



Call for proposals

for grants for Media actions in support to the Conference on the Future of Europe

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CALL FOR PROPOSALS

TABLE OF CONTENTS

Introduction and purpose	4
1. Background	6
1.1 The Conference on the Future of Europe	6
1.2 The main Conference components	6
1.3 Multilingual Digital Platform	7
2. Objectives — Themes and priorities — Activities that can be funded	7
2.1 Communication actions sought by the EP	7
2.2 Supported activities	8
2.3 Reach, audience and impact of the actions	9
2.4 Implementation period of the action	9
2.5 Performance indicators for the action	9
2.6 Impact of the COVID-19 outbreak crisis	9
3. Financial provisions	10
3.1 Available budget	10
3.2 Co-financing	10
4. Timetable and deadlines	10
5. Admissibility	11
6. Eligibility	12
6.1 Eligible actions	12
6.2 Eligible participants	12
6.3 Specific cases	12
6.4 Eligible activities	13
6.5 Ethics	13
7. Financial and operational capacity and exclusion	13
7.1 Financial capacity	13
7.2 Operational capacity	13
7.3 Exclusion	14
8. Evaluation and award procedure	15
9. Award criteria	15
10. Legal and financial set-up of the Grant Agreements	17
10.1 Form of grant, funding rate and maximum grant amount	17
10.2 Budget categories and cost eligibility rules	17
10.3 Reporting and payment arrangements	18

10.4 Visibility of EU funding	18
10.5 Use of actions' results	19
11. Help	19
12. Important.....	21

Introduction and purpose

This is a call for EU **action grants** for communication activities in the field of media managed by **the DG Communication of the European Parliament**.

On 9 May 2021, the EU institutions (the European Commission, the European Parliament and the Council) have launched the Conference on the Future of Europe inviting all Europeans to share their ideas about how Europe should evolve, what the priorities should be and how to prepare for a post-Covid world. The intention is to consult as many people as possible, with a special focus on young.

The European Parliament has committed, together with all the other EU institutions represented in the Executive Board of the Conference, to make the Conference on the Future of Europe a success¹. The European Parliament's communication services play a very active role to promote the Conference and particular attention is given on bolstering the advertising of the Digital Platform as the central digital information hub for the Conference to collect the ideas from individual citizens².

The purpose of this call for proposal is to award grants for media actions by **press agencies and digital media for communication activities on the ongoing Conference on the Future of Europe**. Digital media includes both digital-only media and digital platforms of media operating in non-digital markets too.

These media actions must have a two folded goal:

1. providing regular, reliable and pluralistic information on the Conference on the Future of Europe, and promoting the participation of citizens to the online platform of the Conference on the Future of Europe³;
2. opening a debate on the Future of Europe to the media's own readers and followers and channel their contributions to the online platform mentioned above.

A special focus should be put on informing and engaging with citizens who have an interest in the European Union and who would be interested in learning more about possible reforms of the EU in the coming years. Eurobarometer data tell that a significant proportion among them is young (18-24 years old) and still studying.

Due to the objectives and target of the envisaged activities, grants are to be awarded in order for the press agencies and digital media to keep their editorial independence. The regulatory framework for these grants is set out in the Regulation 2018/1046 ([EU Financial Regulation](#)⁴).

This call for proposals is open to all applicants complying with the criteria described in the following sections.

Grant agreements will be signed with those applicants who have submitted an action proposal and have been selected for co-financing based on the criteria laid down in this call for proposals. The grant agreements will define the precise subject of the agreement,

¹ Report of the 1st meeting of the Executive Board of the COFEU on 24/03/2021, P. 2.

https://futureu.europa.eu/uploads/decidim/attachment/file/968/Report_24_03_21.en21.pdf

² The Executive Board tasked the Directorate-Generals for Communication of the European Parliament, the Council and the European Commission with presenting at the next meeting of the Executive Board a coordinated plan to promote the Conference and in particular the Multilingual Digital Platform. Report of the fourth meeting of the Executive Board of the COFEU on 26/05/2021, P. 7.

https://futureu.europa.eu/uploads/decidim/attachment/file/13465/Summary_report_Executive_Board_26-05-2021_final.pdf

³ <https://futureu.europa.eu/>

⁴ <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012>

the conditions for implementation of the action covered, and the maximum amount to be co-financed.

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page carefully and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the Guide for applicants.

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

- the Call Document outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2);
 - timetable and available budget (sections 3 and 4);
 - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7);
 - evaluation and award procedure (section 8);
 - award criteria (section 9);
 - legal and financial set-up of the Grant Agreements (section 10);
- the Online Manual⁵ outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal');
 - recommendations for the preparation of the application;
- the Guide for applicants⁶:
 - detailed annotations on the provisions of the Grant Agreement you will have to sign in order to obtain the grant (including cost eligibility, payment schedule, accessory obligations, etc).

⁵ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

⁶ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf

1. Background

1.1 The Conference on the Future of Europe

The Conference on the Future of Europe⁷ is a citizen-led series of debates and discussions that will enable people from across Europe to share their ideas and help shape our common future.

The Conference is the first of its kind: as a major pan-European democratic exercise, it offers a new public forum for an open, inclusive, and transparent debate with citizens around a number of key priorities and challenges.

The European Parliament, as ever, is committed to listening to Europeans, following up on recommendations made.

1.2 The main Conference components

The Conference on the Future of Europe has three main components:

- I. **Multilingual, digital platform:** It is the forum for citizens to share ideas, organise events off and online, and send online submissions. They will be collected, analysed, monitored and published throughout the Conference. More info on this platform is available below.
- II. **Citizen's panels:** Four Citizens' panels of 200 citizens each will be established over the summer. They will be randomly constituted in a manner representative of the composition of the broader population, with an emphasis on youth (1/3 youth participants (16-25) in each).

Panels will discuss and deliver recommendations based on citizens' contributions on the platform.

The topics for discussion for each of the Panels are based on the themes of the Multilingual Digital platform and will be clustered in this way:

- (1) European democracy/values, rights, rule of law, security;
- (2) Climate change, environment/health;
- (3) Stronger economy, social justice, jobs/ education, youth, culture, sport/ digital transformation;
- (4) EU in the world/migration.

- III **Plenary:** the Plenary will ensure that the recommendations from the national and European citizens' panels and the contributions to the multilingual digital platform are debated without a predetermined outcome. The plenary is composed of 108 representatives from the European Parliament, 54 from the Council (two per Member State) and 3 from the European Commission, as well as 108 representatives from all national Parliaments on an equal footing, and citizens. 108 citizens will participate to discuss citizens' ideas stemming from the Citizens' Panels and the Multilingual Digital Platform: 80 representatives from the European Citizens' Panels, of which at least one-third will be younger than 25, and 27 from national Citizens' Panels or Conference events (one per Member State), as well as the President of the European Youth Forum.

⁷ <https://www.europarl.europa.eu/news/en/headlines/priorities/conference-on-the-future-of-europe>

The Plenary will contribute to the final report that will be submitted to the Presidents of the three institutions - European Commission, European Parliament and the Council of the EU. The three presidents will examine how to follow up to this report.

The EU institutions have committed to listening to what people say and to following up on the recommendations made. The Conference is expected to reach conclusions by the spring of 2022.

1.3 Multilingual Digital Platform⁸

The online platform launched on 19 April is the multilingual hub of the Conference on the Future of Europe that will allow people to get involved and suggest what changes need to take place in the EU. Europeans will also be able to see what others propose, comment on them and endorse ideas.

Individual citizens can choose a topic that interests them. It could be anything from climate change to digital issues or EU democracy. If they do not see a category with their topic, they can share their opinions in the Other Ideas category.

Once they are in a specific category, they can read the introduction and explore some useful links. On the Ideas tab, they can share your views and find the ideas of others. They can join the discussion by leaving a comment, or vote for ideas they like so that more people can find them.

Comments can be submitted in any of the EU's official 24 languages. All comments can be translated automatically in any of the other languages. Under the Events tab, citizens can explore events organised online or near them, register for an event or prepare their own.

Citizens and organisations can organise events and share the conclusions on the Platform. Specific guidelines, campaign materials and tips can be found on the platform⁹.

2. Objectives — Activities that can be funded — Reach and impact of the actions

The European Parliament is launching a call for proposals to select media projects that will contribute to fulfil the objectives of the Conference on the Future of Europe.

The objective of this call for proposals is to contribute to raise citizens' participation and awareness of the Conference on the Future of Europe by promoting their engagement via the media. The key performance indicator to measure the achievement of the principal objective of the call for proposals is the reach of the actions proposed, and the number of people involved in the Conference's participation process by the co-financed actions.

2.1 Communication actions sought by the EP

The EP is looking to co-finance media actions by news agencies and digital media. Press agencies and digital media must produce and provide media and citizens with non-partisan, factual and multimedia information on the ongoing Conference of the Future of Europe. They are also encouraged to promote participation and engage citizens and civil society organisations in the debate on the future of Europe, by the organisation of online

⁸ <https://futureu.europa.eu/>

⁹ <https://futureu.europa.eu/pages/event-organisers>

and off-line events, public consultations, surveys, etc. around the topics presented in the online platform. These actions should be introduced by the media or by participants themselves in the online platform of the Conference of the Future of Europe, in order for citizens' contributions to be taken into account. The contributions should be regularly submitted in the official online platform of the Conference on the Future of Europe, and media should avoid a single last-minute submission, in order to guarantee that the contributions feed the debates and the conclusions of the Conference in a timely manner. Also, media should avoid a multiplication or duplication of platforms; rather channel their readers/followers to the main platform of the Conference.

Applicants to this call are invited to explore the Conference online platform, the guidelines mentioned above and the Conference charter¹⁰ before submitting a detailed description of their proposed actions. Their application should state how they plan to provide regular, reliable and pluralistic information on the Conference on the Future of Europe, as well as the events or participatory initiatives they would organise under the umbrella of the Conference if they are selected.

Proposals by pan-European associations¹¹ or networks of media should provide a clear commitment from each of the members participating in the action to publish or broadcast at least the media content produced by the associations or network of medias.

Complete editorial freedom will be given to the grant beneficiaries, who must, in turn, guarantee impartial, balanced, reliable and pluralistic information, contributing to promote a wide public debate on the future of Europe.

The potential reach, audience and impact of the action in terms of contributing to increase citizen's participation in the Conference on the Future of Europe are key criteria for awarding the grants. The actions should be multi-platforms, outlining in the proposal a strategy for online distribution, including on social media and/or provision of interactive services to encourage and facilitate engagement. It should be noted that the applicants must prove their current levels of audience in their proposals. Audience outside the 27 EU Member States will not be considered an asset. Action proposals solely based on an event or mere social media campaigns will be disregarded.

2.2 Supported activities

Supported activities may include but are not limited to:

- Fostering the debate and the participation of citizens in the debate on the future of Europe, within the framework of the online platform of the Conference of the Future of Europe, by the organisation of events, public consultations, surveys, face-to-face meetings, citizens' dialogues...,
- Promoting the participative process and its outcomes via the media and its distribution channels,
- Submitting the readers/followers contributions to the platform of the Conference, promoting the media's events on the platform, for the contributions to be taken into account in the Conference process,
- Producing and publishing (both in multimedia and written formats) reports, news, opinion articles, blogs, debates, interviews to promote the process and the platform of the Conference on the future of Europe,

¹⁰ <https://futureu.europa.eu/pages/charter>

¹¹ Pan-European association means, for the purpose of this call, an organisation operating in most or all EU Member States.

- Polls, data visualisation, surveys, events and other engagement mechanisms,
- Involvement of Members of the European Parliament, citizens taking part in the Conference's citizens panels, other actors involved such as opinion leaders, national members of the Conference,
- Participation/interaction with citizens, including via social media,
- Actions with a trans-European dimension (cooperation of different media across Europe).

2.3. Reach, audience and impact of the actions:

In assessing the reach, audience and impact, the following elements will be looked at:

- new or fitting into an existing format,
- number of videos, podcasts, infographics, articles, etc.,
- number and type of initiatives proposed to involve citizens,
- publication days and section,
- for press agencies, strategies of distribution and dissemination beyond owned channels,
- for digital media, estimated reach and distribution strategy,
- reach via social media, inter alia on Facebook, Twitter, Youtube, Instagram and podcasts,
- estimated number of MEPs involved,
- involvement of opinion leaders / citizens' panels participants / other members of the Conference.

2.4 Implementation period of the action

Proposals must be clearly and well-defined, researched and fully developed having taken all time-schedule and budget considerations into account. The actions should start on 1 November 2021 and last until the final conclusions of the Conference on the Future of Europe, in any case no later than 30 June 2022.

Actions must be ready to start as of the award of the grant.

2.5 Performance indicators for the action

The proposals must set up quantified targets using the performance indicators in **Annex 1 of the application form (mandatory)**. Grant beneficiaries will be requested to report on the actual achievements of the action against the predefined targets. The proposal should also indicate methodology for collecting this data/source of information and to evaluate the results of the action.

Applicants should complete their estimations on the performance indicators based on the most recent data available.

2.6 Impact of the COVID-19 outbreak crisis

In light of the ongoing COVID-19 pandemic, the beneficiary will ensure that its action respects all relevant security and sanitary measures required by the competent authorities.

Should COVID-19 prevent the organisation of a physical event, they might envisage an alternative online scenario.

3. Financial provisions

3.1 Available budget

An indicative amount of € 1.8 million will be available for grants under this call for proposals. The EP reserves the right not to distribute the entirety of the available budget.

Proposals are expected to request a contribution from the European Parliament between 30,000 and 100,000.00 euro.

3.2 Co-financing

Co-financing shall take the form of reimbursement of a specified proportion of eligible costs actually incurred by the beneficiary and its affiliated entities (as defined in Article 187 of the Financial Regulation).

The grant is limited to a maximum co-funding rate of 70% of the action's eligible costs. Consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the grant (co-financing principle).

An action may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. As a result, no grants may be awarded for the same actions or very similar actions already financed by the EU budget through a grant or a contract to the same beneficiary(ies).

For more information on the categories of costs eligible and on how to estimate the budget of your action, please refer to the guidelines for applicants.

Disclaimer: the provisional budget estimate above and the indicative timetable below may be reviewed as required under the prevailing circumstances linked to the COVID-19 pandemic.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Opening of the call for proposals:	7 July 2021
Application deadline:	1 September 2021 – 17:00 CET (Brussels)
Evaluation period:	September 2021
Information to applicants on evaluation results:	October 2021
Signature of grant agreements:	October 2021

5. Admissibility

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

Proposals must be submitted **electronically** via the [Funding & Tenders Portal Electronic Submission System](#)¹² (accessible via the Topic page in the [Search Funding & Tenders](#)¹³ section). Paper submissions are NOT possible.

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

Proposals must be **complete** and contain all parts and mandatory annexes and supporting documents.

The Application Form consists of:

- Part A (to be filled in directly online) — contains administrative information about the participant (affiliated entities if any) and the summarised budget for the project;
- Part B (to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system) — contains the description of the action;
- Annex 1 - Key Performance Indicators (KPI) (to be uploaded in Excel format);
- Annex 2 - Detailed budget table (to be uploaded in Excel format);
- other mandatory annexes and supporting documents (to be uploaded as PDF files).

At proposal submission, you will have to confirm that you have the **mandate to act** for the applicant (and its affiliates if any). Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary will have to confirm this again by signing a declaration of honour.


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

Proposals are limited to **20 pages**.

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

The EP reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the proposal. However, this does not include any kind of negotiation. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the proposal.

Mandatory **annexes and supporting documents** are directly available in the Submission System.

 For more information about the submission process (including IT aspects), consult the [Online Manual](#)¹⁴.

¹² https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf

¹³ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search>

¹⁴ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

6. Eligibility

6.1 Eligible actions

The actions supported under this call are mono-beneficiary actions. This means that there is one legal entity applying for a grant.

Several applicants cannot submit one common action proposal. In addition, grant agreements may only be signed with a single beneficiary.

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

6.2 Eligible participants

To be eligible for a grant, applicants must be able to demonstrate that they are:

- A legal person constituted and registered as legal entity for at least one year at the time of application;
- Based in one of the Member States of the European Union.

Beneficiaries and affiliated entities, if any, must register in the [Participant Register¹⁵](#) and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin. The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Other entities may participate in the action, such as subcontractors and recipients of financial support.

6.3 Specific cases

Affiliated entities⁷ are allowed under the following conditions: legal entities having a legal or capital link with applicants, which is neither limited to the information measure nor established for the sole purpose of its implementation (e.g. members of networks, federations, etc.), may take part in the information measure as affiliated entities, and may declare eligible costs. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage and only for selected proposals.

The following entities are not eligible: natural persons and international organisations.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment¹⁶](#).

6.4 Eligible activities

Eligible activities are the ones set out in section 2.2 above (non-exhaustive list).

Projects must comply with EU policy interests and European Parliament priorities.

¹⁵ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

¹⁶ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf

Financial support to third parties is allowed for grants and prizes under the conditions stated in article II.12 of the grant agreement provided it is explicitly mentioned in the application.

6.5 Ethics

Projects must comply with ethical principles and applicable EU, international and national law and may not have a military focus nor be against the democratic values of the European Union.

7. Financial and operational capacity and exclusion

7.1 Financial capacity

Applicants must have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding. In particular, they should have an average turnover/income in the last financial year of at least twice the total amount of the contribution requested to the European Parliament.

The applicant's financial capacity will be assessed on the basis of the following **supporting documents**:

- A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the last financial year for which accounts have been closed.
- The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts dully filled in (template available in the Submission System).

7.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action. The applicants must have in particular:

1) at least 1 year proven communication experience as a media outlet falling in at least one of the following categories:

- news agencies;
- digital media publishing at pan-European or national in one or more EU Member States.

2) human resources whose competencies and qualifications include experience in journalism, animation of debates and online communities, action management and sound knowledge of European affairs.

Applicants will have to show their capacity via the **following supporting documents**.

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation;
- the organisations' activity report for the last one year or an exhaustive list of previous actions and activities performed and connected to the actions to be carried out;
- evidence to prove past and current levels of reach;

- declarations of each of the members of the pan-European associations and networks of media participating in the action on their commitment to publish or broadcast at least the media content produced by them.

The European Parliament may ask an applicant to provide additional information or to clarify the supporting documents submitted.

Applications that fail to meet the financial or operational criteria will not be examined further.

7.3 Exclusion

Applicants which are subject to **EU administrative sanctions** (i.e. exclusion or financial penalty decision)¹⁷ or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁸ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁹:

¹⁷ See Article 136 of EU Financial Regulation 2018/1046.

<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31995R2988&qid=1501598622514>

¹⁸ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁹ See Article 141 EU Financial Regulation 2018/1046.

<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31995R2988&qid=1501598622514>

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information;
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure**.

Proposals will first be checked for formal requirements (admissibility and eligibility) and then evaluated by an **evaluation committee** for operational and financial capacity and award criteria (see sections 7 and 9) and then ranked according to their quality score.

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

Invitation for grant preparation **does NOT constitute a formal commitment** for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

If you have questions on the evaluation procedure, you can submit **a request for information** on the evaluation results (following the deadlines and procedures set out in the evaluation result letter).

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

9. Award criteria

The content of each admissible and eligible proposal will be assessed according to the following criteria and sub-criteria. The sub-criteria shall be taken into account in the assessment of each of the main award criteria.

Project proposals obtaining **60 points or less** will not be considered for the award of a grant.

	Criteria	Maximum weighting (points)
1	Relevance of the action proposal	30
	a) Relevance of the action with regard to the national context (political, economic and societal).	
	b) Relevance of the action with regards to the objectives of the call: how it envisages to report and to contribute to the Conference on the Future of Europe.	
2	Quality of the action proposal	30

	a) Detailed description of activities and deliverables, paying particular attention to the list of key performance indicators (Annex 1 of the application form)	
	b) Suitable choice of activities with respect to objectives and action strategy, adequate communication mix, synergy between the activities.	
	c) Innovative/creative approach: participatory dimension, including how the media plans to contribute to the platform of the Conference on the future of Europe, multimedia and interactive formats, cross media/platform dissemination (i.e. social media), approach the themes of the Conference from a non-classical perspective, involvement of testimonials, engagement, gamification, etc.	
	d) Quality of the methodology, including how the media plans to contribute to the online platform (evaluation, indicators and supervision of the action).	
	e) Sustainability of the action (foreseen measures to, if possible, continue the action of informing and engaging citizens beyond the implementation period of the grant with no longer EP financial support. Just uploading the articles/videos/podcasts etc. on a website so they are available for an open-ended period does not comply with this criteria).	
3	Reach	30
	a) Expected reach of the information provided by the action (as measured based on the performance indicators provided in Annex 1) including for press agencies, reach beyond owned channels.	
	b) Expected participation of citizens within the framework of the online platform of the Conference on the Future of Europe.	
4	Budget and Cost effectiveness	10
	a) Suitable allocation of budget in relation to the objectives and scope of the activities.	
	b) Clear description of the estimated costs and accuracy of the budget.	
	c) Consistency between the estimated costs and deliverables.	
	d) Realistic estimation of costs of action coordination and of activities implemented by the proposing organisation, including number and rate of person/days.	
	TOTAL	100

In order to ensure the best possible geographical spread and attract the widest audience, action proposals from the same country will be ranked against each other and only the best-scored ones may be shortlisted.

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

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

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

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents²⁰](#).

10.1 Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc.*) will be fixed in the Grant Agreement (*Article I.3*).

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

10.2 Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Article II.19 and II.21*).

Budget categories for this call are the following. For more information, please refer to the Guide for applicants:

- A. Personnel costs: employees, natural persons under direct contract, seconded persons.
- B. Subcontracting costs - subcontracting of action tasks is subject to special rules and must be approved by the European Parliament (either as part of your proposal or in the final report). Subcontracting is allowed except for project's core tasks and subject to strict limits (see [Guide for applicants²¹](#)).
- C. Purchase costs:
 - C.1 Travel and subsistence,
 - C.2 Equipment,
 - C.3 Other goods, works and services.
- D. Other cost categories:
 - D.1 Financial support to third parties.
- E. Indirect costs - on the basis of 7% of flat rate of direct eligible costs.



For more information, see the [Guide for applicants²²](#).

10.3 Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Article I.4*). After grant signature, you will normally receive prefinancing to start working on the project

²⁰<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

²¹https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf

²²https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf


(float of up to 80% of the maximum grant amount). The prefinancing will be paid 30 days from entry into force of the Grant Agreement.

There will be no interim payments.

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

All payments will be made to the beneficiary signing the Grant Agreement.

Please note that you are responsible for keeping records on all the work done and the costs declared (*Articles II.27.2*).

 For more information see the [Guide for applicants](#)²³.

10.4 Visibility of EU funding

In accordance with the grant agreement, grants beneficiaries must clearly acknowledge the European Union's contribution. Grant beneficiaries are free to choose between the two following options:

a) displaying the European Union emblem and indicating that the action has received funding from the UE in all publications and in conjunction with all activities for which the grant is used, or,

b) setting up an online page aggregating all the content produced and published as well as all the events organised within this grant framework. This aggregation space must display the EU emblem, indicate that the action has received EU funding, and include the following disclaimer in the relevant language or languages of the action: "The action was co-financed by the European Union in the frame of the European Parliament's grant programme in the field of communication. The European Parliament was not involved in its preparation and is, in no case, responsible for or bound by the information or opinions expressed in the context of this action. In accordance with applicable law, the authors, interviewed people, publishers or programme broadcasters are solely responsible. The European Parliament can also not be held liable for direct or indirect damage that may result from the implementation of the action." This online aggregation space must remain publicly available during the implementation of the action and seven years afterwards.

The obligation to display the European Union emblem does not confer to the beneficiary a right of exclusive use. The beneficiary shall not appropriate the European Union emblem, EP logo or any similar trademark or logo, either by registration or by any other means.

For the purposes of the second, third and fourth subparagraphs and under the conditions specified therein, the beneficiary is exempted from the obligation to obtain prior permission from the Parliament to use the European Union emblem.

Guidelines on the use of the EU emblem are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

²³https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf

Where possible, a disclaimer should be used in conjunction with the EU emblem (Cf. Guide for applicants).

10.5 Use of actions' results

Without prejudice to the fact that ownership of the results of the action, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the beneficiary, the beneficiary grants the Union the right to use the results of the action for the purposes specified in the grant agreement (Article II.9.3).

11. Help

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

- [Online Manual](#)²⁴ ,
- [Guide for applicants](#)²⁵ ,
- [Portal FAQ](#) (for general questions)²⁶.

Please also consult the Topic page regularly, since we will use it to publish call updates.

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#)²⁷.

For questions related to the call please contact the press officer of the [EP Liaison office in your country of establishment](#)²⁸ or DGCOMM-subvention@europarl.europa.eu.

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

²⁴ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf

²⁵ https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/ep/guidance/programme-guide_ep-comm_en.pdf

²⁶ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>

²⁷ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form>

²⁸ <https://www.europarl.europa.eu/at-your-service/en/stay-informed/liaison-offices-in-your-country>

12. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions \(https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf\)](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf).
- **Registration** — Before submitting the application, all beneficiaries and affiliated entities must be registered in the [Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). The participant identification code (PIC) (one per participant) is mandatory for the Application Form. If your entity is not registered yet, please be reactive and provide the necessary documents as soon as possible. (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>)
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances shall the same costs be financed twice by the Union budget. As a result, no grants may be awarded for the same actions or very similar actions already financed by the EU budget through a grant or a contract to the same beneficiary(ies).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected.
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call. However, only one proposal per participant will be retained for being awarded a grant.

If there are several proposals related to the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary, if applicable, should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.
- **Data Protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement. The data controller is the Directorate for Media and the e-mail is: DGCOMM-Medias@europarl.europa.eu