION 3 GRANT ADMINISTRATION**

### **ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS**

#### **19.1 Information requests**

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

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

#### **19.2 Participant Register data updates**

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

#### **19.3 Information about events and circumstances which impact the action**

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

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

#### **19.4 Consequences of non-compliance**

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

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

### **ARTICLE 20 — RECORD-KEEPING**

#### **20.1 Keeping records and supporting documents**

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

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

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

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

## 20.2 Consequences of non-compliance

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

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

## ARTICLE 21 — REPORTING

### 21.1 Continuous reporting

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

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

### 21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

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

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

### 21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

### 21.4 Reporting language

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

### 21.5 Consequences of non-compliance

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

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

## **ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE**

### **22.1 Payments and payment arrangements**

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

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

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

The cost of payment transfers will be borne as follows:

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

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

### **22.2 Recoveries**

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

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

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

In case of enforced recoveries (see Article 22.4):

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

### **22.3 Amounts due**

#### **22.3.1 Prefinancing payments**

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

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

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

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

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

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

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

### 22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

#### Step 1 — Calculation of the total accepted EU contribution

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

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

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

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

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

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

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

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

### 22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

#### Step 1 — Calculation of the total accepted EU contribution

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

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

#### Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

#### Step 1 — Calculation of the total accepted EU contribution

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

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

#### Step 2 — Limit to the maximum grant amount

Not applicable

#### Step 3 — Reduction due to the no-profit rule

Not applicable

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

$$\begin{aligned} &\{\text{final grant amount} \\ &\text{minus} \\ &\{\text{prefinancing and interim payments made (if any)}\}\}. \end{aligned}$$

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

#### Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

{total accepted EU contribution for the beneficiary  
divided by

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

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

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

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

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

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

## 22.4 Enforced recovery

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

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

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

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

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

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366<sup>15</sup> applies.

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

## 22.5 Consequences of non-compliance

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

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

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

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

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

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

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

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

## ARTICLE 23 — GUARANTEES

### 23.1 Prefinancing guarantee

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

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

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

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

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

They will be released within the following month.

## **23.2 Consequences of non-compliance**

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

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

## **ARTICLE 24 — CERTIFICATES**

Not applicable

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

### **25.1 Granting authority checks, reviews and audits**

#### **25.1.1 Internal checks**

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

#### **25.1.2 Project reviews**

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

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

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

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

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

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

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

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

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

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

### 25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

## **25.3 Access to records for assessing simplified forms of funding**

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

## **25.4 OLAF, EPPO and ECA audits and investigations**

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013<sup>16</sup> and No 2185/96<sup>17</sup>
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

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

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

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

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

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

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

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

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

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

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

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

### 25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

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

## 25.6 Consequences of non-compliance

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

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

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

## **ARTICLE 26 — IMPACT EVALUATIONS**

### **26.1 Impact evaluation**

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

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

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

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

### **26.2 Consequences of non-compliance**

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

## **CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE**

### **SECTION 1 REJECTIONS AND GRANT REDUCTION**

## **ARTICLE 27 — REJECTION OF CONTRIBUTIONS**

### **27.1 Conditions**

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

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

Ineligible lump sum contributions will be rejected.

### **27.2 Procedure**

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

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

### **27.3 Effects**

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

## **ARTICLE 28 — GRANT REDUCTION**

### **28.1 Conditions**

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

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

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

### **28.2 Procedure**

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

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

### **28.3 Effects**

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

## **SECTION 2 — SUSPENSION AND TERMINATION**

### **ARTICLE 29 — PAYMENT DEADLINE SUSPENSION**

#### **29.1 Conditions**

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

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

#### **29.2 Procedure**

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

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

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

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

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

### **ARTICLE 30 — PAYMENT SUSPENSION**

#### **30.1 Conditions**

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

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

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

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

## 30.2 Procedure

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

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

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

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

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

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

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

## ARTICLE 31 — GRANT AGREEMENT SUSPENSION

### 31.1 Consortium-requested GA suspension

#### 31.1.1 Conditions and procedure

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

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

- the reasons why

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

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

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

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

## 31.2 EU-initiated GA suspension

### 31.2.1 Conditions

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

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

### 31.2.2 Procedure

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

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

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

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

## ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

### 32.1 Consortium-requested GA termination

#### 32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

#### 32.1.2 Effects

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

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

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

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

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

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

## 32.2 Consortium-requested beneficiary termination

### 32.2.1 Conditions and procedure

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

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

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

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

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

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

### 32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

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

### **32.3 EU-initiated GA or beneficiary termination**

#### **32.3.1 Conditions**

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

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

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

### 32.3.2 Procedure

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

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

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

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

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

### 32.3.3 Effects

#### (a) for **GA termination**:

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

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

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

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

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

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

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

#### (b) for **beneficiary termination**:

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

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

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

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

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

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

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

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

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

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

## **SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS**

### **ARTICLE 33 — DAMAGES**

#### **33.1 Liability of the granting authority**

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

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

#### **33.2 Liability of the beneficiaries**

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

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

## **ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES**

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95<sup>18</sup>).

## **SECTION 4 FORCE MAJEURE**

### **ARTICLE 35 — FORCE MAJEURE**

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

‘Force majeure’ means any situation or event that:

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

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

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

## **CHAPTER 6 FINAL PROVISIONS**

### **ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES**

#### **36.1 Forms and means of communication — Electronic management**

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

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

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

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

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

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

### **36.2 Date of communication**

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

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

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

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

### **36.3 Addresses for communication**

The Portal can be accessed via the Europa website.

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

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

## **ARTICLE 37 — INTERPRETATION OF THE AGREEMENT**

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

## **ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES**

In accordance with Regulation No 1182/71<sup>19</sup>, periods expressed in days, months or years are calculated from the moment the triggering event occurs.

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

‘Days’ means calendar days, not working days.

## ARTICLE 39 — AMENDMENTS

### 39.1 Conditions

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

Amendments may be requested by any of the parties.

### 39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

## ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

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

#### 40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

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

#### 40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

### ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

## **ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

### **43.1 Applicable law**

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

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

### **43.2 Dispute settlement**

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

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

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

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

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

## **ARTICLE 44 — ENTRY INTO FORCE**

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

SIGNATURES

For the coordinator

For the granting authority

## **ANNEX 1**



# **Citizens, Equality, Rights and Values Programme (CERV)**

## **Description of the action (DoA)**

**Part A**

**Part B**

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101140082
Project name:	„We care about the EU future“ – Ket’ 2024“
Project acronym:	KET2024
Call:	CERV-2023-CITIZENS-TOWN-TT
Topic:	CERV-2023-CITIZENS-TOWN-TT
Type of action:	CERV-LS
Service:	EACEA/B/03
Project starting date:	first day of the month following the entry into force date
Project duration:	12 months

TABLE OF CONTENTS

Project summary ..... 3

List of participants ..... 3

List of work packages ..... 4

Staff effort ..... 7

List of deliverables ..... 8

List of milestones (outputs/outcomes) ..... 12

List of critical risks ..... 12

## PROJECT SUMMARY

### Project summary

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

*Use the project summary from your proposal.*

The project „We care about the EU future“ – Ket’ 2024“ is a meeting of town twinning citizens from Hungary, Poland, Slovakia and Romania with ambition to become more intensive cooperation among existing partner cities and with the aim to build long tradition in common solving of actual EU topics.

Our project will be in a sign of solidarity between its citizens, solidarity across borders between its Member States, and solidarity through support actions in and beyond the EU. The participants will have the opportunity to discuss, exchange opinions, ideas about how the solidarity could be improved not only between the EU citizens but also towards citizens of other countries. Presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps. Another topic will be the EU future. Participants will be encourage to actively participate in the democratic life at EU level and foster a sense of ownership for how the Union develops, how can they visions of the EU future come true

The aim is to increase the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society; to increase the knowledge about connection between local and European decisions making process.

Project will attend 225 citizens from Romania, Hungary, Poland. Together with locals, 525 European citizens will be directly involved in project. The project will indirectly affect up to 30,000 citizens who are becoming active creators and co-responsible members of the EU future, knowing on the richness of the cultural and linguistic environment in Europe and promote mutual understanding and tolerance.

## LIST OF PARTICIPANTS

### PARTICIPANTS

*Grant Preparation (Beneficiaries screen) — Enter the info.*

Number	Role	Short name	Legal name	Country	PIC
1	COO	OBEC KET	OBEC KET	SK	920373346
2	AP	Gmina Kety	Gmina Kety	PL	913890739
3	AP	Lázi Község	Lázi Község Önkormányzat	HU	920740588
4	AP	Hosszúperesztég	Hosszúperesztég Község Önkormányzata	HU	893231000
5	AP	Diosd	DIOSD VAROS ONKORMANYZAT	HU	938807323
6	AP	Kéty	Kéty Község Önkormányzata	HU	920691991
7	AP	Sandominic	Comuna Sandominic	RO	931426981

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Educational, culture and social acitivities	1 - OBEC KET	1.00	1	12	D1.1 – Educational, culture and social acitivities

**Work package WP1 – Educational, culture and social activities**

<b>Work Package Number</b>	WP1	<b>Lead Beneficiary</b>	1 - OBEC KET
<b>Work Package Name</b>	Educational, culture and social activities		
<b>Start Month</b>	1	<b>End Month</b>	12

**Objectives**

- promote exchanges between citizens of different countries;
- give citizens practical experience of the wealth and diversity of the common heritage of the Union and to make them aware that these constitute the foundation for a common future;
- guarantee peaceful relations between Europeans and to ensure their active participation at the local level;
- reinforce mutual understanding and friendship between European citizens;
- encourage cooperation between municipalities and the exchange of best practices;
- support good local governance
- reinforce the role of local and regional authorities in the European integration process;
- pointing out on the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation on international, national, regional and local level;
- better understand and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity;
- Promotion intercultural dialogue and mutual understanding between compatriots and foreigners (immigrants),
- encouraging to actively participate in the democratic life at EU level and foster a sense of ownership for how the Union develops, how can they visions of the EU future come true,
- increasing the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society; the knowledge about connection between local and European decisions making process;
- getting more concrete information about benefits and opportunities that are given to the EU citizens, the achievements of the EU.

**Description**

1. Opening ceremony - the mayors, representatives of partners and citizens are welcomed. The program of the event is presented. The history of cooperation, project and it aims are introduced. Representatives of the partners present the point of view of the importance of cooperation, joining the town twinning into common activities and support the idea of linking member and associated countries of EU.
2. Formal meeting of representatives of the partner towns in order to agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.
3. Workshop on the topic: "The need of solidarity" - Activity connected with a discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Participants will have opportunity to discuss, exchange opinions, ideas about how the solidarity could be improved not only between the EU citizens but also towards citizens of other countries. Presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.
4. Discuss Forum „How to help people from Ukraine“ - Participants will have opportunity to discuss about their views of this issues, how to increase the solidarity, cohesiveness, how to fight with xenophobia, how they can help the social and cultural integration of refugees. Activity will included personal stories of some people from Ukraine.
5. Discussion forum “The Europe which I want” - Activity connected with presentation of the tools provided by European

Union - the active participation on EU affairs: European Citizens Initiative, Debating Europe, Citizens Dialogue, European elections as a one of the opportunities to make citizen's voice heard – participants will present their long term vision of the EU, which would be more engaging for the younger generation, forward-looking and positive.

6. All day activity: Information stand: "Benefits, Achievements and Opportunities" - information are related to the positive aspects of being part of the EU such as opportunities and benefits that are given to the EU citizens, the achievements of the EU, The ways of local (regional) development-the aim is to introduce the pluses of EU opportunities (projects, funds, partner cooperation) on local development; for young people - educational, work opportunities.

7. All day activity: Survey aimed at finding out the participants' attitudes towards the functioning of the EU - whether they prefer greater integration or they are for a more flexible and decentralized approach. The aim is to find out if the EU citizens prefer a federal model of the EU with more powers and responsibilities centralized at the EU level, or whether it should be a looser confederation of sovereign states with individual member states retaining greater decision-making power.

8. Social and cultural activities:

- Cultural evening - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.
- football match
- presentation's stands - presentation of local and regional craftsmen
- Information stand - Examples of local and regional development
- presentation of local, regional gastronomy,
- competition in cooking traditional dishes of individual partner cities
- saint mass


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

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

STAFF EFFORT

Staff effort per participant		
Grant Preparation (Work packages - Effort screen) — Enter the info.		
Participant	WP1	Total Person-Months
1 - OBEC KET	0.50	0.50
2 - Gmina Kety	0.10	0.10
3 - Lázi Község	0.10	0.10
4 - Hosszúpereszteg	0.05	0.05
5 - Diosd	0.05	0.05
6 - Kéty	0.10	0.10
7 - Sandominic	0.10	0.10
Total Person-Months	1.00	1.00

LIST OF DELIVERABLES

<div><div>Deliverables</div><div>Grant Preparation (Deliverables screen) — Enter the info.</div><div>The labels used mean:</div><div><div>Public — fully open ( automatically posted online)</div><div>Sensitive — limited under the conditions of the Grant Agreement</div><div>EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision <a href="#">2015/444</a></div></div></div>						
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Educational, culture and social acitivities	WP1	1 - OBEC KET	R — Document, report	PU - Public	12

**Deliverable D1.1 – Educational, culture and social activities**

<b>Deliverable Number</b>	D1.1	<b>Lead Beneficiary</b>	1 - OBEC KET
<b>Deliverable Name</b>	Educational, culture and social activities		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	12	<b>Work Package No</b>	WP1

Description
<p>Title of the event: “We care about the EU future“ – Ket’ 2024  Place: municipality of Ket’  Indicative dates of the event: 09.08.2024 - 11.08.2024  Estimated number of countries involved: 7  Estimated number of individual direct participants: 525  Estimated number of invited foreign participants: 225</p> <p>Target group:</p> <ul style="list-style-type: none"> <li>- the participants of the project activities - represented by all ages groups, students, elderly people, disabled people, professional orientation, the representatives of municipalities (members of local parliaments and mayors), administrative staff in municipalities, entrepreneurs,</li> <li>- citizens of the partners` cities - the results of the project will be promote by partners as the result of the cooperation,</li> <li>- local government representatives, people active in the field of local policy, representatives of regional and national government- people involved into local, regional, national and EU policy making processes,</li> <li>- members of civic associations - participants from civic associations, representatives of civic association directly involved into project (partners),</li> <li>- citizens of surroundings regions - as the target group of recipients of outputs of the project and the survey,</li> <li>- European public - group of people informed about the aims of the projects, outputs of the project, represents the transnational level of the project.</li> </ul> <p>Timetable/work plan:</p> <p>09.08.2024</p> <p>18:30 Opening ceremony – the mayors, representatives of partners and citizens are welcomed. The program of the event is presented.</p> <p>19:00 Formal meeting of representatives of the partner towns in order to agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.</p> <p>20:00 Cultural evening - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.</p> <p>10.08.2024</p> <p>10:00 Workshop on the theme "The need of solidarity" connected with discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.</p> <p>11:00 - 12:00 Discuss Forum „How to help people from Ukraine“ - participants will have opportunity to discuss about their views of this issues, how to increase the solidarity, cohesiveness, how to fight with xenophobia, how they can help the social and cultural integration of refugees. Activity will included personal stories of some people from Ukraine.</p>

15:00 Discussion forum “The Europe which I want” with presentation of the tools provided by the EU for the active participation on EU affairs: European Citizens Initiative, Debating Europe, Citizens Dialogue, European elections as a one of the opportunities to make citizen’s voice heard – participants will present their long term vision of the EU, which would be more engaging for the younger generation, forward-looking and positive.

19:00 Cultural evening - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.

All day activities:

- football match
- presentation’s stands - presentation of local and regional craftsmen
- Information stand - Examples of local and regional development
- presentation of local, regional gastronomy,
- competition in cooking traditional dishes of individual partner cities
- the EU stand "Benefits, Achievements and Opportunities" - information are related to the positive aspects of being part of the EU such as opportunities and benefits that are given to the EU citizens, the achievements of the EU, The ways of local (regional) development-the aim is to introduce the pluses of EU opportunities (projects, funds, partner cooperation) on local development; for young people - educational, work opportunities
- Survey aimed at finding out the participants' attitudes towards the functioning of the EU - whether they prefer greater integration or they are for a more flexible and decentralized approach.

11.08.2024

9:00 – Saint mass

14:00 Final conference associated with recovery of event, research results‘, presentation and understanding of addressed issues - understanding the importance of active participation of EU citizens on EU affairs, EU democratic values, European citizen’s rights, EU policy-making and opportunities how to increase knowledge in ordinary people with space for public debate, the importance of strengthen solidarity, cohesiveness and respect based on different cultural principles.

Dissemination activities:

Presentation in press and media before and after the event:

- local and regional newspaper and local and regional radio,

Presentation before event:

- official web sides of applicant and partners town, social media,
- invitations - the partners and invited guests will be inform by invitation (100 pc.),
- posters – we will ensure that posters will be located wherever possible to maximize accessibility and reach (50 pc.),

During the event:

- multi-lingual newsletters with the event programme, partners, cooperation (300 pc.),
- outdoor banners (3 pc.),

After the event:

- an audio-visual record and photographic documentation of the crucial parts of activities (presentations, lectures, discussions, ceremony, social - cultural activities) will be recorded and distributed to relevant organizations. The record received each of partners will also serve to promote participating municipalities and regions,
- an audio-visual record and photographic documentation of the crucial parts of activities will be also published on the web sides of all partner cities
- the results of the project will be processed in press release (media-regional, national), short information will be send to all local and regional media (all partners) in cooperation with the project partners the final document will be prepared (with all the results of the project) - communicated to the local media, published on the web pages, FB pages, networks of partners,
- mouth-to-mouth publicity - the participants will naturally disseminate the message of the event among their friends, families, acquaintance, neighbours, colleagues, ect.
- on the project website, a discussion forum will be established, which will serve for receiving feedback of the event.

- social media - we will utilize various social media platforms, such as Twitter, LinkedIn, and Facebook, to share project updates, research findings, and engage with stakeholders and the general public. Social media will allow us to disseminate information quickly and widely, and foster discussions and interactions.

**LIST OF MILESTONES**

(None)

**LIST OF CRITICAL RISKS**

(None)

## TECHNICAL DESCRIPTION (PART B)

### COVER PAGE

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

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

PROJECT	
Project name:	"We care about the EU future" – Ket' 2024
Project acronym:	KET2024
Coordinator contact:	Mgr. Attila Farkas, municipality of Ket'

### TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A) .....	CHYBA! ZÁLOŽKA NIE JE DEFINOVANÁ.
TECHNICAL DESCRIPTION (PART B) .....	1
COVER PAGE .....	1
PROJECT SUMMARY .....	2
1. RELEVANCE .....	2
1.1 Background and general objectives .....	2
1.2 Needs analysis and specific objectives .....	3
1.3 Complementarity with other actions and innovation — European added value .....	4
2. QUALITY .....	6
2.1 Concept and methodology .....	6
2.2 Consortium set-up .....	7
2.3 Project teams, staff and experts .....	7
2.4 Consortium management and decision-making .....	8
2.5 Project management, quality assurance and monitoring and evaluation strategy .....	9
2.6 Cost effectiveness and financial management .....	10
2.7 Risk management .....	11
3. IMPACT .....	11
3.1 Impact and ambition .....	11
3.2 Communication, dissemination and visibility .....	13
3.3 Sustainability and continuation .....	14
4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING .....	17
4.1 Work plan .....	17
4.2 Work packages, activities, resources and timing .....	18
Work Package 1 .....	19
Work Package .....	28
Staff effort (n/a for Lump Sum Grants) .....	28
Subcontracting (n/a for prefixed Lump Sum Grants) .....	29
Timetable .....	30
5. OTHER .....	32
5.1 Ethics and EU values .....	32
5.2 Security .....	33

6. DECLARATIONS.....	33
ANNEXES.....	34

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#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

## PROJECT SUMMARY

### Project summary

See Abstract (Application Form Part A).

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## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

*Describe the background and rationale of the project.**How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?**Which target groups will be supported/assisted by/in the project. Why have you chosen to focus on them?*

Our project represents cooperation among twinning towns and other entities to continue in cooperation based on dealing the topics of common Europe. The main aim is to create place for the EU citizens to understand, debate, exchanging of views and ideas on the topics such as solidarity and the EU future as well as to promote civic participation on common issues.

Citizens will be given the opportunity to better understand and discuss what solidarity means for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity. There will be opportunity to better understand and discuss the added value of EU's intervention in times of crisis and also we will contribute to overcoming national perceptions of the crisis, by fostering mutual understanding of the situation.

The participants will be also encouraged to discuss and actively participate in the democratic life at EU level and foster a sense of ownership for how the Union develops, how can their visions of the EU future come true. The aim is to increase the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society, to increase the knowledge about connection between local and European decisions making process.

Through our project we will mobilise the citizens at the local and EU levels to debate specific issues on the European political agenda, we will promote mutual understanding, inclusion and cultural diversity and develop opportunities for civic engagement at the local as well as the EU level.

The event includes discussions and debates with the broad public, municipality representatives, NGOs, local employers and decision makers. This way we aim to encourage active participation of citizens at local level and promote the implementation of European policies in citizen's everyday lives.

All age groups will be involved in the event activities what means a communication and interaction between different generations or people from different backgrounds During discussions the participants will have the opportunity to exchange views and presenting results to the appropriate decision makers on ongoing European policies and their impact on local situations as well as on local issues with the European dimension. The project mobilises citizens of partners municipalities, institutions, communities to understand the topic of civic participation, to support them in active approach to democratic life at the local and EU level.

Project's contribution to the priorities of the call is to promote EU values, understanding the positive aspect of being a member of the EU, reinforcing a sense of ownership for how the Union develops, help to realise that it is very important to take part in discussion and help to shape the EU policies; encouraging citizens to become active creators of the future EU, feel and influence on its future and feel

to be a co-responsible member; - raising citizens' knowledge of the EU institutions and policies, and better understanding the EU's achievements and benefits, as well as to understand the cost of not being part of the EU; raising knowledge and understanding of the EU policy making process.

Target group are residents of municipality of Ket' and surroundings, residents of the partner municipalities, interest groups, government officials, entrepreneurs, students, pensioners so that we took account of equal opportunities principle's application, representation of all ages, gender, the disadvantaged and the elderly.

## 1.2 Needs analysis and specific objectives

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

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

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

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

The needs that have been identified:

1. In recent years, the EU has faced a number of challenges that have raised questions about its future. One of the key challenges has been the rise of populist and nationalist movements in several member states, which have called into question the EU's commitment to solidarity and cooperation.

#### Activity that will lead to fill in this need:

- workshop on the topic: "The need of solidarity" connected with a discussion through which citizens will be given the opportunity to better understand and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity. There will be opportunity to better understand and discuss the added value of EU's intervention in times of crisis and also we will contribute to overcoming national perceptions of the crisis, by fostering mutual understanding of the situation.

- Discuss Forum „How to help people from Ukraine“ when participants will have opportunity to discuss about their views of this issues, how to increase the solidarity, cohesiveness, how to fight with xenophobia, how they can help the social and cultural integration of refugees. Activity will include personal stories of some people from Ukraine.

**Result:** Citizens will be given the opportunity to better understand and discuss what solidarity means for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity. There will be opportunity to better understand and discuss the added value of EU's intervention in times of crisis and also we will contribute to overcoming national perceptions of the crisis, by fostering mutual understanding of the situation.

2. Another need is to discuss about the EU future. It is very important because they reflect a growing sense of uncertainty and anxiety about the EU's ability to address the challenges facing Europe and the world. These challenges include economic inequality, social exclusion, environmental degradation, demographic change, and geopolitical instability. The need for these debates is further heightened by the ongoing political, social, and economic challenges facing the EU. These include the rise of nationalist and populist movements, the ongoing refugee and migration crisis, the economic fallout from the COVID-19 pandemic, and the growing geopolitical tensions with countries such as Russia and China. The challenges that the EU is facing cannot be addressed by individual nations alone, but require collective action and cooperation at the regional and global levels.

**Activity that will lead to fill in this need:** Discussion forum on the theme "The Europe which I want" with presentation of the tools provided by the EU for active participation on the EU affairs: European Citizens Initiative, Debating Europe, Citizens Dialogue, European elections as a one of the opportunities to make citizen's voice heard.

**Result:** Active participation in the democratic life at the EU level and foster a sense of ownership for

how the Union develops, how can their visions of the EU future come true. Increasing the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society. Increasing the knowledge about connection between local and European decisions making process.

3. The need of increasing the awareness the benefits, achievements and opportunities of the EU membership. It is important to know the benefits, achievements and opportunities of EU membership for several reasons:

- Informed decision-making: Understanding the benefits, achievements and opportunities of EU membership can help individuals and organizations make informed decisions about their involvement with the EU. This includes decisions related to business, trade, education, travel, etc.
- Political engagement: A deeper understanding of the benefits, achievements and opportunities of EU membership can also promote political engagement and participation, as individuals become more aware of the impact of EU policies and institutions on their lives.
- Advocacy and activism: Knowledge of the benefits, achievements and opportunities of EU membership can also be useful for advocacy and activism efforts aimed at promoting EU policies or addressing issues related to EU membership.
- Education and research: The study of the EU and its impact can also be valuable for educational and research purposes, as it can provide insights into topics such as international relations, economics, and political science.
- Social cohesion: Understanding the benefits, achievements and opportunities of EU membership can contribute to social cohesion and the strengthening of the European identity, as individuals and communities recognize the common benefits and values that come with EU membership.

**Activity that will lead to fill in this need:** Information stand on the theme: "Benefits, Achievements and Opportunities".

**Result:** The participants will have possibility to get more concrete information about benefits and opportunities that are given to the EU citizens, the achievements of the EU, the ways of local (regional) development, the benefits of EU policies, relationship between EU policies and national policies, influence of EU mechanism on member states. The participants get awareness what can be changed and what is the influence on local quality of citizens' lives.

Through our project we will meet the need of support democratic participation by stimulating and organising reflection, debates or other activities related to priorities and objectives of the Citizens, Equality, Rights and Values Programme. We took account of equal opportunities principle's application, representation of all ages, men and women, disadvantaged and the elderly. Involvement of all age groups, gender, disadvantaged, citizens of different countries and cultures in the event activities is a tool for facilitating communication and interaction between different generations, nations, cultures. The project mobilises the citizens of partners municipalities, institutions, communities to understand the topic of civic participation, to support them in active approach to democratic life at the local and EU level. The project has ambition to get participants more involved into process learning about EU policies and built the positive partner image of the EU.

#@COM-PLE-CP@#

### 1.3 Complementarity with other actions and innovation — European added value

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

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

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

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

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

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

Our project is a continuation of cooperation between municipalities in order to build a long tradition in jointly addressing topical issues of the EU. Like previous projects, also this project is focused on discussions and addressing the current issues at local and European level (civic engagement on the public life, democratic approaches and tools to help citizens make their voices heard, countering disinformation and other forms of interference in the democratic debate). A lot of things have changed over the last year, new problems and issues have emerged (increasing of Euroscepticism, disinformation, hoaxes, unsureness in citizens' life, loss of confidence in institutions and governments, increasing populism, lack of interest in public issues). From these reasons we designed project on which citizens will have the space for getting information, opportunity of presentation the current problems, exchanging experiences, views, suggestions how to deal with current issues.

In this project we can build on previous experiences, based on the feedback received from previous projects, we obtained information on how to prepare or modify the project programme and the course of individual activities in order to get as close as possible to the participants, and in order to the participants perceive programme as valuable, useful, informative, interesting and inspiring.

As innovative aspects we consider using the practical lectures to:

- learn the participants how to communicate towards self-government (the choice of arguments, practicality, eternity, reflection of community problems),
- show the representatives of local governments their important role in promoting participation, creation the conditions for active citizenship, as well as the use of citizen support tools (meeting with citizens, targeting citizens for cooperation, supporting local initiatives, etc.),
- show the participants how to use the existing instruments for active participation at the EU level and to be aware of the importance of active engagement in the EU, how to become active creators of the EU future,
- learn the participants what does it mean to be in solidarity as a fundamental principle of the EU, how the solidarity is reflected in various areas of the EU policy including migration, economic crisis management, and foreign affairs, such as the war in Ukraine, highlighting the need of supporting each other in times of need, working together to address common challenges, and promoting common values of cooperation, unity, and mutual assistance.

To increase solidarity among EU citizens we will prepare the place for:

- promoting cultural exchange - citizens from different EU member states will learn about each other's cultures, traditions, and ways of life which can foster mutual understanding and appreciation – promoting a shared identity,
- promoting social justice, equal opportunities, and respect for diversity,
- enhancing communication and information - through various activities participants will get information (for example the EU policies and its impact on citizens' daily lives, the EU achievements, benefits) that could help them to better understand the benefits and challenges of EU membership,
- fostering active citizenship and participation among EU citizens, such as engaging in civic activities, volunteering, and participating in democratic processes.

Innovative aspect we also see in the way of leading prepared activities. The activities are ordered to be varied (changing methods), attractive and involving for the participants. The working methods represents the combination of non-formal activities- workshops, discussion, visual presentation, creative activities, exhibitions, quizzes, know how sharing, presentation of good practices) and formal activities (public speech, greetings of mayors). By combination of the methods we want to support the level of education and knowledge of participants.

We will ensure the transnational dimension of the project by participating foreign partners in the event, discussing and resolving pan-European issues and looking at the state of their perception at the local level (European elections and participation, use of other tools for active participation in EU policies, disinformation, growing populism) as well as dissemination the project outputs beyond the borders of the partner countries to the European public. Moreover, the project involves cooperation among multiple EU countries, where different stakeholders, such as local government representatives, people active in the field of local policy, representatives of regional and national government, members of civic associations, entrepreneurs come together to exchange knowledge, expertise, and best practices related to sustainable development.

The project activities will take place in municipality of Ket' (Slovakia). Project will be attended by citizens

from Hungary (135), Poland (45) and Romania (45). We have chosen these partners because we have a lot of good experience with the mutual cooperation with these partners and we want to continue in our cooperation based on dealing the topics of common Europe and in value and thoughts convergence of participants. Some of these partners were attended in the previous town-twinning project (2021), some of them heard about our previous projects from our partners and showed interest in participating in such a project. Most of our partners are experienced in management and organization similar projects (their representatives have been participated in many local, regional, national, international activities) so it will be a great help in the implementation of our project. The representatives of partner cities as volunteers will assist in the organizing of individual activities.

In the previous project implemented by municipality of Keť we carried out some activities on which our project is building on, for example:

- lecture and public discussion on topics: voluntary activities - now we want to continue in presentation of volunteering as one of tool of solidarity and in context of solidarity mechanism in the EU by presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps,
- brainstorming - youth opinions on regional politics, on the roles of young people, the responsibility of young active Europeans for the future development of the EU, collection of project ideas – now we will show the participants the opportunity for actively participating in EU decision making process - some of participants may have experiences of these tools so they can exchange and inform others how to work it.
- through cultural and social activities we will continue in strengthening of belonging, bringing people and nationalities closer to each other, improving relations between the majority and minorities.

In this project we will built on previous activities and information that participants had already received. We will also use other, higher level of information and practical exercises.

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

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## 2. QUALITY

### 2.1 Concept and methodology

#### Concept and methodology

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

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

The program of the activities is based on linking the aims of the project into activities in interesting and attractive way. It represents the combination of various types of activities (reflecting various age groups, cultures, nations, attitudes and opinions) and combination of methods. Used methods support the process of learning of participants, mostly based on methods of non-formal education. Program fully reflects the process of informal learning and brings activities that support this process. According to the topic, outputs and target group, we have chosen the suitable method for the activity. The used methods support the learning process and multiplier effect of the project. Non formal education methods in program are presented by discussion, workshop, volunteering activity, creative activities, presentations. The volunteers are involved into preparation of the activities, as well as they will be supportive at the venue.

The program activities combines creative, and cultural oriented activities with specific aimed activities like discussions, presentation, know-how sharing- the combination of various methods makes the

program dynamic, interesting and involving for the participants.

We prepared activities that will be focused on improving the EU's understanding, institutions, functioning, presenting a real EU image - increasing confidence in the EU as an institution, avoiding a negative attitude of citizens towards the EU, reducing Euroscepticism due to lack of information and knowledge, creating a critical point of view for the EU its status and future. Citizens will be confronted with the current state of the EU, aware of the benefits, positives and threats, thinking about the future of the EU. The program activities have been prepared to support civic participation on the EU policies, developing opportunities for mutual understanding, intercultural learning, solidarity, social engagement and volunteering at EU level.

Our project is designed to ensure participatory approach that involves engaging relevant stakeholders, including citizens, civil society organizations, policymakers, and other relevant actors, in the project design, implementation, and evaluation. Project also incorporates presentation of innovative tools and techniques that facilitate civic engagement at the EU level such as online platforms, social media to facilitate information sharing communication). Project activities foster cooperation among EU countries to promote mutual learning, exchange of best practices, and joint efforts in civic engagement initiatives (project brings together citizens and civil society organizations from different EU countries to share experiences, ideas, and strategies for civic engagement).

Preparation and organization of the project will be provided by all partners involved, everyone will be actively involved in the program event through the presentations and lectures of their representatives as well as through the presentations of art and culture and the exchange of experiences. Representatives of the applicant will take over the most of organizational and preparatory work in the form of volunteering. Program of activities make all participants more Europeans - by the EU most discussed topics, more linked into EU and more supportive for the Union.

The project outcomes will be evaluated, recorded and used for later implementation in local policies and activities.

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## 2.2 Consortium set-up

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

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

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

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

n/a

## 2.3 Project teams, staff and experts

### Project teams and staff

*Describe the project teams and how they will work together to implement the project.*

*List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks. Provide CVs of all key actors (if required).*

**Note:** Please ensure a gender-balanced representation in the composition of project teams and staff performing the action.

Name and function	Organisation	Role/tasks/professional profile and expertise
Mgr. Attila	Municipality	- overall coordination of stakeholders, supervision of the project

Farkas, senior expert and divisor	of Keť	manager, smooth course of the project, evaluation of the survey  Mr. Attila Farkas is the mayor of the municipality of Keť and he has rich experiences in preparing and implementing similar projects.
Mrs. Denisa Mikusová, project manager	Municipality of Keť	- management of project activities and supervision of project realization and implementation (including ensuring the lectors and teachers, technical and administrative personnel,  Mrs. Denisa Mikusová has extensive experience from the past with successfully organization and implementation of several large projects.
Lectors: Mr. Róbert Karda (Romania), Mrs. Denisa Mikusová (Slovakia), Mrs. Csilla Németh (Slovakia), Mr. Zoltán Gödrei (Hungary), Mr. József Kajtár (Hungary), Mr. Krzysztof Jan Klęczar (Poland),		Lectors will be responsible for individual presentations, workshops, discussions. They will actively participate in preparing project activities, project themes.  These lectors are experienced professionals in their field and have extensive experience in the field of lecturing/education/communication/presentation.
Mrs. Adrián Varga technical personnel	Municipality of Keť	Mrs. Varga will be responsible for the technical equipment of the project such as material and technical equipment (tables, chairs, stage, sound system, lighting, website, etc.). He is responsible for the technical equipment of the municipality, so he has extensive experience with this work.
Mrs. Zsuzsanna Baka, Administrative personnel	Municipality of Keť	Mrs Baka will be responsible for the whole administration related to the project, including registration of participants, creation of reports from individual activities, billing of expenses related to the implementation of the project. She is expert in this field and has years of experience in this area.

**Outside resources (subcontracting, seconded staff, etc)**

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*

*If there is subcontracting, please also complete the table in section 4. Moreover, ensure that subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.*

n/a

**2.4 Consortium management and decision-making****Consortium management and decision-making (if applicable) *(n/a for Town Twinning and Programme Contact Points)***

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

control.

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

n/a

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## 2.5 Project management, quality assurance and monitoring and evaluation strategy

### Project management, quality assurance and monitoring and evaluation strategy

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

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

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

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

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

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

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

Project will attend 135 visitors from Hungary, 45 from Poland, 45 from Romania. Together with locals, 525 European citizens will be directly involved in project. Of these participants, 270 will be women, 255 men, 20 disadvantaged. Project will indirectly affect up to 40,000 people.

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

To affect more than 40,000 people, we have prepared a plan for the dissemination and visibility of the project results which is described in the part 3.2 Communication, dissemination and visibility. In addition, experiences from the event will be published on the social networks by individual participants so we gain feedback of the event that will help us to recognise which activities were the most popular, valuable and the most inspiring.

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

specific criteria we have chosen:

- raising awareness of current issues addressed at local and European level - 525 citizens,
- raising the level of people who are satisfied with living in EU - we expect 40000 citizens (we will gain information if our expectation have been reach after the project implementation through the tools for dissemination of the project message, e.g. mouth-to-mouth publicity, social networks - as a feedback),
- raising awareness and interest how to actively participate in democratic life at local, national and the EU level and foster a sense of ownership for how the Union develops, how citizens' visions of the EU future could come true - 525 citizens,
- increase the interest in volunteering especially in younger generation - 2000 citizens,
- raising awareness and interest how to become active creators of the future EU, to be a co-responsible member, improving knowledge about benefits and opportunities that are given to the EU citizens, the achievements of the EU, the ways of local (regional) development. Gaining information about "The Conference on the Future of Europe - 525 citizens,
- raising awareness of civic participation instruments, importance to actively participate in the democratic life at EU level - 2000 citizens,
- increasing of citizens' knowledge of the EU institutions and policies, and better understand the EU achievements and benefits, as well as to understand the cost of not being part of the European Union - 2000 citizens,
- raising awareness of the self-sufficiency of the region as an important issue in regional welfare of the regions - 2000 citizens
- improving partnership among twinning towns based on mutual understanding, cooperation, common values, respect and tolerance - 6000 citizens.

#### The evaluation methods:

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

Some activities such as "Formal meeting of the partner's representatives" related to the reinforce municipals' cooperation, Cultural events aimed at raising awareness of the richness of the cultural and linguistic environment in Europe, workshop "The need of solidarity", discuss forum "How to help people from Ukraine", will be evaluated through the personal comments of individual participants, their impressions and opinions, which has been beneficial and inspiring for them.

Activity such as interactive workshop " Discussion forum "The Europe which I want" with presentation of the tools provided by European Union - the active participation on EU affairs:, will be evaluated by practical examination of gained information and skills.

The written method will be used to evaluate the survey focused on finding out the participants' attitudes towards the functioning of the EU.

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

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


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## 2.6 Cost effectiveness and financial management

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

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

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

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

n/a

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## 2.7 Risk management

### Critical risks and risk management strategy (n/a for Town Twinning)

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

**Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation. For instance, to ensure full participation of target groups in project activities, gender, age or disability-specific constraints should be taken into account. The target groups may face more than one barrier to access project activities (accessibility barriers; language barriers, availability of childcare provision, etc.). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in project design and implementation.

Risk No	Description of risk	Work package No	Proposed risk-mitigation measures

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## 3. IMPACT

### 3.1 Impact and ambition

#### Impact and ambition

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

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

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

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

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

By the project implementation and its outputs we expect midterm and long term as follows:

- raising awareness of the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation in international, national, regional and local level. Increasing the efficiency of the use of EU resources in the future (activity: Formal meeting of representatives of the partner towns),
- better understanding what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity,

- better understanding the added value of EU's intervention in times,
- overcoming of national perceptions of the crisis, by fostering mutual understanding of the situation,
- increasing of knowledge about the solidarity mechanism inside the EU such as volunteering. Gaining information about the "European Corps of Solidarity" as a one of the tools how to put the core EU value of solidarity into practice and contribute to reinforcing cohesion within European society (activity: Workshop "The need of solidarity"),
- promotion of intercultural dialogue and mutual understanding between compatriots and foreigners (immigrants) ,
- promoting the fundamental values of the EU such as solidarity, cohesiveness, respecting different cultural principles (activity: Discuss Forum „How to help people from Ukraine“),
- citizens who know how to actively participate in the democratic life at EU level; citizens who are interested in how the Union develops, how can their visions of the EU future come true,
- increased the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society
- increased the knowledge about connection between local and European decisions making process
- increased the knowledge about benefits and opportunities that are given to the EU citizens, achievements, ways of local (regional) development, benefits of EU policies, relationship between EU policies and national policies, The participants get awareness what can be changed and what is the influence on local quality of citizens' lives. Increased of citizens' knowledge about EU institutions and policies, better understanding the EU's achievements and benefits, as well as to understand the cost of not being part of the EU (activity: Discussion forum "The Europe which I want" and "Information stand: "Benefits, Achievements and Opportunities")
- deepening the partnership between the municipality and its partner municipality, civil society, organizations; increasing of the awareness of a European identity based on common values, history and culture, linguistic and culture diversity (social and cultural activities).

#### **Target groups:**

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

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

#### **Project's benefits for the target groups:**

1. Activity "Formal meeting of representatives of the partner towns":
  - to get useful information about the local activities, deepening cooperation of EU projects, sharing of practical issues of project implementation such as administration, support, expertise in all phases: preparation, realization and evaluation of the projects,
  - good practices presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.
2. Activity workshop "The need of solidarity":
  - through this activity citizens will be given the opportunity to better understand and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity,
  - better understanding the added value of EU's intervention in times of crisis,
  - overcoming national perceptions of the crisis, by fostering mutual understanding of the situation.
3. Activity discuss forum „How to help people from Ukraine“: through this activity citizens will build the fundamental values of the EU such as solidarity, cohesiveness, respecting different cultural principles.

4. Activity discussion forum "The Europe which I want" with presentation of the tools provided by European Union for the active participation on EU affairs - we will encourage the EU citizens to become active creators of the future EU, feel and influence on its future and feel to be a co-responsible member. Citizens will gain a practical perspective on how to influence things, why it matters to them and why EU citizens really care about it, to understand of the current problems of the EU, the meaning of the EU policies, and the role of the citizens.

5. The information stand "Information stand: "Benefits, Achievements and Opportunities" - getting more concrete information about benefits and opportunities that are given to the EU citizens, the achievements of the EU, the ways of local (regional) development, the benefits of EU policies, relationship between EU policies and national policies, influence of EU mechanism on member states. The participants get awareness what can be changed and what is the influence on local quality of citizens' lives.

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

The percentage of citizens not involved in social activities before project is about 60%. After project implementation we expect a higher number of citizens involved in public life, as we show them the ways of involvement, remove stereotypes, introduce opportunities for the disabled, minorities, show examples of good practice, encourage and increase citizens' self-confidence for their involvement in public life in local as well as European level. The citizens will be directly involved into activities because the topics are dealing to everyday life in their hometowns. The result will be the raising a sense of ownership for how the Union develops, realise that it is very important to take part in discussion and help shape the EU policies; self-confident citizens who are active participation on EU affairs by strengthening the principles of democracy, openness and active cooperation with the local authorities; citizens who know and understanding of the EU policy making process, volunteering at local, regional, EU level, citizens who prefer solidarity, cohesiveness, respect based on different cultural principles and to help overcome national perceptions of the crisis by a mutual understanding of the situation.

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### 3.2 Communication, dissemination and visibility

#### Communication, dissemination and visibility of funding

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

*Describe how the visibility of EU funding will be ensured.*

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

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

- the participants of the project activities - represented by all ages groups, students, elderly people, disabled people, professional orientation, the representatives of municipalities (members of local parliaments and mayors), administrative staff in municipalities, entrepreneurs,
- citizens of the partners' cities - the results of the project will be promote by partners as the result of the cooperation,
- local government representatives, people active in the field of local policy, representatives of regional and national government- people involved into local, regional, national and EU policy making processes,
- members of civic associations - participants from civic associations, representatives of civic association directly involved into project (partners),
- citizens of surroundings regions - as the target group of recipients of outputs of the project and the

survey,

- European public - group of people informed about the aims of the projects, outputs of the project, represents the transnational level of the project.

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

Presentation in press and media before and after the event:

- local and regional newspaper and local and regional radio,

Presentation before event:

- official web sides of applicant and partners town, social media,

- invitations - the partners and invited guests will be inform by invitation (100 pc.),

- posters – we will ensure that posters will be located wherever possible to maximize accessibility and reach (50 pc.),

During the event:

- multi-lingual newsletters with the event programme, partners, cooperation (300 pc.),

- outdoor banners (3 pc.),

After the event:

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

- an audio-visual record and photographic documentation of the crucial parts of activities will be also published on the web sides of all partner cities

- the results of the project will be processed in press release (media-regional, national), short information will be send to all local and regional media (all partners) in cooperation with the project partners the final document will be prepared (with all the results of the project )- communicated to the local media, published on the web pages, FB pages, networks of partners,

- mouth-to-mouth publicity - the participants will naturally disseminate the message of the event among their friends, families, acquaintance, neighbours, colleagues, ect.

- on the project website, a discussion forum will be established, which will serve for receiving feedback of the event.

- social media - we will utilize various social media platforms, such as Twitter, LinkedIn, and Facebook, to share project updates, research findings, and engage with stakeholders and the general public. Social media will allow us to disseminate information quickly and widely, and foster discussions and interactions.

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

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

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

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### 3.3 Sustainability and continuation

#### Sustainability, long-term impact and continuation

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

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

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

After the end of the project, the representatives of the participating municipalities will continue to disseminate the results of the project through the information about the project published on the official

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

To ensure and sustain the project impact, representatives of partner municipalities will regularly encourage citizens in public life - at the local and European level through:

- various meetings in the form of debates and discussions - even in the online space, if personal participation is not possible - focused on solving current problems of citizens,
- in the form of voluntary programs - spending time with the disadvantaged, pensioners, minorities, cleaning the municipality's environments,
- in the form of educating children and youth, but also other citizens in the field of volunteering, EU policies, in the field of Information and Communication Technologies literacy
- representatives of municipalities will set up a space for citizens to submit their proposals and suggestions for improving living conditions, solving everyday problems,
- to actively encourage citizens to participate in the European elections and using other tools for active participation on EU life,
- to monitor and evaluate the active participation of citizens in public life with the aim to gain information what impact on citizens the project had,
- show examples of good practice - what has been done and improved in the municipality also thanks to EU grants, provide advice to entrepreneurs / organizations / self-employed how to gain financial resources for their development, what are the possibilities of drawing EU grants, how to develop a project, etc.
- show examples what has been done and improved in the municipality thanks to volunteers.

The most activities ensuring the maintenance of the impact of the project will be carried out in the form of volunteering. The rest will be realized through the use of financial resources of the municipality or through sponsors.

To maintenance of the project's impact we will use the form of volunteering. If it will be needed, the rest will be financed of the resources of the municipality or with sponsors.

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

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

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

- Cooperation with other EU funded projects that are working on similar or related topics. This collaboration can involve sharing resources, knowledge, and expertise to enhance the impact of both projects.
- Integration with policy initiatives - the project results can be integrated into relevant policy initiatives at the EU or national level. This can help to ensure that the project impact is sustained and scaled up, as the policy initiatives provide a framework for continued action.
- Capacity building initiatives - the project results can be used to inform capacity building initiatives at the EU or national level. This could involve providing training or support to stakeholders, policymakers, or other relevant actors to help them build on the project outcomes.
- Integration with research initiatives - the project results (especially survey results) can be integrated into research initiatives at the EU or national level. This could involve building on the project outcomes to develop further research questions or incorporating the project results into existing research projects.



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

### 4.1 Work plan

#### Work plan

*Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*

#### 09.08.2024

**18:30 Opening ceremony** – the mayors, representatives of partners and citizens are welcomed. The program of the event is presented.

**19:00 Formal meeting of representatives of the partner towns** in order to agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.

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

#### 10.08.2024

**10:00 Workshop on the theme "The need of solidarity"** connected with discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.

**11:00 - 12:00 Discuss Forum „How to help people from Ukraine“** - participants will have opportunity to discuss about their views of this issues, how to increase the solidarity, cohesiveness, how to fight with xenophobia, how they can help the social and cultural integration of refugees. Activity will included personal stories of some people from Ukraine.

**15:00 Discussion forum “The Europe which I want”** with presentation of the tools provided by the EU for the active participation on EU affairs: European Citizens Initiative, Debating Europe, Citizens Dialogue, European elections as a one of the opportunities to make citizen’s voice heard – participants will present their long term vision of the EU, which would be more engaging for the younger generation, forward-looking and positive.

**19:00 Cultural evening** - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.

#### All day activities:

- football match
- presentation’s stands - presentation of local and regional craftsmen

- Information stand - Examples of local and regional development
- presentation of local, regional gastronomy,
- competition in cooking traditional dishes of individual partner cities
- **the EU stand** "Benefits, Achievements and Opportunities" - information are related to the positive aspects of being part of the EU such as opportunities and benefits that are given to the EU citizens, the achievements of the EU, The ways of local (regional) development-the aim is to introduce the pluses of EU opportunities (projects, funds, partner cooperation) on local development; for young people - educational, work opportunities
- **Survey** aimed at finding out the participants' attitudes towards the functioning of the EU - whether they prefer greater integration or they are for a more flexible and decentralized approach.

**11.08.2024**

**9:00 – Saint mass**

**14:00 Final conference** associated with recovery of event, research results', presentation and understanding of addressed issues - understanding the importance of active participation of EU citizens on EU affairs, EU democratic values, European citizen's rights, EU policy-making and opportunities how to increase knowledge in ordinary people with space for public debate, the importance of strengthen solidarity, cohesiveness and respect based on different cultural principles.

## 4.2 Work packages, activities, resources and timing

### WORK PACKAGES


#### Work packages

*This section concerns a detailed description of the project activities.*

*Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*

*Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*

*For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For prefixed Lump Sum Grants, each event should be one work package.*

*Work packages covering financial support to third parties  only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).*

 Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for prefixed Lump Sum Grants).

 Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

 Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

## Objectives

List the specific objectives to which the work package is linked.

## Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

### Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

## Milestones and deliverables (outputs/outcomes)

**Milestones** are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

**Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ( automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

## Work Package 1

Work Package 1: Educational, culture and social activities					
Duration:	09.08.2024 – 11.08.2024	Lead Beneficiary:	Municipality of Keť		
Objectives					
<ul style="list-style-type: none"> <li>- promote exchanges between citizens of different countries;</li> <li>- give citizens practical experience of the wealth and diversity of the common heritage of the Union and to make them aware that these constitute the foundation for a common future;</li> <li>- guarantee peaceful relations between Europeans and to ensure their active participation at the local level;</li> <li>- reinforce mutual understanding and friendship between European citizens;</li> <li>- encourage cooperation between municipalities and the exchange of best practices;</li> <li>- support good local governance</li> <li>- reinforce the role of local and regional authorities in the European integration process;</li> <li>- pointing out on the importance of cooperation in common projects and the important role of representatives twinning towns in active cooperation on international, national, regional and local level;</li> <li>- better understand and discuss what does solidarity mean for a political entity composed of nations like the EU, especially in times of crisis; what are the legal, political, economic and ethical limits of European solidarity;</li> <li>- Promotion intercultural dialogue and mutual understanding between compatriots and foreigners (immigrants),</li> <li>- encouraging to actively participate in the democratic life at EU level and foster a sense of ownership for how the Union develops, how can they visions of the EU future come true,</li> <li>- increasing the knowledge about the possibilities of active participation of citizens in the democratic life of the Union, the fundamental rights of EU citizens and their role in civil society; the knowledge about connection between local and European decisions making process;</li> <li>- getting more concrete information about benefits and opportunities that are given to the EU citizens, the achievements of the EU.</li> </ul>					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Opening ceremony	The official opening of the event - the mayors, representatives of partners and citizens are welcomed. The program of the event is	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary),	BEN AP	No

		presented. The history of cooperation, project and its aims are introduced. Representatives of the partners present the point of view of the importance of cooperation, joining the town twinning into common activities and support the idea of linking member and associated countries of EU.	Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)		
T1.2	Formal meeting of representatives of the partner towns	Formal meeting of representatives of the partner towns in order to agree future cooperation projects, presentation of local activities, cooperation of EU projects, sharing of practical issues of project implementation: administration, support, expertise in all phases: preparation, realization and evaluation of the projects, good practices are presented: contribution to the development on local(regional) level, changes and process of learning in municipalities.	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN  AP	No
T1.3	Workshop on the topic: "The need of solidarity"	Activity is connected with a discussion about what does the solidarity mean in the context of the EU and how it manifests itself in various areas, such as migration, the economic crisis, the war in Ukraine, etc. Participants will have opportunity to discuss, exchange opinions, ideas about how the solidarity could be improved not only between the EU citizens but also towards citizens of other countries. Presentation of forms of solidarity within the EU in response to various events such as natural disasters, pandemics, terrorist attacks, etc. Presentation of initiatives and projects that support solidarity - Erasmus+ programs, civic initiatives and campaigns, volunteer projects, etc. Presentation of the European Solidarity Corps.	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN  AP	No
T1.4	Discuss Forum „How to help people from	Participants will have opportunity to discuss	Keť (Slovakia), Kéty	BEN	No

	Ukraine“	about their views of this issues, how to increase the solidarity, cohesiveness, how to fight with xenophobia, how they can help the social and cultural integration of refugees. Activity will included personal stories of some people from Ukraine.	(Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	AP	
T1.5	Discussion forum “The Europe which I want”	Activity is connected with presentation of the tools provided by European Union - the active participation on EU affairs: European Citizens Initiative, Debating Europe, Citizens Dialogue, European elections as a one of the opportunities to make citizen’s voice heard – participants will present their long term vision of the EU, which would be more engaging for the younger generation, forward-looking and positive.	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No
T1.6	All day activity: Information stand: "Benefits, Achievements and Opportunities"	Information are related to the positive aspects of being part of the EU such as opportunities and benefits that are given to the EU citizens, the achievements of the EU, The ways of local (regional) development-the aim is to introduce the pluses of EU opportunities (projects, funds, partner cooperation) on local development; for young people - educational, work opportunities.	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No
T1.7	All day activity: Survey	Survey aimed at finding out the participants' attitudes towards the functioning of the EU - whether they prefer greater integration or they are for a more flexible and decentralized approach. The aim is to find out if the EU citizens prefer a federal model of the EU with more powers and responsibilities centralize at the EU level, or whether it should be a looser confederation of sovereign states with individual member states retaining grater decision-making power.	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No

T1.8	Social and cultural activities	<p><b>- Cultural evening</b> - focused on presentation and learning about cultures, traditions and customs of the peoples living in the EU, indicating the importance of respecting the diversity of the peoples living in the same Union, enhancing mutual understanding between European citizens, fostering intercultural dialogue.</p> <ul style="list-style-type: none"> <li>- football match</li> <li>- presentation's stands - presentation of local and regional craftsmen</li> <li>- Information stand - Examples of local and regional development</li> <li>- presentation of local, regional gastronomy,</li> <li>- competition in cooking traditional dishes of individual partner cities</li> <li>- saint mass</li> </ul>	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No
T1.9	Final conference	<p><b>Final conference</b> associated with recovery of event, research results', presentation and understanding of addressed issues - understanding the importance of active participation of EU citizens on EU affairs, EU democratic values, European citizen's rights, EU policy-making and opportunities how to increase knowledge in ordinary people with space for public debate, the importance of strengthen solidarity, cohesiveness and respect based on different cultural principles.</p>	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No
T1.10	Management of the project	Organisation of stays, transportation of participants, organizational work - the implementation of individual project activities, publicity and dissemination the project results	Keť (Slovakia), Kéty (Hungary), Diósd (Hungary), Hosszúpereszteg (Hungary), Lázi (Hungary), Gminy Kęty (Poland), Sândominic (Romania)	BEN AP	No
Milestones and deliverables (outputs/outcomes)					

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1	Opening ceremony	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	Invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning and surroundings), number of estimated participants (525), duration of the event (1 hour), report of the event (official partners' websides, feedback questionnaire (official websides, social channels).
D1.2	Formal meeting of representatives of the partner towns	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning), number of estimated participants (80), duration of the event (1 -2 hours), report of the event (official partners' websides, feedback questionnaire (official websides, social

							channels).
D1.3	Workshop on the topic: "The need of solidarity"	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning, surroundings), number of estimated participants (100), duration of the event (1 hour), report of the event (official partners' websides, feedback questionnaire (official websides, social channels).
D1.4	Discuss Forum „How to help people from Ukraine“	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning, surroundings), number of estimated participants (100), duration of the event (1 – 2 hours), report of the event (official partners' websides, feedback questionnaire (official websides, social channels).
D1.5	Discussion forum "The Europe which I want"	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning, surroundings), number of estimated participants (200), duration of the event (1 – 2 hours), report of the event

							(official partners' websides, feedback questionnaire (official websides, social channels)).
D1.6	All day activity: Information stand: "Benefits, Achievements and Opportunities"	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning, surroundings), number of estimated participants (525), duration of the event (3 days), report of the event (official partners' websides, feedback questionnaire (official websides, social channels)).
D1.7	All day activity: Survey	1	Municipality of Keť	R — Document, report	PU — Public	1	target group (citizens of town twinning, surroundings), number of estimated participants (700), duration of the event (2 days), report of the event (official partners' websides
D1.8	Social and cultural activities	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning surroundings), number of estimated participants (700), duration of the event (3 days), report of the event (official partners' websides, feedback questionnaire

							(official websides, social channels).
D1.9	Final conference	1	Municipality of Keť	R — Document, report, DEC — Websites, videos, photos, social channels	PU — Public	1	invitation, agenda (slovak, hungary, english language), target group (citizens of town twinning surroundings), number of estimated participants (525), duration of the event (1 - 2 hours), report of the event (official partners' websides, feedback questionnaire (official websides, social channels).
D1.10	Management of the project	1	Municipality of Keť	R — Document, report	PU — Public	1	Official webside of the municipality of Keť, Slovak language, direct participants 50

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

[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR
For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see <a href="#">Portal Reference Documents</a> )														

**Work Package ...**

To insert work packages, copy WP1 as many times as necessary.

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

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

4						
					Total Person-Months	

**Staff effort per participant**

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.

Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

**Subcontracting** (n/a for prefixed Lump Sum Grants)

**Subcontracting**

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

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

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

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

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

Timetable

Timetable (projects up to 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> <b>Note:</b> Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.																									
ACTIVITY	MONTHS																								
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24	
All activities/tasks																									

Timetable (projects of more than 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> <b>Note:</b> Use actual calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.																											
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6						
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4			

Task 1.1 - ...																									
Task 1.2 - ...																									
Task ...																									

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## 5. OTHER

### 5.1 Ethics and EU values

#### Ethics and EU values

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

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

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

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

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

Some potential ethics issues that may arise during project implementation:

**Privacy concerns:** Project may involve collecting, storing, and processing sensitive data, which may raise privacy concerns. To address this, we will take measures such as anonymizing data, complying with relevant data protection laws and regulations, such as GDPR. All participants, whose personal data will be used for collection, analysis and dissemination, will be acquainted with this fact and their personal data will be used only after giving the agreement.

**Fair treatment and equity:** It is important for us to ensure fair treatment and engagement with all participants in the project activities. All activities are designed to enable and involve all participants. Activities will be conducted in a way that creates a friendly and relaxed atmosphere, promotes mutual understanding and tolerance, so that all participants feel comfortable and be not afraid to express their opinions, suggestions, experiences. All participants will have the same opportunity to engage into the project activities. The participants of various culture, customs and history will experience a form of cultural and specific activities that brings an opportunity to discuss opinions and attitudes. Preparation and organization of the project will be provided by all partners involved, everyone will be actively involved in the program event through the presentations and lectures of their representatives as well as through the presentations of art and culture and the exchange of experiences.

To ensure gender and non-discrimination mainstreaming in the project, the following measures will be implemented:

**Gender and non-discrimination analysis in project design:** We have conducted a gender and non-discrimination analysis during the project design phase to identify potential disparities and inequalities, and integrating gender and non-discrimination considerations into the project's goals, objectives, strategies, and activities. This analysis considered the diverse needs and perspectives of women, men, girls, and boys, including those from marginalized and vulnerable groups. Inclusive engagement of the participants: Engaging diverse participants, including women, men, girls, and boys from different backgrounds and identities, in the project design, implementation, monitoring, and evaluation processes.

**Gender-responsive project implementation:** Project activities are designed and will be implemented to promote gender equality and non-discrimination. This includes measures such as providing equal opportunities for women and men to participate in project activities.

To guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights, the following measures and policies will be implemented:

- Developing and implementing clear policy and procedural guidelines that explicitly outline the EU values and principles, such as democracy, rule of law, human rights, and non-discrimination, and their

importance in all aspects of the project,

- engaging relevant participants in discussions and consultations to ensure their input on issues related to EU values,
- monitoring and evaluation the project's compliance with EU values.
- cooperation with relevant entities, such as local authorities, civil society organizations, and other stakeholders, to ensure that project activities align with EU values.

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

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## 5.2 Security

### Security

Not applicable.

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## 6. DECLARATIONS

### Double funding

#### Information concerning other EU grants for this project

 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

YES/NO

We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

YES

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.

YES

### Financial support to third parties (if applicable)

If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.

n/a

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## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

**LIST OF PREVIOUS PROJECTS**

<b>List of previous projects</b> <i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
Municipality of Keť	624947-CITIZ-1-2020-2-SK-CITIZ-TT, Strong youth - strong Europe, Europe for citizens	20/08/2021 – 23/08/2021	BEN	20 160 €	www.ket.sk
Municipality of Keť	United in Common Europe – Keť 2018, United in Common Europe – Keť 2018	18/08/2018 – 19/08/2018	BEN	22 000 €	www.ket.sk

CERV Programme - Citizens engagement and participation strand: Town Twinning	
<b>Estimated EU contribution</b>	
<b>ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order!</b> <b>1 EVENT = 1 WORK-PACKAGE</b>	
<b>Project title:</b>	<b>We care about the EU future” – Keť 2024</b>

Event (Work Package) Number	Number of International participants (manual input)	Lump Sum (automatic)
1	>205	EUR 50 745
2		EUR 0
3		EUR 0
4		EUR 0
5		EUR 0
6		EUR 0

**Total Amount****EUR 50 745**

**STATEMENT ON CHILD PROTECTION REQUIREMENTS**SI confirm that the Child Protection measures of our municipality/organization are in line with the guidelines “[Child safeguarding standards and how to implement them](#)”. These measures are based on the following set of principles:

• All children have equal rights to protection from harm • Everybody has a responsibility to support the protection of children. • The Municipality/Organisations has a duty of care to children with whom they work, are in contact with, or who are affected by their work and operations. • All actions on child safeguarding are taken in the best interests of the child, which are paramount.

Moreover, the Municipality/Organisation will ensure in each event:

• **Informed consent:** participants and their families will be made aware of the purpose of the project, and its activities, so that the participant is able to make an informed decision as to whether they will participate in it or not. Additional information will also be provided if participant becomes distressed in any way during their participation.

• **Voluntary participation:** participants are free to withdraw their participation at any time. Explanations are also not required.

• **Do no harm:** Harm can be both physical and/or psychological and therefore can be in the form of: stress, pain, anxiety, diminishing self-esteem or an invasion of privacy. It is imperative that the activities do not in any way harm (unintended or otherwise) participants.

• **Data protection and privacy:** the project will follow the EU General Data Protection regulation (GDPR) for what concerns the acquisition, use and diffusion of participants' personal data.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount <sup>1</sup>
	WP1 Educational, culture and social acitivities	
	Lump sum contribution	
	a	b = a
1 - OBEC KET	50 745.00	50 745.00
2 - Gmina Kety		
3 - Lázi Község		
4 - Hosszúpéreszteg		
5 - Diosd		
6 - Kéty		
7 - Sandominic		
Σ consortium	50 745.00	50 745.00

<sup>1</sup> The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	[ Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	l = a + b+ c+ d+ e+ f+ g+ h+ i+ j+ k
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

## **ANNEX 5**

### **SPECIFIC RULES**

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

##### **Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes**

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

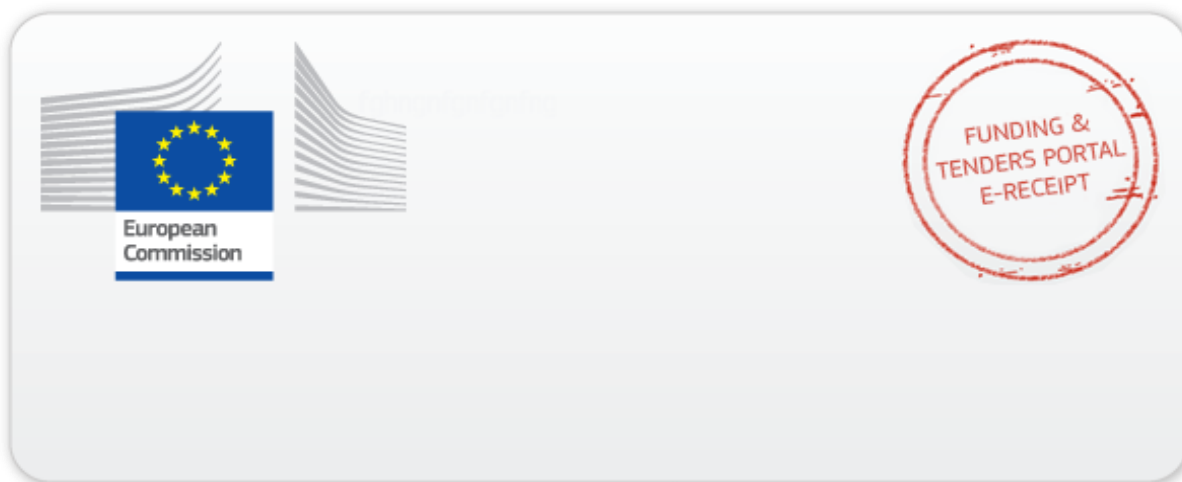
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

## **COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)**

### **Additional communication and dissemination activities**

The beneficiaries must engage in the following additional communication and dissemination activities:

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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