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Associated with document Ref. Ares(2024)2953987 - 22/04/2024

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 101157421 — EU friends

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 KRAKOVANY - MUNICIPALITY OF KRAKOVANY (Krakovany), PIC 880595877, established in NAMESTIE SVATEHO MIKULASA 406/4, KRAKOVANY 922 02, 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)

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Annex 1 Description of the action[1]

Annex 2 Estimated budget for the action

Annex 3 Accession forms (if applicable)[2]

Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)[3]

Annex 4 Model for the financial statements

Annex 5 Specific rules (if applicable)

[1] Template published on Portal Reference Documents.
[2] Template published on Portal Reference Documents.
[3] Template published on Portal Reference Documents.

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TERMS AND CONDITIONS

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DATA SHEET

1. General data

Project summary:

Project summary
The municipality of Krakovany is a newcomer as far as projects within the CERV program are concerned. The aim of the project is to unite the Polish, Czech and Slovak nations into one partnership and to bring citizens closer to European awareness. The partner countries want to present their culture, they want to meet and establish new contacts, and therefore their mutual connection and mutual cooperation in the EU is the basis for successful future cooperation. The goal is also to build new relationships between citizens from European countries. Through the event, which will be organized in the village of Krakovany in Slovakia, citizens will be able to talk about their common future, strengthen belonging, the meaning and strength of European unity and address the most current topics that will arise from the CERV program. Our goal is to involve the largest possible number of citizens in the program because we want to present the EU and its projects, from children to seniors, because the EU is an institution that cooperates with several developing countries, participates in various projects, prepares various studies and analyzes and provides co-financing and also helps maintain peace and solidarity. We are of the opinion that citizens lack information, therefore we aim to dedicate EU program activities to them. The EU will be in the spotlight for three days. During those days, citizens' relations will also be ensured through intercultural dialogue, because the EU is a multicultural and multilingual environment. Likewise, the partnership is also multicultural, because the three countries Slovakia, Poland, and the Czech Republic are part of the project. Each of them presents its culture and this encourages citizens to get to know other countries with different people. Slovak - Polish - Czech nations will thus be united more cohesively. This is an influence with a long-term effect.

Keywords:

- EU integration
- Inter-cultural dialogue
- Equality
- Local authorities
- Municipalities
- Europe in a changing world
- Future, Gender equality, Volunteering, Solidarity, Marginalized communities, Children's rights

Project number: 101157421

Project name: This is just the beginning, our dear ones! - meeting of EU friends

Project acronym: EU friends

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	Krakovany	OBEC KRAKOVANY - MUNICIPALITY OF KRAKOVANY	SK	880595877	40 590.00

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N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
2	AP	Starý Poddvorov	Obec Starý Poddvorov	CZ	938460063	0.00
3	AP	Popielowie	Gminy Popielowie	PL	880595101	0.00
4	AP	Krakovany CZ	Obec Krakovany v Cechach	CZ	880594810	0.00
5	AP	ZYWIECCZYZNA	STOWARZYSZENIE MILOSNIKOW FOLKLORU-ZYWIECCZYZNA	PL	880580260	0.00
Total						40 590.00

Coordinator:

– OBEC KRAKOVANY - MUNICIPALITY OF KRAKOVANY (Krakovany)

3. Grant

Maximum grant amount, total estimated eligible costs and contributions and funding rate:

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
40 590.00	40 590.00

Grant form: Lump Sum

Grant mode: Action grant

Budget categories/activity types: Lump sum contributions

Cost eligibility options: n/a

Budget flexibility: No

4. Reporting, payments and recoveries

4.1 Continuous reporting (art 21)

Deliverables: see Funding & Tenders Portal Continuous Reporting tool

4.2 Periodic reporting and payments

Reporting and payment schedule (art 21, 22):

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

Prefinancing payments and guarantees: n/a

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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 condititions (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:

SK8556000000005206840024 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:

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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)

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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[4] which participate in the action with similar rights and obligations as the beneficiaries (obligation to implement action tasks and right to charge costs and claim contributions).

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

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

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

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

[4] For the definition, see Article 187 Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7.2018, p. 1): "**affiliated entities** [are]:
(a) entities that form a sole beneficiary [(i.e. where an entity is formed of several entities that satisfy the criteria for being awarded a grant, including where the entity is specifically established for the purpose of implementing an action to be financed by a grant)];
(b) entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Article 136(1) and 141(1) and that have a link with the beneficiary, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation".

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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[5] 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[6], 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[7].

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 **101157421** — **EU friends** ('action'), as described in Annex 1.

ARTICLE 4 — DURATION AND STARTING DATE

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

CHAPTER 3 GRANT

ARTICLE 5 — GRANT

5.1 Form of grant

[5] Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).
[6] OJ C 316, 27.11.1995, p. 48.
[7] Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

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The grant is an action grant[8] which takes the form of a lump sum grant for the completion of work packages.

5.2 Maximum grant amount

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

5.3 Funding rate

Not applicable

5.4 Estimated budget, budget categories and forms of funding

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

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

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

5.5 Budget flexibility

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

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

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

ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

6.1 and 6.2 General and specific eligibility conditions

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

(a) they are set out in Annex 2 and

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

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

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

[9] See Article 125 EU Financial Regulation 2018/1046.

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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

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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

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

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

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

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

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

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

ARTICLE 8 — AFFILIATED ENTITIES

Not applicable

ARTICLE 9 — OTHER PARTICIPANTS INVOLVED IN THE ACTION

9.1 Associated partners

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

- **Obec Starý Poddvorov (Starý Poddvorov)**, PIC 938460063
- **Gminy Popielowie (Popielowie)**, PIC 880595101
- **Obec Krakovany v Cechach (Krakovany CZ)**, PIC 880594810

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

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- **STOWARZYSZENIE MILOSNIKOW FOLKLORU-ZYWIECCZYZNA (ZYWIECCZYZNA)**, PIC 880580260

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).

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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[11]
- for the controls under Article 25: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the bodies mentioned in that Article (e.g. granting authority, OLAF, Court of Auditors (ECA), etc.).

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

10.2 Participants which are international organisations

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

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

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

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

10.3 Pillar-assessed participants

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

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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

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- 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.

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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

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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[12] and its implementing rules).

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

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

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

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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[13].

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

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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[14]).

They must ensure that personal data is:

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

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

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

15.3 Consequences of non-compliance

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

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

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

16.1 Background and access rights to background

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

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

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

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

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(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**.

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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):



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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

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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

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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.

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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.

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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.

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

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

For **additional prefinancings** (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:

{total accepted EU contribution for the beneficiary

minus

{prefinancing and interim payments received (if any)}}.

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

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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.

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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:

{final grant amount

minus

{prefinancing and interim payments made (if any)}}.

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

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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

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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.

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

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

22.5 Consequences of non-compliance

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

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

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

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

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

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

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

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

ARTICLE 23 — GUARANTEES

23.1 Prefinancing guarantee

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

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

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

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

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(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.

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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).

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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[16] and No 2185/96[17]
- the European Public Prosecutor's Office (EPPO) under Regulation 2017/1939
- the European Court of Auditors (ECA) under Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

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

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

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

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

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

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

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

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

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

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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

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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).

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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).

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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

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(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

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- 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

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- 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

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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.

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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

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(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:

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- 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

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(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.

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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[18]).

SECTION 4 FORCE MAJEURE

ARTICLE 35 — FORCE MAJEURE

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

'Force majeure' means any situation or event that:

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

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

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

CHAPTER 6 FINAL PROVISIONS

ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES

36.1 Forms and means of communication — Electronic management

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

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

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

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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

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

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

'Days' means calendar days, not working days.

ARTICLE 39 — AMENDMENTS

39.1 Conditions

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

Amendments may be requested by any of the parties.

39.2 Procedure

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

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

The request for amendment must include:

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

The granting authority may request additional information.

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

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

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

ARTICLE 40 — ACCESSION AND ADDITION OF NEW BENEFICIARIES

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

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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).

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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.

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SIGNATURES

For the coordinator

František Klinovský with ECAS id n00du1aq signed in the Participant Portal on 23/04/2024 at 08:42:20 (transaction id SigId-58714-rH2teBcut2N7ca4pv3vaBIdzNawcuEzp9zbRDciSWH29E0KaX74oDeQizig0ZMLCgwxPstWU65zXNtqySYV8RF8-rS0vSrmBGYCzWONJr4e26C-e2qRgUrcNj5ggGoJllDsrPzeiRbpy5hKa1yFf6ttFSTqfEos1gVETwH8ztOtxzW8zyDApYk3GpVca0QgnzvvYzNm). Timestamp by third party at 2024.04.23 08:42:25 CEST

For the granting authority

Signed by Katerina XETHALI with ECAS id xethaai as an authorised representative on 24-04-2024 14:26:27 (transaction id SigId-9316-3tJOFMXOL9a9Gj36iWXV5YH1SYlQqG66JHrscmA4M7W7mLpRMXXmi0viPWPTRrH3Onw5wHLi5nsamtgMOB2SpW-yntOf97TTHq8GZt5aBGF4O-AoJNWdaPtUD3zdaQ86ZwcSjzTkzYjTjxaCJOkM8CEb8ztjITeDG1eJWsZ8lqtrnoSMpuYZSTvfK4hzSuy2UrSqo) 2024.04.24 14:26:30 CEST

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ANNEX 1

Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part A

Part B

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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:	101157421
Project name:	This is just the beginning, our dear ones! - meeting of EU friends
Project acronym:	EU friends
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

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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 municipality of Krakovany is a newcomer as far as projects within the CERV program are concerned. The aim of the project is to unite the Polish, Czech and Slovak nations into one partnership and to bring citizens closer to European awareness. The partner countries want to present their culture, they want to meet and establish new contacts, and therefore their mutual connection and mutual cooperation in the EU is the basis for successful future cooperation. The goal is also to build new relationships between citizens from European countries. Through the event, which will be organized in the village of Krakovany in Slovakia, citizens will be able to talk about their common future, strengthen belonging, the meaning and strength of European unity and address the most current topics that will arise from the CERV program.
Our goal is to involve the largest possible number of citizens in the program because we want to present the EU and its projects, from children to seniors, because the EU is an institution that cooperates with several developing countries, participates in various projects, prepares various studies and analyzes and provides co-financing and also helps maintain peace and solidarity. We are of the opinion that citizens lack information, therefore we aim to dedicate EU program activities to them.
The EU will be in the spotlight for three days. During those days, citizens' relations will also be ensured through intercultural dialogue, because the EU is a multicultural and multilingual environment. Likewise, the partnership is also multicultural, because the three countries Slovakia, Poland, and the Czech Republic are part of the project. Each of them presents its culture and this encourages citizens to get to know other countries with different people. Slovak - Polish - Czech nations will thus be united more cohesively. This is an influence with a long-term effect.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	Krakovany	OBEC KRAKOVANY - MUNICIPALITY OF KRAKOVANY	SK	880595877
2	AP	Starý Poddvorov	Obec Starý Poddvorov	CZ	938460063
3	AP	Popielowie	Gminy Popielowie	PL	880595101
4	AP	Krakovany CZ	Obec Krakovany v Cechach	CZ	880594810
5	AP	ZYWIECCZYZNA	STOWARZYSZENIE MILOSNIKOW FOLKLORU-ZYWIECCZYZNA	PL	880580260

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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	This is just the beginning, our dear ones! - meeting of EU friends	1 - Krakovany	1.00	1	12	D1.1 – Event Description Sheet - This is just the beginning, our dear ones! - meeting of EU friends

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Work package WP1 – This is just the beginning, our dear ones! - meeting of EU friends

Work Package Number	WP1	Lead Beneficiary	1 - Krakovany
Work Package Name	This is just the beginning, our dear ones! - meeting of EU friends		
Start Month	1	End Month	12

Objectives
- solidarity, peace, togetherness, tolerance - support of European projects, studies, analyses - increasing the European involvement of citizens and municipalities - development of European citizenship - decrease in discrimination, gender inequality - minimization of Euroscepticism, misinformation - involvement of every age category, even the youngest or oldest

Description
T1.1 First European Day of Languages and Learning - A speech by the mayors of all partner municipalities as the start of the event International partnerships of towns and municipalities - a discussion on the importance of partnership and belonging Sightseeing trip - let's get to know the beauties of the region around Krakow Lectures + discussions in the field of the environment: - Environmental burdens caused by human activity - Environmental Impact Assessment - EIA - How to compost in the village of Krakovany - an activity for children and adolescents - New European Bauhaus, European Green Deal Transfer of information about the impact of the COVID-19 pandemic on local communities - discussion about the impact of the pandemic, including the exchange of experience on managing the corona crisis - Marking the whole world Lecture on the EU's goals so that disabilities do not create obstacles in Europe Presentation of the Strategy in the field of the rights of persons with disabilities for the years 2021-2030 All children, including those of Roma origin, deserve to be children in the true sense of the word - lecture + presentation of the Convention on the Rights of the Child Interactively with the European Union – playful and interactive teaching of children about the EU with experts Evening sitting, familiarisation, dancing, music T1.2 Second European Day of Culture and Equality A joint breakfast linked to a discussion about discrimination in education: "How can we defend ourselves?" Workshop on the International Conference "On the Road to Gender Equality in Europe" in Bratislava on September 3, 2023 Problems of gender equality in Slovakia, the Czech Republic, Poland according to the Gender Equality Index - lecture Performances of local and foreign folklore ensembles Mutual learning of folk dances – Folklore LUSK, Children's Folklore Ensemble Krakovanček, Folklore Ensemble Zespól Pieśni I Tańca Żywczanie from Żywca Activities for children - games, dance workshops, joint trips, creative workshops Exhibition in the premises of the local cultural center - theme traditional culture "What do we have in common?" Searching for common roots, intercultural dialogue

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

International sports competitions - ball games, football
Human rights, documents, institutions - Charter of Fundamental Human Rights,
European Action Plan for Democracy
Concerts of musical groups

T1.3 Third European Day of Citizens and Partners
A visit to the local museum "Behind the Krakovany Gate", an authentic view of the life
of the inhabitants of western Slovakia at the turn of the 19th and 20th centuries
Solidarity = a better future - a lecture for citizens
Joint lunch with partners
Artistic musical performances
We advise young people how to get involved
in organizations - an example is the European
Solidarity Corps and the EU Solidarity Fund - discussion
Presentation of the local voluntary Red Cross
organization - its goals, experiences and advice
Presentation of the EU, national strategies,
projects and the EIGE institute - discussion,
questions and answers
Stereotypes and problems with the inclusion of
marginalized communities in society - lecture
Discussion of all statutory bodies on stronger cooperation
Discussion with participants about their feelings about the event

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

STAFF EFFORT

Staff effort per participant

Grant Preparation (Work packages - Effort screen) — Enter the info.

Participant	WP1	Total Person-Months
1 - Krakovany	1.00	1.00
Total Person-Months	1.00	1.00

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

LIST OF DELIVERABLES

Deliverables

Grant Preparation (Deliverables screen) — Enter the info.

The labels used mean:

Public — fully open (⚠ automatically posted online)
Sensitive — limited under the conditions of the Grant Agreement
EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month)
D1.1	Event Description Sheet - This is just the beginning, our dear ones! - meeting of EU friends	WP1	1 - Krakovany	R — Document, report	PU - Public	12

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

Deliverable D1.1 – Event Description Sheet - This is just the beginning, our dear ones! - meeting of EU friends

Deliverable Number	D1.1	**Lead Beneficiary**	1 - Krakovany
Deliverable Name	Event Description Sheet - This is just the beginning, our dear ones! - meeting of EU friends		
Type	R — Document, report	**Dissemination Level**	PU - Public
Due Date (month)	12	**Work Package No**	WP1

Description
Title of the event: This is just the beginning, our dear ones! - meeting of EU friends Place: Municipality of Krakovany Indicative dates of the event: 26.06.2024 – 28.06.2024 Brief description / agenda of the event(s): 26/6 – 28/6/ 2024 Wednesday: First European Day of Languages and Learning A speech by the mayors of all partner municipalities as the start of the event International partnerships of towns and municipalities - a discussion on the importance of partnership and belonging Sightseeing trip - let's get to know the beauties of the region around Krakow Lectures + discussions in the field of the environment: - Environmental burdens caused by human activity - Environmental Impact Assessment - EIA - How to compost in the village of Krakovany - an activity for children and adolescents - New European Bauhaus, European Green Deal Transfer of information about the impact of the COVID-19 pandemic on local communities - discussion about the impact of the pandemic, including the exchange of experience on managing the corona crisis - Marking the whole world Lecture on the EU's goals so that disabilities do not create obstacles in Europe Presentation of the Strategy in the field of the rights of persons with disabilities for the years 2021-2030 All children, including those of Roma origin, deserve to be children in the true sense of the word - lecture + presentation of the Convention on the Rights of the Child Interactively with the European Union – playful and interactive teaching of children about the EU with experts Evening sitting, familiarisation, dancing, music Thursday: Second European Day of Culture and Equality A joint breakfast linked to a discussion about discrimination in education: "How can we defend ourselves?" Workshop on the International Conference "On the Road to Gender Equality in Europe" in Bratislava on September 3, 2023 Problems of gender equality in Slovakia, the Czech Republic, Poland according to the Gender Equality Index - lecture Performances of local and foreign folklore ensembles Mutual learning of folk dances - Folklore LUSK, Children's Folklore Ensemble Krakovanček, Folklore Ensemble Zespól Pieśni I Tańca Żywczanie from Żywca Activities for children - games, dance workshops, joint trips, creative workshops Exhibition in the premises of the local cultural center - theme traditional culture "What do we have in common?" Searching for common roots, intercultural dialogue International sports competitions - ball games, football Human rights, documents, institutions - Charter of Fundamental Human Rights, European Action Plan for Democracy Concerts of musical groups Friday: Third European Day of Citizens and Partners A visit to the local museum "Behind the Krakovany Gate", an authentic view of the life of the inhabitants of western Slovakia at the turn of the 19th and 20th centuries Solidarity = a better future - a lecture for citizens Joint lunch with partners Artistic musical performances

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

We advise young people how to get involved in organizations - an example is the European Solidarity Corps and the EU Solidarity Fund - discussion
Presentation of the local voluntary Red Cross organization - its goals, experiences and advice
Presentation of the EU, national strategies, projects and the EIGE institute - discussion, questions and answers
Stereotypes and problems with the inclusion of marginalized communities in society - lecture
Discussion of all statutory bodies on stronger cooperation
Discussion with participants about their feelings about the event

We will implement activities through dialogue, discussions, workshops, lectures and presentations. We will involve all participants in the activities. Language: Slovak, English, Polish
Number of countries involved: 3 SK, PL and CZ
SK Krakovany municipality as a grant applicant, main organizer and coordinator.
Project partners: CZ Obec Starý Poddvorov, PL Gminy Popielowie, CZ Obec Krakovany v Cechach, PL STOWARZYSZENIE MILOSNIKOW FOLKLORUZYWIECCZYZNA

Estimated number of individual direct participants: 820
Estimated number of invited/international participants: 170
Obec Starý Poddvorov - 45 participants
Gminy Popielowie - 40 participants
Obec Krakovany v Cechach - 55 participants
STOWARZYSZENIE MILOSNIKOW FOLKLORUZYWIECCZYZNA - 30 participants

The target groups of the project are:
Partners: Krakovany in Czechia, Starý Poddvorov, Gmina Poliélow, Żywec. The partners will get the opportunity to exchange practical experience, information on managing the corona crisis, mutual knowhow, strong relationships and the opportunity to express themselves publicly. They will be able to solve their problems and needs.
Another target group is citizens from the youngest age to the oldest. Thanks to the project, their education will increase, they will gain engagement opportunities, make new friends and get to know the EU and the Slovak, Polish and Czech culture better. We will show them the meaning of mutual tolerance, solidarity, peace and enforcement of anti-discrimination law.
The project will be intended for everyone, regardless of any differences. The event will support interpersonal relations, provide opportunities to exchange opinions and increase the education of citizens regarding the most resolved topics within the CERV program and EU priorities.

Dissemination activities: Dissemination activities are described in the application itself in section 3.2 Communication, dissemination and visibility. According to these data, we will carry out dissemination and promotional activities.

Outputs: The results of the event will be published on the municipality website https://www.krakovany.sk/. An Event Description Sheet will be submitted together with pictures of the event.

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

LIST OF MILESTONES

Milestones

Grant Preparation (Milestones screen) — Enter the info.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date (month)
1	This is just the beginning, our dear ones! - meeting of EU friends		1 - Krakovany	n/a	12

LIST OF CRITICAL RISKS

Critical risks & risk management strategy

Grant Preparation (Critical Risks screen) — Enter the info.

Risk number	Description	Work Package No(s)	Proposed Mitigation Measures
1	n/a		n/a

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:	This is just the beginning, our dear ones! - meeting of EU friends
Project acronym:	EU friends
Coordinator contact:	PhDr. František Klinovský, Municipality of Krakovany

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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).

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Describe the background and rationale of the project.

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

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

The municipality of Krakovany is a newcomer as far as projects within the CERV program are concerned. The aim of the project is to unite the Polish, Czech and Slovak nations into one partnership and to bring citizens closer to European awareness. The partner countries want to present their culture, they want to meet and establish new contacts, and therefore their mutual connection and mutual cooperation in the EU is the basis for successful future cooperation. The goal is also to build new relationships between citizens from European countries. Through the event, which will be organized in the village of Krakovany in Slovakia, citizens will be able to talk about their common future, strengthen belonging, the meaning and strength of European unity and address the most current topics that will arise from the CERV program.

Our goal is to involve the largest possible number of citizens in the program because we want to present the EU and its projects, from children to seniors, because the EU is an institution that cooperates with several developing countries, participates in various projects, prepares various studies and analyzes and provides co-financing and also helps maintain peace and solidarity. We are of the opinion that citizens lack information, therefore we aim to dedicate EU program activities to them.

We divide the project's goals into main and sub-goals.

The main goal of the project:

To discover the culture of three nations. Awareness of the essence of cultural heritage protection for the next generations. The culture of any country reflects the state of society throughout history. Every community, every nation or developed state is constantly creating tools that try to preserve and develop the cultural image of the country, including cultural heritage. It is important that culture becomes a matter of interest for society and its decisive components. During the event, there will be opportunities to learn about the cultural identity of the Czech, Slovak and Polish nations. Citizens will get to know various customs, traditions, songs, dances and stories from the history of the municipalities. The task of fulfilling the main goal of the project will be to expand and strengthen the cross-border cooperation of municipalities and their citizens within the framework of supporting cultural and educational activities for target groups. One of the main goals is to minimize persistent Euroscepticism, highlight the values of traditions, history, strengthen intercultural dialogue and belonging.

Another of the main goals of the project is to strengthen solidarity and create a more inclusive society, support vulnerable people and respond to social challenges. The goal is to encourage and involve young people in the organization of interesting projects based on the principle of solidarity, in which all participants, those who provide help and those who receive help, fulfill their needs and achieve benefit.

We will present to the citizens why it is important to intensively change the course of society towards the environment and we will present the New European Bauhaus as a project of the European Commission, which tries to design a way of life in the future, in which art, culture, social inclusion, science and technology are combined. If we want to live in a way that we breathe fresh air, drink clean water, manage healthy soil, own energy efficient buildings, eat healthy and affordable food, use more public transport, have longer-lasting products, jobs and resilient industries, we need to start do something for it. You can start at the local and international level, but the main thing is to start doing something.

Therefore, as part of the event, we will focus on environmental issues and present the principles of the European Green Agreement and the New European Bauhaus to the participants.

Sub-goals of the project:

Among the sub-goals of the project, we will include the transfer of information between nations about the impact of the COVID-19 pandemic on local communities. There will be a discussion on the impact of the pandemic on local communities, including the exchange of experiences on managing the corona crisis. The exchange of experiences and solutions is important because this period marked the whole world. The project will offer relevant impulses, information and best practices and motivation that life goes on.

An important goal of the project will be to strengthen relations and build strong foundations for partnership and future cooperation (Slovakia, Poland, the Czech Republic) in order to connect nations, municipalities and citizens. It is not always possible to cooperate. Sometimes we can try as hard as we want and still fail to convince the other party to cooperate, but this will not be our case. The municipality of Krakovany is able to communicate and maintain cooperation in the future, and also already at this stage has a perfect understanding with its partners. The first step was to participate in this project. The second step will be to maintain cooperation for the future.

The project focuses on topics that are a priority for ensuring peaceful relations. We will support the development of volunteerism and efforts to integrate the Romas into society. Through project activities, we will also contribute to a very social topic, which is the issue of gender equality. Within the framework of gender equality, the EU strives for equality between men and women in terms of their application and the removal of these social barriers and prejudices in society. The goal, regardless of gender, is to offer opportunities for applying oneself in life according to abilities and givens, not according to one's origin, religion, sexual orientation or gender. The goal of the EU is to eliminate gender/social differences and not sexual/biological differences, and that is also our goal.

The target groups of the project are:

Partners: Krakovany in Czechia, Starý Poddvorov, Gmina Poliélow, Żywec. The partners will get the opportunity to exchange practical experience, information on managing the corona crisis, mutual know-how, strong relationships and the opportunity to express themselves publicly. They will be able to solve their problems and needs.

Another target group is citizens from the youngest age to the oldest. Thanks to the project, their education will increase, they will gain engagement opportunities, make new friends and get to know the EU and the Slovak, Polish and Czech culture better. We will show them the meaning of mutual tolerance, solidarity, peace and enforcement of anti-discrimination law.

The project will be intended for everyone, regardless of any differences. The event will support interpersonal relations, provide opportunities to exchange opinions and increase the education of citizens regarding the most resolved topics within the CERV program and EU priorities.

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 dissaggregated 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.

This project is based on a whole range of needs, which mainly concern the need to direct citizens to adopt their own identity and build a relationship with the EU. Problems in society are related to the growing social barrier. This is certainly also due to the COVID19 pandemic, when social ties were significantly torn. Fortunately, society has started to return to normal life. We take the need as an understanding of the importance of the EU, in establishing friendly contacts and creating a strong partnership. The young generation will acquire a certain social and ethical basis. The benefit of the project will be cultural cooperation in the cross-border area, having a positive impact on the newly

formed partnership. By getting to know each other's citizens, getting to know the cross-border culture and the close cooperation of partners, the inhabitants will unite into one whole and understand the sense of cohesion that is so necessary. The partners see the need to build mutual solidarity. Solidarity = a better future. We will present the impact of volunteering for the volunteer himself as personality development and the effects of volunteering on the community, especially providing aid in times of crisis, war, virus spread, poverty or as positive impacts for the development of young people in life. The international projects of the European Solidarity Corps and the EU Solidarity Fund are also in line with this idea. International projects try to support states in various activities, these projects support the young generation to engage in voluntary activities to support activities focused on health and the environment. The most current priority in the area of solidarity is the bottom-up actions initiated by young people in an effort to solve the fundamental challenges facing their communities. The need is to motivate volunteers to work on projects. We compiled activities in the program based on these projects as well.

The needs of the target groups are also related to the need to respond to the environment. The Ministry of the Environment of the Slovak Republic deals with the state program for remediation of environmental burdens (2022-2027) - this document determines the framework tasks for the gradual reduction of the negative effects of environmental burdens on human health and the environment. Also, this document is in accordance with measures within the framework of strategic documents adopted in the Slovak Republic: Greener Slovakia - Environmental Policy Strategy of the Slovak Republic until 2030, Vision and Development Strategy of Slovakia until 2030, Concept of Water Policy for the years 2021-2030 with a view to 2050 , Water Plan of Slovakia and Action Plan for the Environment and Health of the inhabitants of the Slovak Republic.

There are several purposes for reducing environmental burdens, we need to address the following within the project:

- prevent further degradation of natural resources

- to contribute to the fulfillment of obligations and measures resulting from the directives of the European Union

- to support the introduction of innovative technologies in the remediation of environmental burdens

- to improve public awareness of the risks resulting from the presence of environmental loads

- enable and develop cooperation between the public and private sectors in removing environmental burdens

Our project and its goals are not only in accordance with Slovak strategic documents, but also with the New European Bauhaus and the European Green Deal. Program activities will be dedicated to the environment in order to meet the need to improve the quality of the environment.

Another of the main needs of the project is the need to address gender equality. According to the European Institute for Gender Equality and according to the developed Gender Equality Index, the EU and its member states are given a score from 1 to 100. 100 points represents complete equality between women and men. As for the partner countries of the project, Poland is at the top with 57.7%, this country has the most points in terms of health, 83.6, but in terms of employment, work, it has a score of 67.3. The Czech Republic is on the scale from 1-100 with a score of 57.2, where health and money indicators have the most points. Although monetary indicators show 79.0%, the average monthly earnings are still higher for men. The last country in the project is Slovakia with a score of 56.0. The highest indicators are health 85.2, money indicators 74.8, work 66.5. We will meet the need to improve the achievement of gender equality and equal treatment. Issues of gender equality and equal treatment are part of quality assurance and protection of human needs.

The project is built on the culture, traditions, history of the EU and common values of tolerance, democracy, children's rights, volunteerism and anti-discrimination. The aspects will come to the fore through the activities, the benefit of the event towards the citizens will be highlighted and the building of a common identity will be achieved.

The project is in line with "Equality Union: Gender Equality Strategy 2020-2025" and "Equality Union: EU Action Plan Against Racism 2020-2025". The goal is to prevent gender injustice, violence, reduce it and provide support to those suffering. The need is to think about yourself and your actions. This includes discrimination and unsuccessful integration of people into society, pushing them away based on an unjustified reason. Therefore, all participants at the event can express their opinion to competent persons, and we will thereby fulfill the intention that will contribute to a democratic and progressive EU. Communication is the key. As part of the prevention and cessation of violence, it is very important to

address issues within the framework of international cooperation. It is not a solution to stagnate only at the local level.

The presented project is also in line with other projects and strategies such as:

- Strategy in the field of rights of persons with disabilities for the years 2021-2030"

"EU Strategy on the Rights of the Child"

"The EU AND THE EQUALITY OF LGBTI PERSONS

The project is also a practical expression of its benefits. The presentation of culture will highlight the cultural and linguistic diversity of the EU. By showing integration into society, we can change the opinion of the participants and thereby improve coexistence with minorities. By gaining knowledge about the needs of Roma inclusion, they will contribute to solving the discrimination of Roma communities. By discussing the future, we will bring a sense of importance that the participants can participate in the project, that they are important to us. With topics about the environment, we will support the importance of preserving nature. The project responds to the quantum of needs of citizens and municipalities and will ensure that the outputs and impacts spread even after its completion.

#@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.*

This project will unite 3 nations - Slovak, Polish, Czech. During that project, there will be a great impact on local governments and citizens, and this will lead to the strengthening of international partnership. The innovativeness of the project lies in the involvement of a wide range of citizens, emphasizing the EU itself, all topics, EU projects and current local affairs at the international level. Citizens from the partner municipalities can participate in the event, but our doors are also open to citizens from the surrounding regions. The event will be a response to discrimination, inequality and rising Euroscepticism and this will then be reflected in the impacts that the project will leave behind.

Every year, the municipality of Krakovany realizes several projects, whether social, cultural or construction ones. In 2024, it would be the first event under the CERV program. We attribute the importance of these projects to the fact that it creates an opportunity to build new friendships, to present one´s culture, traditions and crafts and present EU priorities to the citizens. As part of the project, a cross-border partnership will be built between municipalities, between Slovak, Czech and Polish culture. The results of the project will be passed on even after the end of the event. The partners have already agreed that they will make sure that the long-term effects of the project affect the citizens and promote themselves even after the end of the event. After evaluating the success of the project, other common intentions for the future can be planned. The intentions will concern future projects within the CERV program and other collaborations also within other projects and joint meetings. The priority is the future of other events, joint international collaborations on projects aimed at creating connections, educating residents and the opportunity to express their opinion in public. The project will strengthen the relations of local communities and socially weaker families and disabled residents. Representatives of local governments, citizens and, in essence, the EU will acquire strong relationships that will not simply disappear for nothing.

We chose the project partners on the basis that we want to get to know each other even more as partners, we want to learn folk dances, we want to present the traditional culture of all nations within the exhibition in the premises of the cultural house in Krakovany and we want to join together in one strong international partnership .

Within the program activities, together with our partners, we will demonstrate and present inter-generational solidarity, and the importance of connecting citizens within the EU will be emphasized. Every municipality and every citizen has its own problems. It concerns waste, discrimination, education, Roma participation, life with minorities and the current issue of the COVID-19 pandemic. These topics will spread from individual partners through mutual debate and exchange of experiences between other partners. The partners will exchange their experiences and best practices. The European way of solving problems will be supported, and through the activities themselves, these discussions will also reach the citizens.

The project is in line with the Barcelona Strategy and the European Pillar of Social Rights, where measures are set for the implementation of the 20 principles of the pillar. The action plan sets 3 goals to be achieved by 2030 and they relate to areas such as employment, skills, social protection. The latest initiatives under the action plan are:

First phase of consultation with EU social partners on work for platforms

Strategy in the field of rights of persons with disabilities for 2021-2030

Recommendation on Effective Active Employment Support (EASE)

We are in full compliance with the Strategy for the Rights of Persons with Disabilities 2021-2030, because our priority is also to improve the lives of such persons. The strategy aims to make progress towards ensuring that all disabled people in Europe, regardless of their gender, racial or ethnic origin, religion or belief, age or sexual orientation. Not only persons with disabilities suffer from discrimination, but also women in the EU. According to the Beijing Declaration and Platform for Action on Equality, Development and Peace, human rights and fundamental freedoms are the primary right of all human beings, and their protection and promotion is the primary responsibility of governments. As for the Slovak Republic, the country of the project applicant, the Slovak Republic has a universal regulation of equal opportunities, and the regulation of the EU directives has also been transferred into some laws. In Slovak constitutional conditions, the prohibition of discrimination was first regulated in Art. 3 Charter of Fundamental Rights and Freedoms, according to which fundamental rights and freedoms are guaranteed to everyone regardless of gender, race, skin color.....

"According to Art. 12 par. 1 of the first sentence of the Constitution of the Slovak Republic: People are free and equal in dignity and rights. Article 12 par. 2 of the Constitution expanded the understanding of the principle of equality and the prohibition of discrimination by establishing: "Fundamental rights and freedoms are guaranteed on the territory of the Slovak Republic regardless of gender, race, skin color, language, faith and religion, political or other mindset, national or social origin , belonging to a nationality or ethnic group, property, gender or other status. No one can be harmed, favored or disadvantaged for these reasons." Gender equality in Slovakia is also presented in the Employment Act, the Labor Code and the Anti-Discrimination Act.

Within our project, we will promote synergies with other projects, strategies, laws and statistics that are related to our project topics. We believe that every person should have the right to participate in cultural, economic, political and social development. Women and girls suffer from discrimination across the EU. According to the Gender Equality Index of the European Institution for Gender Equality, it is reported that Greece has only 53.4%, it is in the last place in the ranking of EU member states. Sweden is in first place with 83.9%. Countries that are part of this project are Slovakia 56.0%, Poland 57.7%, Czech Republic 57.2%. All these countries are basically 100% in the middle, it is not little, but there is also a possibility to improve it. That is what we want to achieve, precisely that improvement. The project will therefore include activities to ensure gender equality.

Residents need to acquire new knowledge, broaden their horizons and be a proud European. Countries such as the Czech Republic, Slovakia and Poland will benefit from the project, but ultimately also the EU itself, which supports these projects. We will only get benefits from the project, such as acquired know-how from various areas of self-government, participation of citizens from three countries, engagement in public debates and, above all, support for peace, a multilingual environment and anti-discrimination law.

The applicant and the main coordinator of the project will be the municipality of Krakovany. Krakovany is located in western Slovakia and has a population of 1,450. The village has a rich history and old cultural traditions. The main task of the mayor will be to coordinate the plan of activities of domestic and foreign participants in order to ensure the successful implementation of the project with a high impact beyond the borders of Slovakia. The applicant will set up a project team composed not only of representatives of the municipality, but also of volunteers, persons from local associations and organizations and local communities. Within the event, they will ensure all organizational and technical matters and guide all participants. Within the program, they present the main ideas of the project and compliance with the instructions for implementation. They will provide accommodation and meals for foreign guests. Its important task is also to ensure the promotion and dissemination of the project's ideas even after the end of the event. Their important task will be to cooperate with all partners and ensure the principles of

gender equality.

Among their other tasks will be environmental issues. Environmental Impact Assessment - EIA is considered one of the main tools of international environmental policy for implementing sustainable development. Impact assessment and presentation of the New European Bauhaus will be an important aspect of the environmental awareness programme.

#§COM-PLE-CP§# #§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@CON-MET-CM@#

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 methodology of the project requires a certain sequence, which, when fulfilled step by step, guarantees the success of the entire project. We divided the method according to the following points:

• The first phase, the so-called initial phase, even before the implementation of the event: in the first phase, you have to think about who will belong to the organizational team. Subsequently, it is necessary to establish active communication between foreign partners and the applicant. Communication should refer to a joint proposal of activities with a certain orientation and time sequence.

• The second phase includes active communication - intensive communication between partners in the framework of preparation, orientational information regarding the arrival of foreign guests and the actual implementation of project activities, because foreign partners will also participate in program activities. They will communicate with each other about the selection of the target group and the way to engage the target groups, so that each age category understands the topics. In the case of an organizational problem, the solution will be active communication, which will prevent the problem from occurring or find an effective solution. Communication will also be needed in the activities, because when a person communicates, he transmits a lot, but also receives a lot. Communication is the key.

• The third phase represents equal participation – equal participation represents gender equality during the implementation and realization of project activities, and this consists in the fact that representatives, managers and mayors of all partner municipalities will equally participate in implementation activities. The project teams will be compiled based on the principle of gender equality. Gender equality will be applied in discussions, lectures, presentations, illustrations, cultural dances, performances and raising awareness of the project's themes. The event will be held in the municipality of Krakovany, but the mutual gathering of knowledge and information will also be used by foreign municipalities.

• The fourth phase needs technical security: in this phase it is important to take care of foreign guests. Guests are not demanding, but they need accommodation, food and the feeling that they can feel at home here in Slovakia. As a thank you for the hospitality, the partners will actively participate in the program, present their culture and provide an exchange of information on questions and answers on the issues addressed within the program.

• The fifth phase is described by the promotion of the project: in the fifth step it is important to focus on quality promotion of the project, because in the modern era in which we live it is difficult to interest people, but since we have a smart project team, we can put together such a promotion of the project that will interest every citizen of every age. The task of our partners will be to continue the promotion and transfer it to their territories to ensure the awareness of their citizens. The promotion of the project will be ensured not only by the applicant, the municipality of Krakovany, but also by partners in their regions. It is the task of the domestic as well as the foreign project team.

• The sixth phase of the project cannot be other than implementation, directly on the date of the event: the phase refers to the actual implementation of the event on the scheduled days. Competent persons with adequate education and experience will be involved in the activities. Activities will also be performed by artists and participants from partner municipalities. The entire course of the event will be recorded by photographers, videographers and the eyes of citizens. The created materials will be a memory of the exceptional days dedicated to the European Union and partnership cooperation. The material will be able to be used in the future as an example of a well-organized event full of values and impacts on municipalities and citizens. The coordinator of the village of Krakovany will be responsible for

the action.

• The seventh phase, the so-called final phase – includes the implementation of activities to fulfill the dissemination of the project, i.e. the dissemination of project intentions. The partners and the applicant will evaluate the benefits at the local government level, and the citizens will evaluate the benefits at the civil and public benefit level. Dissemination will need to be done in such a way that the ideas of the project reach both direct and indirect target groups.

The project method is clearly defined. When we do point by point, phase by phase, we can achieve a high level of project that represents the CERV program. Krakovany will be responsible for the implementation of the project. Partners will not lag behind and will approach individual activities responsibly. The partners jointly agreed on how the preparation of the activities, that will be part of the project, will proceed, as well as on the overall dissemination plan, budget and number of participants. The promotion phase of the project is designed to involve as many participants as possible in all age categories. The project expresses values or qualitative indicators such as solidarity, equality, peace, cohesion, tolerance and cultural identity. We will approach participants in a non-discriminatory manner in order to minimize Euroscepticism.

The target groups of the project are diverse and consist of children, teenagers, adults, seniors. The European image of the project will be complemented by the project activities, because they will create a new story for the EU, which will be "written" by the Slovak, Czech and Polish nations united in a strong partnership with the aim of strengthening mutual understanding and friendship.

As part of the project method, we decided that the following European projects will be part of the program, too:
European Institute for Gender Equality
New European Bauhaus
Barcelona strategy
Environmental Impact Assessment - EIA)
Strategy in the field of rights of persons with disabilities for 2021-2030
Gender Equality Index
Charter of Fundamental Human Rights
Gender Equality Strategy 2020-2025
EU Roma Strategic Framework for Equality, Inclusion and Participation
The European Action Plan for Democracy and various other...

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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
PhDr. František Klinovský, mayor	Krakovany	Project coordinator, grant applicant, manager, chief responsible. From the position of the Applicant, he has the function of coordinating the entire project. He will be responsible for the implementation of individual activities, as well as the preparation of the event in terms of material and technical aspects. As part of the preparation, he will be in constant contact with partners and coordinate their involvement in the project. He will also be responsible for the creation of promotional materials necessary for the visibility of the project and will designate representatives who will distribute them among their residents and to partner municipalities. He will be responsible for the realization of the project's impacts and for the dissemination of dissemination activities.
Ing. Emília Knošková, Ing. Oľga Galbavá, Ing Zuzana Sedláková, project team	Krakovany	The project team, which will assist the applicant and project partners and ensure the organization of the event. He will be responsible for the preparation of the entire event, the smooth implementation of individual activities, the distribution of promotional materials and, of course, assistance to other participants and the provision of solutions in the event of possible problems. According to the composition of the project team, it is clearly visible that we support gender equality in the project.
Ing. Ivo Padalík, mayor	Obec Starý Poddvorov	Project partner. The partner from the Czech Republic will participate in the implementation of the project and will provide active representation at the event. He participates in the development of the entire concept of the event and also participates in the organization of activities connected with measures within the Citizens, Equality, Rights and Values Program (CERV).
Sybilla Stelmach, mayoress	Gminy Popielowie	Project manager for partner. He will help organize the project and provide advice and experience. Through its representatives, it will participate in: presentation of culture and identity, exchange of experiences and other cultural, sports, educational activities and presentations. He will present his country, traditions, customs.
Ing. Martina Kopencová, mayoress	Krakovany v Čechách	Project partner. In addition to intensive communication, it ensures the participation of its representatives at the event and active promotion of the event among its residents in the Czech Republic. His responsibilities include distributing invitations to households, putting up posters, and then distributing souvenir promotional items to participants after the event. He will work on strengthening the international partnership.
Participants of the entire ensemble	STOWARZYSZENIE MIŁOŚNIKÓW FOLKLORU-ŻYWIECCZYZNA	Project partner. He will work on strengthening the international partnership. He will present his artistic performance and participate in all activities. It will help the applicant with the promotion of the project. It will help with the exchange of experience and ideas at the international level.

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.
Within the presented project, it is not necessary to procure any subcontracts.

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.*
Mr. Mayor from Krakovany, PhDr František Klinovský in the initial phase of the project, agreed with the partners that they would decide and implement the event together. The most important thing was to determine the needs of partners and the needs of citizens. Subsequently, it was necessary to propose topics that would fulfill those needs. The topics were compiled according to the priorities of the CERV program. The top project manager, coordinator and main host of the event will be the mayor from Krakovany. The mayor has put together a project team, on which he relies, but the project will be managed primarily by the applicant, the project team will be helpful. They will be responsible for coordinating all partners and citizens during the event, as well as managing the course of activities, overseeing the project and the preparation of the premises, and overseeing the fulfillment of project goals and priorities. Financial management will be the responsibility of the accountant of the municipality of Krakovany, she will also be responsible for the processing of invoices, accounting statements and the realization of payments. The partners will coordinate the participation of their citizens, artists and volunteers in activities during the three-day event, they will ensure the dissemination of promotional materials and project results. All members of the project team have direct experience with the implementation of projects co-financed from European and national funds. As part of the chosen methodology of the project, already in the first phase, the partners agreed on individual obligations, the plan of activities and the dissemination of information. The elements that make up project management have their sequence: - The reason why the project is really important? - set priorities and goals that will fulfill the needs of

citizens, partners and ultimately the EU itself

- Finding all relevant project requirements - what we need to realize an event that will have a long-term impact on society

- Specification of the quality and sustainability of the project outputs - to ensure that only high-quality outputs with a long-term impact on citizens and the need to ensure the sustainability of the project arise from the project

- Estimate of the necessary resources - we compiled the project partners, after discussion with them we considered the requested subsidy according to the number of project participants, in the next step we agreed with the financial manager what kind of budget we are able to go to, what kind of co-financing from our side can be put into the implementation of such a project.

- Time schedule – we set a schedule not only for the program activities, but also for implementation

- Preparation of the project plan - together with the project team, we proposed the sequence of the project plan, which will be the subject of activities, which issues will be solved to fulfill the CERV program and meet the needs of municipalities and EU citizens themselves

- Implementation of the project plan into a real project – in the project methodology, we have compiled a step-by-step plan to achieve successful project implementation

- Setting up the project team and motivating this team - the project team will be composed of employees of the municipality of Krakovany, each project partner will be represented by the mayor of the municipality in a management position and will be assisted by the project team from the municipality of Krakovany, or project teams that the partners have set up at their municipal offices

- Risk assessment and preparation for possible changes in the project - every project can represent a certain risk or unforeseen changes, we as the project applicant are ready to react to any change or problem, but we will make sure that the implementation of the project takes place as it is designed

- Monitoring the project – the project must be monitored and analyzed throughout its duration and even after its completion

- Management of parties involved – the project partners are familiar with the tasks they have to perform, but we will be in constant communication with them to make sure that the activities run smoothly, and we will also manage the people who will enter the program

- Closure of the project – closure of the project requires its administrative, financial and material termination, which is connected with ensuring its sustainability

Both women and men will participate in the implementation of the project according to the application of gender equality. The project presents an equal representation of men and women.

Quantitative indicators of the project are as follows:

Variety of activities in the program - number - 31

Requested subsidy - amount of 40,590 euros

Number of foreign participants – 170 participants

Event - number - 1 event

Duration of the project – 3 days

Qualitative indicators that the project has:

- solidarity, peace, togetherness, tolerance

- support of European projects, studies, analyses

- increasing the European involvement of citizens and municipalities

- development of European citizenship

- decrease in discrimination, gender inequality

- minimization of Euroscepticism, misinformation

- involvement of every age category, even the youngest or oldest

The success of the project is measured by measurable indicators. Our task is to fulfill them and ensure

the sustainability of the project.

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2.6 Cost effectiveness and financial management

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

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

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

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

N/A

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3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

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

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

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

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

We are full of expectations that the impacts of the project will affect civil coexistence as well as the relations of participants and foreign partners. First of all, citizens will have the opportunity to participate in public discussions, lectures, workshops, and artistic performances. That doesn't usually happen, mostly only when they get the opportunity and we offer them that opportunity. We offer free expression of opinions and expectations on how to improve the future on EU soil and especially in Slovakia, the Czech Republic and Poland. We characterize the impacts of the project as something that will bring changes in the level of education, understanding, attitudes and policy making. The impact of the project can take different forms such as:

- changes in the approach to society, to citizens, to local governments, to the EU itself
- changes in the extent to which the project is thought about
- changes in knowledge and understanding
- changes in attitudes and beliefs
- changes in behavior, in thinking

The impacts of the project can be divided into internal and external. The internal impact can be an impact on a specific area of the solution, for example during the exchange of know-how between partners. A high-quality exchange of experiences can have a positive impact on local governments,

which, based on the advice, will start solving public benefit activities even better. In external impacts, we can include the project's impacts on society, on the EU itself. Other external impacts that will arise from the project:

- EU values supported among citizens

- usable options in the public sector

- usable activities for civil society

- available volunteer opportunities

- expansion of knowledge

- improvement of the external environment, environmental quality

- expansion of human relations

We will also divide the project impacts into long-term and short-term:

Among the short-term ones we include:

- Involvement of citizens, volunteers and experienced lecturers in discussions and policy making

- Increased awareness of benefits in terms of migration, acceptance of Roma into society, involvement of the young generation in volunteer activities

- Strengthened cooperation between partners

- Increased understanding, belonging

- Quality advice in case of social problems

- A lot of information about practice in European institutions, as well as local and regional ones, especially for the younger generation

Long-term effects include:

- strengthening the recognition of the EU, what it tries to do, how many projects it is involved in and creates

- building cultural identity

- solving the problem in the long term regarding people's indifference and lack of interest in society's problems such as discrimination, gender equality, quality of the environment, unsuccessful integration...

We believe that this project will help each participating partner municipality at the local and international level in terms of long-term effects.

The long-term impact for us will be when we remind EU citizens of the principles of the Charter of Fundamental Human Rights and the benefits of EU membership. Human rights are not just a commonly used phrase, they are real in life and every person should consider them as a priority. Rights must be observed, demanded, but also defended. It is therefore important to deal with it, and then the impact on citizens will be long-term.

Citizens will also get information about EU projects, how it tries to solve the most serious problems. As a short-term impact, thanks to the project, we will contribute to the development of increasing citizen engagement. Citizens who join the project will also gain an important place in the partnership. The biggest priority for us is to involve mainly young people, they are very important for international partnership and for a better future of the EU. Through their active involvement, it is possible to get new ideas for the future.

Within the project, every participant, regardless of gender, age or nationality, will have the right to participate in every activity. Thus, the element of non-discrimination and equal opportunities will come to the fore, and solidarity and belonging will not lag behind either. Solidarity will be presented as one of the forms of volunteering or providing know-how in solving various problems. The development of volunteering and solidarity is one of the most important impacts.

The exclusion and participation of Roma and migrants in society is a situation that is currently being addressed. Based on the world situation, migrants are migrating more than before. There are countries that have open doors, but there are also people with prejudices. Citizens can participate in our project regardless of age, faith, race and gender, because the project does not support any form of discrimination. The impact will be in understanding the negative consequences of exclusion and discrimination of such people. Every single person has the right to enjoy the same rights as other EU citizens, the Charter of Fundamental Human Rights also talks about it. Roma, migrants and other

citizens will have the opportunity to express their opinions through discussions.

Together with our partners, as part of the last activities during the third day, we will create an assumption for citizens that we created something together. We will create a strong partnership and aware citizens. We will guide the participating citizens to all topics of the Citizens, Equality, Rights and Values Program (CERV). With the project, we will stir up the energy that needs to be brought in to make people "get moving". Incorporating basic European values during the project will be an important "building block" to create a strong partnership. This is an impact with a long-term effect.

The EU will be in the spotlight for three days. During those days, citizens' relations will also be ensured through intercultural dialogue, because the EU is a multicultural and multilingual environment. Likewise, the partnership is also multicultural, because the three countries Slovakia, Poland, and the Czech Republic are part of the project. Each of them presents its culture and this encourages citizens to get to know other countries with different people. Slovak - Polish - Czech nations will thus be united more cohesively. This is an influence with a long-term effect.

The project has many goals, ideas and activities and this means that it will have a number of positive long-term and medium-term impacts on society. A significant impact for us and for our partners will be if Slovakia, the Czech Republic and Poland rank higher than they currently do in the Gender Equality Index. We very much wish to move closer to 100% implementation of gender equality.

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

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.

Projects implemented under the Citizens, Equality, Rights and Values program are funded to ensure citizen engagement, equality for all and the application of EU rights and values. To achieve this goal, it is necessary to carry out effective communication, good promotion, dissemination and visibility of the project. Visibility of the project in terms of who provided co-financing and what the project expresses. The projects contribute to the implementation and creation of new positive changes in public policy and the understanding of the EU as an integrative group that tries to create such an environment for its citizens to live a full life. The aim of the dissemination is to enable residents to obtain complete information about the idea of the project. After the arrival of foreign guests to the event, their introduction and justification of the project implementation will follow. All other matters related to refreshments, accommodation, technical equipment will already be taken care of. As the organizer of the event, we - the municipality of Krakovany - will be responsible for the preparation and implementation, promotion and dissemination. The task of the project teams will be to organize and prepare the production and distribution of promotional materials. The partners will ensure the distribution of promotional materials in their municipalities. We will use print, audiovisual, electronic, cultural and playful forms of project promotion.

The promotion will start 5 weeks before the project implementation date. Within this period, we will prepare an article and information about the project, which will be published on Facebook. We will prepare an engaging short video with information about the event, which we will post on YouTube. Furthermore, we will prepare modern, beautifully crafted materials in the form of posters, flyers and invitations, which will be in several language versions, mainly in Slovak and English, and we will publish them in public places in the applicant's village and in the partner villages (Krakowany, Krakovany in Bohemia, Gminna Poliélow, Żywec, Satrý Poddvorov). Print promotional materials will appeal to participants of every age category, similarly social networks and YouTube.

For better visibility of the project, we will also use local loudspeakers in the partner villages 5 weeks before the project implementation date. All promotional materials will include the venue, date of the event, schedule of activities and the EU logo along with an eye-catching design.

During the event, we will ensure gender equality through the topics that we will present to the

participants, but we have also chosen a cultural and entertaining method. As part of the program activities, we will assemble teams consisting of men and women with the same number, where we will create a dance school. Citizens will learn Polish folk dances and Slovak folk dances. We will complement each other culturally.

After the end of the event, a video will be created from edited short videos shot during the event, as well as photo documentation. Subsequently, these materials will be published on the website https://www.krakovany.sk/ and this will ensure the dissemination of the results of the project to the general public. The DVD will serve as a commemorative promotional item. DVD and photo documentation will be created within 7 weeks from the end of the project. These materials will be published as well as the promotion of the project on Facebook and YouTube.

As part of project dissemination, various gift items will be prepared for the target groups, which will contain the EU logo as a symbol of participation in the project and a symbol of EU values.

Both the DVD and the photo documentation are proven materials for spreading ideas about the project, but brochures are also important, which will also be produced after the end of the project and will include a summary of the project, a presentation of the project partners, the purpose of the project and its results, the entire schedule of the program and, of course, photo documentation. The brochure will be published to the public and sent to our partners.

For the target group of marginalized communities that do not have access to the Internet, we have prepared a volunteer who will distribute promotional materials to such groups as well, in order to show that we also support the inclusion of Roma in society and want them to participate in the event. The chosen means of promotion will make it possible to reach the widest public. By combining promotional materials, we will ensure that the target groups are informed about the implementation of the project and its benefits. The EU flag will be placed at all locations of the project implementation as a symbol of support for the implementation of the presented project. The coordinator of the event will remind the public all the time that the project is co-financed by the European Union.

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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?

The sustainability of project results depends on three aspects: commitment, finance, strong partnership.

The event will be dedicated to residents, which means that the project's outputs will primarily affect citizens. The outputs will represent the spread of solidarity, peace, tolerance, multiculturalism, belonging and EU values. Together with our partners, we want to contribute to a better future. In order to ensure a better future, it is necessary to achieve the sustainability of the project. The project partners are active. Every year, they implement several projects for their citizens in their villages, be it construction projects or social and cultural projects. They try to fulfill the needs of citizens. The moment the partnership becomes strong, the sustainability of the partnership and project outputs will be sufficiently ensured. The impacts of the project are planned with a long-term effect.

Our goal is to build a strong partnership based on friendship and peace between EU countries. In the long term, we believe that the event and similar projects will be repeated every year and will also contribute to the development of education and solving problems related to discrimination and gender equality. In the future, the municipality of Krakovany plans to use its own financial resources and implement support activities related to the sustainability of the project results. The institutional sustainability of the project will be ensured by the municipality of Krakovany in the form of optimal functioning of international cooperation between Slovakia, the Czech Republic, and Poland and further continuation and development of the partnership at the international level. As the grant applicant, we will ensure the smooth running of the program activities of the event and ensure their sustainability after the end of the project.

The sustainability of the project will be ensured as follows:

• spreading project ideas through partner countries

• with income from the municipality's own activities, we will implement similar activities, meetings and discussions about values

• supporting international projects, etc.

• enforcement of all topics appearing in the project even after its completion

Sustainability will focus on the precise definition of roles and responsibilities of partners. The project will contribute to the continuation and development of cooperation between the partner municipalities and will help to take positions on the issues being resolved and will subsequently enrich the public with information, fulfilled needs and the development of engagement.

The created partnership will work not only thanks to mayors from individual municipalities, but also thanks to the friendship of citizens. Citizens will be curious about how long the partnership will last and what it will offer in the future, and on the contrary, the partners will be full of expectations as to how far the project's impacts will reach. For the given reasons, it will be necessary to continue the projects in the future and enrich them with more and more topics each time.

The purpose for the EU will be fulfilled as EU values and awareness become a regular priority. This is how sustainability is achieved. After the end of the project, another event will be planned with the participation of target groups, partners and other new topics.

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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)).

26/6 – 28/6/ 2024

Wednesday: First European Day of Languages and Learning

A speech by the mayors of all partner municipalities as the start of the event

International partnerships of towns and municipalities - a discussion on the importance of partnership and belonging

Sightseeing trip - let's get to know the beauties of the region around Krakow

Lectures + discussions in the field of the environment:

- Environmental burdens caused by human activity
- Environmental Impact Assessment - EIA
- How to compost in the village of Krakovany - an activity for children and adolescents
- New European Bauhaus, European Green Deal

Transfer of information about the impact of the COVID-19 pandemic on local communities - discussion about the impact of the pandemic, including the exchange of experience on managing the corona crisis - Marking the whole world

Lecture on the EU's goals so that disabilities do not create obstacles in Europe

Presentation of the Strategy in the field of the rights of persons with disabilities for the years 2021-2030

All children, including those of Roma origin, deserve to be children in the true sense of the word - lecture + presentation of the Convention on the Rights of the Child

Interactively with the European Union – playful and interactive teaching of children about the EU with experts

Evening sitting, familiarisation, dancing, music

Thursday: Second European Day of Culture and Equality

A joint breakfast linked to a discussion about discrimination in education: "How can we defend ourselves?"

Workshop on the International Conference "On the Road to Gender Equality in Europe" in Bratislava on September 3, 2023
Problems of gender equality in Slovakia, the Czech Republic, Poland according to the Gender Equality Index - lecture
Performances of local and foreign folklore ensembles
Mutual learning of folk dances - Folklore LUSK, Children's Folklore Ensemble Krakovanček, Folklore Ensemble Zespól Pieśni I Tańca Żywczanie from Żywca
Activities for children - games, dance workshops, joint trips, creative workshops
Exhibition in the premises of the local cultural center - theme traditional culture "What do we have in common?"
Searching for common roots, intercultural dialogue
International sports competitions - ball games, football
Human rights, documents, institutions - Charter of Fundamental Human Rights, European Action Plan for Democracy
Concerts of musical groups

Friday: Third European Day of Citizens and Partners
A visit to the local museum "Behind the Krakovany Gate", an authentic view of the life of the inhabitants of western Slovakia at the turn of the 19th and 20th centuries
Solidarity = a better future - a lecture for citizens
Joint lunch with partners
Artistic musical performances
We advise young people how to get involved in organizations - an example is the European Solidarity Corps and the EU Solidarity Fund - discussion
Presentation of the local voluntary Red Cross organization - its goals, experiences and advice
Presentation of the EU, national strategies, projects and the EIGE institute - discussion, questions and answers
Stereotypes and problems with the inclusion of marginalized communities in society - lecture
Discussion of all statutory bodies on stronger cooperation
Discussion with participants about their feelings about the event

Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 – Task 1.3																								
Task 1.2																								
Task …																								

Timetable (projects of more than 2 years)

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

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

#§WRK-PLA-WP§#

#@ETH-ICS-EI@#

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.

Together with our partners, we do not recognize forms of discrimination and inequality between women and men in society. It follows from the above that no ethical problem will arise during the implementation of the project. All rights of the EU Charter of Fundamental Rights and the UN Convention on the Rights of the Child (UNCRC) will be promoted, respected and protected. During the project, not only will gender equality be monitored, but also the principles of child protection and ensuring their safety. Each target group will be enriched by something within the program, because the activities are divided in such a way that citizens feel a sense of importance and belonging. The goal is to give every citizen from every partner village the opportunity to meet new people from another culture, establish new friendships, learn the traditions and customs of another culture and present their own personality. In addition, they will lead many other discussions on topics that they do not encounter on a daily basis. Anyone who wants to can participate in the program, no one will be forced into anything. Every citizen has the right to decide, but also to participate in activities at their own discretion. Equality of opportunity for everyone is the pillar of this project.

In order to ensure the protection of privacy and data related to the collection, analysis and dissemination of data, we will include in the project the relevant legal regulations on the protection of personal data and information on the processing of personal data according to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals, persons with processing of personal data and free movement of such data (hereinafter referred to as "GDPR") and Act No. 18/2018 of the Code of Personal Data Protection and Amendments to Certain Acts.

Furthermore, the project is in line with the support of:

Charter of Fundamental Human Rights Article 21 - Non-discrimination
1. Any discrimination is prohibited, especially on the grounds of sex, race, skin colour, ethnic or social origin, genetic characteristics, language, religion or belief, political or other opinion, belonging to a national minority, property, birth, disability, age or sexual orientation.
2. Within the scope of the treaties and without prejudice to their special provisions, any discrimination based on nationality is prohibited.

Article 2 of the Treaty on European Union states that the Union is based on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to member states in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.

The following international documents are binding for our project:
European Convention on Human Rights
International Covenant on Civil and Political Rights
European Social Charter
International Convention for the Prevention of All Forms of Racial Discrimination
Convention on the Elimination of All Forms of Discrimination Against Women
Convention on the Rights of the Child
Convention on the Rights of Persons with Disabilities
Framework Convention for the Protection of the Rights of National Minorities

We will redirect the ideas of the given documents into our activities and transfer them to the citizens. In some parts of the program, we will present and talk exactly about the given documents, what they are created for, for whom they are created and what can cause their compliance.
The pillar of the project is to maintain a high level of human rights, not only at home, but also abroad.

#§ETH-ICS-EI§# #@SEC-URI-SU@#

5.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

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

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard
Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see Portal Reference Documents)*
CVs (annex 2 to Part B) — *mandatory, if required in the Call document*
Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special
Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

LIST OF PREVIOUS PROJECTS

List of previous projects

Please provide a list of your previous projects for the last 4 years.

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
Krakovany	Family day	10.06.2019	BEN	4460,00	community posters
Krakovany	Children's carnival	2020	BEN	309,00	community posters
Krakovany	Seniors' meeting	2020	BEN	605,00	community posters
Krakovany	Table tennis tournament of mayors	2020	BEN	353,00	community posters
Krakovany	Nicholas	2020	BEN	1058,00	community posters
Krakovany	Folk Festival	2021	BEN	7230,00	community posters
Krakovany	Seniors' meeting	2021	BEN	605,00	community posters
Krakovany	Table tennis tournament of mayors	2021	BEN	1851,00	community posters
Krakovany	Nicholas	2021	BEN	438,00	community posters
Krakovany	Building May	2022	BEN	265,00	community posters
Krakovany	Mothers Day	2022	BEN	1118,00	community posters
Krakovany	Autumn festivities	2022	BEN	800,00	community posters
Krakovany	Seniors' meeting	2022	BEN	622,00	community posters
Krakovany	table tennis tournament	2022	BEN	1437,00	community posters
Krakovany	Nicholas	2022	BEN	650,00	community posters
Krakovany	Children's carnival	2023	BEN	377,00	community posters
Krakovany	Building May	2023	BEN	728,00	community posters

Krakovany	Mothers Day	2023	BEN	1062,00	community posters
Krakovany	Folk Festival	2023	BEN	13162,00	community posters

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	04.04.2024	In the form, we removed section 4.2 up to the Timetable section. We have removed the Attention note in the Tpl Calculator section.

CERV Programme - Citizens engagement and participation strand: Town Twinning	
Estimated EU contribution	
Project title:	**This is just the beginning, our dear ones! - meeting of EU friends**

Event (Work Package) Number	Number of International participants (manual input)	Lump Sum (automatic)
1	161/175	**EUR 40 590**
2		**EUR 0**
3		**EUR 0**
4		**EUR 0**
5		**EUR 0**
6		**EUR 0**
	Total Amount	**EUR 40 590**

CERV Lump Sum MGA — Multi & Mono: v1.0
Associated with document Ref. Ares(2024)2953987 - 22/04/2024

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount[1]
	WP1 This is just the beginning, our dear ones! - meeting of EU friends	
Forms of funding	Lump sum contribution	
	a	b = a
1 - Krakovany	40 590.00	40 590.00
2 - Starý Poddvorov		
3 - Popielowie		
4 - Krakovany CZ		
5 - ZYWIECCZYZNA		
Σ consortium	40 590.00	40 590.00

[1] The 'maximum grant amount' is the maximum grant amount fixed in the grant agreement (on the basis of the sum of the beneficiaries' lump sum shares for the work packages).

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

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).

Associated with document Ref. Ares(2024)2953987 - 22/04/2024

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

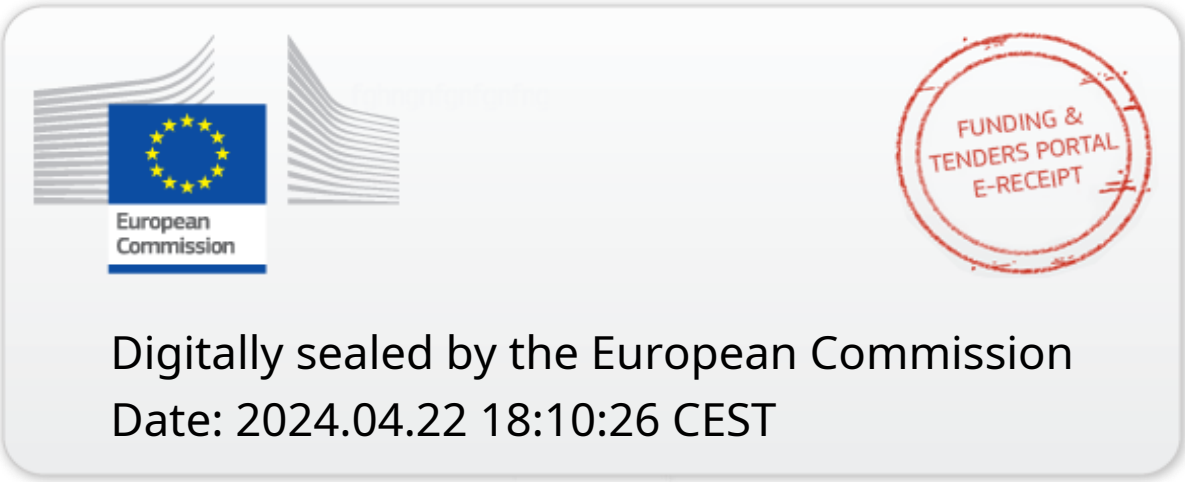
The beneficiaries must engage in the following additional communication and dissemination activities:

- 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.



This electronic receipt is a digitally signed version of the document submitted by your organisation. Both the content of the document and a set of metadata have been digitally sealed.

This digital signature mechanism, using a public-private key pair mechanism, uniquely binds this eReceipt to the modules of the Funding & Tenders Portal of the European Commission, to the transaction for which it was generated and ensures its full integrity. Therefore a complete digitally signed trail of the transaction is available both for your organisation and for the issuer of the eReceipt.

Any attempt to modify the content will lead to a break of the integrity of the electronic signature, which can be verified at any time by clicking on the eReceipt validation symbol.

More info about eReceipts can be found in the FAQ page of the Funding & Tenders Portal.

(https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq)