



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 101215071 — ML2025

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 Melčice Lieskové (MelčiceLieskové), PIC 876584054, established in Melčice – Lieskové 119, Melčice – Lieskové 913 05, Slovakia,

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

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

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

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

The Agreement is composed of:

Preamble

Terms and Conditions (including Data Sheet)

- Annex 1 Description of the action¹
- 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](#).



TERMS AND CONDITIONS

TABLE OF CONTENTS

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

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

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

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

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

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

 36.2 Date of communication..... 55

 36.3 Addresses for communication..... 55

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

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

ARTICLE 39 — AMENDMENTS..... 56

 39.1 Conditions..... 56

 39.2 Procedure..... 56

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

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

 40.2 Addition of new beneficiaries..... 57

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

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

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

 43.1 Applicable law..... 58

 43.2 Dispute settlement..... 58

ARTICLE 44 — ENTRY INTO FORCE.....58

DATA SHEET

1. General data

Project summary:

Project summary
The primary goals of the project: - Create opportunities for citizens to interact, communicate, and collaborate. - Strengthen understanding of the rich and diverse European cultural heritage, as well as that of participating countries. - Promote inclusion and diversity by encouraging the exchange of experiences from different cultures, generations, and socio-economic backgrounds, emphasizing tolerance and respect. - Raise awareness of the diversity within the EU and develop attitudes that support open dialogue, empathy, and respect, ensuring quality of life for all EU citizens. - Provide local government representatives with a platform to exchange ideas and inspire the development of rural communities. - Foster solidarity among citizens and participating towns as a key value for the harmonious functioning of EU countries. The project's methodology is designed to cater to diverse target groups, engaging participants through experiential and interactive activities that promote cooperation, knowledge development, and physical well-being. The approach incorporates non-formal education methods, including presentations, interactive games, and quizzes, which raise awareness of the EU, fight misinformation, and emphasize the importance of cross-country collaboration. Activities are focused on physical health through sports (e.g., Nordic walking, petanque), fostering relationships, and building solidarity. Cultural exchange plays a significant role, using sensory experiences like photography exhibitions, music, dance, and gastronomy to deepen cultural understanding. The program also addresses intergenerational engagement by including activities for different age groups and skill levels (film screenings, discussions, and volunteer activities). The project involves countries across Europe, including EU member states (Slovakia, France, Croatia, Hungary) and at least one EU candidate country (Serbia). Project involves 145 international participants and 500 local citizens.

Keywords:

- Town twinning
- diversity, inclusion, foster solidarity, generation gap

Project number: 101215071

Project name: Spoločne v Európe

Project acronym: ML2025

Call: CERV-2024-CITIZENS-TOWN-TT

Topic: CERV-2024-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: 6 months

Consortium agreement: No

2. Participants

List of participants:

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
1	COO	MelčiceLieskové	Obec Melčice Lieskové	SK	876584054	33 830.00
2	AP	CE	Communitas Europeana	RS	872238745	0.00
3	AP	Kötegyán	Kötegyán Község Önkormányzata	HU	937636630	0.00
4	AP	LEGRAD	OPCINA LEGRAD	HR	933599975	0.00

N°	Role	Short name	Legal name	Ctry	PIC	Max grant amount
5	AP	Entreprise	comité de jumelage de Cran Gevrier	FR	876468527	0.00
Total						33 830.00

Coordinator:

- Obec Melčice Lieskové (MelčiceLieskové)

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

Maximum grant amount (Annex 2)	Maximum grant amount (award decision)
33 830.00	33 830.00

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

Reporting					Payments	
Reporting periods			Type	Deadline	Type	Deadline (time to pay)
RP No	Month from	Month to				
					Initial prefinancing	n/a
					Final payment	90 days from receiving periodic report
1	1	6	Periodic report	60 days after end of reporting period		

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

Mutual Insurance Mechanism (MIM): No

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

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

No-profit rule: n/a

Late payment interest: ECB + 3.5%

Bank account for payments:

SK6956000000000635069001 LUBASKBXXXX

Conversion into euros: n/a

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

4.3 Certificates (art 24): n/a

4.4 Recoveries (art 22)

First-line liability for recoveries:

Beneficiary termination: Beneficiary concerned

Final payment: Coordinator

After final payment: Beneficiary concerned

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

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

Joint and several liability of affiliated entities — n/a

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

Applicable law (art 43):

Standard applicable law regime: EU law + law of Belgium

Dispute settlement forum (art 43):

Standard dispute settlement forum:

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

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

6. Other

Specific rules (Annex 5): Yes

Standard time-limits after project end:

Confidentiality (for X years after final payment): 5

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

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

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

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

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

CHAPTER 1 GENERAL

ARTICLE 1 — SUBJECT OF THE AGREEMENT

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

ARTICLE 2 — DEFINITIONS

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

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

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

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

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

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

Affiliated entities (AE) — Entities affiliated to a beneficiary within the meaning of Article 187 of EU Financial Regulation 2018/1046⁴ 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".

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 2017/1371⁵ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁶, 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 2988/95⁷.

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 **101215071 — ML2025** ('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).

The grant is an action grant⁸ 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.

6.3 Ineligible contributions

‘Ineligible contributions’ are:

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

6.4 Consequences of non-compliance

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

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

CHAPTER 4 GRANT IMPLEMENTATION

SECTION 1 CONSORTIUM: BENEFICIARIES, AFFILIATED ENTITIES AND OTHER PARTICIPANTS

ARTICLE 7 — BENEFICIARIES

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

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

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

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

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



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

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

(a) Each beneficiary must:

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

(b) The coordinator must:

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

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

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

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

Moreover, coordinators which are ‘sole beneficiaries’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’:

- **Communitas Europeana (CE)**, PIC 872238745
- **Kötegyán Község Önkormányzata (Kötegyán)**, PIC 937636630
- **OPCINA LEGRAD (LEGRAD)**, PIC 933599975
- **comité de jumelage de Cran Gevrier (Entreprise)**, PIC 876468527

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.”

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

The tasks must be set out in Annex 1.

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

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

9.2 Third parties giving in-kind contributions to the action

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

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

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

9.3 Subcontractors

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

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

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

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

9.4 Recipients of financial support to third parties

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

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

ARTICLE 10 — PARTICIPANTS WITH SPECIAL STATUS

10.1 Non-EU participants

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

- to respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
- for the submission of certificates under Article 24: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC¹¹
- 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

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.

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).

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

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

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

and use the following specific rules, for:

- recoveries (Article 22): in case of financial support to third parties, there will be no recovery if the participant has done everything possible to retrieve the undue amounts from the third party receiving the support (including legal proceedings) and non-recovery is not due to an error or negligence on its part
- checks, reviews, audits and investigations by the EU (Article 25): will be conducted taking into account the rules and procedures specifically agreed between them and the framework agreement (if any)
- impact evaluation (Article 26): will be conducted in accordance with the participant’s internal rules and procedures and the framework agreement (if any)
- grant agreement suspension (Article 31): certain costs incurred during grant suspension are eligible (notably, minimum costs necessary for a possible resumption of the action and costs relating to contracts which were entered into before the pre-information letter was received and which could not reasonably be suspended, reallocated or terminated on legal grounds)
- grant agreement termination (Article 32): the final grant amount and final payment will be calculated taking into account also costs relating to contracts due for execution only after termination takes effect, if the contract was entered into before the pre-information letter was received and could not reasonably be terminated on legal grounds
- liability for damages (Article 33.2): the granting authority must be compensated for damage it sustains as a result of the implementation of the action or because the action was not implemented in full compliance with the Agreement only if the damage is due to an



infringement of the participant's internal rules and procedures or due to a violation of third parties' rights by the participant or one of its employees or individual for whom the employees are responsible.

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

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

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

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

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

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

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

Participants must inform the coordinator without delay of any changes to the systems, rules and

procedures that were part of the pillar assessment. The coordinator must immediately inform the granting authority.

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

SECTION 2 RULES FOR CARRYING OUT THE ACTION

ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION

11.1 Obligation to properly implement the action

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

11.2 Consequences of non-compliance

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

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

ARTICLE 12 — CONFLICT OF INTERESTS

12.1 Conflict of interests

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

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

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

12.2 Consequences of non-compliance

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

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

ARTICLE 13 — CONFIDENTIALITY AND SECURITY

13.1 Sensitive information

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

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

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

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

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

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

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

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

The confidentiality obligations no longer apply if:

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

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

13.2 Classified information

The parties must handle classified information in accordance with the applicable EU, international or national law on classified information (in particular, Decision 2015/444¹² 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.

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.

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).

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 2018/1725¹³.

15.2 Data processing by the beneficiaries

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).

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 2016/679¹⁴).

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

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).

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

16.2 Ownership of results

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

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

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

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

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

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

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

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

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

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

16.4 Specific rules on IPR, results and background

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

16.5 Consequences of non-compliance

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

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

ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY

17.1 Communication — Dissemination — Promoting the action

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

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

17.2 Visibility — European flag and funding statement

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



Funded by the
European Union



Co-funded by the
European Union



Funded by the
European Union



Co-funded by the
European Union

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

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

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

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

17.3 Quality of information — Disclaimer

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

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

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

17.4 Specific communication, dissemination and visibility rules

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

17.5 Consequences of non-compliance

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

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

ARTICLE 18 — SPECIFIC RULES FOR CARRYING OUT THE ACTION

Not applicable

SECTION 3 GRANT ADMINISTRATION

ARTICLE 19 — GENERAL INFORMATION OBLIGATIONS

19.1 Information requests

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

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

19.2 Participant Register data updates

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

19.3 Information about events and circumstances which impact the action

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

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

19.4 Consequences of non-compliance

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

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

ARTICLE 20 — RECORD-KEEPING

20.1 Keeping records and supporting documents

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

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

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

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

20.2 Consequences of non-compliance

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

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

ARTICLE 21 — REPORTING

21.1 Continuous reporting

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

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

21.2 Periodic reporting: Technical reports and financial statements

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

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

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

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

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

The financial part of the periodic report includes:

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

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

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

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

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

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

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

21.3 Currency for financial statements and conversion into euros

The financial statements must be drafted in euro.

21.4 Reporting language

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

21.5 Consequences of non-compliance

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

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



ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

22.1 Payments and payment arrangements

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

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

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

The cost of payment transfers will be borne as follows:

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

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

22.2 Recoveries

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

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

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

In case of enforced recoveries (see Article 22.4):

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

22.3 Amounts due

22.3.1 Prefinancing payments

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

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

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

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

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

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

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

22.3.2 Amount due at beneficiary termination — Recovery

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 1 — Calculation of the total accepted EU contribution

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

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

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

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

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

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

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

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

22.3.3 Interim payments

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the interim payment ceiling

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the interim payment ceiling

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the total accepted EU contribution

Step 2 — Limit to the maximum grant amount

Step 3 — Reduction due to the no-profit rule

Step 1 — Calculation of the total accepted EU contribution

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

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

Step 2 — Limit to the maximum grant amount

Not applicable

Step 3 — Reduction due to the no-profit rule

Not applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 1 — Calculation of the revised total accepted EU contribution

Step 1 — Calculation of the revised total accepted EU contribution

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

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

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

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

$$\frac{\{\text{total accepted EU contribution for the beneficiary}\}}{\text{divided by}}$$

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

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

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

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

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

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

22.4 Enforced recovery

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

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

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

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

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

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

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

Bank charges incurred in the recovery process will be borne by the beneficiary, unless Directive 2015/2366¹⁵ 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).

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

They will be released within the following month.

23.2 Consequences of non-compliance

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

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

ARTICLE 24 — CERTIFICATES

Not applicable

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

25.1 Granting authority checks, reviews and audits

25.1.1 Internal checks

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

25.1.2 Project reviews

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

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

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

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

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

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

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

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

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

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

25.1.3 Audits

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

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

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

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

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

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

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

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

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

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

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

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

25.3 Access to records for assessing simplified forms of funding

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

25.4 OLAF, EPPO and ECA audits and investigations

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

- the European Anti-Fraud Office (OLAF) under Regulations No 883/2013¹⁶ and No 2185/96¹⁷
- 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).

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

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

25.5.2 Extension from other grants

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

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

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

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

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

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

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

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

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

25.6 Consequences of non-compliance

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

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

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

ARTICLE 26 — IMPACT EVALUATIONS

26.1 Impact evaluation

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

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

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

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

26.2 Consequences of non-compliance

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

CHAPTER 5 CONSEQUENCES OF NON-COMPLIANCE

SECTION 1 REJECTIONS AND GRANT REDUCTION

ARTICLE 27 — REJECTION OF CONTRIBUTIONS

27.1 Conditions

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

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

Ineligible lump sum contributions will be rejected.

27.2 Procedure

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

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

27.3 Effects

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

ARTICLE 28 — GRANT REDUCTION

28.1 Conditions

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

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

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

28.2 Procedure

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

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

28.3 Effects

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

SECTION 2 — SUSPENSION AND TERMINATION

ARTICLE 29 — PAYMENT DEADLINE SUSPENSION

29.1 Conditions

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

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

29.2 Procedure

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

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

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

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

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

ARTICLE 30 — PAYMENT SUSPENSION

30.1 Conditions

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

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

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

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

30.2 Procedure

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

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

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

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

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

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

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

ARTICLE 31 — GRANT AGREEMENT SUSPENSION

31.1 Consortium-requested GA suspension

31.1.1 Conditions and procedure

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

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

- the reasons why

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

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

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

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

31.2 EU-initiated GA suspension

31.2.1 Conditions

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

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

31.2.2 Procedure

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

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

- requesting observations within 30 days of receiving notification.

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

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

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

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

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

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

ARTICLE 32 — GRANT AGREEMENT OR BENEFICIARY TERMINATION

32.1 Consortium-requested GA termination

32.1.1 Conditions and procedure

The beneficiaries may request the termination of the grant.

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

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

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

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

32.1.2 Effects

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

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

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

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

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

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

32.2 Consortium-requested beneficiary termination

32.2.1 Conditions and procedure

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

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

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

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

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

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

32.2.2 Effects

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

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

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

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

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

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

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

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

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

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

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

32.3 EU-initiated GA or beneficiary termination

32.3.1 Conditions

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

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



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

32.3.2 Procedure

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

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

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

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

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

32.3.3 Effects

(a) for **GA termination**:

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

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

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

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

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

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

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

(b) for **beneficiary termination**:

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

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

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

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

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

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

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

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

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

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

SECTION 3 OTHER CONSEQUENCES: DAMAGES AND ADMINISTRATIVE SANCTIONS

ARTICLE 33 — DAMAGES

33.1 Liability of the granting authority

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

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

33.2 Liability of the beneficiaries

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

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

ARTICLE 34 — ADMINISTRATIVE SANCTIONS AND OTHER MEASURES

Nothing in this Agreement may be construed as preventing the adoption of administrative sanctions (i.e. exclusion from EU award procedures and/or financial penalties) or other public law measures, in addition or as an alternative to the contractual measures provided under this Agreement (see, for instance, Articles 135 to 145 EU Financial Regulation 2018/1046 and Articles 4 and 7 of Regulation 2988/95¹⁸).

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).

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

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

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

36.2 Date of communication

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

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

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

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

36.3 Addresses for communication

The Portal can be accessed via the Europa website.

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

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

ARTICLE 37 — INTERPRETATION OF THE AGREEMENT

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

Annex 5 takes precedence over the Terms and Conditions.

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

Annex 2 takes precedence over Annex 1.

ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

In accordance with Regulation No 1182/71¹⁹, 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).

40.1 Accession of the beneficiaries mentioned in the Preamble

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

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

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

40.2 Addition of new beneficiaries

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

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

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

Additions are also possible in mono-beneficiary grants.

ARTICLE 41 — TRANSFER OF THE AGREEMENT

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

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

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

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

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

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

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

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

ARTICLE 43 — APPLICABLE LAW AND SETTLEMENT OF DISPUTES

43.1 Applicable law

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

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

43.2 Dispute settlement

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

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

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

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

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

ARTICLE 44 — ENTRY INTO FORCE

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

SIGNATURES

For the coordinator

For the granting authority

ANNEX 1



Citizens, Equality, Rights and Values Programme (CERV)

Description of the action (DoA)

Part A

Part B

DESCRIPTION OF THE ACTION (PART A)

COVER PAGE

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

PROJECT	
Grant Preparation (General Information screen) — Enter the info.	
Project number:	101215071
Project name:	Spoločne v Európe
Project acronym:	ML2025
Call:	CERV-2024-CITIZENS-TOWN-TT
Topic:	CERV-2024-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:	6 months

TABLE OF CONTENTS

Project summary3

List of participants 3

List of work packages4

Staff effort 8

List of deliverables9

List of milestones (outputs/outcomes) 13

List of critical risks 13

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 primary goals of the project:

- Create opportunities for citizens to interact, communicate, and collaborate.
- Strengthen understanding of the rich and diverse European cultural heritage, as well as that of participating countries.
- Promote inclusion and diversity by encouraging the exchange of experiences from different cultures, generations, and socio-economic backgrounds, emphasizing tolerance and respect.
- Raise awareness of the diversity within the EU and develop attitudes that support open dialogue, empathy, and respect, ensuring quality of life for all EU citizens.
- Provide local government representatives with a platform to exchange ideas and inspire the development of rural communities.
- Foster solidarity among citizens and participating towns as a key value for the harmonious functioning of EU countries.

The project's methodology is designed to cater to diverse target groups, engaging participants through experiential and interactive activities that promote cooperation, knowledge development, and physical well-being. The approach incorporates non-formal education methods, including presentations, interactive games, and quizzes, which raise awareness of the EU, fight misinformation, and emphasize the importance of cross-country collaboration. Activities are focused on physical health through sports (e.g., Nordic walking, petanque), fostering relationships, and building solidarity. Cultural exchange plays a significant role, using sensory experiences like photography exhibitions, music, dance, and gastronomy to deepen cultural understanding. The program also addresses intergenerational engagement by including activities for different age groups and skill levels (film screenings, discussions, and volunteer activities).

The project involves countries across Europe, including EU member states (Slovakia, France, Croatia, Hungary) and at least one EU candidate country (Serbia). Project involves 145 international participants and 500 local citizens.

LIST OF PARTICIPANTS

PARTICIPANTS

Grant Preparation (Beneficiaries screen) — Enter the info.

Number	Role	Short name	Legal name	Country	PIC
1	COO	MelčiceLieskové	Obec Melcice Lieskové	SK	876584054
2	AP	CE	Communitas Europeana	RS	872238745
3	AP	Kötegyán	Kötegyán Község Önkormányzata	HU	937636630
4	AP	LEGRAD	OPCINA LEGRAD	HR	933599975
5	AP	Entreprise	comité de jumelage de Cran Gevrier	FR	876468527

LIST OF WORK PACKAGES

Work packages						
Grant Preparation (Work Packages screen) — Enter the info.						
Work Package No	Work Package name	Lead Beneficiary	Effort (Person-Months)	Start Month	End Month	Deliverables
WP1	Educational, informational, cultural activities	1 - MelčiceLieskové	1.00	1	6	D1.1 – Educational, informational, cultural activities

Work package WP1 – Educational, informational, cultural activities

Work Package Number	WP1	Lead Beneficiary	1 - MelčiceLieskové
Work Package Name	Educational, informational, cultural activities		
Start Month	1	End Month	6

Objectives

- Strengthen relationships between participants from partner cities through joint activities, promote an active lifestyle and create space for informal exchange.
- Educate participants about the EU, its functioning, history through interactive and experiential activities. Support the fight against hoaxes and improve critical thinking.
- Celebrate the cultural diversity of the EU through: exhibitions, gastronomy, music and dance. Promote tolerance, solidarity and respect for diversity.
- Raise awareness of gender equality and break stereotypes through storytelling and discussions.
- Encourage mutual solidarity and active participation in community life through volunteering
- Joint evaluation of project results, sharing of experiences between representatives of partner cities and planning of further cooperation steps.

Description

T1.1: Opening ceremony of the event - Welcoming representatives of partner cities and organizations. Objective: presentation of the cooperation project, presentation of the goals and program for participants, Method: ceremonial speech, presentation, Objective. Group: all participants

T1.2: Seniors in action - Connecting seniors of partner cities. Joint welcome of the day - a short assembly to awaken the body. 2 km route through the village (Nordic walking, walk) to establish and strengthen relationships. Introduction of the village and its beautiful places. With a short explanation for the guests and locals about interesting places in the village - an explanation prepared by seniors. Interpretation into the languages of the partners provided. Getting to know each other in an informal atmosphere. Objective: strengthening relationships of participants from partner cities through a shared experience in movement. Supporting an active lifestyle of seniors. Supporting getting to know and interactivity of the participants of the event. Getting to know each other in an informal atmosphere. Method: physical exercise, icebreaker, Target group: all target group.

T1.3: EU Quiz - The activity is focused on an entertaining form of education about the European Union. It will be an interactive quiz, processed into the SLI.DO application, so that it can be implemented via mobile and accessible to everyone and at the same time quickly evaluated. We will educate children and parents about the EU in an entertaining way. The basis for the game will be Europa Quest, which has been developed in two versions. We plan to implement the quiz at previously announced times in one of the elementary school classes. We will prepare small prizes for the winners (we also plan to ask the European Information Center for cooperation). Goal: Increasing the level of knowledge about the EU and its functioning in an entertaining way. Method: quiz, Target group: families - children (from 10 years old) and parents.

T1.4: In the footsteps of the EU - QR codes are placed in various places in the village, which, when read, will display interesting facts about specific places in the village. At the same time, the path reveals interesting facts from the history of the village from its past to the present. The path focuses on the period since its accession to the EU and the presentation of projects implemented thanks to EU support. Participants are provided with a map to navigate the area. At individual stops, they collect stamps for the EU Chronicle (created for the purpose of the game). Small prizes are awarded to winners who complete the entire circuit. The activity is presented in an entertaining and educational way. Objective: Educating participants about the history of the EU, funds for the support and development of municipalities, getting to know places in the village where projects with EU support have been implemented. Increasing the level of knowledge and awareness of one's own region and history, presenting the development projects of the village financed by EU funds. Method: experiential learning, gaming - using technology in learning. Objective: group: intergenerational, ethnically mixed teams.

T1.5: Discovering mutual cultures - Presentation of mutual cultures through an exhibition of photographs by artists from the participating countries. The exhibition is aimed at presenting local artists who depict the landscape, traditional festivals, local food, cuisine, etc. The exhibition will be located in a square. Objective: artistic presentation of the

cultural diversity (landscape, gastronomy, etc.) of EU countries through an exhibition of photographs by artists from the participating countries. Target group: all participants of the event, Method: visual presentation.

T1.6: Lives of Others - A film marathon with the theme of diversity, aimed at increasing tolerance towards diversity, which is part of the functioning of the EU. At the same time, one of the films touches on the topic of climate change, which is a major topic at the EU level. 3 films will be presented during the evening. The film On the Spectrum (the story of an autistic boy) will be shown. 2. After Us the Flood - the theme of the climate crisis. 3. A film with the theme of gender stereotypes. An alternative is films with a similar theme from the One World 2025 event (currently not yet available). The films are available via the One World website. Objective: to highlight diversity in society (and the EU) through the film, support tolerance and solidarity as the basis for joint functioning in a single space (country, European Union), sensitize participants to the perception of difference, gender stereotypes. Raising awareness about climate change. Method: film screening, visual presentation, Target group: young EU residents, all event participants.

T1.7: Europe - a place for everyone, a place for all - The activity is aimed at presenting the stories of men and women who have accepted a stereotyped role in society. The format of the entire activity is first introduced through the storytelling format. To introduce the concept of gender equality in a way that resonates with traditional values, with an emphasis on justice, respect and the importance of community. In the introduction, people come with their story - we would like to find and address: a woman - a mother who started a business alongside family life (or the mayor of one of the municipalities), a man who went on paternity leave. The discussion should be about how people in the roles felt, what they struggled with, how the community helped them, what would help men and women in similar roles from the community. Objective: Breaking gender stereotypes, presenting women and men in stereotypical roles. Pointing out the role of the community in support. Raise awareness of gender equality by involving participants in a thoughtful and reflective storytelling activity that respects the values of equality and equal rights. Equal status of men and women in society, as well as the EU. Method: storytelling, moderated discussion, Target group: young people (15-30 years), adults.

T1.8: Festival of Cities - sports activities - Petang - presentation of this originally French sport. Participants of the event can try this sport. Its great advantage is that anyone can play it and it can be done practically anywhere. Running race - energy release for all age groups, short distance race 1km. Objective: creating and deepening relationships between citizens from partner cities through the implementation of informal sports activities, Method: physical activity, Target group: all participants.

T1.9: Festival of Cities – Europe a place for children - A series of activities aimed at raising awareness of the EU and its countries. Match the landmarks Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Method: board game, Objective. Group: 5-10 years. Match the flags, Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Objective. Group: 5-10 years. Method: board game. EU Puzzle. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Objective. Group: 5-10 years. Method: board game. I colour Europe Colouring in the flags of countries. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Method: board game. Europe and me Guessing/replenishing the capitals of the countries. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge about EU countries. Objective. Group: 5-10 years. Method: quiz True or fake news? Objective: focused on combating hoaxes, increasing the knowledge and skill level for better identification of fake news. Objective. Group: children 9-15 years. Method: gaming (application).

T1.10: Festival of cities - A common time when all participants are in one place, testing the dishes and specialties of the partner countries and the diverse tastes of Europe. Accompanied by music - presentation of various musical genres from European countries. Objective: presenting diverse EU cultures through gastronomy. Method: cultural presentation, presentation of gastronomy, Target group: all participants.

T1.11: European Music and Dance Festival - Celebrating cooperation through the implementation of musical performances and dance activities. - dance performances from partner countries - dance workshops (4) – SVK, RS, HU, FR Objective: presentation of the cultural heritage of the participating European countries. Acquisition of the basics of dance steps of national dances. Method: movement workshop, Target group: all participants of the event.

T1.12: Solidarity in Action: Community Volunteering - This activity combines practical volunteering with cultural exchange and promotes solidarity through cooperation. Participants will collaborate on a local community project (park cleaning) followed by a pleasant joint gathering (picnic), which will smoothly transition into the next program. Objective: To promote mutual solidarity between EU residents, project participants, through a positive experience of volunteering in the community. Active participation in community life. Method: experiential activity, practical experience, Target group: all event participants.

T1.13: Citizen Awards - Ceremonial awarding of citizens for their exceptional contribution to the life of the municipality. Awards are given on the occasion of the 50th anniversary of the municipality. Objective: To show respect and honor to citizens who have significantly contributed to the improvement of community life in the municipality - sports, cultural, social life. Presenting positive role models for residents and visitors. Method: presentation, Target group: all participants.

T1.14: Dialogue on EU Town Twinning: Sharing best practices to improve life in communities” - A short presentation on the role of the EU in supporting rural development, highlighting the importance of cooperation and exchange of knowledge between municipalities. This is followed by sharing examples of good practice: representatives of the municipality can present their experiences, challenges and successes in the development of municipalities and community life. Examples are presented (e.g. youth retention, infrastructure, preservation of culture), how EU funding or programmes have been used to achieve success, presenting results and lessons learned (as a space for learning from others). After the inputs of each partner, a short discussion follows, where others can also share experiences, comments, and what they plan to use from this knowledge. Objective: To establish a dialogue between representatives of municipalities from Slovakia, Serbia, France and Hungary, which will allow them to exchange good practices and develop cooperation strategies to improve life in rural areas with the support of EU initiatives. Method: sharing examples good practice, project education Target group: representatives of partner cities.

T1.15: Final meeting of partners - Evaluation of the benefits of the jointly implemented project. Joint evaluation of the implemented project, evaluation of the achieved goals. Planning of further cooperation activities. Objective: joint evaluation of the achieved results of the implemented project. Naming the benefits of cooperation, evaluation of the achieved goals. Method: presentation, Target group: representatives of partner cities

STAFF EFFORT

Staff effort per participant <i>Grant Preparation (Work packages - Effort screen) — Enter the info.</i>		
Participant	WP1	Total Person-Months
1 - MelčiceLieskové	1.00	1.00
Total Person-Months	1.00	1.00

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	Educational, informational, cultural activities	WP1	1 - MelčiceLieskové	R — Document, report	PU - Public	6

Deliverable D1.1 – Educational, informational, cultural activities

Deliverable Number	D1.1	Lead Beneficiary	1 - MelčiceLieskové
Deliverable Name	Educational, informational, cultural activities		
Type	R — Document, report	Dissemination Level	PU - Public
Due Date (month)	6	Work Package No	WP1

Description
Place: Municipality of Melčice-Lieskové Indicative dates of the event: 22.08.2025 -24.8.2025 Estimated number of countries involved: 5 Estimated number of individual direct participants: 645 Estimated number of invited foreign participants: 145 The Event Description Sheet will be published on the municipality's website. Target group: Target groups: children (up to 10 years old); parents; young people (from 10 to 30 years old); families; seniors; event participants of all ages. Time table/work plan: napr. 22/08/2025 16:00 Opening ceremony T1.1: Opening ceremony of the event - Welcoming representatives of partner cities and organizations. Objective: presentation of the cooperation project, presentation of the goals and program for participants, Method: ceremonial speech, presentation. Group: all participants. Invitation, number of participants (150), duration ½ hour, implementation report on the partners' website, evaluation questionnaire, photos. T1.2: Seniors in action - Connecting seniors of partner cities. Joint welcome of the day - a short assembly to awaken the body. 2 km route through the village (Nordic walking, walk) to establish and strengthen relationships. Introduction of the village and its beautiful places. With a short explanation for the guests and locals about interesting places in the village - an explanation prepared by seniors. Interpretation into the languages of the partners provided. Getting to know each other in an informal atmosphere. Objective: strengthening relationships of participants from partner cities through a shared experience in movement. Supporting an active lifestyle of seniors. Supporting getting to know and interactivity of the participants of the event. Getting to know each other in an informal atmosphere. Method: physical exercise, icebreaker. Target group: all target group. Number of participants (50), duration 1,5 h., implementation report on the partners' website, evaluation questionnaire, photos. T1.3: EU Quiz - The activity is focused on an entertaining form of education about the European Union. It will be an interactive quiz, processed into the SLI.DO application, so that it can be implemented via mobile and accessible to everyone and at the same time quickly evaluated. We will educate children and parents about the EU in an entertaining way. The basis for the game will be Europa Quest, which has been developed in two versions. We plan to implement the quiz at previously announced times in one of the elementary school classes. We will prepare small prizes for the winners (we also plan to ask the European Information Centre for cooperation). Goal: Increasing the level of knowledge about the EU and its functioning in an entertaining way. Method: quiz. Target group: families - children (from 10 years old) and parents. Number of participants (50), duration 0,5 hour, implementation report on the partners' website, evaluation questionnaire, photos T1.4: In the footsteps of the EU - QR codes are placed in various places in the village, which, when read, will display interesting facts about specific places in the village. At the same time, the path reveals interesting facts from the history of the village from its past to the present. The path focuses on the period since its accession to the EU and the presentation of projects implemented thanks to EU support. Participants are provided with a map to navigate the area. At individual stops, they collect stamps for the EU Chronicle (created for the purpose of the game). Small prizes are awarded to winners who complete the entire circuit. The activity is presented in an entertaining and educational way. Objective: Educating participants about the history of the EU, funds for the support and development of municipalities, getting to know places in the village where projects with EU support have been implemented. Increasing the level of knowledge and awareness of one's own region and history, presenting the development projects of the village financed by EU funds. Method: experiential learning, gaming - using technology in learning. Objective: group: intergenerational, ethnically

mixed teams. Number of participants (50), duration 1,5 hour, implementation report on the partners' website, evaluation questionnaire, photos, map.

T1.5: Discovering mutual cultures - Presentation of mutual cultures through an exhibition of photographs by artists from the participating countries. The exhibition is aimed at presenting local artists who depict the landscape, traditional festivals, local food, cuisine, etc. The exhibition will be located in a square. Objective: artistic presentation of the cultural diversity (landscape, gastronomy, etc.) of EU countries through an exhibition of photographs by artists from the participating countries. Method: visual presentation. Target group: all participants of the event, Method: visual presentation. Number of participants (150), duration 2 days, implementation report on the partners' website, evaluation questionnaire, artistic photos.

T1.6: Lives of Others - A film marathon with the theme of diversity, aimed at increasing tolerance towards diversity, which is part of the functioning of the EU. At the same time, one of the films touches on the topic of climate change, which is a major topic at the EU level. 3 films will be presented during the evening. The film On the Spectrum (the story of an autistic boy) will be shown. 2. After Us the Flood - the theme of the climate crisis. 3. A film with the theme of gender stereotypes. An alternative is films with a similar theme from the One World 2025 event (currently not yet available). The films are available via the One World website. Objective: to highlight diversity in society (and the EU) through the film, support tolerance and solidarity as the basis for joint functioning in a single space (country, European Union), sensitize participants to the perception of difference, gender stereotypes. Raising awareness about climate change. Method: film screening, visual presentation. Target group: young EU residents, all event participants. Number of participants (40), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.7: Europe - a place for everyone, a place for all - The activity is aimed at presenting the stories of men and women who have accepted a stereotyped role in society. The format of the entire activity is first introduced through the storytelling format. To introduce the concept of gender equality in a way that resonates with traditional values, with an emphasis on justice, respect and the importance of community. In the introduction, people come with their story - we would like to find and address: a woman - a mother who started a business alongside family life (or the mayor of one of the municipalities), a man who went on paternity leave. The discussion should be about how people in the roles felt, what they struggled with, how the community helped them, what would help men and women in similar roles from the community. Objective: Breaking gender stereotypes, presenting women and men in stereotypical roles. Pointing out the role of the community in support. Raise awareness of gender equality by involving participants in a thoughtful and reflective storytelling activity that respects the values of equality and equal rights. Equal status of men and women in society, as well as the EU. Method: storytelling, moderated discussion, Target group: young people (15-30 years), adults. Number of participants (40), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.8: Festival of Cities - sports activities - Petang - presentation of this originally French sport. Participants of the event can try this sport. Its great advantage is that anyone can play it and it can be done practically anywhere. Running race - energy release for all age groups, short distance race 1km. Objective: creating and deepening relationships between citizens from partner cities through the implementation of informal sports activities, Method: physical activity, Target group: all participants. Number of participants (150), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.9: Festival of Cities – Europe a place for children - A series of activities aimed at raising awareness of the EU and its countries. Match the landmarks Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Method: board game, Objective. Group: 5-10 years. Match the flags, Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Objective. Group: 5-10 years. Method: board game. EU Puzzle. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Objective. Group: 5-10 years. Method: board game. I colour Europe Colouring in the flags of countries. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge of EU countries. Method: board game. Europe and me Guessing/replenishing the capitals of the countries. Objective: increasing the knowledge and level of knowledge of young Europeans. Increasing knowledge about EU countries. Objective. Group: 5-10 years. Method: quiz True or fake news? Objective: focused on combating hoaxes, increasing the knowledge and skill level for better identification of fake news. Objective. Group: children 9-15 years. Method: gaming (application). Number of participants (80), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.10: Festival of cities - A common time when all participants are in one place, testing the dishes and specialties of the partner countries and the diverse tastes of Europe. Accompanied by music - presentation of various musical genres from European countries. Objective: presenting diverse EU cultures through gastronomy. Method: cultural presentation, presentation of gastronomy, Target group: all participants. Number of participants (150), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.11: European Music and Dance Festival - Celebrating cooperation through the implementation of musical performances and dance activities. - dance performances from partner countries - dance workshops (4) – SVK, RS, HU, FR Objective: presentation of the cultural heritage of the participating European countries. Acquisition of the basics of dance steps of national dances. Method: movement workshop, Target group: all participants of the event. Number of participants (150), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.12: Solidarity in Action: Community Volunteering - This activity combines practical volunteering with cultural exchange and promotes solidarity through cooperation. Participants will collaborate on a local community project (park cleaning) followed by a pleasant joint gathering (picnic), which will smoothly transition into the next program. Objective: To promote mutual solidarity between EU residents, project participants, through a positive experience of volunteering in the community. Active participation in community life. Method: experiential activity, practical experience, Target group: all event participants. Number of participants (40), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.13: Citizen Awards - Ceremonial awarding of citizens for their exceptional contribution to the life of the municipality. Awards are given on the occasion of the 50th anniversary of the municipality. Objective: To show respect and honor to citizens who have significantly contributed to the improvement of community life in the municipality - sports, cultural, social life. Presenting positive role models for residents and visitors. Method: presentation, Target group: all participants. Number of participants (1000), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos.

T1.14: Dialogue on EU Town Twinning: Sharing best practices to improve life in communities” - A short presentation on the role of the EU in supporting rural development, highlighting the importance of cooperation and exchange of knowledge between municipalities. This is followed by sharing examples of good practice: representatives of the municipality can present their experiences, challenges and successes in the development of municipalities and community life. Examples are presented (e.g. youth retention, infrastructure, preservation of culture), how EU funding or programmes have been used to achieve success, presenting results and lessons learned (as a space for learning from others). After the inputs of each partner, a short discussion follows, where others can also share experiences, comments, and what they plan to use from this knowledge. Objective: To establish a dialogue between representatives of municipalities from Slovakia, Serbia, France and Hungary, which will allow them to exchange good practices and develop cooperation strategies to improve life in rural areas with the support of EU initiatives. Method: sharing examples good practice, project education Target group: representatives of partner cities. Number of participants (15), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos, written examples of good practice.

T1.15: Final meeting of partners - Evaluation of the benefits of the jointly implemented project. Joint evaluation of the implemented project, evaluation of the achieved goals. Planning of further cooperation activities. Objective: joint evaluation of the achieved results of the implemented project. Naming the benefits of cooperation, evaluation of the achieved goals. Method: presentation, Target group: representatives of partner cities. Number of participants (30), duration 1 hour, implementation report on the partners' website, evaluation questionnaire, photos, written examples of good practice.

LIST OF MILESTONES

(None)

LIST OF CRITICAL RISKS

(None)

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

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

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

PROJECT	
Project name:	[Spoločne v Európe]
Project acronym:	[ML2025]
Coordinator contact:	[Katarina REMENCOVA], [Obec Melčice - Lieskové]

TABLE OF CONTENTS

TECHNICAL DESCRIPTION (PART B) 1

COVER PAGE 1

PROJECT SUMMARY 2

1. RELEVANCE 2

 1.1 Background and general objectives 2

 1.2 Needs analysis and specific objectives 4

 1.3 Complementarity with other actions and innovation — European added value 5

2. QUALITY 6

 2.1 Concept and methodology 6

 2.2 Consortium set-up..... 7

 2.3 Project teams, staff and experts 7

 2.4 Consortium management and decision-making..... 8

 2.5 Project management, quality assurance and monitoring and evaluation strategy 9

 2.6 Cost effectiveness and financial management 11

 2.7 Risk management 11

3. IMPACT 11

 3.1 Impact and ambition..... 11

 3.2 Communication, dissemination and visibility..... 13

 3.3 Sustainability and continuation 15

4. WORKPLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING 17

 4.1 Work plan 17

 4.2 Work packages, activities, resources and timing 17

 Work Package 1..... 18

 Work Package 31

 Staff effort (n/a for Lump Sum Grants)..... 31

 Subcontracting (n/a for prefixed Lump Sum Grants) 33

 Timetable 33

5. OTHER 36

 5.1 Ethics and EU values 36

 5.2 Security..... 37

6. DECLARATIONS..... 37

ANNEXES.....38

#@APP-FORM-CERV@#

#@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?*

Ciele projektu:

1. Vytvoriť občanom príležitosť na spoločnú interakciu, aby sa stretli, komunikovali a spolupracovali prostredníctvom rôznych aktivít a v rôznych oblastiach.
2. Posilniť porozumenie bohatstvu a rozmanitosti európskeho kultúrneho dedičstva, ako aj dedičstva jednotlivých participujúcich európskych krajín.
3. Podporiť inklúziu a rozmanitosť vytvorením priestoru pre výmenu skúseností z rôznych kultúr, generácií a socio- ekonomického prostredia s dôrazom na toleranciu a rešpekt.
4. Zvýšiť informovanosť a povedomie o rôznorodosti v EÚ (vrátane kandidátskej krajiny) v rôznych oblastiach života a rozvíjať také postoje, ktoré podporujú otvorenú diskusiu, empatiu a rešpekt ako predpoklad pre kvalitný život pre všetkých obyvateľov EÚ.
5. Ponúknuť predstaviteľom samospráv priestor pre vzájomnú diskusiu a inšpiráciu pre rozvoj miestnych samospráv a ich aktívnu úlohu v kvalite života obyvateľov EÚ (rozvoj vidieka)
6. Posilniť solidaritu medzi občanmi, ako aj participujúcimi mestami ako kľúčovú hodnotu pre spoločné fungovanie krajín EÚ.

Relevancia projektu smerom k zameraniu výzvy je najmä riešením tém, ktoré sú stanovené výzvou konkrétne: 1. Medzikultúrny dialóg a solidarita – najmä vytváraním príležitostí pre seniorov, ale aj ďalších účastníkov z partnerských miest zapájaním do spoločných aktivít (Nordic walking, petang, spoločná výstava a i.). Vytváraním spoločného prepojenia a podporou medzikultúrneho dialógu - (aktivity Seniori v akcií, Objavovanie vzájomných kultúr). Na solidaritu v praxi sa zameriava projekt prostredníctvom komunitného dobrovoľníctva, kde sa účastníci projektu zapájajú do spoločnej aktivity, čím podporujú solidaritu medzi občanmi, ako aj krajinami. 2. Podpora kultúrnej a jazykovej rozmanitosti – prezentovaním diel lokálnych umelcov projekt poukazuje na európske kultúrne dedičstvo (výstava "Objavovanie vzájomných kultúr"). Prezentáciou rozmanitých krajín, tradícií, festivalov a jedál sa zameriavame na zvýšenie povedomie o kultúrnej a jazykovej rozmanitosti Európy. 3. Podpora európskej integrácie a boj proti euroskepticizmu - realizácia aktivít, ktoré pomáhajú účastníkom lepšie porozumieť Európskej únii, jej histórii a aktivitám. Interaktívne kvízy a prezentovanie úspešných projektov financovaných EÚ poukazujú na praktické prínosy EÚ v bežnom živote, čím sa EÚ približuje jej občanom. Tieto aktivity podporujú pocit spolupatričnosti k EÚ. Ku tolerancii k rozmanitosti podporuje projekt účastníkov prostredníctvom premietania filmov s rodovou tematikou, ale aj témou inklúzie. 4. Téma rodovej rovnosti a nediskrimácie je otváraná prostredníctvom diskusie o rodových stereotypoch a inklúzií. 5. Komunitná angažovanosť je v projekte reflektovaná aktivitami zameranými na rôzne cieľové

skupiny, ale aj na spájanie cieľových skupín do jednotlivých aktivít (spoločné dobrovoľníctvo, športové aktivity). 6. Inovatívne a inkluzívne prístupy sú v projekte reflektované využívaním moderných aplikácií napr. Sli.do, QR kódy, ale aj využitím storytellingu ako spôsobu pre oslovenie účastníkov pre zaujímavé témy. Všeobecné ciele výzvy sú reflektované predovšetkým programom aktivít v nasledovných oblastiach:

- Podporou stretnutia občanov z rôznych krajín EÚ- občania vstupujú počas aktivít do vzájomnej interakcie, podporuje to vzájomné poznávanie kultúr a nadväzovanie vzťahov v neformálnej atmosfére.
- Nadobudnutím praktickej skúsenosti s bohatstvom a rôznorodosťou kultúr participujúcich EÚ krajín – prostredníctvom výstavy zameranej na prezentáciu kultúr, Festivalom európskej gastronómie, hudobnými vystúpeniami. Účastníci zažívajú kultúrnu rozmanitosť Európy, čím sa zvyšuje porozumenia spoločnému dedičstvu EÚ.
- Podpora inklúzie a rozmanitosti- aktivity sú zamerané na medzigeneračné prepojenia, prepojenia medzi jednotlivými účastníkmi z rôznych štátov. Súčasťou sú aj vzdelávacie aktivity pre deti, kde sa učia zároveň aj ich rodičia. Tieto aktivity súčasne spájajú účastníkov z rôznych socio-ekonomických prostredí a generácií, čím sa podporuje inklúzia a porozumenie iným európskym kultúram.
- Posilňovanie vzťahov a porozumenia medzi občanmi EÚ (a kandidátskej krajiny) – aktivity sa zameriavajú aj na vytváranie príležitostí pre interakcie účastníkov, na zamyslenie sa nad rôznymi témami, ktoré sa viažu k fungovaniu v spoločnej Európe (aktivity zamerané na stereotypy, premietanie filmov). Občania majú príležitosť vymieňať si skúsenosti, prehľbovať vzťahy. Súčasne je podporovaná empatia a spolupráca všetkých zapojených (občania, predstavitelia obcí)
- Podpora kvalitného fungovania miestnej samosprávy a obcí ako dôležitých jednotiek v rámci EÚ – zdieľanie príkladov na skvalitňovanie života na lokálnej úrovni pre vidiecke a menej rozvinuté oblasti podporuje odhodlanie partnerov stať sa zodpovednými a iniciatívnymi na miestnej úrovni a podporovať ciele rozvoja menej rozvinutých obcí, vrátane podpory komunitného života a zapojenie všetkých obyvateľov.
- Podpora spolupráce samospráv a medzinárodná spolupráca – diskutovanie o stratégiách pre zlepšenie života komunit otvára potenciál pre dlhoročné partnerstvá participujúcich štátov a spoločné projekty spolupráce.
- Zapojenie detí a mladých ľudí – aktivity programu cielene zapájajú deti ako občanov EÚ, podporujú ich poznanie EÚ, prinášajú základné informácie, aby od nízkeho veku vnímali svoje európske občianstvo a príslušnosť k EÚ. Mladí ľudia sú vzdelávaní v téme hoaxov a overovanie informácií, čo reaguje na narastajúci trend hoaxov na internete a chýbajúce zručnosti v oblasti kritického myslenia.

Projekt rozvíja hodnotu solidarity na rôznych úrovniach: medzi občanmi a účastníkmi – priamo napr., aktivitou komunitného dobrovoľníctva, prostredníctvom aktivity na odbúravanie stereotypov, aktivitou premietania filmov. Na úrovni participujúcich miest prostredníctvom zdieľania know-how, kedy si obce navzájom pomáhajú, ako rozvíjať vidiecke oblasti, menej rozvinuté oblasti a vytvárajú priestor pre nové projekty spolupráce.

Cieľové skupiny aktivít:

- deti (do 10 r.) - sa vzdelávajú o Európskej únii, čím sa zvyšujú ich vedomosti a porozumenie o jej fungovaní. Aktivity rozvíjajú ich analytické schopnosti a geografické vedomosti. Cieľom je podporiť učenie cez hru, posilniť kognitívne schopnosti a prehĺbiť znalosti o štátoch EÚ,
- rodičia – zapojenie rodičov do vzdelávacieho procesu svojich detí účasťou na aktivitách,
- mladí (od 10 - 30 rokov) - zvyšovanie povedomia a rozvoj tolerancie voči rôznorodosti, zvyšovanie povedomia o environmentálnych problémoch, zvyšovanie povedomia o rovnosti pohlaví a rovnakom prístupe v spoločnosti, rozvoj kritického myslenia a zručnosti identifikovať fake- news,
- rodiny - zážitkový prístup k učeniu spája rôzne generácie a národnosti pri spoznávaní histórie a projektov EÚ,
- seniori – zameranie na interakciu medzi seniormi a mladšími generáciami, čím sa posilňuje medzigeneračné vzťahy, príležitosť pre aktívny pohyb, čo podporuje ich zdravie a sociálnu interakciu.
- účastníci podujatia každého veku - spoznávanie miestnych kultúrnych a historických hodnôt prebieha v neformálnom a priateľskom prostredí, čo prispieva k prehľbovaniu porozumenia kultúrnej pestrosti EÚ. Prostredníctvom výstav a kultúrnych podujatí majú účastníci príležitosť zoznámiť sa a oceniť rôzne kultúry a tradície, čo podporuje vzájomnú úctu a toleranciu. Aktivity sa zameriavajú na odbúravanie

stereotypov a podporovanie rovnosti pohlaví, čím umožňujú účastníkom pochopiť rôzne perspektívy a podporujú rovnaké príležitosti v spoločnosti. Fyzické aktivity ako športové podujatia a kultúrne workshopy posilňujú vzájomné vzťahy a ponúkajú zábavný spôsob, ako sa zoznámiť s rôznymi kuchyňami a kultúrnymi rozmanitosťami EÚ. Spoločné stolovanie umožňuje integráciu a kultúrne zdieľanie, zatiaľ čo kultúrne workshopy poskytujú interaktívny zážitok a príležitosť na učenie sa o rôznych kultúrach. Podporovanie solidarity a kolektívnej zodpovednosti prostredníctvom praktickej dobrovoľníckej činnosti umožňuje účastníkom prispieť k miestnej komunite a podporuje kultúrnu výmenu. Oceňovanie jednotlivcov za ich prínos k životu obce posilňuje komunitný pocit, uznáva ich úsilie a motivuje ostatných k aktívnemu zapájaniu sa do života obce, čím vytvára pozitívne vzory. Účastníci majú možnosť zapojiť sa ako dobrovoľníci – pri realizácii podujatia (primárne určené obyvateľov žiadateľskej obce) alebo do aktivity zameranej na komunitné dobrovoľníctvo. Táto skúsenosť prináša príležitosť prispieť k fyzickej zmene prostredia, nadviazať nové vzťahy, nadobudnúť pocit užitočnosti a odvahu byť iniciatívny/-a pri ďalších dobrovoľníckych projektoch.

- zástupcovia samospráv - umožňuje zástupcom samospráv zdieľať najlepšie praktiky a vytvárať nové stratégie spolupráce. Podporuje rozvoj a zlepšenie komunitného života v rámci EÚ. Poskytuje priestor na vyhodnotenie úspechov projektu a plánovanie budúcich aktivít. Umožňuje partnerom reflektovať na dosiahnuté výsledky a napláňovať ďalšie kroky v spolupráci.

- komunity – prostredníctvom aktivít sa podporuje nadväzovanie vzťahov v rámci komunity, čím sa vytvára predpoklad pre ďalšie spolupráce, súčasne sa miestne komunity prepájajú so zahraničnými partnermi na základe spoločných hodnôt, podporuje sa tak aj spolupráca komunít medzi partnerskými štátmi, okrem komunít sa prirodzene buduje líderstvo ako silný základ fungujúcich komunít.

1.2 Needs analysis and specific objectives

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

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

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

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

Projekt, ktorý plánujeme realizovať sa zameriava na niekoľko európskych tém. Oblasti, ktoré projektom budú pokryté boli identifikované nasledovne: potreby na strane občanov (mapovanie prostredníctvom dotazníkov, rozhovory), diskusia s partnermi a ich potreby (prostredníctvom spoločných stretnutí).

Predložená projektová žiadosť je prvou spoluprácou partnerov, hoci každý z partnerov má skúsenosti s realizáciou projektov financovaných z EÚ. Spoločný projekt vznikol na podnet obce Melčice-Lieskové. Motivácia pre realizáciu projektu je vytvorenie dlhodobých a inšpiratívnych vzťahov s partnermi projektu a priniesť do obce podujatie s medzinárodným zastúpením. S ohľadom na nadobudnuté skúsenosti sa obec cíti pripravená hostiť program medzinárodného projektu. Partneri do projektu boli oslovení na základe pozitívnych referencií zo spolupráce od iných obcí. Tak ako Melčice-Lieskové aj partneri vstupujú do spolupráce s cieľom vzájomného spoznania, prepojenia občanov a odštartovania spolupráce do ďalších rokov.

Z uvedeného vyplynuli pre predkladaný projekt nasledovné oblasti: **Medzigeneračná priepasť**, prepájanie občanov partnerských miest - týka sa posilňovanie vzťahov medzi generáciami medzi staršími a mladšími, a vice versa. Budovanie vzťahov je základom pre ich kvalitu a to chceme robiť aktivitami, ktoré sú vhodné pre všetky vekové skupiny. Neformálne a uvoľnené prostredie podporuje nadväzovanie vzťahov. V rámci projektu chceme podporiť aktívny životný štýl seniorov a dialóg medzi generáciami, oboma smermi. S témou medzigeneračného dialógu je spojená aj téma solidarity medzi generáciami.

Rozvíjanie solidarity ako základnej hodnoty EÚ. Tému solidarity vyberáme ako nosnú, lebo sa premieta do každodenného života občanov a je prierezovou pre všetky úrovne (európsku – Zmluva o Európskej únii článok 2, národnú - článok 3 – „Únia podporuje... solidaritu medzi generáciami a medzi členskými štátmi“, lokálnu – podpora staršej generácie, sociálna podpora, angažovanosť na miestnom živote). Účastníkom ju aktivity projektu spracúvajú prostredníctvom príkladov z bežného života.

Prostredníctvom osvojenia tejto hodnoty a jej aplikácie aktivity ovplyvnia vnímanie aj iných tém, ktoré sú súčasťou debát vo národnom a európskom priestore. Aktivitami projektu hodnotu solidarity kultivujeme a prinášame v podobe, ktorá je občanom blízka - Vizuálne umenie - filmy, diskusiami, ako aj realizáciou dobrovoľníckej iniciatívy.

Poznanie EÚ a jej prínosov pre život – hoci členstvo v EÚ sa dá pre partnerské krajiny Slovensko, Maďarsko, Francúzsko rátať v desiatkach rokov znalosť fungovanie EÚ pre mladšie generácie stále nie je samozrejmá. Pochopenie jej mechanizmom, hodnôt a fungovania sa vytvára predpoklad je chápanie jej úlohy v rámci Európy. Z tohto dôvodu sa aktivity projektu zameriavajú aj na deti a mladých ľudí. EÚ pomáha podpornými mechanizmami s veľkým množstvom investícií v Európskych krajinách. Povedomie o konkrétnych prínosoch vplyva na pozitívne nastavenie občanov. Srbsku ako kandidátskej krajine sú predstavené konkrétne projekty podporené z finančných zdrojov EÚ. Budovanie pozitívneho obrazu o EÚ vnímame ako potrebné aj s ohľadom na znižujúcu sa dôveru voči EÚ. Pri porovnávaní dát z jesene 2023 a jari 2024 (otázka “Ako vnímate obraz EÚ”) – sa znížila dôvera voči EÚ vo Francúzsku. Stúpajúca tendencia negatívneho vnímania EÚ je podľa štatistiky v Srbsku (kandidátska krajina) a vo Francúzsku. Hoci Slovensko, Maďarsko, Chorvátsko a Srbsko nevykazujú zásadne klesajúce štatistické údaje verejná debata a budovanie imidžu EÚ v národných politikách sa môže skôr negatívne odraziť na náladách obyvateľov (Maďarsko, Slovensko). Na mieste je teda vzdelávať a informovať občanov a umožniť im tak lepšie chápať fungovanie EÚ (Zdroj: Eurobarometer, Marec/Apríl 2024).

Prezentovanie rôznorodosti EÚ, podporenie nadväzovania vzťahov – podporovať vzájomné spoznávanie kultúr, štátov, rôznorodosti. Kultúra ako základný prejav národa pomáha spájať občanov. Cieľom projektu je oboznamovať obyvateľov európskych krajín a kandidátskej krajiny s pestrosťou, ktorá vychádza z rôznych kultúr žijúcich v EÚ. Poukazovať na pozitívne aspekty rôznorodosti, vzájomné obohacovanie sa a inšpiráciu využitím rôznych foriem umenia – tanečné, vizuálne, hudobné.

Destigmatizácia a odbúranie stereotypov - priblížiť tému rodovej rovnosti spôsobom, ktorá rezonuje s tradičnými hodnotami, s dôrazom na spravodlivosť, rešpekt a dôležitosť komunity. Stredoeurópske krajiny sú hlboko poznačené rodovými stereotypmi, ešte viac to je evidentné v menších mestách a obciach. Pokladáme za osvietenstvo vzdelávať ľudí aj v týchto témach a inšpirovať sa aj našim partnerom Francúzskom, ktorý je v tejto téme omnoho ďalej. Pri búraní rodových stereotypov pozývame do diskusie komunitu, konkrétnych ľudí, ktorí ako jednotlivci majú silu búrať tradičné hranice rolí mužov a žien. Pri tejto téme sa opierame aj o štatistiky vydané European Institute for Gender Equality, v ktorom sú jednotlivé krajiny EÚ hodnotené indexom rovnosti pohlaví (100= plná rovnosť mužov a žien). Slovensko dosahuje 59,2, čo je 11 bodov pod priemerom EÚ, Maďarsko dosiahlo 58,3, čo je takmer 13 bodov pod priemerom EÚ, Francúzsko 75,7, čo je o 5,5 percentuálneho bodu viac ako je priemer EÚ, Chorvátsko 60,7, čo je 9,5 bodu pod priemerom EÚ, (dáta za Srbsko neboli k dispozícii). (zdroj: <https://eige.europa.eu/gender-equality-index/2023>).

Využívanie synergií pre podporu ďalšieho rozvoja krajín EÚ – Projekt sa zameriava na podporu budovania partnerskej siete, ktorá spája odborné know-how s cieľom inšpirovať a podporovať ďalší rozvoj zúčastnených krajín. Kľúčovým cieľom je vytvárať silné vzťahy medzi partnermi, ktoré slúžia ako zdroj inšpirácie a nástroj na zlepšenie miestneho rozvoja. Prostredníctvom výmeny osvedčených postupov a rozvoja inovatívnych stratégií spolupráce sa projekt zameriava na efektívne zlepšovanie kvality života vo vidieckych oblastiach.

#@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.

Európska pridaná hodnota je dosahovaná prostredníctvom:

1. **Spolupráca nad rámec EÚ hraníc** - projektu umožňuje spojenie partnerov rôznych štátov EÚ a kandidátskej krajiny Srbska. Umožňuje zapojenie nečlenskej krajiny ako rovnocenného partnera a realizovať spoločný projekt spolupráce v oblasti podpory občianstva. Spolupráca partnerov na projekte vytvára predpoklad pre spolupráce na budúcich medzinárodných projektoch.
2. **Zapojenie občanov z rôznych krajín EÚ** - Aktivita projektu prispievajú k budovaniu vzťahov medzi obyvateľmi, komunitami a zapojenými partnermi. Podujatie svojimi aktivitami oslovuje širokú skupinu občanov od najmenších až po seniorov, všetkých participujúcich národností. Každá z plánovaných aktivít umožňuje zapojenia aj zahraničných účastníkov, podporuje interakciu medzi občanmi rôznych štátov EÚ.
3. **Možnosť replikácie aktivít** – mnohé z aktivít sú pripravené tak, že umožňujú ich replikovanie v podmienkach jednotlivých partnerských krajín. Partneri si ich vedia po menšom či väčšom prispôbení na svoje podmienky preniesť do organizácií a obcí a vzdelávať tak svojich občanov.
4. **Budovanie dôvery a cezhraničnej spolupráce** – vybrané aktivity (Solidarita v akcií, Dialóg o partnerstve miest v EÚ) podporujú budovanie dôvery a zároveň vytvárajú platformu, kde si partneri projektu zdieľajú skúsenosti, inšpirujú sa a podporujú v dosahovaní podobných cieľov. Tým sa podporuje solidarita a synergia medzi partnermi projektu.
5. **Kultúrna výmena** – niektoré aktivity zdôrazňujú rôznorodosť a pestrosť v oblasti kultúry – pri prezentovaní tradícií, perspektív, ale aj spoločenských pohľadov. Tieto aktivity podporujú vzájomné kultúrne ocenenie, podnecujú účastníkov k reflexii o spoločnej európskej identite a hodnotách.
6. **Spoločná podpora európskych hodnôt** – všetky realizované aktivity podporujú spoločné hodnoty EÚ – solidarita, rovnaké postavenie mužov/žien, udržateľnosť životného prostredia, podpora komunitného života a zapojenie komunity.

Zámerom projektu je, aby jeho realizácia bola obohatením pre všetkých partnerov. Najväčším obohatením bude realizácia projektu pre obec Melčice-Lieskové, keďže tu do kontaktu s témami a účastníkmi zo zahraničia príde najväčšia skupina obyvateľov. Výstupy projektu chceme spracovať do formy, ktoré bude ľahko šíriteľná ďalej (video, reportáž) – týmto spôsobom budeme šíriť informácie aj občanom, ktorí neboli zapojení priamo. Aktivity, ktoré budeme realizovať pripravujeme vo forme, ktorá je ľahko replikovateľná ďalej, aby ich partneri vedeli buď realizovať sami, alebo posunúť v rámci ich partnerských organizácií. Priamo ovplyvnenou cieľovou skupinou budú aj účastníci z partnerských organizácií, ktorí budú na podujatí. Aktivity budú pripravené tak, aby sa vedeli plnohodnotne zapojiť do ich realizácie, prípadne bude prítomné tlmočenie. Projekt bude realizovaný v obci Melčice- Lieskové, Slovensko.

#SCOM-PL-CP\$# #SPRJ-OBJ-PO\$# #SREL-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.

Metodika projektu je pripravená tak, aby zohľadňovala rôznorodé cieľové skupiny, ktoré na podujatie prichádzajú. Účastníkov a účastníčky zapájame prostredníctvom zážitkových a interaktívnych aktivít, ktoré podporujú vzájomnú spoluprácu, rozvoj vedomostí, ale aj fyzické zdravie. Cieľom je vytvoriť inkluzívne prostredie, kde sa účastníci z rôznych krajín a vekových skupín spoločne zapájajú do vzdelávacích, kultúrnych a športových aktivít. Metodika je postavená na aktivitách neformálneho vzdelávania: prezentácie, interaktívne hry, kvízy, zážitkové aktivity, ktoré zábavnou formou zvyšujú povedomie o Európskej únii, boji proti hoaxom a dôležitosťi spolupráce medzi krajinami. Súčasne program obsahuje fyzické aktivity - nordic walking, preteky, petang - ktoré podporujú zdravie účastníkov a vytvárajú príležitosť pre budovanie a upevňovanie vzťahov. Silným pilierom programu je kultúrna výmena - ktorú realizujeme najmä prostredníctvom práce so zmyslami - zrak: výstava fotografií, chute,

čuch: gastronómia, sluch - hudba, pohyb - tanec. Zapojením zmyslov chceme podporiť intenzívnejšie navštevovanie kultúry, zažitie ich rôznorodosti. V neposlednom rade sme pri tvorbe programu pracovali s prvkom rôznorodosti - zapájaním rôznych cieľových a vekových skupín, skupín s rôznymi záujmami a úrovňou kompetencií v jednotlivých témach projektu. Z tohto pohľadu kombinujeme aktivity rôznej náročnosti v témach - napr. film, ktorý si nevyžaduje hlbokú znalosť témy, ale môže priniesť zamyslenie v danej téme, diskusia - vyžaduje si od účastníka väčšiu znalosť témy, schopnosť formulovať svoj názor, prinášať argumenty a pod. Veľkou výzvou bola práca s rôznorodým vekovým zložením. Využili sme možnosť rozvíjať niektoré témy samostatne pre niektoré skupiny (napr. deti a rodičia), ale aj aktivity, ktoré sú zamerané práve na spojenie generácií (dobrovoľnícka aktivita, seniori v akcií, športové aktivity).

Projekt využíva rôznorodé metodiky, ktoré zohľadňujú potreby a záujmy rôznych cieľových skupín:

1. Fyzická aktivita a neformálne stretnutia: Fyzické cvičenia, spoločné prechádzky a športové podujatia poskytujú priestor pre budovanie vzťahov a posilnenie vzájomného porozumenia medzi účastníkmi.
2. Interaktívne vzdelávanie a hry: Kvízy o EÚ, stolové hry, aktivity zamerané na spoznávanie európskych krajín a boj proti dezinformáciám sa realizujú pomocou gamifikácie a digitálnych technológií, čo zvyšuje zapojenie účastníkov.
3. Kultúrna a vizuálna prezentácia: Fotovystavy, filmové projekcie a prezentácie tradičných jedál sú zamerané na podporu vzájomného pochopenia kultúrnych rozdielov a upevnenie európskych hodnôt.
4. Diskusie a storytelling: Moderované diskusie a storytelling umožňujú účastníkom zdieľať svoje skúsenosti, čo prispieva k lepšiemu pochopeniu rodových stereotypov a dôležitosti komunity.
5. Zdieľanie osvedčených postupov: medzi zástupcami partnerských miest podporujú výmenu skúseností a rozvoj nových stratégií na zlepšenie komunitného života.

Metódy: Zážitkové učenie – prostredníctvom zážitku si vedľa účastníci lepšie zapamätajú zažitú skúsenosť, prostredníctvom reflexie dokážu preniesť naučené do vlastných životom (postoje). Fyzická aktivita – podporuje zdravie, buduje tímovú spoluprácu a buduje sociálne väzby. Kultúrne aktivity - pomáhajú prekonať bariéry a umožňujú získať priamu skúsenosť s inými kultúrami, interaktívne aktivity ako gamifikácia a využitie technológií uľahčujú prístupnosť pre mladšie generácie a robia vzdelávanie zábavným a pútavým.

Projekt kladie dôraz na inklúziu a rešpektovanie dôstojnosti všetkých účastníkov. Pri realizácii aktivít budeme uplatňovať etické a bezpečnostné opatrenia: inklúzia - všetky aktivity sú navrhnuté tak, aby boli dostupné pre rôzne vekové skupiny, národnosti a osoby so znevýhodnením, bezpečnosť účastníkov - pri všetkých aktivitách bude zabezpečená prítomnosť odborného dozoru a dostupnosť prvej pomoci, zodpovedné používanie technológií: pri aktivitách využívajúcich aplikácie budú dodržané pravidlá ochrany osobných údajov, rešpekt a tolerancia – aktivita o rodových roliach a rôznorodosti budú vedené s rešpektom voči osobným skúsenostiam účastníkov a zabezpečia bezpečný priestor pre zdieľanie príbehov.

#§CON-MET-CM§# #@CON-SOR-CS@#

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.

Insert text

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
Katarína Remencová	Obec Melčice-Lieskové	Projektová manažérka, zodpovedná za koordináciu úloh medzi partnermi,
Dagmar Fabianová	Obec Melčice-Lieskové	Finančný manažment projektu, kontrolórka obce,
Janka Jančová	Obec Melčice-Lieskové	Koordinácia aktivít projektu, komunikácia s partnermi, management na mieste realizácie projektu
Arlette Bregard	Comité de jumelage de Cran Gevrier	Prezidentka výboru pre partnerské mestá, zodpovedná za komunikáciu s obcou Melčice-Lieskové, podporný personál pre realizáciu kultúrneho programu (hudobné, tanečné, gastronomické aktivity), zodpovedná za dodanie podkladov na výstavu, šírenie výsledkov a výstupov projektu, lektorka
Miroslava Kadlečík	Združenie Communitas Europeana	Koordinácia spoločných aktivít (kultúrne), marketingová komunikácia na lokálnej úrovni, šírenie výsledkov a výstupov projektu, lektorka
Mária Kornélia Hajdu-Szűcs	Obec Kőtegyán Község	Koordinácia spoločných aktivít (kultúrne), marketingová komunikácia na úrovni Maďarska a lokálnej úrovni, šírenie výsledkov a výstupov projektu, lektorka
Ivan Sabolic	Opcina Legrad	Koordinácia spoločných aktivít, šírenie výsledkov a výstupov projektu, lektor

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.

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.

Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

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.

Pre zabezpečenie dostatočnej kvality projektu sa zameriavame na: plánovanie a stanovenie kritérií kvality, implementáciu a monitoring indikátorov, hodnotenie a vyhodnotenie ukazovateľov projektu. Pri monitorovaní a hodnotení berieme v úvahu aj aspekt rodovej rovnosti. Monitorujeme počet žien a mužov, ktorý sa na aktivitách zúčastňujú, najmä pri aktivitách, ktoré sa fokusujú na rodové témy – diskusia o postavení mužov a žien a pod.

Kvalita projektu a plánovanie

1. Manažment projektu

- **Koordinácia a zodpovednosť:** Žiadateľ, obec Melčice-Lieskové, bude zodpovedná za celkové riadenie projektu. Partneri budú prispievať ku kultúrnemu programu, športovým aktivitám a ďalším spoločným aktivitám. V rámci spolupráce sú jasne zadefinované úlohy a zodpovednosti. Okrem spoločného projektového tímu so zastúpením všetkých partnerov má žiadateľ svoj vlastný projektový tím so sekciami, ktoré zodpovedajú za jednotlivé časti projektu – napr. Komunikácia, dodávatelia, koordinácia aktivít s partnermi a pod.
- **Dodávateľské služby:** Časti programu, ktoré si vyžadujú odborné zručnosti, ako moderovanie diskusií a tlmočenie, budú zabezpečené prostredníctvom miestnych organizácií a dodávateľov. Technická realizácia, ako tlač materiálov a technické zabezpečenie, bude riešená dodávateľsky.

2. Monitorovanie a kontrola kvality

- **Zmluvy a etické normy:** Dodávateľské služby budú upravené zmluvami a zverejnené v CRZ. Personál z dodávateľských firiem aj miestny personál budú oboznámení s etickým kódexom zameraným na predchádzanie diskriminácii a netolerancii,
- **Plánovanie a kontrola:** Každá aktivita bude mať jasne definované ciele, metódy a časový harmonogram. Bude vytvorený plán pre všetky aktivity a dodávateľské služby.
- **Monitorovanie:** Pravidelné stretnutia s partnermi a dodávateľmi na kontrolu postupu prác a dodržiavania termínov. Stretnutia interného tímu a pravidelné informovanie (celý projektový tím vrátane partnerov – 2x mesačne, 2 mesiace pred podujatím 1x týždenne, interný tím žiadateľa – 2x mesačne, 2 mesiace pred plánovaným podujatím 1x týždenne, prípadne podľa potreby).
- **Kvalita realizácie aktivít:** pre jednotlivé aktivity budú stanovené min. kritéria kvality, po realizácii aktivít budú vyhodnotené realizátorom aktivít, reportované projektového tímu v rámci hodnotenia podujatia, získavanie externej spätnej väzby od účastníkov aktivít – pre jednotlivé aktivity je definovaný spôsob zberu spätnej väzby a min. kritérium spokojnosti,
- **Vyhodnotenie KPIs:** Po realizácii projektu budú vyhodnotené kľúčové ukazovatele,
- **Podporný personál:** Projekt bude realizovaný zamestnancami Obecného úradu,

dobrovoľníkmi z obce a komunitou. Bude uzatvorená Zmluva o dobrovoľníckej činnosti, aby sa zabezpečila koordinácia a kvalita dobrovoľníckych aktivít

3. Hodnotenie a indikátory

- **Kvantitatívne indikátory:** účasť - počet účastníkov na jednotlivých aktivitách projektu, kvalita - počet poskytnutých materiálov, počet zrealizovaných workshopov
- **Kvantitatívne indikátory:** spokojnosť účastníkov – od účastníkov aktivít cez dotazníky a online formuláre (dotazníky), sledovanie dopadu – prínosu pre účastníkov jednotlivých aktivít (napr. Zlepšenie vzťahov medzi partnerskými organizáciami).

Hodnotenie aktivít bude participatívne a inkluzívne, budeme sa snažiť o oslovenie rovnakého počtu mužov a žien, tak aby výsledok reflektoval ich preferencie a názory vyvážené z pohľadu pohlaví. Pri aktivite zameranej na témy rodovej rovnosti chceme v rámci hodnotenia zisťovať, čo v tejto téme by jednotlivé pohlavia privítali v budúcnosti, aké sú praktické návrhy na podporu zrovnoprávňovania. V rámci tejto témy chceme zapájať aj rôzne vekové skupiny. Zapojenie rôznych vekových skupín a skupín s rôznym socioekonomickým a spoločenským statusom zabezpečuje, čo najviac objektívny pohľad na realizované aktivity.

Za manažment projektu je zodpovedný žiadateľ – obec Melčice-Lieskové. Jednotlivý spolupracujúci partneri budú prispievať k spoločným častiam programu – kultúrny program (tanečné a hudobné súbory, športovými aktivitami (petang). Partneri budú zodpovední za dodanie podkladov pre spoločné aktivity, pri potrebe ďalšieho spracovania a tlače budú tieto aktivity realizované prijímateľom dotácie z dotácie projektu. Budú aj súčasťou workshopov – prostredníctvom ich vedenia, alebo vedenia ich častí. Časti programu, ktoré si vyžadujú odborné zručnosti budú realizované dodávateľsky (moderovanie diskusie) zapojíme miestne organizácie. Tu zaraďujeme aj tlmočenie a preklady. Dodávateľsky bude zabezpečená aj technická realizácia aktivít – tlač a umiestnenie fotografií na panely, výroba panelov na aktivitu putovania po obci, premietanie filmov (technické zabezpečenie), tlač materiálov na aktivity pre deti, materiál pre realizáciu aktivít. Dodávky služieb v súvislosti s realizáciou podujatia: catering, občerstvenie, technické vybavenie, ozvučenie, povinné záchranné zložky a i. Služby súvisiace s ubytovaním a stravou pre hostí zo zahraničia. Dodávateľské služby budú ošetrené uzavretím zmlúv a zverejnené v CRZ.

Filmy na premietanie – na tieto filmy sa nevzťahuje zákon o ochrane práv, filmy je možné po ohlásení organizácií Človek v ohrození premietat' na verejných podujatiach a realizovať k nim diskusie. Priestory pre realizáciu podujatia – poskytnuté od obce Melčice-Lieskové. Podporným personálom pri realizácii projektu budú zamestnanci a zamestnankyne Obecného úradu, dobrovoľníci – mladí ľudia z obce a okolia, komunita samotná. K realizácii dobrovoľníckych aktivít bude uzatvorená Zmluva o dobrovoľníckej činnosti. Pri realizácii aktivít využijeme odbornosť, ochotu a šikovnosť našich obyvateľov. Personál z dodávateľských firiem, ale aj lokálni personál budú poučení o etickom kódexe, ktorého súčasťou je žiadna tolerancia akýchkoľvek foriem diskriminácie a netolerance. Etické princípy sú súčasťou uzatvorených dodávateľských zmlúv tak, aby sme predišli akýmkoľvek formám narušenia priebehu podujatia.

Indikátory pre aktivity

A: Seniori v akcií – počet všetkých účastníkov a účastníčok zapojených do aktivity **min. 30**, aspoň **70%** účastníkov/účastníčok označí aktivitu prínosnú pre budovanie nových vzťahov, získanie spätnej väzby aspoň od 50% účastníkov

B: EÚ kvíz – počet zapojených rodín alebo jednotlivcov, aspoň 50% opýtaných odpovie, že sa naučilo aspoň 1 novú vec o fungovaní EÚ

C: Po stopách EÚ – počet rodín (skupín), ktoré prejdú celý okruh, aspoň 50% opýtaných odpovie, že sa naučilo aspoň 1 novú vec o obci Melčice-Lieskové,

D: Objavovanie vzájomných kultúr – počet návštevníkov a návštevníčok výstavy, pozitívne hodnotenie výstavy prostredníctvom dotazníkov spokojnosti,

E: Životy iných – celkový počet divákov/diváčok na filmovom maratóne, subjektívne hodnotenie po filmovom premietaní v témach filmov, nepriamo aj účasť na diskusiách o rodovej rovnosti (téma ich zaujala, chcú vedieť viac)

F: Športové aktivity – celkový počet účastníkov/účastníčok na aktivitách, sledovanie úrovne spokojnosti, mieri interakcie počas aktivít („zoznámili ste sa aspoň s jedným hosťom...“ a pod.)

G: Aktivity pre deti – počet účastníkov/účastníčok zapojených do aktivít, zlepšenie schopnosti identifikovať fake- news (subjektívne pred a pod aktivite), zlepšenie vedomostí o európskych pamiatkach, schopnosť identifikovať vlajky štátov EÚ, úroveň poznania EÚ,

H: Festivalový obed – počet účastníkov/účastníčok festivalového obeda, spokojnosť s realizáciou

aktivity (spätno - väzobný dotazník)

I: Európsky hudobný a tanečný festival – počet účastníkov/účastníčok festivalu a workshopov, úroveň spokojnosť miera zlepšenie tanečných schopností,

J: Solidarita v akcii: komunitné dobrovoľníctvo – počet dobrovoľníkov/dobrovoľníčok zapojených do akcie, vnímanie pozitívneho vplyvu dobrovoľníctva na vzťahy a súdržnosť v komunite,

K: Oceňovanie občanov obce – počet účastníkov/účastníčok oceňovania, vnímanie pozitívneho vplyvu ocenenia na motiváciu v rámci komunity,

L: Dialóg o partnerstve miest – počet zástupcov a zástupkyň samospráv, spoločný akčný plán ďalších krokov v rámci partnerskej siete.

#\$PRJ-MGT-PM\$# #@\$FIN-MGT-FM@#

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.

Insert text

#\$FIN-MGT-FM\$# #@\$RSK-MGT-RM@#

2.7 Risk management

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

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

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

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

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

#\$RSK-MGT-RM\$# # \$QUA-LIT-QL\$# #@\$IMP-ACT-IA@#

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?

Dopad na cieľové skupiny projektu:

- **Deti (do 10r.)** - Zvýšenie vedomostnej úrovne o EÚ, štruktúre fungovania, funkcií a činnosti, o jej prínosoch. Rozvoj analytických schopností umožňuje lepšie porozumieť komplexným aspektom fungovania EÚ a jej politických, ekonomických a sociálnych oblastiam. Zlepšenie geografických vedomostí prispieva k ich lepšiemu prehľadu o európskej geografii a rôznorodosti regiónov. Posilnenie kognitívnych schopností rozvíja pamäť, koncentráciu a analytické myslenie. Prehĺbenie znalostí o štátoch EÚ účastníkom pomáha lepšie pochopiť kultúrne, politické a ekonomické aspekty týchto krajín a ich úlohu v rámci EÚ.
- **Mladí ľudia (10-30 rokov)** - Zvýšenie vedomostí úrovne o EÚ a lepšie porozumeniu jej fungovaniu, čím zvyšuje ich porozumenie rozmanitosti a komplexnosti európskej integrácie. Rozvoj analytických schopností, čo prispieva k rozvoju kritického myslenia a riešeniu problémov. Zlepšenie geografických vedomostí o EÚ a štátov, rozvoj kognitívnych schopností ako sú pamäť, koncentrácia a schopnosť analyzovať informácie. Prehĺbenie znalostí o štátoch EÚ: Projekt napomáha prehliť znalosti účastníkov o rôznych štátoch EÚ,
- **Rodiny** - Zvýšeniu vedomostí o fungovaní EÚ a jej rôznych prínosoch, čo zvyšuje celkové vedomosti o Európskej únii. Hlbšie porozumenie komplexnosti EÚ a jej činností. Zvýšenie informovanosti o tom ako EÚ funguje, čo prispieva k lepšiemu pochopeniu jej úlohy v každodennom živote. Pozitívne vnímanie EÚ prostredníctvom získavania informácií o prínosoch a úspechoch EÚ zábavným a príjemným spôsobom. Posilnenie rodinných a medzigeneračných vzťahov prostredníctvom spoločných zážitkov pri účasti na aktivitách.
- **Seniori** - Podpora vzájomného spoznávanie a posilnenie vzťahov program vytvára priestor pre osobné stretnutia a interakcie, ktoré podporujú vzájomné spoznávanie. Týmto spôsobom sa posilňujú medziľudské vzťahy. Fyzické cvičenia a spoločné aktivity podporujú aktívny životný štýl seniorov, čo má pozitívny vplyv na ich fyzické zdravie a pohodu. Pravidelný pohyb prispieva k zlepšeniu fyzickej kondície a prevencii zdravotných problémov. Posilnenie spoločenskej angažovanosti a príslušnosti k komunite, vďaka aktívnemu zapojeniu do programu, prispieva k ich emocionálnej a psychickej pohode. Vysokou mierou interakcie v aktivitách medzi seniormi a mladšími generáciami sa vytvárajú príležitosti na vzájomné učenie a zdieľanie skúseností. Spoločné aktivity umožňujú seniorom budovať a posilňovať individuálne vzťahy, čo zvyšuje ich sociálnu sieť a zlepšuje kvalitu ich života.
- **Všetci účastníci aktivít projektu** – Neformálne a priateľské prostredie počas realizácie projektu prispieva k prehľbovaniu porozumenia o kultúrnej pestrosti EÚ. Účastníci majú možnosť zoznámiť sa a oceniť rôzne kultúry a tradície prostredníctvom výstav a kultúrnych podujatí, čo podporuje vzájomnú úctu a toleranciu medzi rôznymi skupinami. Aktivity zamerané na odbúravanie stereotypov a podporovanie rovnosti pohlaví umožňujú účastníkom pochopiť rôzne perspektívy a prispievajú k vytváraniu rovnakých príležitostí v spoločnosti. Fyzické aktivity, ako športové podujatia a kultúrne workshopy, posilňujú vzájomné vzťahy a ponúkajú zábavný spôsob, ako sa zoznámiť s kultúrnymi rozmanitosťami EÚ. Spoločné stolovanie a kultúrne workshopy umožňujú integráciu a poskytujú interaktívne zážitky, ktoré prispievajú k lepšiemu pochopeniu a zdieľaniu rôznych kultúr. Praktická dobrovoľnícka činnosť podporuje solidaritu a kolektívnu zodpovednosť, umožňuje účastníkom prispieť k miestnej komunite a podporuje kultúrnu výmenu. Oceňovanie jednotlivcov za ich prínos k životu obce posilňuje komunitný pocit, uznáva ich úsilie a motivuje ostatných k aktívnemu zapájaniu sa do života obce, čím vytvára pozitívne vzory. Možnosť zapojiť sa dobrovoľníckej aktivity umožňuje prispieť k fyzickej zmene prostredia, nadviazať nové vzťahy, nadobudnúť pocit užitočnosti a odvahu byť iniciatívny/-a pri ďalších dobrovoľníckych projektoch.

- **Dobrovoľníci** – Skúsenosť s dobrovoľníctvom rozvíja praktické zručnosti v oblastiach ako tímová spolupráca, komunikácia, riešenie krízových situácií a flexibilitu. Skúsenosť s realizáciou dobrovoľníckej aktivity dáva účastníkom pocit užitočnosti, hodnoty pre okolie a komunitu a aktívne prispieva k budovaniu vzťahov s ostatnými účastníkmi. Podporuje pocit solidarity a zároveň predstavuje fyzickú aktivitu, ktorá udržiava zdravie.
- **Zástupcovia/ zástupkyne samospráv** - Zdieľanie dobrých praktík a tvorba nových stratégií podporuje efektívnejšie riešenie problémov a zlepšovanie pracovných postupov v rámci EÚ. Podpora rozvoja a zlepšenia komunitného života v rámci EÚ prispieva k vytváraniu lepších podmienok a kvalitnejšieho života v miestnych komunitách. Vyhodnotenie úspechov projektu umožňuje efektívne sledovanie pokroku a výsledkov, čo pomáha pri plánovaní budúcich aktivít a projektov. Hodnotenie projektu a spolupráce umožňuje reflektovať na dosiahnuté výsledky a naplánovať ďalšie kroky v spolupráci, čím sa podporuje neustále zlepšovanie a adaptácia stratégií na dosahovanie lepších výsledkov v budúcnosti.

Dopady z časového pohľadu:

- **Krátkodobé** – týkajú sa všetkých cieľových skupín: zvýšenie povedomia o EÚ, jej fungovaní, hodnotách, geografické informácie o krajinách, zvýšenie povedomia o kultúrnej rozmanitosti. Spoločné zážitky pri realizácii aktivít podporujú posilňovanie vzťahov na mieste pri ich realizácii, súčasne je veľká časť aktivít plánovaná zábavne a zážitkovo – účastníci tak zažívajú pocit zábavy. Prostredníctvom kultúrnych aktivít sa dostávajú cez rôzne zmysly do kontaktu s časťami iných kultúr ako tanec, hudba a iné. Učia sa tak vnímať rôznorodosť v Európe.
- **Strednodobé** – posilnenie porozumenia a tolerance – hodnotový posun- účastníci začínajú lepšie rozumieť kultúrnej pestrosti EÚ a cítia väčšiu toleranciu voči rozmanitosti vďaka zažitým spoločným aktivitám. Rozvoj analytických a kognitívnych schopností – mladí ľudia a deti si rozvíjajú zručnosti, ktoré sú schopní/-é aplikovať do bežného života v škole, komunite a vzťahov. Podpora inklúzie a medzigeneračných vzťahov – vybudované vzťahy z realizovaných interakcií môžu pretrvávajúť, účastníci realizujú nadväzujúce aktivity s podobnými témami, vnímajú rozdielnosť v spoločnosti, reagujú na ňu citlivo a snahou o inklúziu, medzigeneračné vzťahy nevnímajú izolovane, ale ako súčasť života, či aktivity v komunite. Predstavitelia obcí komunikujú medzi sebou, využívajú sieť ako zdroj informácií a konzultácií. Plánujú ďalšie projekty spolupráce.
- **Dlhodobé** - zvýšenie informačnej úrovne o tom, ako EÚ funguje (nadobudnutie vedomostí), pozitívne vnímanie EÚ plynúce z poznania prínosov, rozvíjanie EÚ hodnôt spolupráce, spolupatričnosti, dôvery v európsku spoluprácu. Zlepšenie komunitného života – vytváranie spoločných stratégií a prístupov, budovanie platforiem a akčných skupín pre zdieľanie a podporu, posilňovanie miestneho rozvoja cez systematickú pomoc partnerov a EÚ. Vytváranie ďalších projektov spolupráce v rámci programu CERV, podpora dlhodobej spolupráce a rozširovanie partnerskej siete.

Pri realizácii aktivít je najväčšia výzva otvárať témy týkajúce sa rodovej rovnosti. Aj preto kombinujeme diskusiu s krátkymi filmami, aby nám pomohli naštartovať procesy a pripravili účastníkov na následnú diskusiu. Pri tejto diskusii priзывame k spolupráci neziskový sektor, ako ten skúsenejší v oblastiach ľudských práv a rovnosti. Ďalšou výzvou je aktívne zapojenie seniorov. Hoci v obci sú seniori aktívni, realizovať medzinárodnú aktivitu je výzva tak pre obec, ako aj pre túto skupinu. Tu rátame s veľkou podporou od dobrovoľníkov, ktorí pomôžu prekonať jazykovú bariéru a stráviť tak príjemný a hodnotný čas pre všetkých účastníkov. Medzinárodná spolupráca je pre nás výzvou, ale cítime sa naň po projektovej aj skúsenostnej stránke pripravení.

#ŠIMP-ACT-IAŠ# #@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.

Šírenie výstupov smerom k cieľovým skupinám:

- Deti – interaktívne hry s tematikou EÚ, kvízy a workshopy o EÚ. Tieto výstupy plánujeme šíriť v rámci MŠ a ZŠ vo všetkých participujúcich krajinách. Prostredníctvom sprostredkovania odkazov na webovú stránku Európskej komisie, lessons learned z realizácie aktivít počas projektu.
- Mladí ľudia – šírenie využitej aplikácie na Fake news – aplikácia je jedným z výstupov projektov realizovaných z podporou EÚ a je k dispozícii na stránke EK, tento link chceme ďalej šíriť na ZŠ a SŠ v kraji, ako aj smerom k partnerov. Chceme tak posunúť informáciu, ako možno trénovať kritické myslenie ako účinný boj proti dezinformáciám.
- Rodiny – chceli by sme šíriť informáciu o realizácii rodinných aktivít ako spôsobu pre spoločné trávenie voľného času, šíriť informáciu o organizovaní aktivít pre rodiny. Prínos realizovaných aktivít pre rodiny.
- Seniori - informácie o realizovaných aktivitách, pravidelné organizovanie fyzických aktivít pre podporu zdravia a aktívneho života pre starších obyvateľov.
- Účastníci projektu - informovať o výstupoch projektu, dať do pozornosti výstupy, ktoré sú k dispozícii informovaním na webových stránkach, sociálnych sieťach a iných médiách – všetky partnerské krajiny. Podporiť iniciatívy nadväzujúce na témy projektu.
- Nepriami účastníci projektu – šírenie informácií o realizovaných aktivitách a výstupoch s cieľom informovania a motivácie do ďalších aktivít realizovaných na úrovni komunity – všetci partneri, informovať o výstupoch projektu, dať do pozornosti výstupy, ktoré sú k dispozícii informovaním na webových stránkach, sociálnych sieťach a iných médiách – všetky partnerské krajiny.
- Dobrovoľníci – šírenie výsledkov dobrovoľníckej iniciatívy prostredníctvom fotografií, aplikácia získaných skúseností v ďalšom živote, šírenie hodnoty dobrovoľníctva a solidarity smerom k ostatným cieľovým skupinám. Vytvorenie skupiny miestnych lídrov, ktorí iniciujú nové dobrovoľnícke projekty na lokálnej úrovni (SVK).
- Zástupcovia/zástupkyne lokálnych samospráv – spísané príklady dobrej praxe, zoznamy zdrojov pre čerpanie financií na realizáciu projektov zo zdrojov EÚ.

Využívanie kanálov na komunikáciu pred podujatím:

- Webové stránky – informovanie o programe, aktivitách, hosťoch, cieľoch podujatia, pozvánka na podujatie
- Sociálne siete – Facebook, Instagram partnerov- informovanie o programe, aktivitách, hosťoch, pozvánka na podujatie,
- Lokálne média (TV, tlač)- pozvánka na podujatia, reportáž o príprave podujatia
- Siete partnerov – informovanie o plánovanom projekte

Výsledky projektu chceme šíriť najmä smerom k občanom, ktorí neboli účastníkmi aktivít projektu, k zapojeným cieľovým skupinám, k lokálnym predstaviteľom a predstaviteľkám politik a verejnosti. Výsledky plánujeme šíriť na lokálnej a regionálnej úrovni na Slovensku. Lokálnej a regionálnej úrovni prostredníctvom partnerov projektu.

Kanály na šírenie výsledkov:

- Webové stránky všetkých zapojených partnerov – stránky obcí a zapojených organizácií- zverejnenie sumárnej informácií z realizácie podujatia, výstupov v podobe fotografií, videí,
- Sociálne média všetkých zapojených partnerov – zverejnenie súhrnnej správy o realizácii projektu, jeho cieľoch a aktivitách, počas realizácii, fotografie, videá
- Lokálne média (najmä SVK – TV, tlač) – reportáž, rozhovory,
- Realizácia následných aktivít – vid' časť Sustainability and continuation

Viditeľnosť projektu

- Počas realizácie projektu – Všetky materiály vydané v rámci realizácie projektu budú obsahovať povinné označenie v súlade s usmernením pre propagáciu projektov, ktoré je stanovené v zmluve o projekte. Všetky výstupy projektu, vrátane vzdelávacích materiálov, prezentácií, tlačových správ, článkov, reportáží a súhrnných informácií o realizácii, budú jasne označené informáciou o podpore projektu z programu CERV. Miesta, kde budú prebiehať aktivity projektu, budú tiež riadne označené. Produkty financované z prostriedkov EÚ budú

označené povinným značením, pričom toto značenie bude použité aj na všetkých dokumentoch vydaných pred, počas a po realizácii projektu, ktoré sa vzťahujú na jeho aktivitu. Povinné označenie bude implementované pri všetkých formách šírenia informácií, vrátane príspevkov na sociálnych sieťach a médiách.

- Označenie výstupov projektu – Všetky výstupy (dokumenty, vzdelávacie materiály, prezentácie, ako aj hmotné výstupy, dokumenty, vzdelávacie materiály, prezentácie, ako aj hmotné výstupy) vyprodukované v rámci projektu budú označené povinnými logami a doplnené o príslušné písomné informácie v súlade s požiadavkami na propagáciu projektov financovaných z EÚ zdrojov. Táto povinná vizuálna a textová identifikácia bude zabezpečená v súlade s platnými pravidlami a pokynmi pre propagáciu, čím sa zaisťuje transparentnosť a viditeľnosť podpory z poskytnutých zdrojov.

#SCOM-DIS-VIS-CDV\$# #SUS-CON-SC@#

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?

Následné aktivity (po ukončení realizácie projektu):

- Vytvoriť linky na zdieľanie aktivít vytvorených EK, použitých v rámci realizácie projektu s tipmi z realizácie, linky budú umiestnené vo súhrnnej správe z projektu, zverejnené na webových stránkach partnerov. Informovať o týchto aktivitách aspoň 10 MŠ a ZŠ
- Promovať linky na aplikáciu na stránke EK na tréning kritického myslenia. Umiestniť link do súhrnnej správy z projektu a dostať tak informáciu o aplikácii medzi ostatné organizácie. Informovať o existencii aplikácie aspoň 5 ZŠ a SŠ.
- Zorganizovať v priebehu roka od ukončenia projektu aspoň 2 aktivity, ktoré sú venované rodinám – prispievajú k budovaniu vzťahu a podporujú medzigeneračné spojenia (komunitné aktivity)
- Zrealizovať aspoň 2 aktivity ročne v každom z partnerských štátov, kde realizátori akcie budú seniori. Tieto aktivity budú mať za cieľ podporu aktívneho života a rozvoj komunity.
- Posilniť propagáciu komunitných aktivít tak, aby sa do nich zapájali aj obyvatelia, ktorí sa neúčastnili podujatia, ktoré je obsahom tohto projektu, zapojiť do aktivít obcí a partnerov aj účastníkov, ktorí vedú sprostredkovať výstupy projektu a zapojiť ich do ďalších plánovaných aktivít.
- Zrealizovať aspoň 2 aktivity v období do pol roka od realizácie projektu v každom partnerskom štáte, ktoré zdieľajú získané zručnosti, vedomosti a informujú o realizovanom projekte.
- Zrealizovať aspoň 2 aktivity na témy projektu (vybrané) do pol roka od ukončenia realizácie projektu (iniciatívy, medzinárodné spolupráce a i.) – každá partnerská krajina
- Zrealizovať aspoň 1 komunitnú dobrovoľnícku aktivitu do pol roka od ukončenia projektu.
- Zrealizovanie aspoň 1 projektu (podanie projektovej žiadosti) v spolupráci s partnermi projektu do 1 roka od realizácie projektu.

Aktivity, ktoré chceme udržať aj po ukončení realizácie projektu:

- Vzdelávacie a interaktívne aktivity – využívaním aktivít počas vyučovania na ZŠ ako súčasť témy vzdelávania o EÚ, rozvíjať vedomosti o EÚ, kritické myslenie a geografické poznatky ako súčasť vzdelávania občanov EÚ.
- Podporovať aktívny životný štýl seniorov a medzigeneračný dialóg – realizácie spoločných, športových a kultúrnych aktivít by sa mali stať pravidelnou aktivitou v komunitách. Budú sa tak dlhodobo posilňovať kvalitné vzťahy v komunite, čo z dlhodobého pohľadu vedie k zvyšovaniu kvality života v komunitách.
- Podpora projektov medzinárodnej spolupráce – prehľbovanie vzťahov medzi partnermi ďalšími projektami spolupráce (možnosť financovania z EÚ), podpora a udržiavanie vzťahov medzi obyvateľmi jednotlivých krajín, podpora občanov v poznávaní iných kultúr a budovaní pozitívneho vzťahu k rôznorodosti v rámci EÚ.

Uvedené oblasti môžu byť ďalej rozvíjané: prostredníctvom realizácie projektov a iniciatív z európskych programov a zdrojov (European Solidarity Corps, CERV a i.), využívaním lokálnych zdrojov (Visegrádsky fond, cezhraničná spolupráca). Ďalej sa uvedené oblasti dajú rozvíjať cez vytváranie aktivít a vzdelávaní, ktoré sa zameriavajú na zvyšovanie kompetencií v oblasti fungovania EÚ, využívanie interaktívnych aplikácií a aktivít, ktoré sú dostupné na stránke EK ako výstupy už realizovaných projektov. Podporovaním vzniku a činnosti miestnych skupín, ktoré rozvíjajú komunitný život, dobrovoľníctvo a pomoc samospráv pri ich činnosti.

Pokračovanie aktivít bude možné prostredníctvom: zabezpečenia finančných zdrojov (zdroje EÚ, lokálne zdroje – obce, regionálne fondy), zabezpečenie ľudských zdrojov – využitie ľudských zdrojov, ktoré majú skúsenosť s realizáciou medzinárodných projektov, transfer know-how, mentoring a pod., ktoré zabezpečenie rozšírenie skupiny ľudí, ktorí sú schopní realizovať medzinárodné aktivity a projekty, technické zdroje pre realizáciu – využívaním priestorov pre realizáciu aktivít – obecné priestory, priestory cirkví a pod.

#§SUS-CON-SC§#

#@WRK-PLA-WP@#

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)).

Pracovný plán je štruktúrovaný ako séria interaktívnych, vzdelávacích, kultúrnych a fyzických aktivít, ktoré sa konajú od piatku do nedele, v termíne 22.-24.8.2025. Aktivita sú určené pre rôzne vekové skupiny a zameriavajú sa na fyzickú pohodu, kultúrnu rozmanitosť, kritické myslenie a solidaritu. Štruktúra **pracovného plánu** zabezpečuje vyváženú kombináciu fyzických aktivít, kultúrnej výmeny, vzdelávania a komunitného zapojenia. Program je inkluzívny pre všetky vekové skupiny a podporuje aktívnu účasť, učenie a spoluprácu v rámci hodnôt a partnerstiev Európskej únie. Keďže event je plánovaný na konci mesiaca, niektoré výstupy aktivít budú pripravené na šírenie až na začiatku mesiaca september. Aj z tohto dôvodu uvádzame v časti Milestones and deliverables – mesiace doručenia výstupov 01, 02.

4.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For prefixed Lump Sum Grants, each event should be one work package.

Work packages covering financial support to third parties ( only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

 Please limit the number of work packages and reduce the number of deliverables (max 10 to 15 for the entire project). (n/a for prefixed Lump Sum Grants).

 Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

 Ensure consistence with the detailed budget table/calculator (if applicable). (n/a for prefixed Lump Sum Grants)

Objectives

List the specific objectives to which the work package is linked.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted (see Model Grant Agreement).

If there is subcontracting, please also complete the table below.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open ( automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Work Package 1

Work Package 1: [Vzdelávacie, informačné, kultúrne aktivity]					
Duration:	M1 – M2	Lead Beneficiary:	1-Obec Melčice - Lieskové		
Objectives					
- Posilniť vzťahy medzi účastníkmi z partnerských miest prostredníctvom spoločných aktivít podporiť aktívny životný štýl a vytvoriť priestor na neformálnu výmenu. - Vzdelávať účastníkov o EÚ, jej fungovaní, histórii prostredníctvom interaktívnych a zážitkových aktivít. Podporiť boj proti hoaxom a zlepšiť kritické myslenie. - Oslavovať kultúrnu pestrosť EÚ prostredníctvom: výstavy, gastronómie, hudby a tanca. Podporiť toleranciu, solidaritu a rešpekt voči rôznorodosti. - Zvýšiť povedomie o rodovej rovnosti a búrať stereotypy prostredníctvom storytellingu a diskusií. - Povzbudiť k vzájomnej solidarite a aktívnej účasti na komunitnom živote prostredníctvom dobrovoľníckej aktivity - Spoločné zhodnotenie výsledkov projektu, zdieľanie skúseností medzi zástupcami partnerských miest a plánovanie ďalších krokov spolupráce.					
Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Slávnostné otvorenie podujatia	Privítanie zástupcov partnerských miest a organizácie. Cieľ: predstavenie projektu spolupráce, predstavenie cieľov a programu pre účastníkov, Metóda: slávnostný príhovor, prezentácia, Cieľ. Skupina: všetci účastníci	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO

T1.2	Seniori v akcií	Spojenie seniorov partnerských miest. Spoločné víťanie dňa - krátka zostava na prebudenie tela. 2 km trasa po obci (nordic walking, prechádzka) pre nadviazanie a posilnenie vzťahov. Predstavenie obce a jej pekných miest. S krátkym výkladom pre prítomných hostí a domácich o zaujímavých miestach obce - výklad pripravený seniormi. Tlmočenie do jazykov partnerov zabezpečené. Zoznámenie sa v neformálnej atmosfére. Cieľ: posilnenie vzťahov účastníkov z partnerských miest cez spoločný zážitok v pohybe. Podpora aktívneho životného štýlu seniorov. Podpora spoznávanie a interaktivity účastníkov podujatia. Zoznámenie sa v neformálnej atmosfére. Metóda: fyzické cvičenie, lámač ľadov, Cieľová skupina: všetky cieľové skupiny	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.3	EÚ Kvíz	Aktivita je zameraná na zábavnú formu vzdelávania o Európskej únii. Bude sa jednať o interaktívny kvíz, spracovaný do aplikácie SLI.DO, aby mohol byť realizovaný prostredníctvom mobilu a dostupný pre každého a zároveň rýchlo vyhodnotený. Zábavnou formou budeme vzdelávať deti a rodičom o EÚ. Ako podklad pre hru nám bude slúžiť Europa Quest, ktorý je vypracovaný v dvoch verziách. Kvíz plánujeme realizovať vo vopred oznámených časoch v jednej z tried ZŠ. Pre víťahom pripravíme malé ceny (o spoluprácu plánujeme požiadať aj Európske informačné centrum). Cieľ: Zvýšenie vedomostnej úrovni o EÚ a jej fungovaní zábavnou formou. Metóda: kvíz, Cieľ skupina: rodiny - deti (od 10 rokov) a rodičia.	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO

T1.4	Po stopách EÚ	Na rôznych miestach obce sú umiestnené QR kódy, ktoré po načítaní zobrazia zaujímavosti o konkrétnych miestach v obci. Súčasne cesta odкрýva zaujímavosti z histórie od minulosti obce až po súčasnosť. V rámci cesty je kladený dôraz na obdobie od vstupu do EÚ predstavenie projektov realizovaných vďaka podpore EÚ. Pre účastníkov je k dispozícii mapa, podľa ktorej sa pohybujú v okolí. Na jednotlivých stanoviskách zbierajú pečiatky do Kroniky EÚ (vytvorená na účel hry). Pre výhercov, ktorý prejdú celým okruhom sú venované malé ceny. Aktivita je spracovaná zábavnou a poučnou formou. Cieľ: Vzdelávanie účastníkov o histórii EÚ, fondov na podporu a rozvoj obcí, spoznávanie miest v obci, kde boli realizované projekty s podporou EÚ. Zvyšovanie vedomostnej úrovne a úrovne poznania vlastného regiónu a histórie, prezentovanie rozvojových projektov obce financovaných prostredníctvom prostriedkov EÚ. Metóda: zážitkové učenie, gaming – využitie technológií pri učení. Cieľ. skupina: medzigeneračné, národnostne mixované tímy	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.5	Objavovanie vzájomných kultúr	Prezentácia vzájomných kultúr prostredníctvom výstavy fotografií umelcov zo zapojených krajín. Výstava je zameraná na odprezentovanie lokálnych umelcov, ktorý zobrazujú krajinu, tradičné festivaly, lokálne jedlá, kuchyňu a pod. Výstava bude umiestnená na námestí. Cieľ: umelecké odprezentovanie kultúrnej pestrosti (krajinu, gastronómiu a pod.) krajín EÚ prostredníctvom výstavy fotografií umelcov zapojených krajín. Cieľová skupina: všetci účastníci podujatia, Metóda: vizuálna	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO

		prezentácia.			
T1.6	Životy iných	Filmový maratón s tematikou rôznorodosti, zameraný na zvyšovanie tolerance voči rôznorodosti, ktorá je súčasťou fungovania v EÚ. Súčasne sa jeden z filmov dotýka témy klimatickej zmeny, ktorá je veľkou témou na úrovni EÚ. Počas večera budú predstavené 3 filmy. Bude uvedený film Na spektre (príbeh autistického chlapca). 2. Po nás potopa - tematika klimatickej krízy. 3. Film s tematikou rodových stereotypov. Alternatívou sú filmy s podobnou tematikou z podujatia Jeden svet 2025 (aktuálne nie sú ešte dostupné). Filmy sú dostupné prostredníctvom webovej stránky Jeden svet Cieľ: prostredníctvom filmu poukázať na rôznorodosť v spoločnosti (a EÚ), podpora tolerance a solidarity ako základu spoločného fungovania v jednotnom priestore (krajina, Európska únia), scitlivovanie účastníkov na vnímanie odlišnosti, rodové stereotypy. Zvyšovanie informovanosti o klimatických zmenách. Metóda: premietanie filmov, vizuálna prezentácia, Cieľová skupina: mladí obyvatelia EÚ, všetci účastníci podujatia	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Őnkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.7	Európa - miesto pre každého, miesto pre všetkých	Aktivita je zameraná na predstavenie príbehov mužov a žien, ktorí prijali stereotypizovanú rolu v spoločnosti. Prostredníctvom formátu storytellingu je najskôr predstavený formát celej aktivity. Zaviesť koncept rodovej rovnosti spôsobom, ktorý rezonuje s tradičnými hodnotami, s dôrazom na spravodlivosť, rešpekt a dôležitosť komunity. V úvode prichádzajú so svojím príbehom ľudia - radi by sme našli a oslovili: ženu - matku, ktorá rozbehla podnikanie popri rodinnom živote (prípadne starostka niektorej z obcí), muž,	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Őnkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO

		ktorý išiel na otcovskú dovolenku. Diskusia má byť o tom, ako sa ľudia v rolách cítili, s čím bojovali, ako im pomáhala komunita, čo by pomohlo mužom a ženám v podobných rolách od komunity. Cieľ: Búranie rodových stereotypov, predstavenie žien a mužov v stereotypných rolách. Poukázanie na rolu komunity pri podpore. Zvýšiť povedomie o rodovej rovnosti zapojením účastníkov do premyslenej a reflexívnej rozprávačskej činnosti, ktorá rešpektuje hodnoty rovnosti a rovnakých práv. Rovnoprávne postavenie mužov a žien v spoločnosti, ako aj EÚ. Metóda: storytelling, moderovaná diskusia, Cieľová skupina: mladí ľudia (15-30 rokov), dospelí			
T1.8	Festival miest - športové aktivity	Petang- predstavenie tohto pôvodom francúzskeho športu. Účastníci podujatia si môžu tento šport vyskúšať. Jeho veľkou výhodou je, že ho môže hrať každý a dá sa realizovať prakticky kdekoľvek. Preteky v behu – vybitie energie pre všetky vekové skupiny, preteky na krátkej trati 1km. Cieľ: vytváranie a prehľbovanie vzťahov občanov z partnerských miest prostredníctvom realizácie neformálnych športových aktivít, Metóda: fyzická aktivita, Cieľová skupina: všetci účastníci	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.9	Festival miest – Európa miesto pre deti	Séria aktivít zameraná na zvyšovanie informovanosti o EÚ a jej štátoch. Match the landmarks Cieľ: zvyšovanie poznania a vedomostnej úrovni mladých Európanov. Zvyšovanie vedomostí o štátoch	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana	BEN AP	NO NO

		EÚ. Metóda: stolová hra, Cieľ. Skupina: 5-10 rokov Match the flags. Cieľ: zvyšovanie poznania a vedomostnej úrovni mladých Európanov. Zvyšovanie vedomostí o štátoch EÚ. Cieľ. Skupina: 5-10 rokov Metóda: stolová hra EU Puzzle. Cieľ: zvyšovanie poznania a vedomostnej úrovni mladých Európanov. Zvyšovanie vedomostí o štátoch EÚ. Cieľ. Skupina: 5-10 rokov Metóda: stolová hra I colour Europe Vyfarbovanie vlajok štátov. Cieľ: zvyšovanie poznania a vedomostnej úrovni mladých Európanov. Zvyšovanie vedomostí o štátoch EÚ. Metóda: stolová hra Europe and me Hádanie/doplňanie hlavných miest štátov. Cieľ: zvyšovanie poznania a vedomostnej úrovni mladých Európanov. Zvyšovanie vedomostí o štátoch EÚ. Cieľ. Skupina: 5-10 rokov Metóda: kvíz True or fake news? Cieľ: zamerané na boj proti hoaxom, zvyšovanie vedomostnej a zručnostnej úrovne pre lepšie identifikovanie	(RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)		
--	--	--	--	--	--

		fake news. Cieľ. Skupina: deti 9-15 rokov Metóda: gaming (aplikácia)			
T1.10	Festival miest	Spoločný čas, kedy sú všetci účastníci na jednom mieste, testujú jedlá a špeciality partnerských krajín a rôznorodé chute Európy. Sprevádzané hudbou – prezentácia rôznych hudobných žánrov z európskych krajín. Cieľ: prezentovanie rôznorodých EÚ kultúr prostredníctvom gastronómie. Metóda: kultúrna prezentácia, prezentácia gastronómie, Cieľová skupina: všetci účastníci.	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kőtegyán Község Őnkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.11	Európsku hudobný a tanečný festival	Oslava spolupráce prostredníctvom realizácie hudobných vystúpení a tanečných aktivít. - tanečné vystúpenia z partnerských krajín - tanečné workshopy (4) – SVK, RS, HU, FR Cieľ: predstavenie kultúrneho dedičstva participujúcich európskych krajín. Získanie základov tanečných krokov národných tancov. Metóda: pohybový workshop, Cieľová skupina: všetci účastníci podujatia	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kőtegyán Község Őnkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.12	Solidarita v akcii: Komunitné dobrovoľníctvo	Táto aktivita spája praktické dobrovoľníctvo s kultúrnou výmenou a podporuje solidaritu prostredníctvom spolupráce. Účastníci budú spolupracovať na projekte miestnej komunity (čistenie parku) nasledujú príjemné spoločné posedenie (piknik), ktorý prechádza plynulo do	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kőtegyán Község	BEN AP	NO NO

		ďalšieho programu. Cieľ: Pozitívnou skúsenosťou s realizáciou dobrovoľníctva v komunite podporiť vzájomnú solidaritu medzi obyvateľmi EÚ, účastníkmi projektu. Aktívne podieľanie sa na komunitnom živote. Metóda: zážitková aktivita, praktická skúsenosť, Cieľová skupina: všetci účastníci podujatia	Önkormányzata (HU), Općina Legrad (HR)		
T1.13	Oceňovanie občanov	Slávnostné oceňovanie občanov za výnimočný prínos do života obce. Ocenenia sú udeľované pri príležitosti 50. Výročia obce. Cieľ: Preukázanie úcty a rešpektu občanom, ktorí významnou mierou prispeli k zlepšovaniu komunitného života v obci- športová, kultúrna oblasť, oblasť spoločenského života. Prezentovanie pozitívnych vzorov pre obyvateľov a návštevníkov. Metóda: prezentácia, Cieľová skupina: všetci účastníci	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO
T1.14	Dialóg o partnerstve miest v EÚ: Zdieľanie najlepších postupov na zlepšenie života v komunitách	Stručná prezentácia o úlohe EÚ pri podpore rozvoja vidieka, zdôraznenie dôležitosti spolupráce a výmeny poznatkov medzi samosprávami. Nasleduje zdieľanie príkladov dobrej praxe: zástupcovia obce môžu prezentovať svoje skúsenosti, výzvy a úspechy v rozvoji obcí a komunitného života. Prezentované sú príklady (napr. udržanie mládeže, infraštruktúra, zachovanie kultúry), Ako sa využilo financovanie alebo programy EÚ na dosiahnutie úspechu, prezentovanie výsledkov a poučení (ako priestor pre učenie iných). Po vstupoch každého partnera nasleduje krátka diskusia, kde aj ostatní môže zdieľať skúsenosti, komentáre, sú z toho spísané kľúčové "lekcie" ako zoznam odporúčaní. V závere predstavitelia obcí zhrnú, čo im stretnutie prinieslo, kde získané	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU), Općina Legrad (HR)	BEN AP	NO NO

		poznatky plánujú využiť. Cieľ: Nadviazanie dialógu medzi zástupcami samospráv zo Slovenska, Srbska, Francúzska a Maďarska, ktorý im umožní vymieňať si osvedčené postupy a rozvíjať stratégie spolupráce na zlepšenie života na vidieku s podporou iniciatív EÚ. Metóda: zdieľanie príkladov dobrej praxe, projektové vzdelávanie Cieľová skupina: zástupcovia partnerských miest					
T1.15	Záverečné stretnutie partnerov	Zhodnotenie prínosov spoločného realizovaného projektu. Spoločné zhodnotenie realizovaného projektu, vyhodnotenie dosiahnutých cieľov. Plánovanie ďalších aktivít spolupráce. Cieľ: spoločné zhodnotenie dosiahnutých výsledkov realizovaného projektu. Pomenovanie prínosov spolupráce, zhodnotenie dosiahnutých cieľov. Metóda: prezentácia, Cieľová skupina: zástupcovia partnerských miest	Obec Melčice – Lieskové Comité de Jumelage de Cran Gevrier (FR), Communitas Europeana (RS), Kötegyán Község Önkormányzata (HU)	BEN AP	NO NO		
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)

D1.1	Slávnostné otvorenie podujatia	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01,02	Pozvánka (AJ,SVK,HU,FR),počet účastníkov (150), dĺžka trvania ½ h., správa z realizácie na webe partnerov(AJ,SVK,FR,HU),hodn. dotazník, fotografie
D1.2	Seniori v akcií	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc] [OTHER]	[PU — Public]	01, 02	počet účastníkov (50), dĺžka:1,5 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie
D1.3	EÚ Kvíz	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (50), dĺžka:0,5 h, správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie
D1.4	Po stopách EÚ	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (50), dĺžka trvania 1,5 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie, mapa
D1.5	Objavovanie vzájomných kultúr	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc] [OTHER]	[PU — Public]	01, 02	počet účastníkov (150), dĺžka:2dni, správa z realizácie na webe partnerov (AJ, SVK,FR,HU), dotazník, fotografie, umelecké

							fotografie (min.30)
D1.6	Životy iných	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (40), dĺžka-1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), dotazník, fotografie
D1.7	Európa - miesto pre každého, miesto pre všetkých	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (40), dĺžka 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), dotazník, fotografie
D1.8	Festival miest - športové aktivity	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (150), dĺžka 1 hod, správa z realizácie projektu na webe partnerov (AJ, SVK, FR, HU), dotazník, fotografie
D1.9	Festival miest – Európa miesto pre deti	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (80), dĺžka 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), dotazník, fotografie
D1.10	Festival miest	1	Obec Melčice – Lieskové	[R — Document, report] [DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (150), dĺžka: 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie
D1.11	Európsky hudobný	1	Obec Melčice –	[R — Document, report] [DEC —	[PU — Public]	01, 02	počet účastníkov (150), dĺžka: 1 h., správa

	a tanečný festival		Lieskové	Websites, patent filings, videos, etc]			z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie
D1.12	Solidarita v akcií: Komunitné dobrovoľníctvo	1	Obec Melčice – Lieskové	[R — Document, report] /DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (40), dĺžka: 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie
D1.13	Oceňovanie občanov	1	Obec Melčice – Lieskové	[R — Document, report] /DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (100), dĺžka: 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie.
D1.14	Dialóg o partnerstve miest v EÚ: Zdieľanie najlepších postupov na zlepšenie života v komunitách“	1	Obec Melčice – Lieskové	[R — Document, report] /DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (15), dĺžka: 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie, spísané príklady dobrej praxe.
D1.15	Záverečné stretnutie partnerov	1	Obec Melčice – Lieskové	[R — Document, report] /DEC — Websites, patent filings, videos, etc]	[PU — Public]	01, 02	počet účastníkov (30), dĺžka trvania 1 h., správa z realizácie projektu na webe partnerov (AJ,SVK,FR,HU), hodnotiaci dotazník, fotografie

Estimated budget — Resources															
Participant	Costs <i>(n/a for Lump Sum Grants)</i>														
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs	
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X EUR	X grants	X EUR	X EUR	X EUR
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X EUR	X prizes	X EUR	X EUR	X EUR
Total	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	X EUR	X grants X prizes	X EUR	X EUR	X EUR

For Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#))

Work Package ...

To insert work packages, copy WP1 as many times as necessary.

Staff effort *(n/a for Lump Sum Grants)*

Staff effort per work package

Fill in the summary on work package information and effort per work package. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Work Package No	Work Package Title	Lead Participant No	Lead Participant Short Name	Start Month	End Month	Person-Months
1						
2						
3						
4						
					Total Person-Months	

Staff effort per participant

Fill in the effort per work package and Beneficiary/Affiliated Entity.

Please indicate the number of person/months over the whole duration of the planned work. Make sure the figures are consistent with the section estimated budget from each work package (if applicable). There is no automatic reconciliation function across the different tables within this document.

Identify the work-package leader for each work package by showing the relevant person/month figure in **bold**.

Participant	WP1	WP2	WP...	Total Person-Months
[name]				
[name]				
Total Person-Months				

Subcontracting (n/a for prefixed Lump Sum Grants)

Subcontracting <i>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities). Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement. Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks). Make sure that subcontractors are aware of the principles of gender mainstreaming and non-discrimination mainstreaming.</i>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

Timetable

Timetable (projects up to 2 years) <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary. 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.</i>																									
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 – Slávnostné otvorenie																						
Task 1.2 - Seniori v akcií																						
Task 1.3 - EÚ Kvíz																						
Task 1.4 - Po stopách EÚ																						
Task 1.5 - Objavovanie vzájomných kultúr																						
Task 1.6 - Životy iných																						
Task 1.7 - Európa - miesto pre každého...																						
Task 1.8 - športové aktivity																						
Task 1.9 - Európa miesto pre deti																						
Task 1.10 - Festival miest																						
Task 1.11 - Európsky hudobný a tanečný festival																						
Task 1.12 -Komunitné dobrovoľníctvo																						
Task 1.13 - Oceňovanie občanov																						
Task 1.14 - Zdieľanie najlepších postupov na zlepšenie života v																						

komunitách																							
Task 1.15 – Záverečné stretnutie partnerov																							

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.

Počas realizácie projektu sa môžu vyskytnúť etické výzvy. Nakoľko sme si ich vedomí pri príprave projektu sme sa zamerali na ich ošetrovanie tak, aby sa zabezpečila psychická pohoda účastníkov a dosahovanie cieľov projektu. Pomenovanie týchto výziev nám pomohlo s nimi vedome pracovať. Jedná sa o nasledovné oblasti:

-kultúrna rôznorodosť – aktivity sú plánované tak, aby pri ich realizácii bol zachovaný rešpekt voči ostatným kultúram, zvlášť pri aktivitách, kde dochádza k stredu kultúr. Rôznorodosť využívame ako zdroj, prostredníctvom ktorého poukazujeme na pestrosť v EÚ. Toleranciu podporujeme sprievodným slovom počas celého podujatia, ako aj všetkými podpornými informačnými kanálmi (vrátane času pred podujatím).

-spracovanie citlivých informácií a dát- pokiaľ to nie je potrebné nezberáme osobné údaje, ani iné údaje, ktoré by mohli narušiť súkromie účastníkov. O zhotovovaní fotografií a video záznamom informujeme účastníkov. Dávame im priestor slobodne vyjadriť nesúhlas.

-nediskrimácia a bezpečnosť – počas realizácie podujatia podporujeme otvorenú a tolerantnú atmosféru. Prostredníctvom sprievodného programu, moderátorov všetkých aktivít, ale aj priamo programom (téma rodovej rovnosti). Prijímame obyvateľov takí, akí sú a aktivity pripravujeme a realizujeme pre všetkých. Spolupracujeme s bezpečnostnými zložkami tak, aby sme zabezpečili pokojný a bezpečný priebeh podujatia pre každého.

Téma rodovej rovnosti a nediskriminácie je aj súčasťou programu aktivít:

-podpora účasti mužov a žien – aktivity programu sú navrhnuté tak, aby podporovali účasť mužov a žien, chlapcov a dievčat. Pomer monitorujeme a reagujeme naň aktívnym prizývaním k účasti.

-prístupnosť – aktivity sú prístupné aj pre účastníkov s nejakou formou znevýhodnenia, na aktivitách je zabezpečené tlmočenie podľa potreby účastníkov (HU, AJ, FR). Priestory pre realizáciu aktivít volíme bezbariérové.

-proaktívne prizývanie k účasti – proaktívne prizývame účastníkov za pomoci dobrovoľníkov, osobitnú pozornosť venujeme prizývaniu účastníkov so znevýhodnením tak, aby sme odbúrali potenciálne bariéry.

-monitoring a hodnotenie – účasti mužov a žien, účasť vylúčených skupín. Vyhodnocovanie a navrhovanie zlepšenia do realizácie ďalších aktivít.

Nakoľko aktivity projektu zapájajú aj deti ako prílohu žiadosti prikladáme aj Vyhlásenie o ochrane práv detí. Deti budú počas realizácie aktivít pod dohľadom dospelého (rodiča, prípadne ním poverenej osoby) – aktivity budú vedené dospelými osobami.

#§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) <i>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.</i>
Insert text

#§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					
<i>Please provide a list of your previous projects for the last 4 years.</i>					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
Obec Melčice-Lieskové	MŽP SR, OPKŽP, Kohézny fond EÚ, Triedený zber KO v obci Melčice-Lieskové	2023	BEN	174 871,53€	www.melcice-lieskove.sk
Obec Melčice-Lieskové	Európsky poľnohospodársky fond pre rozvoj vidieka, Program rozvoja vidieka SR 2014-2020 MPaRV SR 2023, Rekonštrukcia miestností múzea Jána Smreka	2023	BEN	9 281,61€	www.melcice-lieskove.sk
Obec Melčice-Lieskové	Európsky fond regionálneho rozvoja, 2021, Rozvoj energetických služieb v obci Melčice-Lieskové	2021	BEN	14 820 €	www.melcice-lieskove.sk
Obec Melčice-Lieskové	Európsky fond regionálneho rozvoja, IROP 2014-2020, MIRRI, 2023, Dopady migračnej krízy na obec Melčice-Lieskové, zmiernenie dopadov migračnej vlny v dôsledku vojenskej agresie voči Ukrajine	2023	BEN	23 400 €	www.melcice-lieskove.sk
Obec Melčice-Lieskové	Európsky fond regionálneho rozvoja, IROP 2014-2020, MIRRI, 2023, Rekonštrukcia materskej školy, Zdravotechnika a nákup vybavenia do školskej kuchyne	2023	BEN	67 797, 68 €	www.melcice-lieskove.sk

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.

CERV Programme - Citizens engagement and participation strand: Town Twinning	
Estimated EU contribution	
ATTENTION: The list of events has to correspond with the list of work-packages described in part B and the events listed in part C. Please use the same order!	
1 EVENT = 1 WORK-PACKAGE	
Project title:	Spoločne v Európe

Version 2023 10 19

Event (Work Package) Number	Country of the event	City	Number of International direct participants	Number of direct participants	Lump Sum (automatic)
1	Slovakia	Melčice-Lieskové	131/145	500	EUR 33.830
2					EUR 0
3					EUR 0
4					EUR 0
5					EUR 0
6					EUR 0

ANNEX 2

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

Forms of funding	Estimated EU contribution	
	Estimated eligible lump sum contributions (per work package)	Maximum grant amount ¹
	WP1 Educational, informational, cultural activities	
	Lump sum contribution	
	a	b = a
1 - MelčiceLieskové	33 830.00	33 830.00
2 - CE		
3 - Kőtegyán		
4 - LEGRAD		
5 - Entreprise		
Σ consortium	33 830.00	33 830.00

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).

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

EU contribution												
Eligible lump sum contributions (per work package)												Requested EU contribution
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	[Lump sum contribution// Financing not linked to costs]	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

The consortium hereby confirms that:

The information provided is complete, reliable and true.

The lump sum contributions declared are eligible (in particular, the work packages have been completed and the work has been properly implemented and/or the results were achieved; see Article 6).

The proper implementation of the action/achievement of the results can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 19, 21 and 25).

ANNEX 5

SPECIFIC RULES

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

Rights of use of the granting authority on results for information, communication, dissemination and publicity purposes

The granting authority also has the right to exploit non-sensitive results of the action for information, communication, dissemination and publicity purposes, using any of the following modes:

- **use for its own purposes** (in particular, making them available to persons working for the granting authority or any other EU service (including institutions, bodies, offices, agencies, etc.) or EU Member State institution or body; copying or reproducing them in whole or in part, in unlimited numbers; and communication through press information services)
- **distribution to the public** in hard copies, in electronic or digital format, on the internet including social networks, as a downloadable or non-downloadable file
- **editing** or **redrafting** (including shortening, summarising, changing, correcting, cutting, inserting elements (e.g. meta-data, legends or other graphic, visual, audio or text elements extracting parts (e.g. audio or video files), dividing into parts or use in a compilation
- **translation** (including inserting subtitles/dubbing) in all official languages of EU
- **storage** in paper, electronic or other form
- **archiving** in line with applicable document-management rules
- the right to authorise **third parties** to act on its behalf or sub-license to third parties, including if there is licensed background, any of the rights or modes of exploitation set out in this provision
- **processing**, analysing, aggregating the results and **producing derivative works**
- **disseminating** the results in widely accessible databases or indexes (such as through ‘open access’ or ‘open data’ portals or similar repositories, whether free of charge or not.

The beneficiaries must ensure these rights of use for the whole duration they are protected by industrial or intellectual property rights.

If results are subject to moral rights or third party rights (including intellectual property rights or rights of natural persons on their image and voice), the beneficiaries must ensure that they

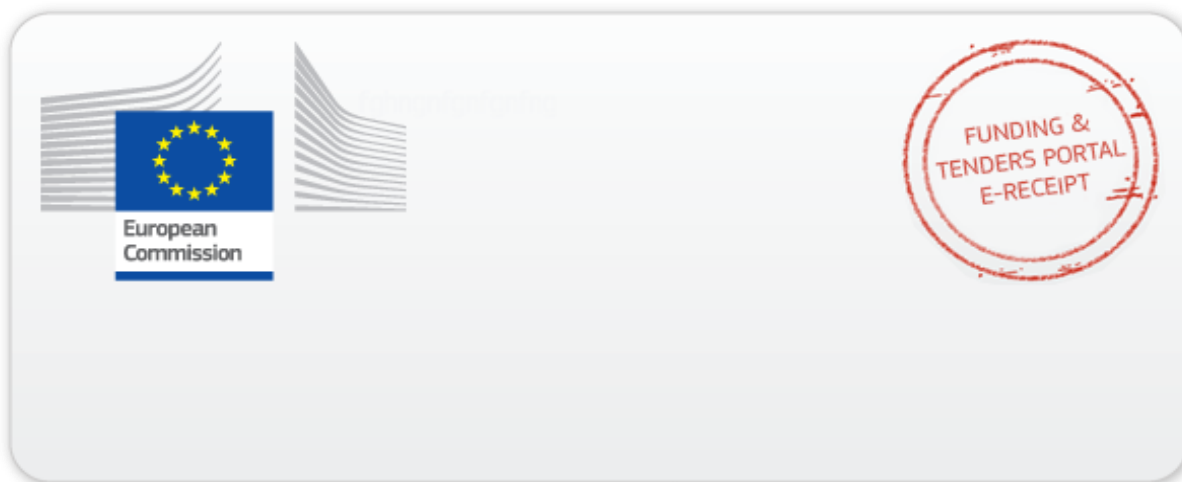
comply with their obligations under this Agreement (in particular, by obtaining the necessary licences and authorisations from the rights holders concerned).

COMMUNICATION, DISSEMINATION AND VISIBILITY (— ARTICLE 17)

Additional communication and dissemination activities

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

- present the project (including project summary, coordinator contact details, list of participants, European flag and funding statement and project results) on the beneficiaries' websites or social media accounts
- for actions involving **publications**, mention the action and the European flag and funding statement on the cover or the first pages following the editor's mention
- for actions involving public **events**, display signs and posters mentioning the action and the European flag and funding statement
- upload the public **project results** to the Rights and Values Project Results platform, available through the Funding & Tenders Portal.



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>)