Guidelines for Applicants

Call for the EMI's National Councils

"Together for Europe"
EMI2023-TFE

Deadline: (03 April 2023 at 10:00 Brussels time)

Funded by
the European Union

European Movement International
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Democracy | Freedom | Solidarity | Unity | Equality

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1. Background

Founded over 70 years ago, the European Movement International (EMI) has continuously advocated for European cooperation and integration, based on the principles of peace, democracy, liberty, solidarity, equality, justice, respect for human rights and the rule of law.

Thanks to the support from the European Union's (EU) Citizens, Equality, Rights and Values (CERV) programme[1] the EMI will continue its activities next year to foster a citizen-centric response to Europe's most relevant security, political, economic, social and cultural priorities as seen by our diverse membership, civil society European networks and other institutional actors.

In 2023 the EMI will launch the re-granting mechanism for our National Councils (NCs) through our Europe Day project, which will enable them to enhance citizens' awareness and engagement in the policies and decisions that will shape the Union's future. Moreover, the instrument will build the capacity of our National Councils to achieve a lasting impact in their communities on the issues related to the EU. This new and elaborate process is mandated by the Commission as a new feature introduced by the novel CERV programme, where the funding used to support Europe Day activities emanate from and is subject to additional requirements as described in this document.

For many years, the European Movement International network has celebrated Europe Day around the 9th of May with many activities, campaigns and political debates. These successful co-operative actions represent a great opportunity for EM National Councils (NC) to celebrate Europe's positive achievements together with citizens at the local and national level and inform them of the issues at stake and to bring the EU closer to the citizens. Over the past few years, efforts were made to harmonise the activities and to label them with shared visual elements. This new strategy has been intended to give the EM National Council's celebrations more visibility and coherence as a united network.

As our continuous research and experience show, it is not only the availability of the information but also the form and the content that is crucial when trying to reach out to and especially engage citizens. Many base/persuadable voters lack clarity -- and passion -- about the European Union. They feel distant from the EU, are disconnected from how it operates and are often uncertain about its relevance. Many recognise that they need more transparency and information about the EU. This goes hand in hand with the perception and attitudes towards democracy which is an important but also abstract concept for many Europeans. Our data from the 2021 and 2022 iterations of the Listen to Europe (People) project identified a severe downward trend regarding consistent support for democracy amongst European citizens, especially amongst youth. In country-after-country surveyed,

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[1] Operating grants to framework partners active in the areas of Union values, CERV-2022-OG-SGA

consistent support for democracy among younger citizens (18-29 years of age) was statistically lower than among older citizens.

The observed lack of information leads to a lack of engagement and makes citizens susceptible to negative narratives and disinformation. The EMI seeks to continue strengthening citizen participation and democracy at large by promoting innovative participatory and deliberative processes to achieve reach that is both informative and effective. Moreover, the role of civil society is crucial in that process. To that end, we aim to promote actions that enhance CSOs' capacities to promote and protect EU values, but also assists them in developing advocacy and a watchdog role, as well as increase their involvement in the decision-making process.

2. Objectives and priorities

The overall objective of the "Together for Europe" call is to raise awareness of the importance of European unity and common responses to the challenges Europe faces today.

The proposed actions must be related to achieving at least one of the following **objectives**:

– To **increase citizen awareness** of EU rights and values;
– To **strengthen civil society's capacity** to protect and **promote** EU rights and values;
– To develop **advocacy and campaign capabilities** and the ability of CSOs to function as a watchdog for the defence of EU values;

We want the activities to be flexible enough to work in all European countries but also to promote a shared vision. We will not determine the exact target group of your action, but we do ask you, in your application, to give us a description of the target groups you will be focusing on and how you will reach and engage primary and secondary target groups.

Activities should duly pay attention to a gender perspective, both at the design and implementation phase, as this will be taken into account in the evaluation. The projects must promote equal opportunities and access, inclusion, diversity and fairness across all its actions.

3. Financial allocations

The overall indicative amount made available under this call for proposals is EUR 70.000. The EMI reserves the right not to award all available funds.
The total grant fund allocated for this purpose is divided into two lots:

- **Lot 1 Small-sized grants** total fund of 25.000 EUR: up to 5.000 EUR contribution
- **Lot 2 Medium-sized grants** total fund of 45.000 EUR: up to 15.000 contribution

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Size of grants

Any grant requested under this call for proposals must not exceed the below **maximum amounts:**

Lot 1

•   maximum amount: **EUR 5.000**

Lot 2

•   maximum amount: **EUR 15.000**

Any grant requested under this call for proposals must not exceed the below **maximum percentage**
•   Maximum percentage: **80%** of the total eligible costs of the action

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the European Union or the European Development Fund.

4. Eligibility criteria

Eligibility of the applicants

To be eligible for financial support, the applicant must:

•   be a full-fledged **National Council** of the European Movement International (EMI);
•   be a **legal entity, non-profit organisation**;
•   be established in a **Member State of the European Union** (including overseas countries and territories (OCTs);
•   respect **EU values** as laid down in Art.2 of the Treaty on European Union and the EU Charter of fundamental rights and
•   be directly responsible for the preparation and management of the action, not acting as an intermediary.

Additionally, for LOT 2:

-          The applicant must be able to demonstrate that it has **at least 2 full-time employees** and an **annual budget of at least 150.000 EUR** in the previous financial year.

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The actions supported under this call are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Applications presented by consortia are not eligible.

It is allowed to submit only **one application** within this call.

Eligible actions

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than 2 months nor exceed 6 months.

Sectors or themes

The relevant sectors and themes to be addressed include:

- Promotion and upholding the Union values;
- Democracy and Fundamental values;
- Citizens' engagement in EU integration issues and the future of Europe;
- Civil society's contribution to the European project and common challenges of our time

The applicants are encouraged to address other specific issues relevant to the national context and relate them to the EU frame, as well as to reflect on the most pressing issues like the ones deriving from the Russian invasion of Ukraine, and its many consequences for Ukrainians and EU citizens.

For a full list of all eligibility criteria that will be considered during the evaluation process, please consult the table under 'EVALUATION' in the Section 7.

Location

Actions must take place in **EU member state/s**.

Types of action

The following activities are **eligible**:

- Awareness-raising actions, outreach and campaigns for the general public and specific audiences;
- Events such as seminars, workshops, webinars, or cultural activities engaging citizens;
- Series of online/offline information sessions, presentations, and workshops informing about relevant EU policies and fostering debate and dialogue;
- Network or capacity development for organisations or local community groups;
- Other innovative actions involving citizens and/or stakeholders around EU integration and democracy;
- Production of information and support material (print or digital) and original content creation.

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The following types of action are **<u>ineligible</u>:**

•   actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
•   actions concerned only or mainly with individual scholarships for studies or training courses;

Financial support to third parties
Applicants may not propose financial support to third parties.

<u>Visibility</u>
The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.
All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission (Communication and Visibility Requirements for EU External Actions | International Partnerships (europa.eu)).
Moreover, the acknowledgement of the EMI's support to the project activities and the applicant must be secured (placing the logo of the EMI in all printed or designed material and content and during all events organised).

Number of applications and grants per applicant

The applicant may not submit more than one (1) application under this call for proposals.
The applicant may not be awarded more than one (1) grant under this call for proposals.

Budget categories and cost eligibility rules

The contribution under this call for proposals takes the following form:
- Reimbursement of costs incurred by the applicant for a maximum of 80% of eligible costs

Other co-financing shall be based on estimates provided by the applicant by filling the Annex B-budget template. Double funding form EU is not allowed, the applicant must declare that the co-financing comes from own resources other than EU budget. In-kind contributions are not allowed.

The categories of costs that are eligible and non-eligible are indicated below.

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Eligible direct costs

1) Personnel costs
   a) Employees
   b) Natural person under direct contract
   c) Seconded persons
2) Purchase costs
   a) Travel and substances costs (actual costs)
   b) Equipment
   c) Other goods and services

Ineligible costs

The following costs are not eligible:
- debts and debt service charges (interest)
- provisions for losses or potential future liabilities
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the actio
- currency exchange losses
- in kind contributions
- bonuses included in costs of staff
- negative interest charged by banks or other financial institutions

5. Ethics clauses and Code of Conduct

a) Absence of conflict of interest
The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.
b) Respect for human rights as well as environmental legislation and core labour standards
The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

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Zero tolerance for sexual exploitation, abuse and harassment
The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery
The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses
Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud
The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

The EMI will monitor any potential cases of irregularities and frauds, and other cases such as those described in art 136 of the EU Financial Regulation[2]. Additionally, will evaluate any potential

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[2] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32018R1046

reputational risks such as those linked to the non-respect of EU values by the member organisation/applicant. This refers to the verification that a grantee has not:
a) breached Union values,
b) promoted values contradictory to Union values,
c) engaged into activities contradictory to Union values.

To this effect signing of the **Declaration of Honour** will be requested but also additional due diligence will be implemented before the signing of the grant agreement, including possible requests for additional information.[3]

6. How to apply

Applicants must apply in English by filling in provided Application proposal and Budget templates (Annex A and Annex B).

The application form and related annexes, and the Declaration form must be submitted in electronic form via e-mail to the following address: secretariat@europeanmovement.eu.

The deadline for the submission of proposals is **3 April 2023 at 10:00 CET.**

Further information

An information session on this call for proposals will be held **on 16 February 2023.**

7. Evaluation

Applications will be examined and evaluated by external assessors with the assistance of the EMI Team. All applications will be assessed according to the following steps and criteria.

Section	Maximum Score
1. Financial and operational capacity	**20**
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5

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[3] The process could include a review of member organisation's online presence, including its social media channels and social media channels of its key personnel and trustees/board members, and verification of other sources available in their Member State, including annual reports, state registers, etc., as well as engaging on a dialogue with the concerned organisation.

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1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	**20**
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas?	**5**
2.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors	**5**
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	**5**
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	**5**
3. Design of the action	**15**
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5
4. Implementation approach	**15**
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	**15**
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? - Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)*	5

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- Institutionally *(will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)* - At policy level (where applicable) *(what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods)* - Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)*	
6. Budget and cost-effectiveness of the action	**15**
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio between the estimated costs and the results satisfactory?	/ 10
Maximum total score	**100**

8. Indicative Timetable

	DATE	TIME
1. **Opening of the Call**	03 February 2023	
1. **Information meeting (if any)**	16 February 2023	10:00 – 12:00
2. **Deadline for submission of applications**	03 April 2023	10:00 CET
3. **Information to applicants on the evaluation of the full applications and notification of the award**	17 April 2023	-
9. **Contract signature**	Week of 17th April 2023	-

All times are in the time zone of Belgium.

LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED
Annex A: Application form (Word format)
Annex B: Budget (Excel format)

To be submitted:
Declaration of Honour
Statute of the organisation
If applying for LOT 2: Balance sheet for the year 2022 or 2021

For Information:

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Daily allowance rates (per diem), available at the following address: https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en (as all necessary information is available via the link the publication of the annex is optional)