

Guidelines for Applicants

**Call for the EMI's National Councils*

“Together for Europe”

EMI2024-TFE

Deadline: (09 March 2024 at 10:00 Brussels time)

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1. Background

Founded 75 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) programme¹ the EMI will continue its activities this 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 2024 the EMI again launches 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, especially in the crucial moment of the 2024 European elections. Moreover, the instrument aims to build the capacity of our National Councils to achieve a lasting impact in their communities on the issues related to the EU. This elaborate process is mandated by the Commission in the CERV programme, where the funding used to support Europe Day activities emanates from and is subject to additional requirements as described in this document.

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. This year again the support for selected projects and activities will include financial support and the provision of creative content prepared by the EMI which has to be part of the National Councils' campaigns as well with a dedicated budget line for campaigning/ads.

Our data from the many iterations of the [Listen to People](#) project identified a severe downward trend regarding consistent support for democracy amongst European citizens, especially amongst youth. In country-after-country surveys, 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. This is especially important ahead of the EP elections. 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, especially in the context of the upcoming European elections.

¹ Operating grants to framework partners active in the areas of Union values, CERV-2023-OG-SGA

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 challenges. In 2024, the focus of this call is on the European Parliament Elections. Therefore, actions should aim to increase the engagement of citizens in this context.

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

- To **increase citizen awareness** about the European Parliament 2024 elections (and participation in EU affairs), with a particular focus on EU rights and values;
- To **increase civil society’s engagement** with national political stakeholders around the European elections;

Your proposals must primarily focus on increasing voter turnout in the European Elections and/or on creating opportunities for citizens and CSOs' engagement with national political stakeholders and citizens around the elections. While the implementation of EMI's go-to-vote campaign has to be included in the proposals and budget, we want the activities to be flexible enough to work in all European countries while promoting 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. You can learn more on how to include gender equality in your project proposals here: <https://howtoapplyforgrants.com/continue/how-to-include-gender-equality-in-a-project-proposal>.

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 15.000 EUR. Up to 3.000 EUR per projects.

Lot 2 (Medium-sized grants): total fund of 55.000 EUR. Up to 12.000 EUR per projects.

The applicants for both Lots will not be required to present any co-financing for their actions presented.

Size of grants

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

Lot 1: 3.000 EUR.

Lot 2: 12.000 EUR

The applicants can apply for a smaller amount and the evaluation committee may revise the requested amount.

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);
- have no outstanding debts towards the 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 rights²
- be directly responsible for the preparation and management of the action, not acting as an intermediary.

In addition to the above, applicants for LOT 2 must also:

- have at least 2 full-time employees
- an annual budget of 100.000 EUR in the previous financial year.

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.

Duration

The initial planned duration of an action may not be lower than **2 months** nor exceed **6 months**. The main activities should be implemented from April to mid-June to correspond with the EMI's pre-election campaigns and events.

Sectors or themes

The relevant sectors and themes to be addressed include:

- Promotion and upholding the Union values;
- Democracy and Fundamental values;
- 2024 European Parliament Elections
- Citizens' engagement in EU integration issues and the future of Europe;

² As confirmed by the Declaration of honor provided in the application documents filled in and signed by the legal representative

- 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, EU enlargement, or the green transition.

For a list of all eligibility criteria that will be considered during the evaluation process please consult the table under 'EVALUATION'!

Location

Actions must take place in the country where the applying National Council operates.

Types of action

The following activities are **eligible**:

- Awareness raising and outreach **campaigns**, either for the general public or targeted to specific audiences;
- **Events** such as seminars, workshops, webinars, or cultural activities engaging citizens and stakeholders;

The following types of action are **ineligible**:

- 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.

Visibility

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 action, laid down and published by the European Commission. [Communicating and raising EU visibility \(europa.eu\)](https://ec.europa.eu/eu-visibility/). EU emblems in different languages are available here: [Inforegio – Download centre for visual elements \(europa.eu\)](https://ec.europa.eu/eu-visibility/). 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.

5. Budget categories and cost eligibility rules

The contribution under this call for proposals takes the following form:

- **Lot 1: Lump sum grant.** The amount of the grant is based on cost-estimations fixed for each work package/deliverables. The reimbursement of the cost will be operated upon the completion of each deliverable. Therefore, applicants must provide **a detailed description of each deliverable to justify the requested cost.** Additionally, the grantees will not have to justify/explain the actual costs at payment stage. This means that the actual costs of the work are not relevant, but the records and supporting documents must show that the action tasks have been carried out as described. This will be documented by the event reporting sheet and supporting documents.

The estimation of the budget can be reviewed by the evaluation committee if judged not reasonable and excessive) before signing the grant agreement.

- **Lot 2: Budget-based grant.** The costs incurred by the applicant will be reimbursed in total amount (100%) of eligible costs presented for Lot 2. Assessment of the final report and costs incurred will be performed at the end of the project determining the amount of balance payment.

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

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

6. 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).

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 Regulation³. Additionally, will evaluate any potential 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.⁴

7. How to apply

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

³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32018R1046>

⁴ 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.

The application forms 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 **16 March 2024 at 10:00am CET**.

Further information

An information session on this call for proposals will be held on **23 January 2024** from 10:00-12:00 CET online (TBC).

8. 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, depending on the LOT they apply for.

For LOT 1 and LOT 2

Relevance.....30 points
Design of the Action.....20 points
Implementation approach and deliverables.....30 points
Cost-effectiveness of the action.....20 points

9. Indicative Timetable

	DATE	TIME
1. Opening of the Call	08 January 2024	09:00 CET
1. Information meeting (if any)	23 January 2024 (to be confirmed)	10:00-12:00 CET

2. Deadline for submission of applications	09 March 2024	10:00 CET
3. Information to applicants on the evaluation of the full applications and notification of the award	26 March 2024	17:00 CET
9. Contract signature	Week of 25th March 2024	-

All times are in the time zone of Belgium.

LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant application form (Word format)

Annex B: Budget (Excel format) - for LOT 2

To be submitted:

Declaration of the applicant (part of Annex A)

Declaration of Honour

Statute of the organisation

If applying for the LOT 2: Balance sheet 2023 or 2022

For Information:

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)

[Reporting Template event-campaign -description-sheet EMI.docx](#)